

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, April 5, 2016
6:00 p.m. – Cayce Tennis and Fitness Center – 1120 Fort Congaree Trail
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
March 1, 2016 Regular Meeting
March 16, 2016 Special Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations and Proclamations

- A. Presentation of Awards to Cayce Public Safety Officers
- B. Recognition of Mr. Gabe Caldwell for American Flag Retirement Collection Box Eagle Scout Project
- C. Approval of Proclamation – National Service Recognition Day
- D. Approval of Proclamation – Child Abuse Prevention Month
- E. Presentation by Dee and Diane Pardue re Rental Registration Program

IV. 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

V. Other

- A. Discussion and Approval of the Accommodation Tax Committee’s Recommendation for Distribution of Funding for FY16-17
- B. Discussion of Proposed FY2016-2017 Utility Fund Budget

VI. City Manager’s Report

VII. Committee Matters

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

- B. Appointments and Reappointments
Planning Commission – 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

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 March 1, 2016

The March 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 Chief Charles McNair 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 Almond gave the invocation. Mayor Partin introduced Cayce Master Public Safety Officer Luis Feliciano to lead the assembly in the Pledge of Allegiance. Officer Feliciano, was born in Puerto Rico and raised in Rochester, N.Y. After graduating from High School he enlisted in the United States Marine Corp as an Infantry man. Upon discharge from the Marines he took a break in service to attend college at SUNY State College in New York. After college, Officer Feliciano enlisted in the United States Army and was sent to Suwon, S. Korea.

Mayor Partin stated that Officer Feliciano served twice on deployment in support of the Iraq war conflict after 9/11. After returning home from deployment, he enlisted in the Army National Guard - Reserves. He is currently serving his nation as an NCO/Noncommissioned Officer and the state of South Carolina in the Army National Guard - Reserves. He continues to proudly serve his nation and has served for over twenty years in combined military services. Upon return from his last deployment Officer Feliciano became a Public Safety Officer with the City of Cayce.

Approval of Minutes

Council Member Jenkins made a motion to approve the February 2, 2016 Regular Council Meeting minutes and the February 17, 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.

Proclamations and Presentations

A. Approval of Proclamation – March for Meals Month

Council considered for approval a Proclamation designating March as March for Meals Month. Council Member Jenkins made a motion to approve the Proclamation as presented. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that every year the March for Meals program invites local Mayors to participate in Community Champions Week where Mayors deliver meals to seniors who are homebound. She explained that she participates every year and anyone is welcome to volunteer to take seniors healthy meals.

B. Approval of Proclamation – End Racism Day

End Racism Day encourages all communities across the state to rejoice in the differences of each other and to celebrate the diversity of the human race rather than allow dissimilarities to become a reason for racial separation. Council Member Jenkins made a motion to approve the Proclamation proclaiming March 21, 2016 End Racism Day. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Presentation of Whole Sole Award

Mayor Partin asked Officer Luis Feliciano to join her at the podium. She stated that on February 5, 2016, Officer Feliciano was off duty and preparing to celebrate his 25th Wedding Anniversary with his wife. While en route to buy her a card he observed that a residence was on fire and saw the female resident enter the burning home. He immediately called 911 to report the fire then returned to his nearby home, gathered his firefighting gear and returned to the scene.

Mayor Partin stated that Officer Feliciano urged the resident to evacuate and attempted to escort her to safety. However in an extremely distraught state, she refused to leave without her pets. Officer Feliciano ultimately had to physically remove the resident from her burning home. The residence was a total loss, but thanks to Officer Feliciano's heroic actions, the resident suffered only minor injuries from an event that could have resulted in loss of life.

Mayor Partin stated that Battalion Chief Justin Buck wrote in his letter thanking MSPO Feliciano, "This incident had the positive outcome it did because the right person was at the right place early on when it mattered most...shortly after our arrival he

continued to assist by stretching a hand line and 'continue the fight'. Only after I made contact with him and instructed him to take a break would he leave his task."

MPSO Feliciano certainly went above and beyond in putting his own life at risk to save his neighbor. Additionally, he sacrificed his 25th Anniversary dinner with his wife to do so. Mayor Partin thanked him for his heroic actions. Officer Feliciano stated it was a privilege and honor to serve the citizens of the City of Cayce and he looked forward to continuing to serve and respond when called upon.

Other

A. Discussion and Approval of RFP Award for Cayce Public Safety Department Electrical Upgrades

Ms. Vance stated that Council approval was needed to accept the proposal from Gregory Electrical for electrical upgrades in the Public Safety building. She explained that new electrical panel installations and other electrical upgrades are needed since presently the panels are not adequate enough to maintain the amount of electrical service needed. The current system is a single phase residential which needs to be upgraded to a three phase commercial system. This would increase the amps from 150 to 300.

Ms. Vance stated that the Public Safety buildings also have an air quality issue that needs to be addressed. The current HVAC units throughout the buildings do not provide any outside ventilation air. New units need to be installed based on the sizes required to provide ventilation. The ductwork in the buildings is in poor condition and is not sealed. It needs to be replaced per the mechanical survey report that was performed by the consulting engineers.

Ms. Vance stated that the current electrical system is operating at maximum capacity and would not sustain a new unit. A licensed contractor would need to be hired to perform the necessary work. After the electrical improvements are made, the HVAC system improvements can be designed and funding for those improvements will be requested.

City staff has obtained quotes from two reputable, fully bonded and insured electrical companies for the electrical upgrades of the Public Safety building. Those companies are L&L Contractors and Gregory Electric. Both of the company's quotes are based upon the written RFP, written scope of work, and additional questions the City responded to in writing to the Contractors. Gregory Electric had the lowest quote at \$78,341. Ms. Vance stated that Council approved using up to \$100,000 of General Fund fund balance to upgrade the electrical at the Public Safety building at the January 5, 2016 Council Meeting.

Ms. Vance explained that the higher bidder included in their bid an item that was discussed in the walk through but was not included in the written scope of work. Staff subtracted that item from the bid and Gregory Electric still had the lowest bid. Ms. Vance explained that the low bid did come in under the amount that Council approved for the project but stated it was possible the amount could increase due to unforeseen issues once the project begins. She stated if that occurred staff would come back before Council for approval before proceeding.

Council Member Corley made a motion to approve the low bid from Gregory Electric in the amount of \$78,341.00 and authorize the City Manager to execute a contract between the City of Cayce and Gregory Electrical. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that staff completed the bond rating process with S&P and the City received a bond rating of A+ with a stable outlook going forward. She explained that the strong rating will be a positive for the bond sale, as well as eliminating the debt reserve fund requirement on the upcoming SRF loan and any loans in the future. The A+ rating will help the City be eligible for more savings when the bonds are sold.

Ms. Vance stated that there were three properties needed for the site of the new water tank. Two of the properties just closed and the third will close in a week. She stated that she was in the process of attending the City's neighborhood's monthly meetings to discuss the waterline replacement project and to answer any questions the residents may have. She explained that in the near future staff wants to have a meeting at Brookland Cayce High School for any interested residents to attend and meet with the engineers about the waterline replacement project.

Ms. Vance stated that the Guignard Park revitalization project and the new Kelly H. Jones Park in Riverland Park are both progressing quickly. She stated Ms. Greenwood would have the RFQ for the landscape architect/engineering firms out the next week for the all the flood repairs in the Riverwalk Park and at the Thomas Newman Boat Landing.

Ms. Vance stated that the City has two student interns from the University of South Carolina to assist staff with various projects. One student is researching economic development incentives. She stated that staff is working in creating a policy for incentives and has spoken to the City Attorney regarding what can and cannot be done. Ms. Vance stated that the other student is researching the history of the State Street properties since staff is considering applying for State Street to be put on the National Register of Historic Places. She stated it is eligible but the history of the properties is needed to apply. She stated staff has an upcoming meeting with State

Street property owners. Staff also has a meeting scheduled with the local realtors and developers to discuss the City's market analysis.

Ms. Vance stated that the Museum upgrades are under way and going well. The roof is being replaced and the exterior of the building is being painted. She stated the caboose on the Museum grounds was recently painted and looks great.

Committee Matters

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

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

Museum Commission - November 4, 2015
Board of Zoning Appeals – January 25, 2016

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

B. Appointments and Reappointments

Accommodations Tax Committee – One Position

Mr. Mark Burt's term expired in February. He has been contacted and would like to serve again and the Committee recommends him for reappointment. Council Member Almond made a motion to reappoint Mr. Burt to the Accommodations Tax Committee. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Events Committee – One Position

Ms. Cindy Pedersen's term expired in March. She has been contacted and would like to serve again and the Committee recommends her for reappointment. Council Member Corley made a motion to reappoint Ms. Pedersen to the Events Committee. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Jenkins asked staff to contact DOT to see what the timeline is for having the white line at Godley Street repainted. It is currently almost completely faded and could be a potential hazard for drivers who do not know to stop there.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of a matter relating to the proposed location of businesses in an area served by the City of Cayce

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

Possible Actions by Council in follow up to Executive Session

Mayor Partin stated that no action was taken in Executive Session.

Adjourn

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:18 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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City of Cayce Special Council Meeting March 16, 2016

A Special Council Meeting was held this afternoon at 5:00 p.m. at Cayce Tennis & Fitness Center. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins, City Manager Rebecca Vance and Assistant City Manager Shaun Greenwood. Municipal Clerk Mendy Corder, Director of Utilities Blake Bridwell and City Attorney Danny Crowe were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

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

Public Comment Regarding Items in the Agenda

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

Other

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each department's proposed budget is attached.

Council Comments

No one had any comments.

Executive Session

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

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

Possible Actions by Council in Follow up to Executive Session

Item V.C.

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

Adjourn

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

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Billing

DEPT CODE

30-1909

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
EQUIPMENT REPAIRS	30-1909-227 \$1,000		\$0	#DIV/0!
HAND TOOLS AND SUPPLIES	30-1909-231 \$3,000	Replacement tools such as: Curb stop wrenches, shovels, cameras, hand pumps, metal detector, spray paint and misc tools for meter readers.	\$2,000	50.0%
SAFETY SUPPLIES	30-1909-238 \$2,250	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter techs.	\$1,750	28.6%
UNIFORM EXPENSE	30-1909-241 \$2,000	Uniforms for 5 Meter Readers @ \$298.48/person/year. Jackets and shirts for meter techs. Shirts for office, Sweatshirts for techs.	\$1,750	14.3%
JANITORIAL	30-1909-244 \$0		\$0	#DIV/0!
VEHICLE INSURANCE EXP	30-1909-262 \$3,800	Insurance for five vehicles. \$742/Vehicle x 5 = \$3,800	\$2,500	52.0%
TRAINING	30-1909-264 \$6,500	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$6,500	0.0%
SPEC DEPT FEES - COLL, CHG CARD & ONLINE	30-1909-272 \$85,000	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive	\$85,000	0.0%
SPEC CONTRACT-COPIER	30-1909-271 \$0		\$0	#DIV/0!
MACHINES & EQUIP.	30-1909-385 \$136,500		\$1,200	11275.0%
	ITEM # 1	500 3/4" Meters for AMR Replacement Program	\$83,000	
	ITEM # 2	500 100W ERTs to replace failing ERTs	\$40,000	
	ITEM # 3	25 1" meters for replacement	\$5,500	
	ITEM # 4	Camera for Plugging	\$8,000	
		Items listed in order of priority	\$136,500	

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

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

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

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

Travel Expense Budget Justification

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

1909 FY 1617 Billing Equipment Justification

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

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

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

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

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

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

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

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

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1910-227	\$900	Parts & repair of equipment not covered under line item 226.	\$900	0.0%
EQUIPMENT REPAIRS				
30-1910-238	\$3,500	Purchase of PPE (Personal Protective Equipment) for WA. \$3000 for Safety Committee. \$500 for WA	\$3,500	0.0%
SAFETY SUPPLIES				
30-1910-241	\$600	Uniform clothing for staff.	\$550	9.1%
UNIFORM EXPENSE				
30-1910-249	\$4,100	Provides for pre-employment physicals, drug testing of CDL drivers, spirometer testing, HBV shot series & Flu shots department wide.	\$4,100	0.0%
MEDICAL, DOC, PHYSICAL EXPENSE				
30-1910-261	\$1,000	Position available classified advertisements, employee recruitment department wide.	\$1,000	0.0%
ADVERTISING				
30-1910-262	\$2,300	Vehicle Insurance for 3 vehicles.	\$2,000	15.0%
VEHICLE INSURANCE EXPENSE				
30-1910-264	\$3,035	Continued education for required re-certification training to obtain required CEUs for Water Admin.	\$3,035	0.0%
EMPLOYEE TRAINING				
30-1910-265	\$43,000	Annual audit expense department wide.	\$40,000	7.5%
PROFESSIONAL SERVICES - AUDIT				
30-1910-266	\$55,000	Legal services department wide.	\$55,000	0.0%
PROFESSIONAL SERVICES - ATTORNEY				
30-1910-267	\$25,000	Outside engineering consultant services department wide.	\$25,000	0.0%
PROFESSIONAL SERVICES - ENGINEER				
30-1910-268	\$43,000	Consulting services fees for the City's public relations consultant and to allow the city to sponsor a WEASC District meeting yearly and provide support to other Utility related organization functions and meetings. i.e.: purchase of or share in the purchase of food and/or purchase of items to be	\$50,000	-14.0%
CONSULTANT FEES				

CITY OF CAYCE

BUDGET JUSTIFICATION

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DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

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

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

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

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

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

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

Travel Expense Budget Justification

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	
SALARIES & WAGES	30-1911-101	\$452,930	Salary for 10 full time employees. We have 2 operators that may be upgrading their license in the upcoming fiscal year.	\$438,340	3.3%
OVERTIME EXPENSE	30-1911-102	\$43,209	Overtime due to shift changes and operators being on duty 36 hours one week and 48 hours the next. Also operators having to fill in during sick leave, annual leave and holidays.	\$41,377	4.4%
PRINTING/OFFICE SUPPLIES	30-1911-210	\$700	Log books, toner cartridges, printed forms that are use on a daily basis for record keeping, as well as, compliance with DHEC and EPA regulations and requirements.	\$650	7.7%
POSTAGE EXPENSE	30-1911-211	\$350	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2016.	\$275	27.3%
STATE OF S.C PERMIT FEES	30-1911-213	\$24,000	Fees are based on the number of service connections the City has. This includes treatment plant and laboratory certifications (\$370) and all the inspections, analysis, and monitoring done by DHEC during the year (\$22,830). Other permits include 3 NPDES permits (\$300), lab fees (\$500)	\$24,000	0.0%
DUES & MEMBERSHIPS	30-1911-214	\$887	Professional licenses. AWWA & WEASC membership dues for plant personnel.	\$857	3.5%
TRAVEL EXPENSE	30-1911-215	\$2,600	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference (\$1,400); the WEASC Operators Conference (\$1,030); and miscellaneous travel (\$495).	\$2,600	0.0%
AUTO OPERATING EXPENSE	30-1911-217	\$4,000	Maintenance of 3 vehicles assigned to the WTP for maintenance.	\$4,000	0.0%
ELECTRIC & GAS EXPENSE	30-1911-220	\$360,000	Electrical power service for operating the WTP, raw water pump station and high service pumps. Natural gas is used to heat the filter bay area.	\$345,000	4.3%
TELEPHONE EXPENSE	30-1911-221	\$8,621	2 Verizon cellular phones for plant operations (\$1028). Telephone and internet services provided by TWC (\$7377). Email service for Office 365 for three users @\$72 = \$216	\$6,933	24.3%

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	
LUBRICATION SUPPLIES	30-1911-223	\$950	Oils and greases for air compressors, sludge thickener drives, chemical feed pumps, raw water pumps and high service pumps. Increase due to additional pumps and motors we now have. This will provide for one oil, gear lube, and compressor oil change per year.	\$950	0.0%
SERVICE CONTRACTS	30-1911-226	\$157,974	<ol style="list-style-type: none"> 1. Hach Instrumentation Service to meet DHEC requirements \$6,800 2. Laboratory Deionized Water System Service \$1,100 3. Communication Specialists Mobile Phone Maintenance Service \$515 4. Collins Controls specialized instrumentation maintenance and repair \$3,000 5. Chlorinator Sales Annual Chlorine System Preventative Maintenance \$7,500 6. Blanchard WTP & RWPS GENSETS Maintenance \$3,525 7. Yearly Hoist inspection and preventative maintenance \$500 8. WTP Crom Tanks (Utility Services Inc Maint Program 4yrs) \$32,000 9. Garbage Service \$3,120 10. Landscaping Service For WTP \$25,764 11. Balance calibration for lab \$150 12. Claricone Renovation (Utility Services Inc. Maint. Schedule 4yrs) \$73,000 13. Annual Maintenance on Liquid Lime System \$1,000 <p style="text-align: right;">Total \$157,974</p>	\$51,307	207.9%
EQUIPMENT REPAIRS	30-1911-227	\$65,000	Maintenance on WTP and RWPS to include pumps, motors, valves, VFDs, chemical dosing pumps, fittings, diaphragms, tubing, PVC repair supplies, electrical circuit boards, rotor and stators, hoses, spray nozzles, HDPE chemical feed lines for lime, alum, flouride and carbon systems, pump rental and day labor for Reservoir cleaning .	\$65,000	0.0%
BUILDING REPAIR EXPENSE	30-1911-228	\$8,000	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings. HVAC contract services Carolina Comfort and pest control by Cayce Exterminating Install new stainless steel cabinet in Laboratory (\$6300)	\$6,500	23.1%
HAND TOOLS & SUPPLIES	30-1911-231	\$900	Small hand tools for the maintenance of the WTP and RWPS (e.g. drill bits, wrenches for special jobs, etc.)	\$900	0.0%
ELECTRIC & LIGHT SUPPLIES	30-1911-236	\$600	Light bulbs for the WTP, RWPS and various instrument panels that require light sources. Also including high pressure sodium bulbs for the WTP and RWPS.	\$600	0.0%
SAFETY SUPPLIES	30-1911-238	\$1,850	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,600	15.6%

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DATE REV #1:

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

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

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DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

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

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

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

Travel Expense Budget Justification

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

FY 1617 WTP Chemical Budget Justification

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

FY 1617 WTP Equipment Justification

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

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

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

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

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

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

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

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

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

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
SALARY AND WAGES	30-1912-101	\$527,129	Salary and wages for 13 employees. Increases for employee water distribution certification.	\$510,035 3.4%
OVERTIME	30-1912-102	\$51,814	Time worked after hours, other than 40 Hr. per week and not being able to leave the task over for the next day due to the nature of the work. Also, to provide service 365 days per year and 24 hours per day, much time is spent attending to service line repairs, water main breaks and water turn offs.	\$46,067 12.5%
PRINTING & OFFICE SUPPLIES	30-1912-210	\$3,000	Office supplies for Utility Field Manager, Crew Leaders, Waste Water Asst. Field Manager. All positions will be utilizing the same printer, to cover cost of jet ink cartridges, pens, staples, paper clips and various other office supplies.	\$2,500 20.0%
DUES AND MEMBERSHIP	30-1912-214	\$1,387	To allow personnel to join and participate in work related organizations. (i.e., AWWA, SCAWWA, WEASC, etc. And annual fees to LLR (\$50.00/person and \$30.00/renewal)	\$1,374 0.9%
TRAVEL EXPENSE	30-1912-215	\$6,200	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Increase is to support employee training when out of town. Specifically to send two operator to operators conference in October 2016 and two employees to the environmental conference in March 2017. To send Utility Field Manager to the annual ABC/AWWA conference as a board member. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams. To send Field Manager to have boom truck recertification.	\$4,080 52.0%
AUTO OPERATING EXPENSE	30-1912-217	\$45,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles.	\$50,000 -10.0%
ELECTRIC & GAS EXPENSE	30-1912-220	\$50,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center.	\$50,000 0.0%
TELEPHONE EXPENSE	30-1912-221	\$10,000	For (10) telephone service lines/internet, at Utility Field Operation Center, CAE Tele-metering and to pay for the use of our Verizon, and Time Warner Cable phone services. \$432 will be allotted for six employees to have City email.	\$12,000 -16.7%

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WD
DEPT CODE 30-1912

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

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change									
30-1912-256 WATER DIST. REPAIR EXPENSE	\$85,000	For the purchase of all materials used for the repair and installation of all sizes of water lines, hydrants & for new water line installations, as well as other water related work materials, etc. \$8,000 will be allotted for 4 ruggedized laptops for mapping.	\$65,000	30.8%									
30-1912-262 VEHICLE INSURANCE	\$8,162	For vehicle insurance. \$742 Per vehicle 11 Units.	\$6,500	25.6%									
30-1912-264 EMPLOYEE TRAINING	\$11,834	Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Asbestos initial and annual training, annual confined space and competent person training. To send the Feild Manager for boom truck recertification. To account for extra training due to turn over in our department personnel.	\$9,034	31.0%									
30-1912-381 WATER DIST. EQUIP. METERS	\$15,000	For purchase of water meters for new installations at new business/sub-divisions. For increase cost to purchase AMR Meters verses direct read water meters.	\$15,000	0.0%									
30-1912-385 MACHINES & EQUIPMENT	\$33,350	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Item #1</td> <td style="width: 60%;">Ditch Witch Excavation Vacuum Machine</td> <td style="width: 30%; text-align: right;">\$28,000</td> </tr> <tr> <td>Item #2</td> <td>Camera Security System</td> <td style="text-align: right;">\$5,350</td> </tr> <tr> <td colspan="2" style="text-align: center;">Items In Order Of Importance</td> <td style="text-align: right;">\$33,350</td> </tr> </table>	Item #1	Ditch Witch Excavation Vacuum Machine	\$28,000	Item #2	Camera Security System	\$5,350	Items In Order Of Importance		\$33,350	\$15,500	115.2%
Item #1	Ditch Witch Excavation Vacuum Machine	\$28,000											
Item #2	Camera Security System	\$5,350											
Items In Order Of Importance		\$33,350											
30-1912-386 EQUIPMENT NON-CAPITAL	\$900	For the purchase of a desktop computer that falls under the five year replacement plan.	\$900	0%									
30-1912-805 SC STATE RETIREMENT CONTRIBUTIONS	\$63,163		\$59,848	5.5%									
30-1912-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$868		\$823	5.5%									
30-1912-814 SOCIAL SECURITY	\$44,289		\$42,805	3.5%									

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

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

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

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

Travel Expense Budget Justification

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

FY 1617 WD Chemical Budget Justification

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

FY 1617 WD Equipment Justification

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

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

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

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

DATE PREPARED: 2/06/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP
DEPT CODE 30-1916

DATE REV #1:

DATE REV #2:

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

DATE PREPARED: 2/06/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	
AUTO OPERATING EXPENSE	30-1916-217	\$37,000	Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan ,3 pickup trucks, 2 service trucks, & 3 tractor trailers. Total of 9 vehicles. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik sloopemower, and a gasoline utility golf cart. Vehicle expence includes weekly routes for Town of Lexington & Joint Municipal Commission sampling.	\$37,000	0.0%
WATER EXPENSE	30-1916-218	\$474,000	Potable Water Usage @ WWTP @ \$4.25/thousand gallons. 7-1-15 thru 12-31-15 water usage @ 55,745,000 gallons.	\$430,000	10.2%
ELECTRIC & GAS EXPENSE	30-1916-220	\$942,000	Electric power service for operating the WWTP and solids handling facility. Increase due to addition of 2 LCJMW&SC force main metering station operations & one Town of Lexington metering station.	\$939,000	0.3%
TELEPHONE EXPENSE	30-1916-221	\$28,060	Telephone/Internet service, Verizon cellular/direct connect phone service,. Added \$72 e-mail expence per user (5).	\$27,700	1.3%
LUBRICATION SUPPLIES	30-1916-223	\$2,000	Oils and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$3,000	-33.3%
SERVICE CONTRACTS	30-1916-226	\$141,975		\$133,305	6.5%
			1. Annual radio service contract charge.	\$450	
			2. Generators and Switchgear Service Agreement	\$11,000	
			3. Lawn service agreement	\$55,500	
			4. Elevator Service Agreement	\$1,740	
			5. Annual Industrial Scientific Gas Detector iNET Insite usage fee	\$1,020	
			6. Hach WWTP Lab & Process Control peventative maintenance agreement	\$20,200	
			7. Fire Alarm Service (Operations & Chlorine Buildings)	\$1,440	
			8. Plant garbage service	\$10,000	
			9. Aquarium maintenance service	\$4,200	
			10.True up and wwtp audit expenses	\$25,000	
			11.Xylem Effluent Pump Service contract (Bronze)	\$6,600	
			12. WWTP HVAC service agreement	\$4,825	

DATE PREPARED: 2/06/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

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

DATE PREPARED: 2/06/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
LABORATORY SUPPLIES	30-1916-249 \$38,200	Reagents & supplies for the analysis of influent, effluent and pretreatment samples that are required by DHEC and EPA including chlorine, CODs, BODs, fecal coliform, quality control standards and pH reagents. Purchase of unknown WP interlaboratory PT study samples as mandated by EPA/DHEC. Analytical balance calibration. Special sampling projects. Resumption of phosphorous analysis required for 25 MGD NPDES limits. Additional costs associated with Town of Lexington & Joint Municipal Commission BOD, TSS & NH3 analysis, new E-Coli analysis supplies, increase for laboratory water purification system operations, and purchase of additional disposable sample bottles. Additional monies adjusted for 5.0% anticipated laboratory supply price increases .	\$35,900	6.4%
VEHICLE INSURANCE	30-1916-262 \$8,162	Insurance on 11 Vehicles/Trailers assigned to the WWTP.	\$6,900	18.3%
EMPLOYEE TRAINING	30-1916-264 \$7,795	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Additional training required to prepare lower grad operators (3) for higher level cerification exams. Training for new maintenance technician on WWTP systems.	\$6,000	29.9%
PROFESSIONAL SERVICES	30-1916-267 \$28,000	Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCB's, total nitrogen and monitoring of Cayce's pretreatment accounts. This analysis has to be done by a State of South Carolina certified laboratory. Also extra sampling to investigate any potential operational problems in WWTP water quality.	\$25,100	11.6%
PROFESSIONAL SERVICES - ENGINEERING	30-1916-268 \$25,000	Engineering for headworks and pretreatment	\$0	#DIV/0!

DATE PREPARED: 2/06/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

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

DATE PREPARED: 2/06/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1916-822	\$107,295		\$99,042	8.3%
MEDICAL INSURANCE EXPENSE				
30-1916-825	\$2,000		\$2,000	0.0%
UNEMPLOYMENT COMPENSATION EXPENSE				
30-1916-828	\$1,500		\$1,500	0.0%
HEALTH REIMBURSEMENT ACCOUNT EXPENSE				
30-1916-830	\$6,615		\$6,615	0.0%
OPEB EXPENSE				
30-1916-950	\$550,000		\$550,000	0.0%
DEPRECIATION				
TOTAL 30-1916	\$4,011,865		\$3,625,511	10.7%

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

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

Travel Expense Budget Justification

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

FY 1617 WWTP Chemical Budget Justification

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

FY 1617 WWTP Equipment Justification

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

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

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

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

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

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

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

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

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

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

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
SALARY AND WAGES	30-1917-101	\$562,746	Salary and wages for 14 employees. Increases for wastewater collection certifications.	\$545,470 3.2%
OVERTIME	30-1917-102	\$65,732	Time worked after hours, other than 40 Hr. per week and not being able to leave the task over for the next day due to the nature of the work. Also, to provide service 365 days per year and 24 hours per day.	\$55,000 19.5%
DUES AND MEMBERSHIP	30-1917-214	\$1,250	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,390 -10.1%
TRAVEL EXPENSE	30-1917-215	\$3,640	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions.	\$3,140 15.9%
AUTO OPERATING EXPENSE	30-1917-217	\$60,000	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$60,000 0.0%
ELECTRIC & GAS EXPENSE	30-1917-220	\$125,000	Electric power service for operating sewer pump stations. Increase to account for new pump stations to come on line.	\$115,000 8.7%
TELEPHONE EXPENSE	30-1917-221	\$25,000	Telephone service, Verizon cellular/ phone service, (cell and monitoring services for sewer pump stations and Flow Meter monitoring.)	\$40,000 -37.5%
LUBRICATION SUPPLIES	30-1917-223	\$300	Oils and greases used for pump operation and maintenance.	\$300 0.0%
SERVICE CONTRACTS	30-1917-226	\$16,908	<ol style="list-style-type: none"> 1. Two way radio contract \$63 2. Generator set maintenance and inspection agreement. \$6,710 3. Pump station 1 gas detector service contract. \$1,500 4. Guard Dog Electric Fence Contract \$3,090 5. P.U.P.S. Contract \$3,245 6. Garbage Service \$1,680 7. Flow Monitoring Service \$620 	\$17,878 -5.4%

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT.

WWC

DEPT CODE

30-1917

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

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

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

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

Travel Expense Budget Justification

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

FY 16/17 WWC Chemical Budget Justification

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

FY 16/17 WWC Equipment Justification

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

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

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

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

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

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

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

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

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

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

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

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

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

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

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

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

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

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

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

Travel Expense Budget Justification

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

FY 1617 Pre-Treatment Budget Justification

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

FY 1617 PRETREATMENT Equipment Justification

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

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

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

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

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

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

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

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

DATE PREPARED: 1/30/16

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Non Dept

DATE REV #1:

DEPT CODE 30-1990

DATE REV #2:

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

ITEM III. A.

The Incident Report is not available yet. This incident was an officer responding to a suspicious vehicle. The first officer stepped out with the vehicle and a second officer was already on their way to assist. The first officer was conducting a pat down of the driver when the second officer was walking to them. The driver pulled out a gun and a shot was fired striking the second officer in the leg. A struggle started with the first officer and the driver. The driver fled on foot and the first officer gave chase even though he knew the second officer was struck. The first officer and the driver engaged one another in a gun fight and the second officer got up and started to get back into the fight when the driver was struck by the officer's rounds and the fight ended. Both officers have to be commended for staying in the fight even knowing one was struck by a round until the threat was controlled.

**CAYCE DEPARTMENT OF PUBLIC SAFETY
POLICY AND PROCEDURES MANUAL**

POLICY 2.21 ALTERNATIVE:	DATE: 01/17/2006	REVISED DATE:
TITLE: AWARDS PROGRAM	PAGE: 1 OF 7	
RESPONSIBLE AUTHORITY: CHIEF CHARLES McNAIR		
RELATED STANDARDS/STATUTES/REFERENCES: Prior Policy Manual, LCSD Policy Manual, SC Police Chief's Association		

POLICY: The Cayce Department of Public Safety has established a process for the recognition of valor, exceptional duty performance, and honorable service by sworn law enforcement officers, fire fighters and civilian employees of the department. This directive defines the various awards, the criteria for selection, level of approval authority, procedure for nomination, presentation and display.

Awards

The Department may utilize metallic uniform insignias, certificates, and/or other incentives approved by the Director of Public Safety.

Nomination and Selection

Any CDPS employee may nominate eligible persons, including themselves, for an award established by this program using the standard CDPS Award Nomination form. The submission must be made within one year of the activity or action for which the award is recommended.

The supervisory chain of command of the person nominated shall review all award nominations to the appropriate approval authority level. Nominations must include supporting documentation and justification and indicate that the criteria established for the proposed award has been met. Nominations for awards in recognition of activities involving a law enforcement action should include the case number for the action. Supervisors acting as the designated approval authority may approve an award established in the award criteria. Supervisors at levels of the chain lower than the approval authority of an award may recommend approval, disapproval or downgrade of an award prior to submission to the appropriate approval authority level. Completed award packets, including those that have been disapproved, will be forwarded to the awards coordinator by the approval authority.

Award nominations for the Medal of Honor (MOH), Medal of Valor (MOV), The Purple Heart (TPH), Meritorious Achievement Award (MAA), Meritorious Conduct Award (MCA), and Lifesaving Award (LSA), will be reviewed by the staff to ensure program continuity prior to presentation.

great loss of life (two or more persons) or a major catastrophic event likely to result in great loss of life.

Eligibility Criteria: Any sworn Cayce Department of Public Safety Officer.

Approval and Presentation Criteria: The Director of Public Safety.



The Medal of Valor (MOV)

Award Criteria: For exceptional heroism in the line of duty, that is clearly beyond the call of duty and involves great risk or injury or death, and results in the prevention of loss of life or serious injury (of at least one person) or major destruction of property.

Eligibility Criteria: Any sworn Cayce Department of Public Safety Officer.

Approval and Presentation Criteria: The Director of Public Safety.



The Purple Heart (TPH)

Award Criteria: For having sustained **serious** or **fatal** injuries while in the line of duty **and** while participating in a law enforcement action or security-related activity in the detention center. The injury or death **must** have been the result of a hostile act **or** dangerous circumstance associated with or caused by a criminal suspect or fugitive or the result of some courageous act undertaken for a humanitarian purpose or rescue operation. *Excluded are injuries, even though severe or fatal and even though in the line of duty, that are the result of an accident or any circumstance unrelated to stated criteria.*

Eligibility Criteria: Any sworn Cayce Department of Public Safety Officer.

Approval and Presentation Criteria: The Director of Public Safety



The Meritorious Achievement Award (MAA)

Award Criteria: For outstanding sustained service in one of the following circumstances:

- Upon retirement from the Department with a period of least 5 years service in a position of leadership or great responsibility; **OR**
- Upon the honorable separation from the Department (other than retirement) with a period of at least 5 years service in a position of leadership or great responsibility in the grade of captain or higher; **OR**
- Upon the honorable separation from the Department with less than 5 years service while serving as a member of the executive staff;



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, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with county officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and county officials across the country for the Mayor and County Recognition Day for National Service on April 5, 2016.

THEREFORE, BE IT RESOLVED that I, Elise Partin, Mayor of Cayce, do hereby proclaim April 5, 2016, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city; to thank those who serve; and to find ways to give back to their communities.

Dated this 5th day of April 2016.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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, every child deserves to grow up in a safe, loving and stable family free from physical, sexual, emotional and verbal abuse; neglect; and exploitation; and

WHEREAS; child maltreatment is a national tragedy that crosses racial, ethnic and socio-economic boundaries and endangers the most precious resource of children, who will shape the future of South Carolina; and

WHEREAS, child abuse can have lifelong psychological, emotional, and physical consequences for victims; and

WHEREAS, children have the right to be provided every opportunity to learn, grow, and thrive in nurturing environments that don't violate their safety, dignity, and humanity; and

WHEREAS, effective child abuse prevention activities work because of meaningful partnerships between individuals, child-serving organizations, and government agencies that bring about community-based solutions; and

WHEREAS, preventing child abuse in our state can only occur with programs that strengthen families, educate parents and caregivers, and provide positive development of children that allows them to succeed; and

WHEREAS, in fiscal year 2015, there were 18,848 children in founded investigations of child maltreatment in South Carolina; and

WHEREAS, prevention remains the best defense for our children and families; and

WHEREAS, the City of Cayce, in conjunction with concerned citizens throughout the state, designates the month of April as Child Abuse Prevention Month while urging all citizens to dedicate themselves to protect quality of life for every child;

NOW THEREFORE, I, Elise Partin, Mayor of Cayce, South Carolina, do hereby proclaim April 2016 as CHILD ABUSE PREVENTION MONTH.

Dated this 5th day of April 2016

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

Memorandum

To: Mayor and Council

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

Date: March 31, 2016

Subject: First 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).

ISSUE

Council approval is needed for the First 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 12Th 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 First 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 12th 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]: City Staff

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 [1st Reading] _____ ACTION: _____

CITY COUNCIL [2nd / 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

ITEM V. A.

**ACCOMMODATIONS TAX FUNDING REQUESTS
FY16-17**

Name	Request	Recomm	Approved	Notes	FY 15-16	
					Request	Received
Ad Specialties (replenish stock)	\$1,200	\$1,200			\$1,200	\$1,200
Airport High School Boys Soccer Tournament	\$2,500	\$2,500			\$2,500	\$2,500
Airport High School Girls Soccer Tournament	\$2,500	\$2,500			\$2,500	\$2,500
Brookland-Cayce High School Boys Soccer	\$5,000	\$2,500			\$3,000	\$2,500
Cayce Museum - 25th Anniversary Event	\$2,500	\$2,500			N/A	N/A
Cayce Museum - Christmas Traditions 2016	\$3,350	\$3,350			\$3,350	\$3,350
Cayce Museum Aide's Salary	\$11,500	\$11,500			\$11,500	\$11,500
Cherokee Trail Riverfest	N/A	N/A			\$8,000	\$2,500
Christmas In Cayce Festival of Lights	\$10,000	\$10,000			\$8,500	\$8,500
Columbia Metro Convention & Visitors Ctr	\$3,000	\$1,000		Or up to 30% according to State law	\$3,000	\$1,000
Congaree Bluegrass Festival	\$20,000	\$20,000			\$16,700	\$16,700
Guided Nature Tours	\$500	\$500			\$500	\$500
The River Alliance/Tartan Day South	\$5,000	\$5,000			\$5,000	\$4,000
West Metro Visitors Center	\$18,000	\$18,000		Or up to 30% according to State law	\$18,000	\$18,000
TOTAL FUNDS REQUESTED/APPROVED	\$85,050.00	\$80,550			\$83,750	\$74,750

Memo

To: Accommodations Tax Committee
From: Kara Carmine, Administrative Coordinator
Date: March 8, 2016
Re: **FY16-17 Accommodations Tax Request**

We are requesting \$1,200 in funding for FY16-17 to replenish our supply of advertising specialty items. These imprinted items include t-shirts, hats, coffee mugs, pencils, pens, magnets, etc. The items are used to promote tourism to the City through distribution at the West Metro Visitors Center, events and other activities.

The funds will be used on a “draw-down” or as needed basis. Thank you.

KC/



**CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017**

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

1. **The Applicant must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. Attach a copy of the applicant's 501 (C) (3) certification letter and a copy of a current Secretary of State charity registration letter.**

Applicant/Organization Airport High School Boys Soccer

Federal ID No. _____ Non-Profit Status: _____

Contact Person Sam Masone Telephone (803) 517-7566

Address 1315 Boston Ave. W. Columbia, SC 29170

Email Smasone@lex2.org

2. **Project Category (check one)**

Tourism Advertising and Promotion

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

Tourism-Related Expenditures

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

City of Cayce

Accommodations Tax Fund Request

2

3. Project/Event name and general description with specific reference to what will be accomplished with city funds.

The Airport Select Invitational is a Varsity boys' soccer tournament, one of the largest in South Carolina. ASI 2016 will be held April 9-12, 2016 and will feature 12 teams from our state. The City funds will help in many different ways such as: supplying referees, game balls, field/facility maintenance, canteen supplies, trainers, security, custodians, and other miscellaneous fees.

4. Project Period: Begin April 9, 2016 End April 12, 2016

5. For Tourism-related expenditures, the following questions must be answered in order for your request to be considered for funding.

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? Country Inn & Suites, Sleep Inn

Total number of visitors expected to attend your event? 1200 - 1500

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 33%

Describe how your project/event will attract and promote tourism, civic and cultural events, or help provide services and facilities that are needed to attract and provide for tourists, civic and cultural activities. (Attach a sheet, if necessary)

This tournament will bring hundreds of visitors to the City of Cayce for four days and three nights. Visitors will spend money at local hotels in Cayce and will dine in restaurants within the city limits. Also, visitors will visit local convenient stores for gas, food, and other needs.

6. Estimated Cost of Project \$ 14,000

7. Total Accommodations Tax Funds Requested for FY16-17 \$ 2500



Signature of Applicant

2/4/16

Date

Please attach:

- 1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
- 2. One page brief history of organization, if first-time applicant.
- 3. Copy of your IRS 501 (C) (3) certification letter.
- 4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

City of Cayce
 ATTN: KARA CARMINE
 P.O. Box 2004
 Cayce, SC 29171-2004
 or
 Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 4, 2016

Complete application form and attachments can also be dropped of at
 City Hall
 1800 12th Street

For Office Use Only	
Date Received _____	Council Action Date _____
Recommendation _____	Amount Approved _____
Date of Recommendation _____	

City Of Cayce
Accommodations Tax Fund Request

Attachment 1, Page 2

Organization Airport Boys Soccer

List all expenses associated with this event.

Type of Expenditure	FY2016-17
Custodian (4 Days)	\$ 600
Tournament Director	\$ 300
Athletic Trainer (4 Days)	\$ 500
Match Officials	\$ 3650
Awards/Match balls	\$ 800
Lighting for night matches	\$ 500
Event Security	\$ 1000
Field Paint	\$ 750
Gatekeepers/Scorekeepers	\$ 1300
Field Maintenance	\$ 750
ASSIGNER Fee	\$ 200
T-Shirts	\$ 150
Canteen Supplies	\$ 2,000
Miscellaneous Supplies	\$ 500
Sanctioning Fee	\$ 150
TOTAL*	14,000

*NOTE: This amount should equal the amount of revenues on page 1.



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

- 1. The Applicant** must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant’s 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization _____

Federal ID No. _____ Non-Profit Status: _____

Contact Person _____ Telephone _____

Address _____

Email _____

2. Project Category (check one)

_____ **Tourism Advertising and Promotion**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

_____ **Tourism-Related Expenditures**

(Definition: *Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.*) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

6. Estimated Cost of Project _____

7. Total Accommodations Tax Funds Requested for FY16-17 \$ _____

Signature of Applicant

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
3. Copy of your IRS 501 (C) (3) certification letter.
4. Copy of a current South Carolina Secretary of State charity registration letter.

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**City of Cayce
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or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 4, 2016

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City Hall
1800 12th Street**

For Office Use Only

Date Received _____

Council Action Date _____

Recommendation _____

Amount Approved _____

Date of Recommendation _____



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

- 1. **The Applicant** must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant’s 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization _____

Federal ID No. _____ Non-Profit Status: _____

Contact Person _____ Telephone _____

Address _____

Email _____

2. Project Category (check one)

_____ **Tourism Advertising and Promotion**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

_____ **Tourism-Related Expenditures**

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

6. Estimated Cost of Project _____

7. Total Accommodations Tax Funds Requested for FY16-17 \$ _____

Signature of Applicant

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
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or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 4, 2016

**Complete application form and attachments can also be dropped of at
City Hall
1800 12th Street**

For Office Use Only

Date Received _____

Council Action Date _____

Recommendation _____

Amount Approved _____

Date of Recommendation _____



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

1. The Applicant must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant's 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization Columbia Metropolitan Convention & Visitors Bureau
Federal ID No. 57-0778557 Non-Profit Status: 501-C-3
Contact Person Kelly Barbrey Telephone 803-545-0018
Address 1101 Lincoln Street Columbia, SC 29201
Email kbarbrey@columbiaauthority.com

2. Project Category (check one)



Tourism Advertising and Promotion

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.



Tourism-Related Expenditures

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

3. Project/Event name and general description with specific reference to what will be accomplished with city funds.

Project Name: CVB/City of Cayce Cooperative Advertising Program.

The Columbia CVB has developed a cooperative advertising program where our partner municipalities can use A-tax funds to directly promote any festivals, attractions, events or happenings within their area through our media outlets including out-of-market billboards, print or or online/web advertising. We have many outlets to choose from in Charlotte, Augusta, Greenville, Charleston, Asheville and more in order to drive tourists to their specific municipality, festivals and events.

4. Project Period: Begin 7/1/2016 End 6/30/2017

5. For Tourism-related expenditures: The following questions must be answered in order for your request to be considered for funding.

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? Hotels listed on CVB website:

Masters Inn, Country Inn & Suites, Airport Inn, Knights Inn, Country Hearth Inn,

Total number of visitors expected to attend your event? 5.4 million overnight region-wide

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 100%

Describe how your project/event will attract and promote tourism, civic and cultural events, or help provide services and facilities that are needed to attract and provide for tourists, civic and cultural activities. (Attach a sheet, if necessary)

The overall marketing plan for the Columbia Metropolitan Convention & Visitors Bureau is a well-rounded mix of print advertising, digital advertising, website, social media, media relations, television advertising, tradeshow, direct mail and billboard marketing. Since the CVB purchases such a large volume of advertising space, we are able to pass along those discounts to our partners who invest tourism dollars with us. Partners can promote specific festivals, events, recreational or cultural attractions using their own messaging and artwork, or can have the CVB team design something on their behalf. Placement opportunities include digital billboards as well as print and digital ads in publications such as Charleston City Paper, Greenville Journal, Creative Loafing Charlotte, Augusta Metro Spirit, Southern Living and more. The CVB's digital billboard inventory includes boards in Charlotte, Augusta, Asheville, Greenville, Charleston and on interstates I-20, I-26 and I-77 leading into the Columbia region. Partners can "shop" from our cooperative marketing list to determine how they want to invest their A-Tax dollars with the CVB and then can choose whether they want to use their own creative or have the CVB design creative on their behalf.

6. Estimated Cost of Project 300,000

7. Total Accommodations Tax Funds Requested for FY16-17 \$3,000

Ally Barbary
Signature of Applicant

3/1/16
Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant. *N/A*
3. Copy of your IRS 501 (C) (3) certification letter.
4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

City of Cayce
ATTN: KARA CARMINE
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 4, 2016

Complete application form and attachments can also be dropped of at
City Hall
1800 12th Street

For Office Use Only	
Date Received _____	Council Action Date _____
Recommendation _____	Amount Approved _____
Date of Recommendation _____	

Organization Columbia Metropolitan Convention & Visitors Bureau

Provide the best description possible for the source of revenue (example – are other grant funds committed through grant award or written notification?). Identify by name, sponsors, agencies, etc. contributing.

Type of Revenue	FY2016-17
City of Cayce Accommodations Tax (Requested)	\$3,000
SCPRT Grant (Requested)	\$40,000
Private Funds (Projected)	\$80,000
Richland County Hospitality Tax and Accommodations Tax (Requested)	\$100,000
City of Columbia Accommodations Tax (Requested)	\$62,000
Town of Lexington Accommodations Tax (Requested)	\$10,000
City of West Columbia A-Tax (Requested)	\$5,000
TOTAL *	300,000

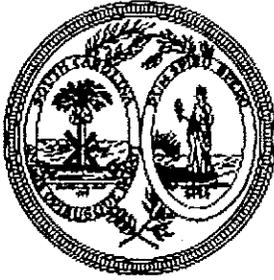
*NOTE: This amount should equal the amount of expenses on page 2.

Organization Columbia Metropolitan Convention & Visitors Bureau

List all expenses associated with this event.

Type of Expenditure	FY2016-17
Advertising Placements (Out of Market)	\$270,000
Creative, Design and Photography for Ads	\$30,000
TOTAL*	\$300,000

*NOTE: This amount should equal the amount of revenues on page 1.



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

Jan 30, 2015

Greater Columbia Convention and Visitors Bureau
Amanda Cusaac
1101 LINCOLN ST
COLUMBIA, SC 292013133

RE: Registration Confirmation

Charity Public ID: P27324

Dear Amanda Cusaac :

This letter confirms that the Secretary of State's Office has received and accepted your Registration, therefore your charitable organization is in compliance with the registration requirement of the "South Carolina Solicitation of Charitable Funds Act." The registration of your charitable organization will expire on Nov 15, 2015. If any of the information on your Registration form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization.

If you have not yet filed your annual financial report or an extension for the annual financial report, the annual financial report is still due 4 ½ months after the close of your fiscal year. Annual financial reports must either be submitted on the Internal Revenue Service Form 990 or 990-EZ or the Secretary of State's Annual Financial Report Form. There is no fee associated with filing an annual financial report with our office. If your organization files IRS Form 990 or 990-EZ and you wish to extend the filing of that form with us, please submit a copy of your IRS Form 8868. If your organization files the Secretary of State's Annual Financial Report Form, and you wish to extend the filing of that form with us, please submit a written request to the Division of Public Charities. **Failure to submit the annual financial report may result in an administrative fine of up to \$2,000.**

If you have any questions or concerns, please visit our Website at www.scsos.com and review the Public Charities section or contact our office at (803) 734-1790.

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities

Internal Revenue Service

Department of the Treasury

District
Director

10 MetroTech Center
625 Fulton St., Brooklyn, NY 11201

Greater Columbia Convention
and Visitors Bureau
Post Office Box 15
Columbia, SC 29202-0015

Person to Contact: Patricia Holub

Telephone Number: (718) 488-2333

Refer Reply to: EP/EO:CSU

Date: JUN 11 1997

EIN: 57-0778557

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Greater Columbia Convention and Visitors Bureau.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

(Patricia Holub)

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Greater Columbia Convention
and Visitors Bureau

Date of Exemption Letter: July 1988

Exemption granted pursuant to section 501(c)(6) of the
Internal Revenue Code.

Foundation Classification (if applicable): Not applicable.

The State of South Carolina

EXECUTIVE DEPARTMENT

CERTIFICATE OF INCORPORATION
BY THE SECRETARY OF STATE

WHEREAS, Judy Louise Knoechel, 1197 Quail Run, Columbia, SC
Frank C. Murphy, 713 Southlake Rd., Columbia, SC

two or more of the officers or agents appointed to supervise or manage the affairs of

GREATER COLUMBIA CONVENTION AND VISITORS BUREAU

which has been duly and regularly organized, did on the 7th day of

June, A. D. 1984, file with Secretary of State a written declaration setting forth:

That, at a meeting of the aforesaid organization held pursuant to the by-laws or regulations of the said organization, they were authorized and directed to apply for incorporation.

That, the said organization holds, or desires to hold property in common for Religious, Educational, Social, Fraternal, Charitable or other eleemosynary purpose, or any two or more of said purposes, and is not organized for the purpose of profit or gain to the members, otherwise than is above stated, nor for the insurance of life, health, accident or property; and that three days' notice in the Columbia Record, a newspaper published in the

County of Richland, has been given that the aforesaid Declaration would be filed.

AND WHEREAS, Said Declarants and Petitioners further declared and affirmed:

FIRST: Their names and residences are as above given.

SECOND: The name of the proposed Corporation is GREATER COLUMBIA CONVENTION AND VISITORS BUREAU

THIRD: The place at which it proposes to have its headquarters or be located is 1308 Laurel St. Columbia, SC

FOURTH: The purpose of the said proposed Corporation is to stimulate and encourage tourism in the City of Columbia and Richland and Lexington Counties.

FIFTH: The names and residences of all Managers, Trustees, Directors or other officers are as follows:

Judy Louise Knoechel	1197 Quail Run, Columbia, SC	President
Frank C. Murphy, 713 SoE	713 Southlake Rd., Columbia, SC	V. Pres.

SIXTH: That they desire to be incorporated: in perpetuity

Now, THEREFORE, I, JOHN T. CAMPBELL, 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 said 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 said Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto.

GIVEN under my hand and the seal of the State, at Columbia, this 7th day of June in the year of our Lord one thousand nine hundred and 84 and in the two hundred and eighth year of the Independence of the United States of America.

JOHN T. CAMPBELL,
Secretary of State.



**COLUMBIA METROPOLITAN
CONVENTION & VISITORS BUREAU**

Columbia Metropolitan Convention & Visitors Bureau
Report for City of Cayce Accommodations Tax Fund FY 2015-2016

The Columbia Metropolitan CVB is currently working to finalize the cooperative billboard advertising campaign funded for FY 15-16 based on the billboard design wishes of City of Cayce officials. Billboards will run in the spring of 2016. The campaign was designed to increase awareness of the region and drive leisure travelers and conventioners to our hotels, restaurants, shops and other hospitality businesses. We thank the City of Cayce for their financial contribution of \$1000, which is being used toward the placement of digital billboard artwork on the City's choice of billboard locations in Charlotte, Augusta, Asheville, Greenville or Charleston. A schedule with dates and times of the advertising will be provided once City of Cayce determines their advertising creative choices and billboard locations.

1. An estimated 5.4 million out-of-town travelers will stay overnight in the Columbia area in FY 15-16. The CVB booked 106 different meetings during the last fiscal period, which resulted in over 29,000 hotel room nights for the region. The CVB also promoted leisure travel to the region.
2. We promote all City of Cayce hotels/motels with a complimentary website link direct to the hotel properties including Airport Inn, Country Hearth Inn & Suites, Country Inn & Suites, Knights Inn Columbia Airport, Masters Inn I-26, and Masters Inn Knox Abbott. All of these properties receive our meeting sales leads and are available for individual online booking through our website, columbiacvb.com. We list City of Cayce on our website as a funding partner, including a logo and direct link to City of Cayce's website. This is helpful for both visitors and those interested in relocation.
3. Tourism's economic impact for the region is approximately \$1 billion annually. The CVB's region-wide, trackable convention economic impact was over \$18 million from convention business booked by the CVB.

Please contact me directly if you have questions.

Kelly Barbrey, VP of Sales & Marketing 803-545-0018 kbarbrey@columbiaauthority.com

COLUMBIA METROPOLITAN CONVENTION & VISITORS BUREAU

1101 Lincoln Street | Columbia, SC | 29201

Toll Free 1.800.264.4884 | Phone 803.545.0021 | Fax 803.545.0013

columbiacvb.com



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

1. The Applicant must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant's 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization Greater Cayce West Columbia Visitor Center

Federal ID No. 57-0380729 Non-Profit Status: 501-C-6

Contact Person John Banks Telephone 803-794-6504

Address 1006 12th Street Cayce, SC 29033

Email wmvisitorcenter@aol.com

2. Project Category (check one)

Tourism Advertising and Promotion

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

Tourism-Related Expenditures

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

3. Project/Event name and general description with specific reference to what will be accomplished with city funds.

The Greater Cayce West Columbia Visitors Center (GCWCVS) is a full time Visitors Center providing information to travelers about Cayce and our surrounding area. We also promote the attractions in our area regionally and nationally through advertising on multiple platforms. We promote activities and festivities that draw tourists in an attempt to promote overnight stays from visitors outside our area. We try to package our attractions with our central location for a great place to stay as a destination or a stop through.

4. Project Period: Begin July 1, 2016 End June 30, 2017

5. For Tourism-related expenditures: The following questions must be answered in order for your request to be considered for funding.

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? N/A

Total number of visitors expected to attend your event? N/A

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? N/A

Describe how your project/event will attract and promote tourism, civic and cultural events, or help provide services and facilities that are needed to attract and provide for tourists, civic and cultural activities. (Attach a sheet, if necessary)

The GCWCVS works in many ways to promote tourism in our city. We act as an on the ground service office close to the airport and downtown. We provide information, maps, and brochures to newly arriving visitors with our central location.

We also act as an advertising wing for the areas we serve. We reach out through our web, newspaper, and magazine advertising telling the benefits of a stay in our area. We promote pooling the attractions and our natural resources as well as specific festival and event ads to sell a broader environment for their stay. We attempt to create a destination with the pool of our attractions and create a picture the traveler may not know is available.

We work exclusively outside the 50 mile radius to draw in visitors for overnight stays stating a wide variety of activities available within minutes of our Center. We provide full information about hotels, dining, and shopping as well as our attractions.

Further Attached in Attachment A

6. Estimated Cost of Project \$62,000

7. Total Accommodations Tax Funds Requested for FY16-17 \$ 18,000

John R. Banks
Signature of Applicant

March 3, 2016
Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
3. Copy of your IRS 501 (C) (3) certification letter.
4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

City of Cayce
ATTN: KARA CARMINE
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 4, 2016

Complete application form and attachments can also be dropped of at
City Hall
1800 12th Street

For Office Use Only	
Date Received _____	Council Action Date _____
Recommendation _____	Amount Approved _____
Date of Recommendation _____	

Organization Greater Cayce West Columbia Visitor Center

Provide the best description possible for the source of revenue (example – are other grant funds committed through grant award or written notification?). Identify by name, sponsors, agencies, etc. contributing.

Type of Revenue	FY2016-17
City of Cayce	\$18,000
Lexington County	\$13,000
City of West Columbia	\$24,000
Carry Over from 2015-2016	\$7,000
TOTAL *	\$62,000

*NOTE: This amount should equal the amount of expenses on page 2.

Organization Greater Cayce West Columbia Visitor Center

List all expenses associated with this event.

Type of Expenditure	FY2016-17
Web Advertising	\$7,000
Print Advertising	\$7,000
Billboard	\$3,000
Printing	\$1,000
Web Hosting	\$1,000
Office Supplies	\$400
Continuing Education	\$700
Rent	\$600
Payroll Expense Director (part time) Assistants Pay	\$31,600
Taxes and Administrative Fees	\$4,200
Postage	\$500
Carryover	\$5,000
TOTAL*	\$62,000

*NOTE: This amount should equal the amount of revenues on page 1.

Greater Cayce West Columbia Visitors Center Answers to Question 5

Our goal at GCWCVS is to serve and promote. It is very difficult gather the numbers to measure our impact. With over 5,000 unique visitors to our web site each month, we know we have upped our visibility through our efforts. With 21% of our web site visitors clicking through to one of the hotel reservation sites, we know our hotels are gaining substantial opportunities.

Accommodations Tax Funds are the basis of our funding to provide the services and advertising that we create. The funds we receive from the county and the municipalities are all of our operating funds. We use all of those funds to accomplish the task of promoting tourism in our area through hands on servicing and placing advertisements in areas that would promote distance travel. We attempt to promote enough activities to require a visitor to stay multiple days.

We accomplish this with a number of tools and advertising opportunities. We believe our web tools and presence lead the way in our efforts to educate outsiders of the benefits of a visit to our area. Our advertising reaches a wide variety of travelers outside 50 miles.

2015 Final Report

Our goal at the center is to service our visitors by providing information on options for lodging, entertainment, and dining. Our second goal is to present new ideas to attract visitors to our area via advertising in media that our other area partners are not. We try to pitch our area as a great weekend get-a-way in the large drive time markets near us like Charlotte and Atlanta. We also target certain types of tourists who fit our resources like the river sports enthusiasts and the tournament directors for Tennis and softball.

We accomplish this with a number of tools and advertising opportunities. We believe our web tools are our biggest aide in our efforts to educate outsiders of the benefits of a visit to our area. We totally revamped our web site in 2015 and it has shown immediate dividends.

Our unique visitors to our site are solidly over 5,000 per month. Our most visited page each month is our accommodations page followed by restaurants and river sports. Our goal is to provide much more detailed information about our hotels with links to their main sites for reservations. We have a small write up about each of our restaurants describing the type of menu, décor, and links to menus on their sites. We promote a constantly updated “things to do” area which highlights local theater, concerts, and events which can be reached within 15 minutes from our area.

We started a project in conjunction with the Columbia CVB creating a Geo Caching tour through our area. Geo Caching is a world-wide phenomenon where travelers seek unique sites through GPS locations and collect information on a trail. Once completing the trail they receive a medallion. These trails have shown tremendous success in drawing travelers all over the world and many in South Carolina. This brought visitors directly into our center from 13 states in the spring. These Visitors were surveyed and can account for over \$25,000 spent in our area and 149 room nights.

We added our first Billboards on 1-95 heading up from Georgia in 2015. We hope they will stay on the west side of the river on a stay in our area. These billboards effectiveness is hard to qualify. We are reevaluating this expenditure and have not continued these contracts in 2016.

We continued two large ad campaigns in 2015 targeting our river sports with outstanding success. Our contracts for Internet ads were with Canoe & Kayak web and Kayakfishmag.com running banner ads. Both sites provided solid traffic during the ad periods. Most of the visitors toured more than three pages on our site per visit. We believe that the river sports are a sellable commodity. The success we had reported from Palmetto Outdoors and Adventure Carolina outfitters was a great report that these ads are producing real dollars in our community.

We also ran an ad in Sports Destination Magazine featuring the many youth and adult sports facilities. This ad was promoting the many activities you can enjoy during your tournament stay. Many of these tournaments are mini vacations for families. We try to paint our area as multifaceted recreation destination for our tournament families.

We continued an area of success in 2015 by helping in promote local festivals outside our area. We provide out of state newspaper advertising (Charlotte Observer and Atlanta Journal Constitution) for Cayce's Blue Grass Festival. We worked this year with Tartan Day South that drew visitors from 24 states and an estimated 3,200 from outside 50 miles.

We created a simple ad campaign for the Atlanta and Charlotte markets. The "Got to get out of this town" campaign was meant to promote stays in our area that are a short drive time from those two cities. We used our buying power with the two newspapers to place two unique ads. We ran an ad in an annual magazine produced by the Charlotte Observer "Living Here". The great thing is the life of this publication, one year. In the AJC we ran a large ad in the Sunday travel section. These are ways we reach out uniquely to bring in new visitors.

We are in the mist of producing all new literature because of the name change that occurred here in the summer of 2014. We are adding a piece highlighting all the activities and location on the rivers in our area. This will be a fun cartoonish map to show a light and pure fun side of our best resource. There are two new pieces headed to the printers in April.

Our main and only goal is to attract and promote our area as a tourism stop. One of the main focuses of the GCWCVS is to educate the outlying public about the beauty and many activities that are available on a stay here. We attempt to tell the story to as many travelers who are looking for an affordable diverse community to visit. There are areas where you can paddle a Kayak down class four rapids in the afternoon and see an outstanding production of a musical or play that same evening and travel a total of five miles to do both. We are attacking this market with print and internet reach. This gives us an outlet to promote the County as a destination.

The Accommodation Tax dollars are the sole source of funding for the center. These are the dollars that allow us to reach out with advertising and produce maps and brochures that sell our area. The A-Tax dollars help us design and place ads outside 50 miles that draw visitors from all over the southeast and the country. We greatly appreciate the funding that the City of Cayce has provided. We are working on unique marketing programs to highlight our strengths to those who share in those same interests.

Ads List and Distribution Numbers

Newspaper Ads: 5

Charlotte Observer 2 Ads Supporting the Bluegrass Festival

9/27/2015, 10/2/2015

The Charlotte Observer quotes 275,000 readers per day

Atlanta Journal Constitution 2 Ads Supporting Congaree Bluegrass Festival

9/25/2015, 9/27/2015 (Sunday)

The Atlanta Journal Constitution quotes 525,000 readers per day and 1,000,000 on Sundays

Atlanta Journal Constitution 1 Ad Supporting "Got to get out of the Town" Campaign

Sunday Summer Travel Feature Section 7/27/2014

The Atlanta Journal Constitution quotes 1,000,000 on Sundays

Magazine Ads: 8

Charlotte Observer Living Here Annual Magazine ¼ page Ad July 2015

Supporting "Got to get out of this town, Pack light and Enjoy"

400,000 Magazines Produced 150,00 distributed to subscribers (1 Year Shelf Life)

Sports Destination Magazine 2/3 Page ad March 2015 Magazine

25,000 are distributed to all sports Tournament Planners and Directors all over the United States

Canoe and Kayak Magazine ½ Page ad in June 2015 Issue

74,000 Monthly Subscribers with another 100,000 on Newsstands

Kayak Fish Magazine ½ Page ad in Summer 2015 Issue

21,000 Monthly Subscribers with another 60,000 on Newsstands

Southern Travel & Lifestyles 3 Full Page Bi-Monthly ads

December/January , February/March, April/May

Magazine has 200,000 Digital Subscribers and Circulates another 300,000 hard copies

Scottish Banner Half Page ad on Center Page month of March 2015

In support of Tartan Day South Festival 230,000 United State Subscribers

Billboards: 2 (12 Month Each)

Locations on I-95 Northbound Mile Marker 78 Northbound Mile Marker 63

Website Ads: 7

Charlotteobserver.com 125,000 Impressions run of site (Bluegrass Festival)

One Week 9/27/2015 – 10/1/2015

540,000 page views per day

Southerntravelusa.com 6 Month Banner ad on their Web Site December – May 2014-2015

42,456 Unique Visitors Per Month

Canoekayak.com 80,000 Banner Impressions front page Per month June, July and August 2015

Geo-targeted to FL, GA, SC, NC, VA, TN, AL, WV, KY, MS 210,00 Unique Visitors Per Month

Kayakfishmag.com 80,000 Banner Impressions front page Per month June, July and August 2015

Geo-targeted to FL, GA, SC, NC, VA, TN, AL, WV, KY, MS 90,000 Unique Visitors Per Month

Sportsdestinations.com Side Banner ad on home page for the month of March

8,000 Unique visitors per month

Ajc.com 400,000 Impressions on the Living Channel page for two weeks in 7/27 -8-10 2015

3,000,000 page views per day

Scottishbanner.com Banner ad front page for 1 Month (March 2015)

420,000 Unique Visitors per month

CERTIFIED TO BE A TRUE AND CORRECT COPY
AS TAKEN FROM AND COMPARED WITH THE
ORIGINAL ON FILE IN THIS OFFICE

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

FEB 04 2015

NONPROFIT CORPORATION
ARTICLES OF AMENDMENT

Mark Hammond
SECRETARY OF STATE OF SOUTH CAROLINA

TYPE OR PRINT CLEARLY WITH BLACK INK

Pursuant to the provisions of Section 33-31-1005 of the 1976 South Carolina Code of Laws, as amended, the applicant delivers to the Secretary of State these articles of amendment.

1. The name of the nonprofit corporation is WEST METRO CHAMBER OF COMMERCE
(Must match name on record with Secretary of State's Office)
2. Date incorporated 10/09/1957
(Must match date on record with Secretary of State's Office)
3. On 11/25/2014, the following amendment was adopted, SECTION 1 OF BY-LAWS:
(Date the amendment was decided upon)

"THE NAME OF THE ORGANIZATION SHALL BE THE
GREATER CAYCE-WEST COLUMBIA CHAMBER OF COMMERCE"

4. By checking this paragraph #4 the applicant represents that (a) approval of the amendment by the members was not required, (b) the amendment was approved by a sufficient vote of the board or directors or the incorporators. (Do not check this paragraph #4 if member vote was required or if the required vote of directors or incorporators was not obtained.)
5. If the approval of the members was required to adopt the amendment(s), provide the following information:
 - (a) Designation (Classes of Membership) _____
 - (b) Number of memberships outstanding _____
 - (c) Number of votes entitled to be cast by each class entitled to vote separately on the amendment _____
 - (d) Number of votes of each class indisputably voting on the amendment _____
 - (e) Complete one of the following as appropriate

- (i) Total number of votes cast for and against the amendment by each class entitled to vote separately
MEMBERSHIP NOTIFIED BY EMAIL AND VOTED BY MEMBERS AT CHAMBER MEETING
- (ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class

160209-0103 FILED: 02/04/2016
GREATER CAYCE-WEST COLUMBIA CHAMBER OF COMMERCE



Mark Hammond South Carolina Secretary of State

WEST METRO CHAMBER OF COMMERCE
Name of Corporation

6. By checking this paragraph #6 the applicant represents that approval of the amendment by some person or persons other than the members, the board, or the incorporators is required pursuant to Section 33-31-1030 of the 1976 South Carolina Code of Laws, as amended, and that the approval was obtained. (Do not mark paragraph #6 if either of these statements is not true.)
7. If the amendment provides for an exchange, reclassification, or cancellation of memberships, provisions for implementing the amendment must be set forth here if provisions are not contained in the amendment itself _____

8. If this corporation is converting from either a public benefit or religious corporation into a mutual benefit corporation, mark this paragraph #8 which certifies that a notice, including a copy of the proposed amendment, was delivered to the South Carolina Attorney General at least twenty days before the consummation of the amendment.

1/9/2015
Date

WEST METRO CHAMBER OF COMMERCE
Name of Corporation
[Signature]
Signature of Officer
GREGG PINNER
Type or Print Name
PRESIDENT / CEO
Position of Officer

FILING INSTRUCTIONS

1. Two copies of this form must be submitted for filing.
2. Filing fee of \$10.00 payable to the Secretary of State
3. A self addressed stamped return envelope.
4. If the space in this form is insufficient, please attach additional sheets containing a reference to the appropriate paragraph in this form, or prepare this using a computer disk which will allow for expansion of space on the form.

Mail to: Secretary of State
Attn: Corporations
1205 Pendleton St, Suite 525
Columbia, SC 29201

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. West Columbia-Cayce Chamber of Commerce		
	2 Business name/disregarded entity name, if different from above Greater Cayce-West Columbia Chamber of Commerce		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see Instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) 1006 12th Street		Requester's name and address (optional)
	6 City, state, and ZIP code Cayce, SC 29033		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	7	-	0	3	8	0	7	2	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

LIVING & ARTS

GENEALOGY

Family history sites can update without notice

By Kerene O.H. Thomas Jr. For the AJC

The availability of genealogy information on the Internet continues to grow, but it's up to you to keep abreast of what is being added.

Notices about new material on websites, both free or paid, are few and far between. Subscribers to ancestry.com can check the home page and see new linkups.

However, familysearch.org, the free Mormon-supported site, adds material from all over the world on a nearly daily basis. Unless you get their press releases, it's hard to know what has been added, and harder still to know what is important to you.

The usgenweb.org free genealogy site, where every county in the U.S. has a page, is run by volunteers, and the quality varies.

Some counties have great material, others are dormant, and all need active coordinators.

The Georgia Archives and other state archives or libraries also add new material each year, with varying frequency.

Newspaper sites abound, such as genealogybank.com and newspaper.com, and they constantly add new holdings.

Active genealogists need to patrol these sites on their research check list and check back often to see what is new in their areas of interest.

Johnny Mercer presentation

John E. Vawter, a professor of history at Georgia State University, will speak on his book "Johnny Mercer: Southern Songwriter for the World" at the Georgia Archives Lunch and Learn Seminar at noon Oct. 9. He also will play video recordings of some of the Savannah-born songwriter's most popular works. The Mercer book was published in 2013 by the University of Georgia Press. The seminar is free.

bring your own lunch. For further information, check genealogybank.com or call 678-551-3710.

Georgia State University's Special Collections and Archives holds a great collection of Mercer material and exhibits some of it. Some of his music can be listened to at research.library.gsu.edu/mercer.

Huguenot Bible records

"National Huguenot Society Bible Records" by Arthur Finnell, abstracted from the records of the society, is a book published in 2009, but it can be viewed free and searchable via Google Books.

It's worth a look if you think you have a Huguenot family in your ancestry. The current location of your family Bible might be unknown, and books like this help preserve those records.

Contact Kerene O.H. Thomas Jr., P.O. Box 921, Decatur, GA 30031 or k.o.thomas@ajc.com.

Cost of a will is money well spent



Bruce Williams
SmartMoney

Q: After ranch discussion, I left my real estate to my five children as a transfer on death. Also, I have mutual funds to be transferred upon my death to my son. Do I need a will? I do not think so. What would

you advise us? — Pat
A: As you stand right now, the likelihood is that you need a will without a will. However, things change.

For example, suppose that you die due to someone else's negligence and your estate is awarded compensation. Now how is the money going to be distributed and to whom? **Q:** I was wondering, how many hours can I work while collecting Social Security? — Reader
A: It depends on how

much money you bring in and how much Social Security you're collecting. Without those two factors, there is no way I can specifically answer your question.

What you need to do is find out how much money you're going to earn and how much you'd be receiving in benefits, then pose the question to Social Security. They can give you a very specific answer.

Send questions to bruce@brucewilliams.com.

Colorful 'shrooms with a view

By FamilyFun magazine

September is National Mushroom Month. To celebrate, make these fanciful caps you can plant in a garden, flowerpot or even your lawn.

To make one, place a plastic Easter egg half,

curved side down, in the center of a large piece of aluminum foil (cuts was 10 by 12 inches). While holding the end of a bamboo skewer in the center, scratch the foil around the egg half, then crumple the rest of the foil around the skewer to

form a thick stem. Leave several inches of the skewer sticking out from the bottom of the stem to insert in the ground. Fill the cap with acrylic paint and let it dry before planting.

RECALLS

Roaster pan can have sharp edges

What: Brashaw International Good Cooks Roaster, sold at grocery stores nationwide from August 2014 through October 2014 for between \$6 and \$10.

Why: The roaster rim can have sharp edges, posing a laceration hazard.

What to do: Consumers should fix or date-stamp using the recalled roasting pans and contact

Brashaw International for a free replacement pan. Contact Brashaw International at 600-421-6290 Monday through Friday, or online at www.brashawintl.com. Click on "Recalls."

Hummer blower motor can overheat

What: 2006-2010 Hummer H3; 2009-2010 Hummer H3T

Why: In the affected vehicles, the connector module that controls

the blower motor speed for the heating, ventilation and air conditioning system may overheat, increasing the risk of a fire.

What to do: GM will notify owners, and dealers will replace part of the blower motor connector and harness for free. Owners were sent interim notices on Aug. 5. Contact Hummer customer service at 600-742-5488. GM's number for the recall is 15042.

Go to gm.com/recalls



Make these fanciful caps you can plant in a garden, flowerpot or even your lawn. www.familyfun.com

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Ten days of great music, food, and fun!
Congaree Bluegrass Festival
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Get your heart-rate up at least 30 minutes a day.

Getting your heart rate up 30 minutes a day at least five days a week has countless health benefits. Why not get up and move? It's good for the heart, blood pressure and weight control. And at the game, it helps you rock the house.

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Publication Date: 09/25/2015

MOVIES

'A Brilliant Young Mind' offers winning combination

Coming-of-age flick has good actors in complex roles.

By Kenneth Turan
 Los Angeles Times

"A Brilliant Young Mind" is not the film you think it is. It's better. Yes, this story of the emotional complexities faced by a teenage math prodigy (Max Butterfield), shy supported by top British actors Rafe Spall, Sally Hawkins and Eddie Marsan is the accessible, affecting coming-of-age narrative you expect it to be. But it is something more as well.

The dramatic directing debut of veteran British documentarian Morgan Matthews, "A Brilliant Young Mind" doesn't fit into any familiar inspirational box. Many of its characters are complex, contrary individuals who are not even close to being comfortable in their own skins, and this film refuses to shortchange how frustratingly eery and difficult they are to interact with.



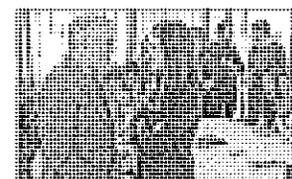
The focus of this fictional film is young Nathan Ellis, splendidly played by the already experienced Butterfield, previously seen in "Hugo," "Ender's Game" and "The Boy in the Striped Pajamas." Nathan is introduced as a budding 16-year-old looking awkward and ill at ease as he walks in the rain and says in voice-over, "because I don't talk much, people think I don't have anything to say. I have a lot to say. I'm just afraid to say it."

Nathan's math skills lead him and other youthful whizzes to a training camp in Tahara, where he is to be prepped for a possible spot on the British International Mathematics Olympiad team, an experience that proves unexpected in several ways.

Not much depth to 'The Intern'

Hathaway, De Niro do their best with weak story.

By Michael Phillips
 Chicago Tribune



Nicely acted by Anne Hathaway and Robert De Niro, the artificial sweetener titled "The Intern" has its bright spots but is practically bludgeoned by its own peddled perspective of life among the kindred genies of Brooklyn. It's not fair to single out the writer-director, Nancy Meyers, whose better work includes "Something's Gotta Give" and "It's Complicated," for making high-end elegant farzies about a certain socioeconomic strata. Most Hollywood products work the same way. But this is a particularly frustrating case, because Meyers' taste has many good bits and good laughs, and even entire good scenes.

Since his wife's passing, widower Ben Whittaker, played by De Niro, has lived a pleasantly routine life alone for three years, filled as a senior intern at a JackThreads-type online clothing company, he's assigned to the bustling startup's founder and hoodlum, Jules Ostin, played by Hathaway in perpetual "go mode." There's not much at stake for Ben, judging from the size and furnishings of his bedroom closet, or a longtime phone-book company executive is living a supremely comfortable retirement. Just hours to be a less joyless, more muzzling leader and friend. Hathaway and De Niro stage it better lives for their characters, even though the film itself is more of an eerie—a collection of looks and smiles, and attractive surfaces. As for composer, The Don Shabor's musical score—it's awful. Pushy, insistent, it slathers every exchange with fake good cheer.

Stereotypes spoil 'Stonewall'

Film's narrative inventions embrace every wrong cliché.

By Michael Phillips
 Chicago Tribune

Somehow, director Roland Emmerich has made a movie even less historically accurate than "10,000 BC," the one depicting Egyptian style pyramids being constructed with the help of woolly mammoths.

But facts are not the problem with "Stonewall." Its narrative inventions embrace every wrong cliché, from the first word to the last speech of Jon Robin Baitz's screenplay and in the desperate lack of nuance affecting nearly every performance. Emmerich ignores the material home in a blunt, sereely style that falsifies even the supporting characters who really were there, in and around the gay bar run by the club.

In "Stonewall," screenwriter Baitz brings the story, based on Emmerich's outline, on the coming-out saga of incoming Columbia University freshman Danny, a fictionized version of "War Horse" who flees small-town Indiana life in the closet for the exotic streets of Greenwich Village.



Jenny Beuchamp and Madeline Akers star in "Stonewall" as a lesbian romance with screen.

Emmerich makes Obama a team, an experience that proves unexpected in several ways.

the openly gay Emmerich and Baitz. "Stonewall" circles around as symbolic weight for various the world over. So why this whitened general? Where's the real life in this slice of why? American protest history?

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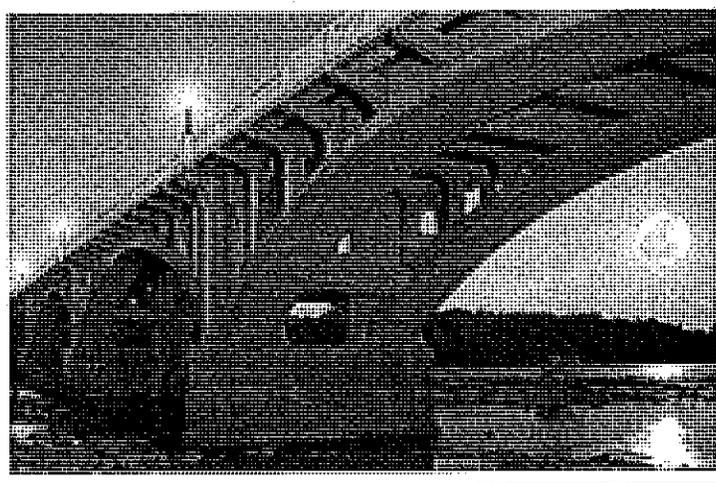
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& Lifestyle* Cities of the
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A visit to the West Metro Area provides an array of activities from water sports, nature hikes along the 3.5 mile Riverwalk, casual shopping for hidden treasures in the Antiques District, to visiting two of South Carolina's top attractions – the Riverbanks Zoo and Botanical Gardens, and the SC State Museum.

ASHEVILLE

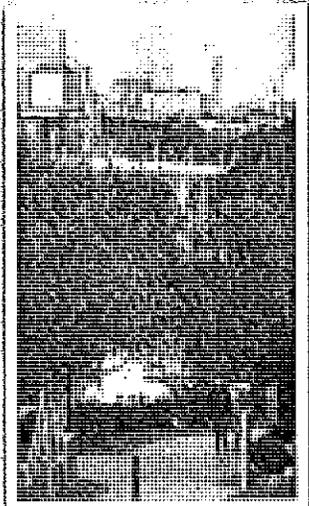
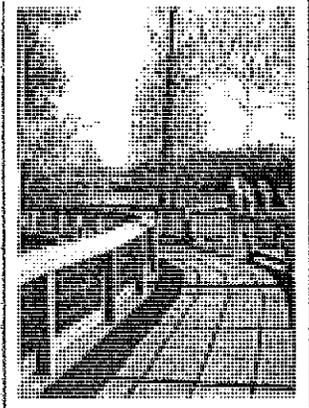
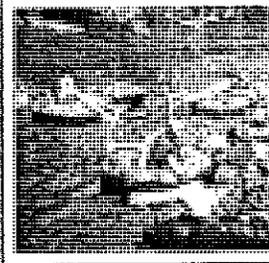
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CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

1. **The Applicant** must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant’s 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization _____

Federal ID No. _____ Non-Profit Status: _____

Contact Person _____ Telephone _____

Address _____

Email _____

2. **Project Category (check one)**

_____ **Tourism Advertising and Promotion**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

_____ **Tourism-Related Expenditures**

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

6. Estimated Cost of Project _____

7. Total Accommodations Tax Funds Requested for FY16-17 \$ _____

Signature of Applicant

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
3. Copy of your IRS 501 (C) (3) certification letter.
4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

**City of Cayce
ATTN: KARA CARMINE
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 4, 2016

**Complete application form and attachments can also be dropped of at
City Hall
1800 12th Street**

For Office Use Only

Date Received _____

Council Action Date _____

Recommendation _____

Amount Approved _____

Date of Recommendation _____



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Contact Person _____ Telephone _____

Address _____

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1. The Applicant must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. Attach a copy of the applicant's 501 (C) (3) certification letter and a copy of a current Secretary of State charity registration letter.

Applicant/Organization Tartan Day South (The River Alliance)
Federal ID No. 57-1024824 Non-Profit Status: 501 (c) 3
Contact Person John Banks Telephone 803-665-7620
Address 400 Rivermont Drive, Columbia, SC 29210
Email johnbanks@columbiaspeedway.com

2. Project Category (check one)

Tourism Advertising and Promotion

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

Tourism-Related Expenditures

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

3. Project/Event name and general description with specific reference to what will be accomplished with city funds.

Tartan Day South is a four day celebration of Celtic Culture. It is a celebration of National Tartan Day that our congress enacted to recognize the outstanding contributions of Americans of Scottish and Irish decent. The festival has grown each year by leaps and bounds and has continued to bring in tourist from not only outside the area, but patron for 24 states visited Tartan Day South Events in 2015. Our goal is to continue our out of state growth to increase room nights in our local hotels. (More Attached on Separate form)

4. Project Period: Begin March 30, 2017 End April 2, 2017

5. For Tourism-related expenditures: The following questions must be answered in order for your request to be considered for funding.

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? Country Inn & Suites

Total number of visitors expected to attend your event? 15,000

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 25 %

Describe how your project/event will attract and promote tourism, civic and cultural events, or help provide services and facilities that are needed to attract and provide for tourists, civic and cultural activities. (Attach a sheet, if necessary)

This themed festival draws a genre of people who follow these events around the country. The bands we bring in have international and regional followings that also bring tourists. We have had a tremendous success in drawing from outside our area. By collecting Zip Codes at last year's event we captured visitors from 163 cities in 24 states. We also captured 256 zip codes form 49 cities in South Carolina located outside 50 miles from Lexington County. This festival opens new eyes to what Cayce has to offer.

The event celebrated the fifth year in April of 2015. The attendance of the 2015 reached 10,669. Through the data collected we estimate that over 1,300 visitors were from out of state and another 1,940 South Carolina visitors were from outside of 50 miles from Cayce.

The economic impact for the festival is far reaching from restaurants, hotels, pubs, and gas stations. Based on figures provided by SCPRT for estimating economic impact the festival conservatively provides over \$1.35 million dollars on the main event day alone.

6. Estimated Cost of Project \$83,000

7. Total Accommodations Tax Funds Requested for FY16-17 \$5,000

John R. Banks
Signature of Applicant

March 3, 2016
Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
3. Copy of your IRS 501 (C) (3) certification letter.
4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

City of Cayce
ATTN: KARA CARMINE
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 4, 2016

Complete application form and attachments can also be dropped of at
City Hall
1800 12th Street

For Office Use Only	
Date Received _____	Council Action Date _____
Recommendation _____	Amount Approved _____
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Organization The River Alliance

Provide the best description possible for the source of revenue (example – are other grant funds committed through grant award or written notification?). Identify by name, sponsors, agencies, etc. contributing.

Type of Revenue	FY2016-17
City of Cayce H-Tax	22,000
City of Cayce A-Tax	5,000
City of West Columbia A-Tax	8,000
Lexington Beverage Tax	2,500
Sponsors	6,000
Vendor Fees	4,500
Beverage Sales & Car Club Fees	5,000
Ticket Sales	30,000
TOTAL *	83,000

*NOTE: This amount should equal the amount of expenses on page 2.

Organization The River Alliance

List all expenses associated with this event.

Type of Expenditure	FY2016-17
Event Insurance	2,000
Printed Marketing Materials	3,000
Entertainment, Exhibitions, Athletes	23,000
Tents and Logistics Rentals	11,000
Advertising	25,000
Restroom Rentals and other Logistics	3,000
Facility Rentals and Electricity Cost	7,000
Labor Force	5,000
SC Amusements Taxes	2,000
Lodging for Bands, Judges, and Exhibitions	2,000
TOTAL*	83,000

*NOTE: This amount should equal the amount of revenues on page 1.

Tartan Day South Brief History

Tartan Day South is a multifaceted multiday festival celebrating Celtic Heritage. We have stretched the festival to four days to encourage overnight stays from our visitors. We celebrate national Tartan Day, a holiday created by the US Congress to celebrate the contributions of Americans of Scottish and Irish decent. The event started in 2011 with a solid attendance day one and has grown in exhibitions and attendance each year. We try to keep new exhibitions every year to give the show a different look for our returning visitors. We joined forces with The River Alliance in 2013 and that opened new doors for the festival to grow and bring recognition to one of our great non-profits that has made such a difference in the lives of Cayce citizens.

2011: 3,350

2012: 4,635

2013: 6,422

2014: 8,645

2015: 10,639

The four days include:

Thursday night's event is an outdoor Movie Night featuring a Celtic themed film.

Friday's Celtic Commotion is a concert with three bands, bagpipe performances, Traditional Dancing, and other exhibits.

Saturday is the Main event with 10 hours of festival covering 9 acres. The event includes Highland Athletics, Traditional Dancing Exhibitions, Great Celtic Music, Mass Pipe Bands, Sheep Dog Herding Exhibitions, Birds of Prey Exhibitions, Traditional Foods & Drink, Genealogy, Classic British Car Show, Celtic Clans & Societies, Ax Tossing & Archery, Celtic Marketplace and Kids Rides and Play Area.

The Festival Concludes on Sunday morning with a Kirkin' of the Tartans service.

Brief history of The River Alliance:

The River Alliance mission is the creation of community benefit from the region's rivers. We receive some support from our member governments but also rely on our private sector partners. We can affirm this support has a direct impact on our ability to continue operations and develop projects. We have been successful in creating a regional public policy of river access. We have then followed through with defining and resourcing projects. We have formed successful teams to design, engineer and permit these projects and we have managed their creation. Our success is measured in the thousands of people who routinely visit. Our web site, www.riveralliance.org has more details. For those who have not seen

the Three Rivers Greenway, I suggest a weekend visit. A map can be downloaded from the site. The busiest portions routinely see 400-500 users per hour.

This themed festival draws a genre of people who follow these events around the country. The bands we bring in have international and regional followings that also brings tourists. We have had a tremendous success in drawing from outside our area. By collecting Zip Code at last year's event we captured visitors from 163 cities and towns in 24 states and three foreign countries. We also captured zip codes from 49 South Carolina cities that are located outside 50 miles from Lexington County. This festival opens new eyes to what Lexington County has to offer.

The total attendance has grown each year. The event celebrated the fifth year in April of 2015. The attendance of the 2015 reached over 10,600. Through the data collected we estimate that over 1,300 visitors were from out of state and another 1,900 South Carolina visitors were from outside of 50 miles from Lexington. This indicates over 30% of the attendees would be considered tourists.

The economic impact for the festival is far reaching from restaurants, hotels, pubs, and gas stations. Based on figures provided by SCPRT for estimating economic impact the festival conservatively provides over \$1.35 million dollars on the main event day alone. A local business right down the road from the speedway states that it is their busiest day of the year over the last four years.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return): THE RIVER ALLIANCE	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 420 C RIVERMONT DRIVE	Requester's name and address (optional)
City, state, and ZIP code COLUMBIA SC 29210		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-		-			
--	--	--	---	--	---	--	--	--

Employer identification number

5	7	-	1	0	2	4	8	2	4
---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <i>Holly B. Johnson</i>	Date ▶ <i>1-9-13</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 17 2000

RIVER ALLIANCE
506 GERVAIS STREET
COLUMBIA, SC 29201

Employer Identification Number:
57-1024824
DLN:
17053267748030
Contact Person:
FRANCIS E BERNHARDT ID# 31258
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
AUGUST 1996
Addendum Applies:
NO

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

RIVER ALLIANCE

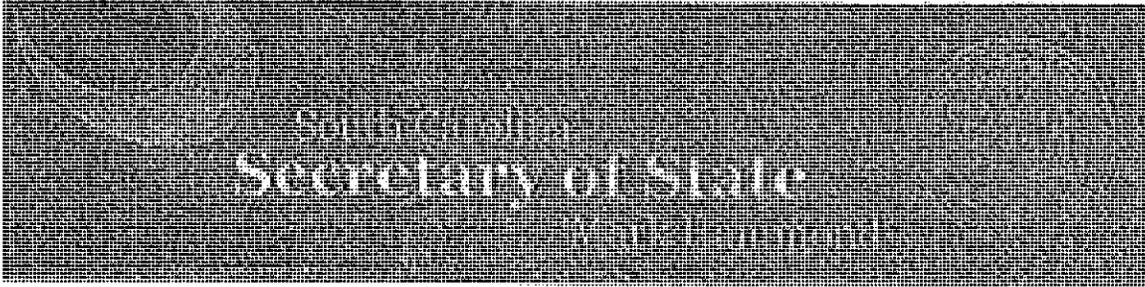
Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Steven T. Miller
Director, Exempt Organizations



South Carolina Secretary of State

RIVER ALLIANCE, THE

*Note: This online database was last updated on 4/21/2014 6:01:48 PM.
See our Disclaimer.*

DOMESTIC / FOREIGN:	Domestic
STATUS:	Good Standing
STATE OF INCORPORATION / ORGANIZATION:	SOUTH CAROLINA Non Profit

REGISTERED AGENT INFORMATION

REGISTERED AGENT NAME:	MICHAEL T DAWSON
ADDRESS:	506 GERVAIS ST
CITY:	COLUMBIA
STATE:	SC
ZIP:	29201
SECOND ADDRESS:	
FILE DATE:	10/02/1995
EFFECTIVE DATE:	10/02/1995
DISSOLVED DATE:	//

Corporation History Records

CODE	FILE DATE	COMMENT	Document
Agent	08/14/2000	CH AGT ADD	image
Eteemosynary Incorporation	10/02/1995	NONPROFIT INCORPORATION	image

Disclaimer: The South Carolina Secretary of State's Business Filings database is provided as a convenience to our customers to research information on business entities filed with our office. Updates are uploaded every 48 hours. Users are advised that the Secretary of State, the State of South Carolina or any agency, officer or employee of the State of South Carolina does not guarantee the accuracy, reliability or timeliness of such information, as it is the responsibility of the business entity to inform the Secretary of State of any updated information. While every effort is made to insure the reliability of this information, portions may be incorrect or not current. Any person or entity who relies on information obtained from this database does so at his own risk.

THE 5TH ANNUAL
TARTAN DAY SOUTH
 HIGHLAND GAMES & CELTIC FESTIVAL
 4 DAYS, 4 DIFFERENT EVENTS, 2 LOCATIONS

THURSDAY, MARCH 26TH
 10:00 AM - 4:00 PM
 2300 W. 10th St. Cayce, SC

FRIDAY, MARCH 27TH
 10:00 AM - 4:00 PM
 2300 W. 10th St. Cayce, SC

SATURDAY, MARCH 28TH
 10:00 AM - 4:00 PM
 2300 W. 10th St. Cayce, SC

SUNDAY, MARCH 29TH
 10:00 AM - 4:00 PM
 2300 W. 10th St. Cayce, SC

www.tartandaysouth.com

Irmo News, Northeast News,
 Cayce West Columbia News

THE 5TH ANNUAL
TARTAN DAY SOUTH
 HIGHLAND GAMES & CELTIC FESTIVAL
 MARCH 26TH - 29TH
 CAYCE-WEST COLUMBIA, SC

Center of Scottish Banner 230,000 Subscribers in North America



Celtic or not, fun for all!
 VISIT US AT: TARTANDAYSOUTH.COM



Lexington Chronicle

The State 2 runs State Wide

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TARTAN DAY SOUTH

MARCH 26TH - 29TH
 CAYCE - WEST COLUMBIA, SC
 HISTORIC, CULTURAL, ENTERTAINMENT
 & HIGHLAND GAMES FESTIVAL

Celtic or not, Fun for all!

www.tartandaysouth.com

Ads List For Tartan Day South 2015

Scottish Banner	1/2 Page Ad in National Magazine	\$	488.33
102.3 Fox	89 (30 Second Spots)	\$	1,550.00
WVOC 560 AM	32 (30 Second Spots)	\$	800.00
98.5 Steve	35 (30 Second Spots)	\$	1,200.00
97.5 WCOS FM	60 (30 Second Spots) State Wide	\$	2,000.00
107.5 The Game	97 (30 Second Spots)	\$	1,520.00
WIS TV Full Market	65 (15 Second and 30 Second Spots)	\$	6,000.00
Lamar Billboards	6 in Savannah and 31 Columbia Area	\$	1,500.00
Billboard CVB	I-77 Charlotte NC	\$	500.00
Irmo News, CWC News	2 Weeks of Quarter Page Ads	\$	400.00
Lexington Chronical	2 Weeks of Half Page Ads	\$	1,000.00



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

- 1. **The Applicant** must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant’s 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization _____

Federal ID No. _____ Non-Profit Status: _____

Contact Person _____ Telephone _____

Address _____

Email _____

2. Project Category (check one)

_____ **Tourism Advertising and Promotion**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

_____ **Tourism-Related Expenditures**

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

6. Estimated Cost of Project _____

7. Total Accommodations Tax Funds Requested for FY16-17 \$ _____

Signature of Applicant

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
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P.O. Box 2004
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or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 4, 2016

**Complete application form and attachments can also be dropped of at
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For Office Use Only

Date Received _____

Council Action Date _____

Recommendation _____

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Date of Recommendation _____

Memorandum

To: Mayor and Council
From: Rebecca Vance, City Manager
Date: March 31, 2016
Subject: Discussion of FY2016-2017 Utility Budgets

Utility Fund Budget

The 2016-2017 Utility Fund Budget is currently out of balance to the positive of \$145,931, with Projected Revenues of \$11,985,861, and Projected Expenditures of \$11,839,940.

The Utility Fund Budget includes:

- Reduced list of capital from \$778,240 to \$468,090. A number of the reduced items will be able to be purchased in this year's budget.
- Proposed increases in various service fees as indicated on the attached Master Fee Schedule. The Master Fee Schedule will also include General Fund service fee changes and both will have to be adopted with the budget.
- 15% debt coverage for the City's utility fund debt
- \$1,600,000 transfer to General Fund for Indirect Costs

The Utility Budget does not include:

- Any COLA raises for the Utility employees
- Any increase for health insurance costs. We hope to receive these costs this month and will be able to incorporate them then. There will most certainly be an increase and that is why I am comfortable leaving the Utility Budget out of balance right now. The overage will give us room to absorb any rate increases without having to further cut the budget.
- The bond payment or any required rate increases for the proposed Waterline Project. We are awaiting final word from SRF on the loan amount and timing.

With Council's consent, staff will forward this draft budget to the Purchasers before April 30th per the Wastewater Treatment Services Agreement. The final budget will then be forwarded to them once adopted.

1909 Utility Billing

MASTER FEE SCHEDULE

Section I

Item/Description	Basis	Existing Fee	Proposed Fee
Water and Sewer Rates and Bill Codes	All are Bi-Monthly unless otherwise noted		
W1 3/4 " Inside Residential Water	Base Rate Usage per 1,000 Gallons	\$ 11.01 \$ 3.47	
W2 3/4" Inside Residential Irrigation	Base Rate Usage per 1,000 Gallons	\$ 3.47	Combined w/water
W10 3/4" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 11.01 \$ 4.25	
W11 1" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 27.50 \$ 4.25	
W12 1 1/2" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 55.03 \$ 4.25	
W13 2" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 88.04 \$ 4.25	
W14 3" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 165.07 \$ 4.25	
W15 4" Inside Comercial Water	Base Rate Usage per 1,000 Gallons	\$ 440.18 \$ 4.25	
W16 6" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 660.28 \$ 4.25	
W17 8" Inside Commercial Water	Base Rate Usage per 1,000 Gallons	\$ 825.34 \$ 4.25	

W18 8" Inside Hydrant	Base Rate	\$ 165.07	
	Usage per 1,000 Gallons	\$ 4.25	
W30 City of Cayce Non-Billed	Monthly	\$ -	
W31 Inside Fireline		\$ -	
W50 3/4" Outside Residential Water	Base Rate	\$ 22.02	
	Usage per 1,000 Gallons	\$ 6.94	
W51 3/4" Outside Residential Irrigation	Base Rate		Combined w/water
	Usage per 1,000 Gallons	\$ 6.94	
W60 3/4" Outside Commercial Water	Base Rate	\$ 22.02	
	Usage per 1,000 Gallons	\$ 8.50	
W61 1" Outside Commercial Water	Base Rate	\$ 55.00	
	Usage per 1,000 Gallons	\$ 8.50	
W62 1 1/2" Outside Commercial Water	Base Rate	\$ 110.06	
	Usage per 1,000 Gallons	\$ 8.50	
W63 2" Outside Commercial Water	Base Rate	\$ 176.08	
	Usage per 1,000 Gallons	\$ 8.50	
W64 3" Outside Commercial Water	Base Rate	\$ 330.14	
	Usage per 1,000 Gallons	\$ 8.50	
W65 4" Outside Commercial Water	Base Rate	\$ 880.36	
	Usage per 1,000 Gallons	\$ 8.50	
W66 6" Outside Commercial Water	Base Rate	\$ 1,320.56	
	Usage per 1,000 Gallons	\$ 8.50	
W67 8" Outside Commercial Water	Base Rate	\$ 1,650.68	
	Usage per 1,000 Gallons	\$ 8.50	
W68 Flat Rate Water Residential	Flat Rate	\$ 22.31	

W69 Outside Hydrant	Base Rate	\$ 330.14	
	Usage per 1,000 Gallons	\$ 8.50	
W80 Outside Fire Hydrant Fee-Residential	Per Unit	\$ 8.00	
Outside Hydrant Fee-Industrial, manufacturing, warehouses, truck terminals	Square footage over 10,000 sq. ft. will be assessed \$1.01 per thousand Sq. Ft. or fraction thereof.	\$ 100.00	
Outside Hydrant Fee-Schools	Private & Public	\$ 100.00	
Outside Hydrant Fee-Auto Freight Terminals	Flat Fee	\$ 120.00	
Outside Hydrant Fee-Motels	First unit plus each additional unit \$1.39 each	\$ 6.00	
Outside Hydrant Fee-Restaurants	Per Unit	\$ 40.00	
Outside Hydrant Fee-Apartments	First unit plus each additional unit \$4.00 each	\$ 6.00	
Outside Hydrant Fee-Service Stations	Per Station	\$ 40.00	
Outside Hydrant Fee-Trailer Parks	First unit plus each additional unit \$4.00 each	\$ 6.00	
Outside Hydrant Fee-Small Retail or Wholesale Businesses	Flat Fee	\$ 40.00	
W81 Outside Fireline	N/A	\$ -	
S1 3/4" Inside Residential Sewer	Base Rate	\$ 11.94	
	Usage per 1,000 Gallons of Wa	\$ 2.32	
S2 Inside Flat Rate Sewer	Flat Rate	\$ 39.73	
S3 Inside Unmetered Tree St Sewer	Flat Rate	\$ 39.73	
S10 3/4" Inside Commercial Sewer	Base Rate	\$ 11.94	
	Usage per 1,000 Gallons of Wa	\$ 2.91	
S11 1" Inside Commercial Sewer	Base Rate	\$ 29.85	
	Usage per 1,000 Gallons of Wa	\$ 2.91	

S12 1 1/2" Inside Commercial sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 59.72 \$ 2.91	
S13 2" Inside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 95.51 \$ 2.91	
S14 3" Inside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 179.10 \$ 2.91	
S15 4" Inside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 477.55 \$ 2.91	
S16 6" Inside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 716.32 \$ 2.91	
S17 8" Inside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 895.41 \$ 2.91	
S21 SMI Industrial Rate Inside Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 477.55 \$ 2.91	
S30 City of Cayce Cons.	Monthly	\$ -	
S50 3/4" Outside Residential Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 23.88 \$ 4.64	
S51 Lloydwood Rt 100 Outside Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 23.88 \$ 4.64	
S52 Shadblow Rt 180 Outside Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 23.88 \$ 4.64	
S53 Cedarwood Flat Rate Outside Sewer	Flat Rate - Bi-Monthly	\$ 79.46	
S60 3/4" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 23.88 \$ 5.82	

S61 1" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 59.70 \$ 5.82	
S62 1 1/2" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 119.44 \$ 5.82	
S63 2" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 191.02 \$ 5.82	
S64 3" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 358.20 \$ 5.82	
S65 4" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 955.10 \$ 5.82	
S66 6" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 1,432.64 \$ 5.82	
S67 8" Outside Commercial Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 1,790.82 \$ 5.82	
S68 Outside Cola Farms Sewer	Base Rate Usage per 1,000 Gallons of Wa	\$ 1,432.64 \$ 5.82	
S70 Outside Flat Rate Commercial MS	Flat Rate Monthly - not in use	\$ 52.13	
S71 Outside Flat Rate Res Midland Sewer	Flat Rate Monthly - incl comm	\$ 52.13	
S72 Outside Flat Rate Mobile Home MS	Flat Rate Monthly	\$ 39.10	
S73 Outside No Meter Flat Rate Sewer	Flat Rate Bi- Monthly	\$ 79.46	
S85 Outside Lloydwood SW Capacity Mnt	Sewer Capacity Bi- Monthly	\$ 20.00	

Section II

Item/ Description	Basis	Existing Fee	Proposed Fee
Contract Customers			
S90 Town of Lexington	Per Contract	Per Contract	
S91 JMWSC 15% Coverage	Per Contract	Per Contract	
S92 JMWSC Bond	Per Contract	Per Contract	
S93 Town of Lexington - MC	Per Contract	Per Contract	
S94 Town of Lex Mile Crk CPTL Chg	Per Contract	Per Contract	
S95 Town of Lex Mile Crk Trans Chg	Per Contract	Per Contract	
S96 JMWSC Old Barnwell	Per Contract	Per Contract	
S97 JMWSC Old Barn CPTL Chg	Per Contract	Per Contract	
S98 JMWSC Old Barn Trans Chg	Per Contract	Per Contract	
S99 JMWSC Old Barn DEP Chg	Per Contract	Per Contract	

Section III

Item/ Description	Basis	Existing Fee	Proposed Fee
Capacity and Tap Charges			
CA1 Inside Water Capacity per REU 3/4" & 1"	Per REU	\$465.00	
CA2 Inside Sewer Capacity per REU 4" & 6"	Per REU	\$785.00	
WT1 Inside 3/4" Res and Comm Water Tap	Per Tap	\$565.00	\$1,500.00
1" Inside Res and Commercial Water Tap	Per Tap	\$565.00	\$1,700.00
2" Commercial Inside Water Tap-8" main	Per Tap	\$1,320.00	\$3,500.00
By-Pass Assembly	Per Assembly		\$300.00
3" and Larger Commercial Inside Wa Tap	Per Tap	Actual Cost	
By-Pass Assembly	Per Assembly		\$300.00
3" and Larger Administrative Fee	Administrative Fee	\$200.00	
ST1 Inside Sewer Tap 4" & 6"	Per Tap	\$810.00	\$1,250.00
CA3 Outside Water Capacity per REU 3/4" & 1	Per REU	\$930.00	
CA4 Outside Sewer Capacity per REU 4" & 6"	Per REU	\$1,570.00	
WT2 Outside Water Tap 3/4" & 1"	Per Tap	\$665.00	\$1,500.00

2" Commercial Outside Water Tap	Per Tap	\$2,170.00	\$3,500.00
By-Pass Assembly	Per Assembly		\$300.00
3" and Larger Commercial Outside Wa Tap	Per Tap + 7.7%	Actual Cost	
By-Pass Assembly	Per Assembly		\$300.00
3" and Larger Administrative Fee	Administrative Fee	\$200.00	
ST2 Outside Sewer Tap 4" &6"	Per Tap	\$830.00	\$1,250.00
Residential Irrigation Meter 3/4" & 1"	Per Meter		\$350.00
3/4" AMR Meter	Per Unit		\$191.00
1" and Above AMR Meter	Per Unit		Actual Cost

Section IV

Item/ Description	Basis	Fee	
Set-Up Fees			
SU1 Inside Water Set-Up Fee	Processing Fee & Labor	\$ 50	
SU2 Inside Sewer Set-Up Fee	Processing Fee & Labor	\$ 50	
SU3 Outside Water Set-Up Fee	Processing Fee & Labor	\$ 75	
SU4 Outside Sewer Set-Up Fee	Processing Fee & Labor	\$ 75	
Hydrant Meter Set-Up Fee	Processing Fee & Labor	75	250

Section V

Item/ Description	Basis	Fee	
Insufficient Funds/ Chargebacks			
Returned Check Fee	Per Check Returned	\$ 30	
Credit Card Chargeback Fee	Per Chargeback		30

Section VI

Item/ Description	Basis	Fee	
Transaction Fees			
Online Payments	Processing Per Transaction	\$ 1.00	
Telephone Payments	Processing Per Transaction		2.5

Section VII

Item/ Description	Basis	Fee	
Reconnection Non-Payment and Late Fees			
Late Fee	Per Water/Sewer Charges	10%	
Non-Payment Fee Inside City	Per Notice of Disconnect	\$ 40	
Non-Payment Fee Outside City	Per Notice of Disconnect	\$ 50	
Non-Payment Fee Inside City After Hours	Per Notice of Disconnect	\$ 45	
Non-Payment Fee Outside City After Hours	Per Notice of Disconnect	\$ 60	

Section VIII

Item/ Description	Basis	Existing Fee	Proposed Fee
Damaged Meter Fees	Actual Cost	Actual Cost	

Section IX

Item/ Description	Basis	Existing Fee	Proposed Fee
Return Visit Work Orders			
Check Read Leak - Multiple Offenses *	Per Visit		\$50.00
Set Meter - No Backflow Device 1st Offense	Per Visit		\$25.00
Set Meter - No Backflow Device 2nd Offense	Per Visit		\$50.00
Set Meter - No Backflow Device 3rd Offense	Per Visit		\$100.00
Non-Compliant Backflow Installation	Per Visit		\$90.00
* Only applied to accounts with excess requests for checks and no issues found.			

1910 Administration and Engineering

Section I

Item/ Description	Basis	Existing Fee	Proposed Fee
Plan Review Fees			
DRP Review Fee (Water)	Per Review		\$ 400

DRP Review Fee (Sewer)	Per Review		\$ 200
Non-DRP Review Fee (Water)	Per Review		\$ 75
Non-DRP Review Fee (Sewer)	Per Review		\$ 75

1911 Water Distribution

Section I

Item/ Description	Basis	Fee	
New Line Sampling/Reporting Fee			
New Line Sample	Each Project	\$ 75	

1920 Pretreatment

Section I

Item/ Description	Basis	Fee	
Sewer Capacity Surcharge			
Ammonia	Per Pound	\$ 1.50	
Silver	Per Pound	\$ 500.00	
Cadmium	Per Pound	\$ 150.00	
Copper	Per Pound	\$ 150.00	
Lead	Per Pound	\$ 325.00	
Zinc	Per Pound	\$ 100.00	
TSS	Per Pound	\$ 0.40	
BOD	Per Pound	\$ 0.25	
COD	Per Pound	\$ 0.13	

Section II

Item/ Description	Basis	Fee	
Annual Industrial User Fee			
In Town	Budget Year	\$ 2,100	
Out of Town	Budget Year	\$ 4,200	
Pretreatment Application Fees			
Waste Load Application Fee	Industry Specific		
Wastewater Discharge Fee	Industry Specific		
Non-Domestic Waste Survey Questionnaire	New Industry	\$ 150	

Section III

Item/ Description	Basis	Fee	
Food Service Establishment Fees			
First Reinspection (violation) fee	Per Inspection	\$ 250	

Successive Reinspection (violation) fee	Per Inspection	\$ 500	
Annual Grease Discharge Permit	Annual	\$ -	
Variance Fee	Each	\$ -	

Section IV

Item/ Description	Basis	Fee	
Septic/Oil & Grease Receiving Station			
SG1 Septic Waste Disposal Fee	Per Gallon	\$0.09	
SG2 Oil & Grease Disposal Fee	Per Gallon	\$0.12	\$0.14
SG3 Hauler Truck Cleaning Fee	Per Truck	\$50.00	
Waste Hauler Permit	Annual	\$0.00	
Waste Testing Fee	Per Truck	\$0.00	

CITY OF CAYCE

O & M Fund Revenue Detail

REVENUES	Approved Budget FY13-14	Actual FY13-14	Approved Budget FY14-15	Proposed Budget FY15-16	Actual to 03/01/2016 FY15-16	Proposed Budget FY16-17
OPERATING REVENUES						
Interest Earned	10,000	3,075	10,000	10,000	2,113	10,000
Sale of Property	4,000	0	5,000	5,000	7,344	5,000
Miscellaneous Revenue	1,300	153,333	5,000	5,000	35,243	5,000
Transfer in From Gross Revenue	9,258,098	4,960,221	11,503,652	11,436,989	9,445,517	11,860,667
Springdale Contract Revenue	105,194	61,363	105,194	105,194	55,596	105,194
TOTAL OPERATING REVENUES	\$9,378,592	\$ 5,177,992	\$11,628,846	\$ 11,562,183	\$ 9,545,813	\$ 11,985,861

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual	Adopted	Actual	Proposed	Revised
	FY13-14	FY13-14	FY14-15	FY 14-15	FY 15-16	FY 15-16	Budget	Budget
						03/30/2016	FY16-17	FY16-17
UTILITIES-1909 BILLING								
Salaries & Wages	278,154	299,353	291,190	214,738	329,905	236,836	339,635	339,635
Overtime	23,423	10,033	16,000	13,987	16,000	12,145	27,200	16,000
Printing/Office Supplies	5,000	3,793	3,750	1,534	5,000	10,754	5,000	5,000
Postage	42,000	40,834	44,500	28,700	49,000	34,000	55,000	51,000
Dues & Membership	1,010	105	1,465	430	1,465	155	1,940	1,465
Travel	1,360	18	1,560	75	1,560	473	1,560	1,560
Auto Operating Expense	17,500	19,007	17,500	9,470	17,500	6,991	20,000	12,000
Telephone Expense	5,646	5,833	8,401	3,658	8,977	4,138	11,228	9,000
Service Contracts	15,650	15,247	16,750	16,637	29,250	13,172	17,750	17,750
Equipment Repairs					0	0	1,000	1,000
Hand Tools & Supplies	1,200	793	2,000	102	2,000	1,929	3,000	3,000
Safety Supplies	600	616	1,500	397	1,750	660	2,250	1,750
Uniform	1,400	860	1,500	732	1,750	1,290	2,000	1,750
Vehicle Insurance	3,200	2,544	2,000	1,943	2,500	2,814	3,800	3,800
Employee Training	2,470	725	7,260	750	6,500	1,291	6,500	6,500
Spec Dept Fees-Collect, Chg Card, & On-Line	58,000	76,081	75,000	59,425	85,000	61,526	85,000	85,000
Special Contract-Copier Machines & Equipment	900	642	0	0		0		
Equipment Non Capital	0	0	6,600	2,857	1,200	2,119	136,500	44,000
SCRS	31,835	27,551	33,171	24,454	37,967	26,487	40,022	40,022
SCRS Pre-Retirement Benefit	453	395	463	341	522	364	550	550
FICA Expense	23,084	21,218	23,606	16,977	27,155	18,402	28,063	28,063
General Insurance	5,090	4,467	3,900	4,305	5,000	5,094	5,250	5,250
Workers Compensation Insurance	3,400	4,207	5,687	4,945	5,100	7,810	7,000	7,000
Medical Insurance	57,509	56,337	63,524	46,334	74,741	51,585	74,281	74,281
Unemployment Compensation	5,000	0	5,000	0	1,000	0	1,000	1,000
Health Reimbursement Account Expense	5,000	3,069	5,000	1,000	7,500	0	6,000	6,000
OPEB Expense	0	0	0	0		0		
Christmas Bonus Pool	0	0	1,380	0		0		
Total	588,884	593,728	638,707	453,790	718,342	500,098	886,929	767,776

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Proposed	Revised	
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY16-17
UTILITIES-1910								
ADMINISTRATION								
Salaries & Wages	251,005	240,425	200,725	152,112	256,790	198,745.59	273,327	273,327
Overtime	0	0	0	0	1,000	29.06	1,006	1,006
Printing/Office Supplies	4,300	4,630	5,000	1,576	5,000	3,164	5,500	5,000
Postage	4,000	4,000	5,375	3,548	6,000	4,500	6,600	6,300
Dues & Membership	742	293	745	205	665	471	630	630
Travel	2,370	1,803	2,655	1,568	3,540	2,299	3,540	3,540
Auto Operating Expense	4,500	5,194	4,500	1,734	10,000	3,498	8,000	8,000
Telephone Expense	8,150	6,417	6,800	4,213	7,500	3,864	6,500	6,500
Service Contracts	7,816	8,702	4,122	14,178	18,972	11,283	16,457	16,457
Equipment Repair	860	718	900	0	900	35	900	900
Safety Supplies	5,250	4,567	2,750	1,852	3,500	1,921	3,500	3,500
Uniform	150	131	200	0	550	0	600	550
Medical, Doctor, Physical	4,100	1,859	4,100	1,532	4,100	1,771	4,100	4,000
Professional Services - HR	0	0	0	0	0	0	0	0
Advertising	8,000	872	4,000	739	1,000	0	1,000	1,000
Vehicle Insurance	2,400	2,149	1,000	1,698	2,000	1,469	2,300	2,300
Employee Training	2,525	1,800	3,450	1,034	3,035	545	3,035	2,500
Professional Service - Audit	40,000	31,253	40,000	39,218	40,000	42,783	43,000	43,000
Professional Service - Attorney	35,000	41,544	55,000	39,582	55,000	15,112	55,000	55,000
Professional Service - Engineer	29,000	15,717	41,000	21,486	25,000	26,020	25,000	25,000
Consultant Fees	29,988	34,997	48,500	45,137	50,000	59,748	43,000	43,000
Special Contract-Copier	2,675	2,471	2,675	1,828	2,675	1,303	2,675	2,675
Spec Dept Fees-Collect, Chg Card, & On-Line	0	0	0	0		0		
Easement Contracts-CSX	0	0	0	0		0		
Machines & Equipment	0	0	2,550	3,078	3,725	2,243	0	0
Equipment Non Capital					0	0	2,500	2,500
SCRS	26,462	23,861	21,636	16,352	27,554	21,144	29,930	29,930
SCRS Pre-Retirement Benefit	376	342	302	228	379	291	412	412
FICA Expense	19,188	18,319	15,397	11,430	19,710	14,886	20,987	20,987
General Insurance	2,640	2,364	2,100	2,046	5,200	2,123	5,200	5,200
Workers Compensation Insurance	3,000	3,778	3,570	3,916	5,825	3,700	7,074	7,074
Medical Insurance	28,755	35,699	23,822	17,897	33,152	24,863	33,014	33,014
Unemployment Compensation	1,500	0	1,500	0	1,500	0	1,500	1,500
Health Reimbursement Account Expense	2,000	731	2,000	1,000	3,000	0	3,000	3,000
OPEB Expense	4,810	0	4,810			0		
Christmas Bonus Pool	0	0	540		0	0	0	0
Paying Agent Fee/Bonds	8,000	7,233	8,000	7,112	8,000	4,741	8,000	8,000

Website Expense	2,750	0	2,750	0	0	0	0	0
Total	542,312	501,868	522,474	396,298	605,272	452,550	617,287	615,802

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Proposed	Revised	
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY15-16	FY 16-17	FY 16-17	FY16-17
1911 WATER TREATMENT PLANT								
Salaries & Wages	433,963	399,040	427,441	321,743	438,340	344,872	452,930	452,930
Overtime	42,494	61,466	41,244	35,754	41,377	32,948	43,209	43,209
Printing/Office Supplies	650	467	650	489	650	459	700	700
Postage	250	250	275	318	275	206	350	350
DHEC Permit Fees & CCR	24,500	23,461	23,700	23,259	24,000	23,259	24,000	24,000
Dues & Membership	852	1,009	822	404	857	430	887	887
Travel	2,360	2,410	2,360	2,728	2,600	938	2,600	2,600
Auto Operating Expense	8,500	6,368	8,100	2,917	4,000	2,321	4,000	4,000
Electric & Gas	275,000	278,506	285,000	258,274	345,000	229,959	360,000	345,000
Telephone	5,000	11,985	4,500	5,605	6,933	5,918	8,621	8,621
Lubrication Supplies	900	940	900	182	950	964	950	950
Service Contracts	52,093	46,933	53,222	37,692	51,307	43,872	157,974	52,974
Equipment Repair	75,000	78,541	75,000	126,642	65,000	31,414	65,000	65,000
Building Repair	500	22	500	0	6,500	4,180	8,000	8,000
Hand Tools & Supplies	900	867	900	782	900	824	900	900
Electric/Light Supplies	600	665	600	133	600	13	600	600
Safety Supplies	1,500	1,378	1,550	1,444	1,600	1,503	1,850	1,850
Uniform Expense	2,100	2,134	2,300	2,270	2,400	2,484	2,500	2,500
Janitorial Supplies	600	553	600	377	600	285	600	600
Chemical	194,077	174,758	229,219	114,606	229,000	134,199	268,606	229,000
Laboratory Supplies	23,500	19,946	22,500	23,370	29,000	23,924	29,000	29,000
Professional Services - HR	0	0	0	0	0	0	0	0
Vehicle Insurance	2,375	1,911	1,500	1,214	1,560	2,324	2,300	2,300
Employee Training	2,008	1,500	2,750	1,689	2,750	1,248	3,135	2,750
Professional Services - Eng	0	0	17,000	0	0	0	0	0
Consultant Service/Lab Tests	17,000	11,572	0	5,737	8,500	6,522	19,000	19,000
Machines & Equipment	75,000	7,253	83,190	57,694	159,853	99,460	380,000	175,000
Equipment Non Capital					0		11,095	11,095
SCRS	50,254	44,215	50,590	38,125	51,399	40,197	54,129	54,129
SCRS Pre-Retirement Benefit	715	635	706	532	707	553	744	744
FICA Expense	36,440	33,873	36,001	26,641	36,765	28,134	37,955	37,955
General Insurance	13,660	15,546	17,432	18,188	17,432	19,225	17,432	17,432
Workers Compensation Insurance	16,170	18,659	18,192	22,717	22,455	27,180	26,635	26,635
Medical Insurance	71,886	65,765	79,405	57,418	82,535	61,722	82,535	82,535
Unemployment Compensation	500	0	500	312	550	0	550	550
Health Reimbursement Account Expense	2,500	1,010	2,500	1,500	1,500	2,845	3,000	3,000
OPEB Expense	5,411	0	5,411	0		0		
Christmas Bonus Pool	0		1,920	0	0	0	0	0
Total	1,439,258	1,313,638	1,498,480	1,190,756	1,637,895	1,174,383	2,071,787	1,706,796

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Proposed	Revised	
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY16-17
1912 WATER DISTRIBUTION & MAINTENANCE								
Salaries & Wages	497,616	438,022	544,975	353,946	510,035	363,626.67	527,129	527,129
Overtime	16,100	49,528	36,000	37,920	46,067	40,239.76	51,814	51,814
Printing & Office Supplies	3,000	1,064	3,000	1,896	2,500	2,465	3,000	3,000
Dues & Membership	1,500	445	1,830	225	1,374	655	1,387	1,387
Travel	1,800	748	5,310	709	4,080	2,234	6,200	6,200
Auto Operating Expense	35,000	54,800	50,000	35,937	50,000	29,505	45,000	45,000
Electric & Gas	37,500	49,743	40,000	41,692	50,000	39,652	50,000	50,000
Telephone	20,000	9,246	20,000	5,041	12,000	6,529	10,000	10,000
Service Contracts	179,681	173,985	209,495	156,373	210,185	157,403	107,101	107,101
Equipment Repair	30,000	40,378	30,000	12,701	25,000	12,354	20,000	20,000
Building Repairs	500	0	500	8,289	500	175	500	500
Hand Tools & Supplies	6,000	6,566	6,000	5,892	8,000	4,517	8,000	8,000
Masonry/Cement Supplies	3,000	408	3,000	2,997	4,500	4,978	7,000	7,000
Asphalt/Grading Supplies	25,000	14,561	26,000	49,269	45,000	33,795	55,000	55,000
Radio Supplies	250	0	250	0	250	0	250	250
Safety Supplies	5,200	4,003	6,000	5,221	7,000	6,939	7,000	7,000
Uniform	4,200	5,216	5,200	4,489	6,500	5,684	7,000	7,000
Chemical	736	668	736	0	736	0	736	736
Professional Services - HR	0	0	0	0	0	0	0	0
Water Dist Repair Exp	60,000	194,477	67,000	53,437	65,000	89,356	85,000	85,000
Vehicle Insurance	12,655	9,827	7,000	6,802	6,500	8,932	8,162	8,162
Employee Training	5,000	5,031	12,109	9,438	9,034	3,795	11,834	11,834
Water Distribution Meters	15,000	0	15,000	5,885	15,000	15,066	15,000	15,000
Machines & Equipment	93,250	156,845	7,200	39	15,500	16,636	33,350	28,000
Equipment Non Capital					900	0	900	900
SCRS	54,210	46,857	62,745	41,868	59,848	42,985	63,163	63,163
SCRS Pre-Retirement Benefit	771	673	876	584	823	591	868	868
FICA Expense	39,308	36,499	44,651	29,548	42,805	30,205	44,289	44,289
General Insurance	9,540	9,616	9,700	10,756	9,700	12,678	13,000	13,000
Workers Compensation Insurance	10,000	9,721	23,126	23,089	26,290	30,119	30,480	30,480
Medical Insurance	97,046	85,929	119,110	68,195	107,295	70,708	107,295	107,295
Unemployment Compensation	4,000	0	4,000	0	2,000	0	2,000	2,000
Health Reimbursement Account Expense	2,000	0	2,000	0	1,000	0	3,000	3,000
OPEB Expense	7,816	0	7,816	0		0		
Christmas Bonus Pool	0		2,700	0	0	0	0	0
Total	1,277,679	1,404,856	1,373,329	972,238	1,345,422	1,031,820	1,325,458	1,320,108

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Proposed	Revised	
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY16-17
1916 WASTEWATER TREATMENT PLANT								
Salaries & Wages	537,402	514,337	561,180	395,803	574,150	428858.36	599,669	599,669
Overtime	41,255	27,155	32,000	14,257	20,000	23619.35	42,920	30,000
Printing/Office Supplies	525	803	680	454	680	802	800	800
Postage	250	250	270	178	270	201	350	300
State of S.C. Permit Fees	3,250	3,170	3,250	3,170	3,250	3,045	3,250	3,250
Dues & Membership	1,500	615	1,500	435	1,500	810	1,617	1,617
Travel	4,262	484	5,000	1,180	5,000	951	6,974	6,974
Auto Operating Expense	45,000	58,758	45,000	27,769	37,000	23,672	37,000	37,000
Water Expense	50,000	126,602	100,000	0	430,000	231,600	474,000	474,000
Electric & Gas	740,000	805,382	806,200	596,433	939,000	701,397	942,000	942,000
Telephone	12,650	28,116	27,700	15,578	27,700	18,398	28,060	28,060
Lubrication Supplies	3,000	867	3,000	1,240	3,000	693	2,000	2,000
Service Contracts	92,060	57,556	104,600	75,507	133,305	81,997	141,975	141,975
Equipment Repair	30,000	84,042	55,000	252,367	66,000	285,483	151,000	151,000
Building Repairs	800	28	500	88	500	815	500	500
Sludge Disposal Fees	200,000	240,092	200,000	143,875	200,000	209,654	260,000	260,000
Hand Tools & Supplies	3,700	2,041	3,700	917	2,000	1,265	3,000	2,000
Electric/Light Supplies	210	349	210	2,125	2,000	1,093	2,000	2,000
Radio Supplies	200	0	200	0	200	0	200	200
Safety Program and Supplies	3,000	2,987	4,150	4,667	6,000	29,746	6,700	6,700
Uniform	4,500	5,097	5,810	4,083	5,600	4,814	6,000	6,000
Janitorial Supplies	1,000	782	1,000	599	1,000	405	1,000	1,000
Chemical	280,000	118,433	152,510	95,738	150,996	127,606	214,852	150,996
Laboratory Supplies	26,200	27,004	27,500	26,229	35,900	27,202	38,200	38,200
Force Main/Line Repair Expense	0	141	0	0	0	0	0	0
Professional Services - HR	0	0	0	0	0	0	0	0
Vehicle Insurance	9,490	8,003	6,500	6,797	6,900	9,298	8,162	8,162
Employee Training	6,073	2,092	6,608	3,175	6,000	2,135	7,795	7,795
Professional Serv. Engineer	0	0	0	0	0	0	25,000	25,000
Professional Serv. - Lab Tests	23,900	19,123	25,100	16,690	25,100	17,189	28,000	25,100
FILOT Expense	0	160	0	0	0	0	0	0
Machines & Equipment	58,700	4,050	17,520	4,223	57,000	50,889	68,050	40,000
Equipment Non Capital					0	0	4,720	4,720
SCRS	61,048	51,707	64,044	43,912	65,433	47,971	70,106	70,106
SCRS Pre-Retirement Benefit	868	742	894	613	900	659	964	964
FICA Expense	44,267	39,808	45,576	30,078	46,800	33,504	49,158	49,158
General Insurance	52,897	68,457	84,016	85,462	86,000	86,236	86,000	86,000

Workers Compensation Insurance	18,500	23,816	25,606	31,991	27,170	49,195	32,433	32,433
Medical Insurance	86,263	83,393	103,227	70,161	99,042	76,076	107,295	107,295
Unemployment Compensation	2,000	0	2,000	170	2,000	0	2,000	2,000
Health Reimbursement Account Expense	1,500	2,250	1,500	122	1,500	0	1,500	1,500
OPEB Expense	6,615	0	6,615	0	6,615	0	6,615	6,615
Depreciation Expense	0		550,000	0	550,000	0	550,000	0
Christmas Bonus Pool	0		2,580	0		0		
Total	2,452,885	2,408,692	3,082,746	1,956,085	3,625,511	2,577,279	4,011,865	3,353,089

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Actual to	Proposed	Revised
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY16-17
1917 WASTEWATER COLLECTION								
Salaries & Wages	410,773	406,679	532,512	359,925	545,470	388680.12	562,746	562,746
Overtime	16,100	48,993	40,000	47,486	55,000	54484.45	65,732	65,732
Dues & Membership	910	260	1,875	1,910	1,390	1,115	1,250	1,250
Travel Expense	2,070	1,677	5,480	5,197	3,140	2,330	3,640	3,640
Auto Operating Expense	95,000	101,481	100,000	44,358	60,000	33,078	60,000	60,000
Electric & Gas	115,000	127,797	125,000	85,732	115,000	106,615	125,000	125,000
Telephone Expense	36,000	29,287	38,200	25,897	40,000	29,361	25,000	33,000
Lubrication Supplies	300	0	300	0	300	0	300	300
Service Contracts	14,388	10,250	15,100	6,441	17,878	7,120	16,908	16,908
Equipment Repair	103,000	105,361	135,000	155,624	159,606	178,017	200,000	200,000
Hand Tools & Supplies	6,000	7,557	6,000	3,713	8,000	7,196	8,000	8,000
Masonry/Cement Supplies	1,500	860	1,500	700	1,500	2,890	1,500	1,500
Asphalt/Grading Supplies	25,000	14,293	25,000	25,416	25,000	6,412	35,000	25,000
Radio Supplies	250	0	250	0	250	0	250	250
Safety Supplies	15,000	14,385	6,000	4,809	7,500	7,413	7,500	7,500
Uniform	4,200	5,028	4,500	4,592	6,200	5,684	6,200	6,200
Janitorial Supplies	300	521	500	398	500	289	1,000	500
Chemical	25,000	13,070	25,000	11,559	18,687	2,457	47,534	47,534
WW Coll Repair Exp	50,000	128,780	66,000	78,726	86,688	64,571	90,000	85,000
Transmission Line Operation & Maint	5,000	0	5,000	0	5,000	0	5,000	5,000
Professional Services - HR	0	0	0	0	0	0	0	0
Vehicle Insurance	14,236	11,341	8,500	8,260	8,850	12,600	11,130	11,130
Employee Training	918	519	14,218	9,278	4,418	3,590	6,459	6,459
Pro Ser - Eng Exp	0	0	0	0	0	0	0	0
Machines & Equipment	20,000	348	39,700	139,389	29,500	64,259	87,683	23,150
Equipment Non Capital					900	0	900	900

SCRS	45,029	43,198	61,803	43,671	65,181	47,226	68,567	68,567
SCRS Pre-Retirement Benefit	640	620	862	609	896	649	943	943
FICA Expense	32,651	34,125	43,981	30,755	46,620	33,524	48,079	48,079
General Insurance	12,175	12,591	13,000	14,258	15,000	16,457	15,000	15,000
Workers Compensation Insurance	18,000	21,410	28,638	30,102	28,120	42,874	32,347	32,347
Medical Insurance	93,452	84,122	119,108	70,824	115,549	72,117	115,549	115,549
Unemployment Compensation	1,000	0	1,000	0	1,000	0	1,000	1,000
Health Reimbursement Account Expense	2,000	0	2,000	0	1,000	1,500	3,000	3,000
OPEB Expense	5,411	0	5,411	0		0		
Christmas Bonus Pool	0	0	2,400	0	0	0	0	0
Springdale Contract Expense	105,194	0	105,194	0	105,194	0	105,194	0
Total	1,276,497	1,224,553	1,579,032	1,209,629	1,579,337	1,192,509	1,758,411	1,581,184

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Actual to	Proposed	Revised
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY16-17
1920 WASTEWATER PRETREATMENT								
Salaries & Wages	38,871	34,991	107,100	71,932	133,460	106032.39	182,833	182,833
Overtime	0	0	5,250	761	3,000	6791.53	16,187	8,000
Printing/Office Supplies	200	209	500	493	1,000	926.7	2,000	2,000
Postage	100	100	300	198	600	450	700	700
State of S.C. Permit Fees	0	0	0	0	0	0	0	0
Dues & Membership	236	180	474	95	315	35	380	380
Travel	1,402	171	1,402	482	1,829	472	2,322	2,322
Auto Operating Expense	2,000	1,393	11,000	1,038	5,000	778	5,000	5,000
Electric & Gas	12,000	151	36,000	1,366	4,000	2,053	3,000	3,000
Telephone	600	1,082	2,380	1,372	3,280	1,470	4,000	4,000
Lubrication Supplies		0	500	189	700	0	1,000	1,000
Service Contracts		0	1,440	7,392	1,440	0	1,440	1,440
Equipment Repair		0	1,500	4,609	6,000	39,384	35,000	35,000
Building Repair		0	400	354	1,000	28	1,000	1,000
Sludge Disposal Fees	8,400	0	27,300	731	98,000	40,998	95,000	95,000
Hand Tools & Supplies	1,000	672	1,500	841	2,000	2,324	2,500	2,500
Electric/Light Supplies	0	0	200	0	500	259	500	500
Radio Supplies	0	0	0	0	0	0	0	0
Safety Program and Supplies	200	0	975	324	1,100	1,643	2,000	2,000
Uniform	750	12	1,300	660	2,000	783	2,900	2,900
Janitorial Supplies	0	0	300	0	500	142	500	500
Chemical	2,250	0	26,545	17,730	78,000	37,874	78,296	78,296
Laboratory Supplies	0	0	500	0	500	0	750	750
Professional Services - HR	0	0	0	0	0	0	0	0
Vehicle Insurance	0	241	1,500	486	1,000	612	1,500	1,500
Employee Training	534	225	859	158	925	396	945	945
Professional Serv. - Lab Tests	0	0	10,000	2,027	8,214	12,720	20,000	17,000
Machines & Equipment	20,000	37	51,100	225	0	0	72,657	0
Equipment Non Capital					0	0	3,239	3,239
SCRS	4,107	2,889	12,103	7,814	15,212	12,021	21,713	21,713
SCRS Pre-Retirement Benefit	58	41	169	109	209	165	299	299
FICA Expense	2,978	2,401	8,613	5,499	10,880	8,560	15,225	15,225
General Insurance		225	500	1,593	2,400	3,119	3,200	3,200
Workers Compensation Insurance	0	729	5,560	1,091	1,530	1,401	10,592	10,592
Medical Insurance	5,391	6,109	19,851	11,914	18,570	17,838	24,760	24,760
Unemployment Compensation	0	0	0	0	0	0	0	0

Health Reimbursement Account Expense	0		0	0	1,500	0	3,000	3,000
OPEB Expense	0		0	0		0		
Christmas Bonus Pool	0		240	0		0		
Total	101,077	51,858	337,361	141,482	404,664	299,277	614,438	530,594

CITY OF CAYCE								
O & M UTILITIES FUND EXPENDITURES								
	Budget	Actual	Budget	Actual to	Actual to	Proposed	Revised	
	FY13-14	FY13-14	FY14-15	03/26/2015	Adopted	03/31/2016	Budget	Budget
				FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY16-17
1990 NON-DEPARTMENTAL								
Medical Insurance Expense								
Retiree	0	0	5,294	4,218	13,233		0	0
O&M Indirect Cost Transfer	1,500,000	875,000	1,600,000	1,199,999	1,600,000	1,466,667	1,600,000	1,600,000
Contra Water Expense	0	-54,383		0	0	-231563.86	0	0
Capital Equipment Replacement Reserve	100,000	58,333	100,000	75,000	100,000	75,000	200,000	100,000
Capital Improvement Projects Reserve	100,000	58,333	100,000	75,000	100,000	75,000	200,000	100,000
Other Use of Funds						639,996		
Debt Service Principal			0		0	90,865	6,419	6,419
Debt Service Interest			5,720		0	5,146	158,172	158,172
Depreciation Expense			0		298,607		0	0
Total	1,700,000	937,284	1,811,014	1,354,217	2,111,840	2,121,110	2,164,591	1,964,591

Grand Total \$ 9,378,592 \$ 8,436,477 \$10,843,143 \$7,674,494 \$12,028,283 9,349,026 \$13,450,766 \$11,839,940

O&M Revenue #REF! \$11,562,183.00 \$11,985,861.00 \$ 11,985,861.00

Net Revenue/(Shortage) #REF! (\$466,100) (\$1,464,905) \$145,921

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

Department Code -Name	Initial Budget	FY 16-17	Budget Reduction
O & M Fund			
1909 Billing			
(200) 3/4" Meters for AMR Replacement Program	\$83,000	\$36,000	
(100) 100W ERTs to replace failing ERTs	\$40,000	\$8,000	
(25) 1" Meters for Replacement	\$5,500	\$0	
Camera for Sewer Plugging	\$8,000	\$0	
Total 1909 Utilities - Billing	\$136,500	\$44,000	\$92,500
1910 Utilities - Administration			
Total 1910 Utilities - Admin	\$0	\$0	\$0
1911 Water Treatment Plant			
High Service Transmission Pump	\$60,000	\$60,000	
Raw Water Transmission Pump	\$90,000	\$90,000	
Surface Wash Valves Replacement	\$25,000	\$25,000	
VFD Replacement WTP & RWPS	\$200,000	\$0	
Decant Station Control Panel Replacement	\$5,000	\$0	
Total 1911 Water Plant	\$380,000	\$175,000	\$205,000
1912 Water Distribution			
Ditch Witch Excavation Vacuum	\$28,000	\$28,000	
Camera Security System	\$5,350	\$0	
Total 1912 Water Distribution	\$33,350	\$28,000	\$5,350
1916 Wastewater Plant			
ArgusHazco QRAE 3 Gas Detectors	\$11,800	\$11,800	
Replacement Chassis/Body for 2000 Chevy 3500 HD	\$28,200	\$28,200	
BioRem Odor Control Recirculation Pump/Motor Assembly	\$5,350	\$0	
Headworks Rotating Screen Wash Impeller Pump	\$13,200	\$0	
Carousel Wilo Submersible Mixer	\$9,500	\$0	
Total 1916 Wastewater Plant	\$68,050	\$40,000	\$28,050
1917 Wastewater Collection			
Panel Upgrade for Magnolia Ridge Pump Station	\$7,000	\$7,000	
Ridged Camera Push System	\$32,314	\$16,150	
Inspection Camera on VacCon	\$38,369	\$0	
Emergency By-Pass Pumping Hoses & Fittings	\$10,000	\$0	
Total 1917 Wastewater Collection	\$87,683	\$23,150	\$64,533
1920 Septage & Grease			
Holding Tank Mixer	\$33,190	\$0	
SOG Station Muffin Monster Grinder	\$9,774	\$0	
Auger Assembly	\$21,168	\$0	
SOG Station Wet Well Pump	\$8,525	\$0	
Total 1920 Septage & Grease	\$72,657	\$0	\$72,657
Total O&M Fund	\$778,240		\$468,090

**ACCOMMODATIONS TAX COMMITTEE
Minutes of March 31, 2015 Meeting**

In attendance: Pete Cassidy, John Hert, Mark Burt, Lynda Murray, Mendy Corder, Kara Carmine

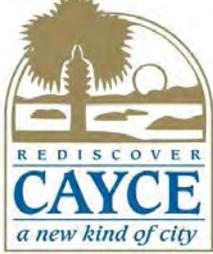
Dr. Cassidy called the meeting to order. The Committee reviewed the financial report update. Discussion was held on the possible new hotel near the Cayce Tennis and Fitness Center.

Ms. Carmine advised that the current balance of the account is \$77,446.54 which includes the Accommodation tax funds received September and December 2014. Ms. Carmine advised that funds haven't yet been received for March and June 2015, nor have all disbursements been made. The Committee discussed the continual decline in the amounts of funds received each year.

The Committee reviewed each application. It was discussed that the Brookland-Cayce Boys Soccer application was not listed as a non-profit organization, Airport HS Soccer applications did not indicate a non-profit status either. Ms. Corder and Ms. Carmine are to research the status of these organizations and return to the committee with their findings. The recommended funding for these applications was decided contingent upon the non-profit status of the applicant/s. Mr. Burt made a motion to recommend funding as discussed and included on the attached chart. Ms. Murray seconded the motion which was unanimously approved. The committee also discussed the need to verify the percentage of funds that need to be paid to West Metro Chamber, which Ms. Corder and Ms. Carmine are to follow-up and advise the committee of their findings. Ms. Corder advised that the recommendations would be placed on the April 7, 2015 Council Meeting agenda and encouraged the Committee to attend. Dr. Cassidy asked that the following statement be included in the letter sent to those requesting funding: "Should receipts exceed expectations the Accommodations Tax Committee will reconsider your request".

There being no further business the meeting was adjourned.

Respectfully submitted,
Mendy Corder



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE TENNIS CENTER
1120 FORT CONGREE TRAIL, CAYCE SC
Monday, January 25, 2016
6:30 PM**

I. CALL TO ORDER

The meeting was called to order at 6:30 pm. Members present were Maryellyn Cannizzaro, Chris Kueny, Larry Mitchell, Robert Power, and Ed Fuson. John Raley and Butch Broehm were absent excused.

II. APPROVAL OF MINUTES

A motion was made by Mr. Kueny to approve the minutes of the December 21, 2015, meeting. Mr. Power seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Mr. Fuson asked if the public had been notified of the meeting. Ms. Ocean confirmed that everyone had been notified.

IV. NEW BUSINESS

a. Nomination and election of Officers for 2016

A motion was made by Mr. Kueny to nominate Mr. Fuson as the Chair for 2016. Mr. Mitchell seconded the motion. All were in favor. A motion was made Mr. Kueny to nominate Robert Power as Vice-Chair. Mr. Mitchell seconded the motion. The vote passed unanimously.

b. Nomination of Monique Ocean as Secretary for 2016

A motion was made by Mr. Mitchell to nominate Ms. Ocean as Secretary. Mr. Kueny seconded the motion. All were in favor.

c. Approval of meeting schedule for 2016

A motion was made by Ms. Cannizzaro to accept the meeting schedule for 2016. Mr. Powell seconded the motion. All were in favor.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

A motion was made by Mr. Power to adjourn. Mr. Kueny seconded the motion. All were in favor.

**A quorum of Council may be present.
No discussion or action on the part of Council will be taken.**

Cayce Historical Museum Complex Commission Meeting – February 3, 2016

Members present: Archie Moore, Mary Sharpe, AG Dantzler, Marion Hutson, Cyndy Peake, and Alice Brooks
Executive Director: Leo Redmond

Absent: Ann Diamond, Dale Gaskins

- Commission Chairman Archie Moore called the meeting to order.
- Commissioner Dantzler offered the invocation.
- Commissioners Hutson and Brooks moved and seconded that minutes of the November, 2015 meeting be approved as submitted. The motion carried, noting that Christmas Traditions served as the official December meeting, with no minutes taken, and January's meeting was cancelled due to a lack of quorum. Commissioners asked Redmond to mail copies of the draft minutes so hard copies will be available – helpful in cases like this when several months have elapsed.
- Director's Report
 - Christmas Traditions – *Santa Claus is Coming to Cayce* was, as usual, well-attended. Commissioners and Redmond expressed appreciation to all the volunteers and groups who helped decorate and participated in the events leading up to and including the December 5th formal celebration. Commissioners did concur that the Museum event needs more specialized publicity prior to this event and other Museum-sponsored events prior to the date. Museum officials and Board will supplement the City's publicity efforts.
 - Hospitality Tax Allotment – Redmond reported on the improvements made and to be made this year from the funds generated and allocated to the Museum.
 - Handicapped/safety rails were installed prior to Christmas Traditions. Rails were powdered-coated and made of a material resembling wrought iron so as not to detract from the historical look of the Complex.
 - LED lights around the building have also been added.
 - The Caboose, and possibly the Fire Truck, will be painted/refurbished in early 2016. Commissioners recommended that rails with a locked gate also be installed around the Caboose to protect the updated display, as well as safety issues involving the natural curiosity of children who visit. Commissioners Dantzler and Hutson moved and seconded that this be added to the Caboose improvements as soon as possible. The motion carried unanimously.
 - All bids are in on the synthetic shake roof replacement; work will begin shortly.
 - Redmond is also taking bids for exterior painting of the building and that work is expected to commence after the roof is completed
 - Native American Honor – Redmond has been working with Native American groups for years, cultivating their knowledge and participation in the Museum. One group with whom he has been especially active, the Prayer Circle of Native Americans, recently held their Christmas/New Year celebration at the Museum, a very spiritual and religious event that

**MINUTES OF EVENTS COMMITTEE
CITY OF CAYCE
Cayce Historical Museum
February 11, 2016**

Present: Dave Capps, Kimberly Christ, Brenda Cole, Danny Creamer, Jason Munsell, Frankie Newman, Amy Roper, and Rachel Scurry

Absent, Excused: Cindy Pedersen

City Representatives Present: Mendy Corder and Kara Carmine

Chairperson Danny Creamer called the meeting to order.

The minutes of the January 14, 2016 meeting were reviewed and approved as written.

With a motion by Dr. Munsell, second by Mr. Capps, and unanimous vote of Committee members, the Committee recommended that Council reappoint Cindy Pedersen for another two-year term.

The Committee now has one open position.

Ms. Cole recommended that the Committee send Ellen Mancke a letter thanking her for her devoted service to the Committee.

Christmas in Cayce

At their Special Council Meeting on January 20, 2016, Council approved Hospitality Tax of \$13,000 for Christmas in Cayce (\$10,000 for lighting/decorations and \$3000 for Carols along the Riverwalk).

Mr. Creamer reviewed the City Attorney's e-mail concerning displays. Dr. Munsell had forwarded the Committee an article about other cities and their celebrations.

Ms. Christ discussed marketing and seeking corporate sponsors for displays. She and Ms. Roper will draft a letter for discussion at the March meeting. Rebranding may present opportunities for engaging residents and businesses in this community event. We are seeking to be more inclusive and more inviting to people who live and work in Cayce.

Cayce Shines and Cayce's Celebration of Light were two rebranding options mentioned.

New Display for the Holiday Season

With a motion by Ms. Scurry, second by Dr. Munsell, and unanimous vote of Committee members, the Committee tabled the discussion on the New Display for the Holiday Season until the March meeting. City representatives may be able to schedule the meeting at the Cayce Tennis and Fitness Center so that the Committee may review websites and narrow our choices.

Guided Nature Tours, Saturday, May 7, 2016

Dr. Mancke will be leading tours from the Timmerman Trail at 10 am and 1 pm. Ms. Christ and Mr. Capps volunteered to assist with the morning session. Ms Pedersen and Mr. Capps are scheduled to assist with the afternoon session. Other Committee members may also attend. Ms. Carmine will inventory the give-aways remaining from last year and reorder as needed.

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

At their Special Council Meeting on January 20, 2016, Council approved Hospitality Tax of \$30,000 for Congaree Bluegrass Festival.

Groups booked for Saturday are as follow:

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

Group booked for Sunday is The Thomas Family. At least one and possibly two additional groups will be booked for Sunday afternoon.

The line-up may include cloggers and a couple of smaller non-paid groups. Steve Wilson is also presenting a banjo exhibition and workshop during the weekend.

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 \$3,400. In addition, a contract has been extended to Ms. Sheila Starkey for social media services at a fee of \$1,000.

In mid-March, Ms. Starkey and Ms. Carmine will begin posting CBF teasers on social media. Ms. Starkey will update our Committee at the March meeting.

Accommodations Tax Requests

Following a roundtable discussion, the Committee members recommended that we request A-tax funding as follows:

- Congaree Bluegrass Festival, \$20,000
- Christmas in Cayce, \$10,000
- Guided Nature Tours, \$500

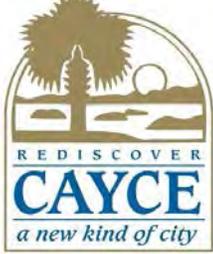
Organizing a Family Event

As discussed at the January meeting, Mr. Creamer recommended that the Committee organize a family-oriented festival in conjunction with the 2017 Guided Nature Tours. At the March meeting, the Committee will discuss this "Celebrating Families" event further.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry



**APPROVED MINUTES
BOARD OF ZONING APPEALS
CAYCE HISTORICAL MUSEUM
1120 FORT CONGREE TRAIL, CAYCE SC
Monday, February 22, 2016
6:00 PM**

I. CALL TO ORDER

The meeting was called to order by Robert McLeod. Members present were Frank Dickerson and Jason Simpson. Robin DiPietro and Bob McArver were absent excused. Staff present was Layne West and Monique Ocean.

II. APPROVAL OF MINUTES

Mr. McLeod pointed out that Mr. Butch Broehm's name should not be included in the list of members present - Mr. Broehm is not a member of the Board of Zoning Appeals. A motion was made by Frank Dickerson to approve the minutes of the January 25, 2016, meeting with a correction to delete Mr. Broehm's name from the list of members present. Jason Simpson seconded the motion to approve the minutes with corrections. All were in favor and the vote passed unanimously.

III. STATEMENT OF NOTIFICATION

Mr. McLeod inquired if the public and media had been notified of the meeting. Ms. Ocean confirmed that everyone had been notified.

IV. PUBLIC HEARING – Variance Request No. 001-16 [A request, by the owner, for a variance to add a carport and exceed the general requirements for accessory building and uses in residential districts (**Section 5.6-2**).The property is located at 1312 Northland Drive.]

a. Opening Statement –

Layne West began by explaining that Mr. Wendell Hathcox was requesting a variance to construct a carport that would exceed Ordinance regulations. Mr. West explained that the property currently contained a storage building and a lean-to. Mr. West pointed out that the proposed carport along with the existing storage building and the lean-to would exceed the size and the number of accessory structures allowable by the Ordinance. Mr. West mentioned that the height of the proposed carport would also exceed Ordinance regulations. Mr. Wendell Hathcox and his son Mark Hathcox addressed the Board to explain the proposed carport. Mark Hatchcox began by explaining that he believes his father was given inaccurate information by staff. Mark Hathcox stated his father was denied a permit for the carport after staff had given verbal approval. Wendell Hathcox stated after the permit was denied staff suggested using a smaller carport or attaching the carport to the house. Mr. Hathcox stated that a smaller carport will not cover his vehicle and it is impossible to attach the structure to the house.

b. Public Testimony –

Mr. and Mrs. Martin were present to speak in favor of the variance request. No one was present to oppose the request.

c. Adjourn Hearing –

The hearing was closed by Mr. McLeod.

V. MOTION- Variance Request No.001-16

A motion was made by Mr. Simpson to grant the variance with the following conditions: (1.) The structure should not exceed 26 feet, (2.) the required setbacks must be maintained and (3.) The variance is approved as long as Wendell Hathcox is owner of the property.

VI. OTHER BUSINESS

a. Executive Session -Receipt of legal advice from the City Attorney relating to the Board's legal role and responsibilities and other matters covered by the attorney-client privilege.

The Executive Session was cancelled because 2 members were absent.

VII. ADJOURNMENT

Mr. Dickerson made a motion to adjourn. Mr. Simpson seconded the motion. All were in favor and the vote passed unanimously.

**A quorum of Council may be present.
No discussion or action on the part of Council will be taken.**

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

COUNCIL ACTION REQUIRED

PLANNING COMMISSION – ONE (1) POSITION

Mr. Chris Kueny's term expired in March and he would like to serve again. The Commission recommends his reappointment. He has served on the Commission since 2012 and consistently attends the meetings. His reappointment 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.

EVENTS COMMITTEE – ONE (1) POSITION

Ms. Ellen Mancke resigned from the Committee in November. There are no recommendations at this time.

PLANNING COMMISSION – ONE (1) POSITION

Ms. Maryellyn Cannizzaro resigned from the Planning Commission due to work commitments. The Commission's staff liaison is in the process of contacting potential member applicants to see if they are still interested in serving on the Commission.

PUBLIC SAFETY FOUNDATION – FIVE (5) 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.

CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION



Name: Chris Kueny
Home Address: [REDACTED] Riverland Dr, City, State, Zip Cayce SC 29033
Telephone: 803 [REDACTED] E-Mail Address: [REDACTED]
Resident of Cayce: Yes No Number of Years 25 years

Please indicate the Committee(s) for which you are applying:

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

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

Work Address

Company: Sub Station II Position Owner/operator
Address: 503 Knox Abbott Dr
City, State, Zip Cayce SC 29033 Telephone: 803 791 8693
Fax: N/A E-Mail N/A

Work Experience: I operate a restaurant and have
Real estate investments

Educational Background: BA UNC-Chapel Hill 1980

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

President, Riverland Park Neighborhood Assn.

Volunteer Work: Founding Board Member Congaree

Riverkeeper. I also serve on the board of Directors of

Hobbies: River Alliance and Weimaraner Rescue of SC

- Boating, Hiking.

Return to:

Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072