



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### **City of Cayce Special Council Meeting March 22, 2017**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle and Director of Public Safety Byron Snellgrove 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 Almond gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

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

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

#### **Presentations**

**A. Presentation by Mr. Jimmy Zeigler re the City's Property Registration Ordinance**

Mr. Zeigler thanked Council for the time and dedication that they spend making the City a better place to live. He stated that he owns a rental property in the City and has an issue with the City's Property Registration Ordinance. The Ordinance requires that the property owner provide a current list of occupants at the property. He stated that he did not think he should have to provide this information to the City. Mr. Zeigler stated that he felt that this requirement singled out a specific group of people since this information is not required of people who own their home and live in it. He also stated that he did not understand why people who live in an apartment complex are not required to provide this information.

**B. Presentation by Steven Follmann re the City's Property Registration Ordinance**

Mr. Follman stated that he owns one rental property in the City. He stated that the City's Ordinance requires that anyone with a rental property purchase a business license. He stated that most municipalities do not require a business license for one rental property. He stated that he purchased the home and renovated it completely. He

1800 TWELFTH STREET • POST OFFICE BOX 2004 • CAYCE, SOUTH CAROLINA 29171-2004

TEL. (803) 796-9020 • FAX (803) 796-9072

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

stated that if he lived in his rental home in the City he would pay \$413 a year in property taxes. He stated that because his home is not owner occupied he is required to pay a 6% tax instead of a 4% tax. He stated that he tries to keep the rent lower to attract good quality people. However he passes on these additional costs to his tenant which can affect the type of renter he is able to attract.

### **Other**

#### **A. Discussion and Approval of RFP Awards for Cayce Public Safety Department HVAC & Air Quality Upgrades**

Ms. Corder stated that electrical upgrades were made to the Public Safety buildings in the spring of 2016. The electrical panels were not adequate enough to maintain the amount of electrical service needed. The previous system was a single phase residential which was upgraded to a three phase commercial system. This increased the amps from 150 to 300. She stated that once the electrical improvements were made, staff was able to address the air quality issue at the Fire Department. A consulting engineering firm that specializes in HVAC design services was contracted. The engineering firm found that the current HVAC units throughout the buildings do not provide any outside ventilation air. She stated that 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. Corder stated that the HVAC upgrades cannot be made until asbestos is removed from the ceiling in the Fire Department. City staff has obtained quotes from two reputable, fully bonded and insured asbestos removal companies for the asbestos abatement in the Fire Department. Those companies are R&R Associates Environmental Co, Inc. and Asbestos & Demolition. Both of the company's quotes are based upon the written RFP and the written scope of work. The quotes obtained for the project are as follows:

R&R Associates Environmental Co, Inc.	\$13,000.00
Asbestos & Demolition	\$12,500.00

Ms. Corder stated that City staff has obtained quotes from three reputable, fully bonded and insured Heating and Air Contractors for the HVAC upgrades. Those companies are Southern Atlantic Mechanical, Bear Mechanical and Advance Heating & Air. The three company's quotes are based upon the written RFP and the written scope of work. The quotes obtained for the project are as follows:

Southern Atlantic Mechanical	\$51,250.00
Bear Mechanical	\$44,600.00

Advance Heating & Air

\$37,100.00

Ms. Corder stated that staff also received a quote from Rite Temp in the amount of \$36,600. However, they did not submit the required insurance and bid bond documents therefore their quote was not considered. It was decided that once the electrical improvements were made, staff would come back before Council to request funding for the HVAC and air quality upgrades.

Ms. Corder stated that Council approval is needed in order to accept the proposal from Asbestos and Demolition for asbestos removal in the Fire Department and to authorize the City Manager to execute a contract between the City of Cayce and Asbestos & Demolition. Council approval is also needed to accept the proposal from Advance Heating & Air for the installation of new HVAC units and ductwork in the Fire Department and to authorize the City Manager to execute a contract between the City of Cayce and Advance Heating & Air.

Council Member Jenkins asked if any additional work would need to be done once this project is complete. Ms. Vance stated that the electrical upgrades had to be completed before the HVAC upgrades could be made. She stated that no additional work would be required after this project is complete. Council Member Jenkins made a motion to approve both low bids and authorize the City Manager to execute contracts with Asbestos & Demolition and Advance Heating & Air. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Member Almond made a motion to amend the agenda by moving Item IV. B. to be discussed prior to Item VIII. Council Member Corley seconded the motion which was unanimously approved by roll call vote. This was done so Council could move from the dais to the tables so they could sit with the managers while discussing their budgets.

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

Ms. Vance stated that the Thomas Newman Boat Landing repairs are complete and it is now open. The reopening ceremony is March 23, 2017 at 4pm. She stated that staff attended preconstruction meetings for the Waterline Replacement Project. She stated that most of the contractors plan to start some type of mobilization by April 1, 2017 which is the notice to proceed date. She stated that staff is having business cards made that can be given to anyone with questions regarding the project. The cards will have the hotline telephone number, the dedicated email address and website address for this project. There will also be a page on the City's website that details the project along with maps of the affected areas. Staff will also put flyers on every resident's roll cart before the project starts on their street. The contractors will also leave door hangers at every home that will be affected before they start on that street.

Ms. Vance stated that the property registration reminder letters have been mailed and the fee is due on April 17, 2017.

### **Committee Matters**

- A. Appointments and Reappointments  
Accommodations Tax Committee – One (1) Position  
Events Committee – One (1) Position

Mayor Partin stated that there is currently three open positions on the Accommodations Tax Committee. Two of the three positions have to be filled by someone that is employed with a hotel or motel in the City. The City has received a potential member application from Mr. Aaron Kot, the General Manager of the new Marriott Courtyard in Cayce. Council Member Corley made a motion to appoint Mr. Kot to the Accommodations Tax Committee. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that there is currently one open position on the Events Committee. The City has received a potential member application from Ms. Brenda Cole. Ms. Cole served on the Committee in the past and was a great asset. The Events Committee recommends her for appointment. Council Member Corley made a motion to appoint Ms. Cole to the Events Committee. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

### **Council Comments**

There were no Council comments.

- B. Discussion of Proposed FY2017/2018 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 each manager was going to also discuss his or her highlights of the year.

Mr. Bridwell, Director of Utilities, presented the budget for the Utility Administration Department. He stated that he and the City engineer have been involved with different phases of construction for several subdivision projects. These projects

include Emanuel Creek, Drayton, Glen Eagle, Harvest Glen, Timmons Pond, Fieldcrest, Cumberland Place, Indian River, Lloydwood, and Congaree Bluff to name a few. They have also reviewed plans for Saxe Gotha Phase 2, Busbee Elementary, CATE Center, Methodist Park, the Marriott Courtyard, two Neighborhood Walmart Stores, the Amazon Book Factory, and Calhoun County.

Mr. Bridwell stated that his department has overseen or reviewed over \$30 million in projects designed by American Engineering Consultants including the 321 Water Line Project, the Platt Springs Road Force Main Project, and the Avenues Water Line and Tank Projects.

Ms. Kay Hutchinson, Customer Service Manager, stated that she asked her employees what they felt were the highlights for their department. They stated how appreciative they were of the renovations made to the Water Department. They feel much safer and now have ample space to assist customers. She stated that her department had not incurred any injuries for the year. They hold a weekly safety meeting and as a result four of her staff members have won \$200 each in the City's Safety Contest.

Ms. Hutchinson stated that three of her staff members were recognized with Whole Sole Awards. She stated that her department worked with Engineering to ensure new subdivisions with irrigation will have separate irrigation meters. She stated that her staff members commented on how tremendous the inter-departmental teamwork is.

Mr. Vince Osborne, the Superintendent of the Water Treatment Plant, stated that his staff continues to do an excellent job of staying in compliance with the demands of the increasingly challenging regulatory environment of potable water treatment.

Mr. Ben Wright, the Utilities Field Manager, stated that in FY09-10 his department had eight certified operators in the field. Currently there are twenty certified operators in the field. He stated that since Council approved purchasing more efficient locating equipment, his staff has been able to keep up with the many locate tickets that are called in. He stated that since the Water Distribution and Waste Water Collection departments were split into two departments staff has been able to keep up with work orders a lot more efficiently despite not being fully staffed all year. Mr. Wright stated that he thinks this is also related to more operators being certified.

Mr. Glemmie Haimes, the Assistant Superintendent of the Wastewater Treatment Plant, stated that the Waste Water Treatment Plant's laboratory's annual proficiency testing passed with all parameters meeting acceptance limits. He stated that this was a group effort with lab personnel and operators conducting the various analysis. All values reported were very close to the assigned values. The laboratory received a certificate of excellence from ERA, the vendor supplying the unknown samples.

Mr. Haimes stated that the Wastewater & Septage personnel conducted a confined space rescue of two septage customer personnel in February 2017 and prevented fatalities. The men were pulled from their truck's tanker (a confined space) while attempting to remove a blockage from the tanks outlet valve. He stated that the WWTP personnel maintained compliance with all NPDES permit limits during high flow events. For example the tropical storm in September and Hurricane Matthew in October.

Mr. Michael Paulchel, the Assistant Wastewater Fields Manager, stated that his department had a decrease in overtime that he contributes to his staff being professionally trained and certified. His staff performs preventative maintenance on sixty seven pump stations.

Mr. David Hartness, the Assistant Superintendent of Septage and Grease, stated that the City's Septage and Grease Receiving Facility had record levels of revenue and trucks for the year. He stated that he is exploring new methods of treatment so that the receiving station can stay open twenty four hours a day.

Each department's proposed budget is attached.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements as it pertains to City rebranding
- C. Discussion of negotiations incident to proposed contractual arrangements relating to the City's Tax Increment Finance District
- D. Discussion of negotiations incident to proposed contractual arrangements between the City of Cayce and Lexington School District Two

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.

### **Reconvene**

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

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

There was no action taken in follow up to Executive Session.

**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 8:37 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, Municipal Clerk

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

Billing

DEPT CODE

30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
<b>30-1909-101</b> <b>SALARIES &amp; WAGES</b>	<b>\$368,462</b>	Salary for 10 full time employees. Increases includes 1 new employee, backflow certifications for 4 employees, "D" License for 1 Meter Tech, Promotion of 1 Meter Tech I to Meter Tech II, Promotion of 1 Clerk II to Billing Specialist 1, Promotion of 1 Billing Specialist 1 to Billing Specialist II.	\$346,394	6.4%	\$22,068
<b>30-1909-102</b> <b>OVERTIME EXPENSE</b>	<b>\$27,166</b>	Overtime due to meter replacement. Also meter techs having to fill in during sick leave, annual leave and holidays. Weekend OT for on-call meter techs.	\$27,356	-0.7%	(\$190)
<b>30-1909-210</b> <b>PRINTING/OFFICE SUPPLIES</b>	<b>\$6,000</b>	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	20.0%	\$1,000
<b>30-1909-211</b> <b>POSTAGE EXPENSE</b>	<b>\$55,000</b>	Postage for Billing, Debt set-off, and final bills.	\$51,000	7.8%	\$4,000
<b>30-1909-214</b> <b>DUES &amp; MEMBERSHIPS</b>	<b>\$2,505</b>	ABPA, AWWA, WA, SCUBA, WEASC memberships	\$1,465	71.0%	\$1,040
<b>30-1909-215</b> <b>TRAVEL EXPENSE</b>	<b>\$2,890</b>	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) and Itron;	\$1,560	85.3%	\$1,330
<b>30-1909-217</b> <b>AUTO OPERATING EXPENSE</b>	<b>\$14,000</b>	Maintenance of 5 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$12,000	16.7%	\$2,000
<b>30-1909-221</b> <b>TELEPHONE EXPENSE</b>	<b>\$12,500</b>	5 Smart phones and 3 \$30/mo reimb for office/tech smart phones, 2 aircards, 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.	\$9,000	38.9%	\$3,500



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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

Billing

DEPT CODE

30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-226 SERVICE CONTRACTS	\$18,850	No longer paying Harris \$10,000	\$17,750	6.2%	\$1,100
		1. Edmunds	\$8,100		
		2. Itron	\$6,500		
		3. MailFinance	\$1,250		
		4. Ricoh USA	\$3,000		
		<b>Total</b>	<b>\$18,850</b>		
30-1909-227 EQUIPMENT REPAIRS	\$1,000	Repair of Miscellaneous Equipment.	\$1,000	0.0%	\$0
30-1909-231 HAND TOOLS AND SUPPLIES	\$3,000	Replacement tools such as: Curb stop wrenches, sight glasses, shovels, cameras, hand pumps, metal detectors, spray paint and misc tools for meter readers.	\$3,000	0.0%	\$0
30-1909-238 SAFETY SUPPLIES	\$1,750	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter techs.	\$1,750	0.0%	\$0
30-1909-241 UNIFORM EXPENSE	\$2,500	Uniforms for 5 Meter Readers @ \$298.48/person/year. Jackets and shirts. Shirts for office, Sweatshirts for techs.	\$1,750	42.9%	\$750
30-1909-244 JANITORIAL	\$0		\$0	0.0%	\$0
30-1909-262 VEHICLE INSURANCE EXP	\$3,500	Insurance for five vehicles.	\$3,800	-7.9%	(\$300)
30-1909-264 EMPLOYEE TRAINING	\$3,635	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$6,500	-44.1%	(\$2,865)
30-1909-272 SPEC DEPT FEES - COLL, CHG CARD & ONLINE	\$88,500	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive	\$85,000	4.1%	\$3,500

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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

Billing

DEPT CODE

30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-271	\$0		\$0	0.0%	\$0
SPEC CONTRACT- COPIER					
30-1909-385	\$170,000		\$44,000	286.4%	\$126,000
MACHINES & EQUIP.					
		Description	Amount		
		Item 1 500 3/4" Meters w/ 100W ERTs	\$95,000		
		Item 2 500 100W ERTs to replace failing ERTs	\$40,000		
		Item 3 Replace Truck 4106 (5 Year Plan)	\$35,000		
		Total	\$170,000		
30-1909-386	\$9,000		\$5,400	66.7%	\$3,600
EQUIPMENT NON- CAPITAL					
		Description	Amount		
		Item 1 200 Replacement Locking Lids	\$4,900		
		Item 2 2 Laptops for Meter Techs	\$3,100		
		Item 3 Plugs	\$1,000		
		Total	\$9,000		
30-1909-805	\$53,801		\$42,645	26.2%	\$11,156
SC STATE RETIREMENT CONTRIBUTIONS					
30-1909-810	\$602		\$561	7.3%	\$41
RETIREMENT DEATH BENEFIT					
30-1909-814	\$30,748		\$28,592	7.5%	\$2,156
SOCIAL SECURITY					
30-1909-820	\$5,250		\$5,250	0.0%	\$0
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					

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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

Billing

DEPT CODE

30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-821 WORKERS COMP INSURANCE EXPENSE	\$9,423		\$7,000	34.6%	\$2,423
30-1909-822 MEDICAL INSURANCE EXPENSE	\$90,250		\$81,225	11.1%	\$9,025
30-1909-825 UNEMPLOYMENT COMP EXPENSE	\$1,000		\$1,000	0.0%	\$0
30-1909-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$6,000		\$6,000	0.0%	\$0
TOTAL	\$987,331		\$795,998	24.0%	\$191,333

## FY 1718 1909 - UTILITY BILLING Dues, Memberships & Training

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>Dues &amp; Memberships</b>							
	AWWA Membership	3	\$260.00	\$780.00			
	SCUBA	6	\$35.00	\$210.00			
	ABPA	6	\$200.00	\$1,200.00			
	WEASC	9	\$35.00	\$315.00			
<b>Training</b>							
	ltron	2	\$800.00		\$1,600.00		\$2,000.00
	SCUBA Fall	3	\$80.00		\$240.00		\$90.00
	SCUBA Spring	3	\$210.00		\$630.00		\$800.00
	Backflow certification	3	\$225.00		\$675.00		
	ABPA conference	3	\$70.00		\$210.00		
	Short School	2	\$140.00		\$280.00		
					\$0.00		
					\$0.00		
					\$0.00		
<b>TOTAL</b>				<b>\$2,505.00</b>	<b>\$3,635.00</b>		<b>\$2,890.00</b>

<b>1909 TOTAL</b>	
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<b>\$9,030.00</b>
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**City of Cayce  
FY 17-18**

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

<b>Department</b>	Water Billing
<b>Issue</b>	500 3/4" Meters with 100W ERTs
<b>Justification</b>	<p>This is part of the five year plan to replace failing meters Outside City. The meters will also be used for new development and current replacement work orders in the system. The current price is \$175 each plus tax and shipping.</p> <p>The 100W ERTs also have a further range than the 60W ERTs and they contain 45 days worth of daily usage information. This will reduce read time and assist in accomplishing the goal we have established of billing monthly instead of bi-monthly. The Auditors also would prefer us to bill monthly. Monthly billing also helps our customers budget more effectively and address leak issues in a more timely manner.</p>
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$95,000</b>

<b>Department</b>	Water Billing
<b>Issue</b>	Personnel
<b>Justification</b>	<p>Add additional employee (Meter Tech II) specifically assigned to adding new accounts, arranging new cycles in Edmunds, Backflow Testing, Work Order Maintenance, A/R Management, Set-Off Debt Management and assist with new projects. This will streamline the Utility Billing process, reduce redundancy and errors and assist in collections. It will also provide better customer service through transitioning to Monthly Billing.</p>
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$32,000 + Fringe</b>

<b>Department</b>	Water Billing
<b>Issue</b>	(500) 100W ERT Replacement Program
<b>Justification</b>	This is included in the 5 Year Plan to replace the existing 60W ERTs that are not registering. The 100W ERTs also have a further range and contain 45 days worth of usage information. This will reduce read time by approximately two days per cycle with the goal of billing monthly instead of bi-monthly. The Auditors also would prefer us to bill monthly. Monthly billing also helps our customers budget more effectively and address leak issues in a more timely manner. 100W ERTs are currently \$75 each plus tax and shipping.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	\$40,000

<b>Department</b>	Water Billing
<b>Issue</b>	Replace Truck 4106
<b>Justification</b>	Truck 4106 has 115,944 miles on it and is driven approximately 80 miles per day. It is part of the 5 Year Plan to replace it in FY 17/18. Truck 4115 was replaced last year, but is used as the Meter Tech spare truck when others are being serviced. It is in disrepair and often cannot be used as a backup. This disrupts the reading process. 4106 will be used as the spare when it is replaced
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	\$35,000

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Admin

DEPT CODE

30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-101 SALARIES & WAGES	\$304,416	Salary for 5 full time employees. Adding an employee.	\$278,777	9.2%	\$25,639
30-1910-102 OVERTIME EXPENSE	\$778	Overtime expense for City Electrician.	\$1,026	-24.2%	(\$248)
30-1910-210 PRINTING/OFFICE SUPPLIES	\$6,000	The purchase of materials used in the daily O&M administrative operations. i.e.: forms, purchase orders, stationary, envelopes pens, pencils, file folders, subscriptions, printing supplies, etc.	\$5,000	20.0%	\$1,000
30-1910-211 POSTAGE EXPENSE	\$6,800	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$6,300	7.9%	\$500
30-1910-214 DUES & MEMBERSHIPS	\$660	Professional memberships in Utility & Engineering & Electrical related organizations.	\$630	4.8%	\$30
30-1910-215 TRAVEL EXPENSE	\$3,960	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$3,540	11.9%	\$420
30-1910-217 AUTO OPERATING EXPENSE	\$8,000	Funds for fuel, oil, lubricants, maintenance & repair parts for 4 vehicles.	\$8,000	0.0%	\$0
30-1910-221 TELEPHONE EXPENSE	\$8,250	5 Verizon cellular phones. Telephone and internet services provided by TWC.	\$6,500	26.9%	\$1,750

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
<b>30-1910-226</b> <b>SERVICE CONTRACTS</b>	<b>\$16,379</b>	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, software support and upgrades, Edmunds, etc.	\$16,457	-0.5%	(\$78)
		1. ESRI Mapping Software - Arcview	\$2,500		
		2. Bentley Systems, Inc. - WaterCAD	\$2,260		
		3. DLT Solutions, Inc. - AutoCAD	\$1,300		
		4. Edmunds	\$7,500		
		5. Harris	\$0		
		6. MailFinance	\$1,250		
		7. Communication Specialists Radio Service	\$514		
		8. ARC Annual Maintenance Contract for Plotter Equipment	\$1,055		
		Total	\$16,379		
<b>30-1910-227</b> <b>EQUIPMENT REPAIRS</b>	<b>\$900</b>	Parts & repair of equipment not covered under line item 226.	\$900	0.0%	\$0
<b>30-1910-238</b> <b>SAFETY SUPPLIES</b>	<b>\$3,600</b>	Purchase of PPE (Personal Protective Equipment) for WA. \$3000 for Safety Committee. \$600 for WA	\$3,500	2.9%	\$100
<b>30-1910-241</b> <b>UNIFORM EXPENSE</b>	<b>\$650</b>	Uniform clothing for staff.	\$550	18.2%	\$100
<b>30-1910-249</b> <b>MEDICAL, DOC, PHYSICAL EXPENSE</b>	<b>\$4,000</b>	Provides for pre-employment physicals, drug testing of CDL drivers, spirometer testing, HBV shot series & Flu shots department wide.	\$4,000	0.0%	\$0
<b>30-1910-261</b> <b>ADVERTISING</b>	<b>\$500</b>	Position available classified advertisements, employee recruitment department wide.	\$1,000	-50.0%	(\$500)
<b>30-1910-262</b> <b>VEHICLE INSURANCE EXPENSE</b>	<b>\$2,600</b>	Vehicle Insurance for 4 vehicles	\$2,300	13.0%	\$300



DATE PREPARED:

DATE REV #1:

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-264 EMPLOYEE TRAINING	\$3,095	Continued education for required re-certification training to obtain required CEUs for Water Admin.	\$2,500	23.8%	\$595
30-1910-265 PROFESSIONAL SERVICES - AUDIT	\$43,000	Annual audit expense department wide.	\$43,000	0.0%	\$0
30-1910-266 PROFESSIONAL SERVICES - ATTORNEY	\$45,000	Legal services department wide.	\$55,000	-18.2%	(\$10,000)
30-1910-267 PROFESSIONAL SERVICES - ENGINEER	\$25,000	Outside engineering consultant services department wide.	\$25,000	0.0%	\$0
30-1910-268 CONSULTANT FEES	\$53,000	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 given as door prizes for meetings, conferences or training secessions. +\$30,000 for public relations services, +20,000 for miscellaneous auditing, +\$3,000 for District Meeting	\$43,000	23.3%	\$10,000
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 supplies 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%	\$0
30-1910-385 MACHINES & EQUIP.	\$0		\$0	0.0%	\$0
		<i>Item 1</i>	Amount		
			Total	\$0	
30-1910-386 EQUIPMENT NON- CAPITAL	\$6,000		\$2,500	140.0%	\$3,500
		<i>Item 1</i>	Desktop Computer and Monitors (New Employee)	\$2,500	
		<i>Item 2</i>	Miscellaneous Electrician Equipment & Tools	\$1,500	
		<i>Item 3</i>	Miscellaneous Office Equipment	\$2,000	
			Total	\$6,000	

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-805	\$41,709		\$31,926	30.6%	\$9,783
SC STATE RETIREMENT CONTRIBUTIONS					
30-1910-810	\$467		\$420	11.1%	\$47
SC STATE PRE- RETIREMENT DEATH BENEFIT					
30-1910-814	\$23,794		\$21,405	11.2%	\$2,389
SOCIAL SECURITY					
30-1910-820	\$5,200		\$5,200	0.0%	\$0
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1910-821	\$8,340		\$7,216	15.6%	\$1,124
WORKERS COMP INSURANCE EXPENSE					
30-1910-822	\$45,125		\$36,100	25.0%	\$9,025
MEDICAL INSURANCE EXPENSE					
30-1910-825	\$1,500		\$1,500	0.0%	\$0
UNEMPLOYMENT COMP EXPENSE					
30-1910-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1910-899	\$8,000		\$8,000	0.0%	\$0
PAYING AGENT FEE/BONDS					
TOTAL	\$682,397		\$626,922	8.8%	\$55,475

**FY17/18 BUDGET PROJECTIONS FOR WA**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>Director</b>					
	SC Environmental Conference		\$200.00	January-18	\$1,300.00
	SC Operator's Conference		\$35.00	August-17	\$1,300.00
	Pine Island Workshop		\$50.00	July-17	
	2 Operator License Exams		\$215.00	July-17	
	WD Operator Renewal	\$30.00		June-18	
	WWC Operator Renewal	\$35.00		June-18	
	WEF Membership	\$170.00		March-18	
	WEASC Membership	\$35.00		March-18	
	PE License Renewal	\$75.00		June-18	
	BB&T Bankcard Corp	\$100.00		January-18	
	CM's Christmas Luncheon			December-18	\$30.00
	<b>Total</b>	<b>\$445.00</b>	<b>\$500.00</b>		<b>\$2,630.00</b>
<b>City Engineer</b>					
	SC Environmental Conference		\$200.00	January-18	\$1,300.00
	WD Operator Renewal	\$30.00		June-18	
	Pine Island Workshop		\$50.00	July-17	
	2 Operator License Exams		\$215.00	July-17	
	WWC Operator Renewal	\$35.00		June-18	
	PE License Renewal	\$75.00		June-18	
	CM's Christmas Luncheon			December-18	\$30.00
	<b>Total</b>	<b>\$140.00</b>	<b>\$465.00</b>		<b>\$1,330.00</b>
<b>Electrician</b>					
	Electrician License Seminar		\$450.00	January-18	
	Exam Fee		\$125.00	January-18	
	Annual License Fee	\$75.00		June-18	
	<b>Total</b>	<b>\$75.00</b>	<b>\$575.00</b>		<b>\$0.00</b>
<b>GIS Technician</b>					
	GPS Equipment Training		\$1,000.00	February-18	
	Software Training (MS Word)		\$125.00	January-18	

	Software Training (MS Excel)		\$125.00	January-18	
	<b>Total</b>	\$0.00	\$1,250.00		\$0.00
<b>Admin Coordinator</b>					
	Admin Professionals Conf		\$180.00	April-18	
	Software Training (MS Word)		\$125.00	January-18	
	<b>Total</b>	\$0.00	\$305.00		\$0.00
<b>TOTAL</b>		\$660.00	\$3,095.00		\$3,960.00

**WA TOTAL**

**\$7,715.00**

City of Cayce  
FY 17-18

Capital Equipment/New Initiatives or Services/Personnel

<b>Department</b>	Water Admin 30-1910-101
<b>Issue</b>	One New Position (GIS Technician)
<b>Justification</b>	<p>A GIS Technician position is needed to increase the accuracy of our City Utilities Mapping. This increase in accuracy will help all departments save time in locating water valves, manholes, and other field features of our piping systems. Salary \$38,000.00 Plus Fringe.</p>
<b>Estimated Impact on FY 17-18 Budget</b>	38000+Fringe

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
<b>30-1911-101</b> <b>SALARIES &amp; WAGES</b>	<b>\$449,375</b>	Salary for 10 full time employees. We have 2 operators that may be upgrading their license in the upcoming fiscal year.	<b>\$461,945</b>	-2.7%	-\$12,570
<b>30-1911-102</b> <b>OVERTIME EXPENSE</b>	<b>\$42,441</b>	Overtime due to shift changes and operators being on duty 36 hours one week and 48 hours the next. Also operators having to fill in during sick leave, annual leave and holidays.	<b>\$44,073</b>	-3.7%	-\$1,632
<b>30-1911-210</b> <b>PRINTING/OFFICE SUPPLIES</b>	<b>\$850</b>	Log books, toner catridges, printed forms that are use on a daily basis for record keeping, as well as, compliance with DHEC and EPA regulations and requirements.	<b>\$700</b>	21.4%	\$150
<b>30-1911-211</b> <b>POSTAGE EXPENSE</b>	<b>\$350</b>	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2017.	<b>\$350</b>	0.0%	\$0
<b>30-1911-213</b> <b>STATE OF S.C PERMIT FEES</b>	<b>\$25,000</b>	Fees are based on the number of service connections the City has. This includes treatment plant and laboratory certifications (\$370) and all the inspections, analysis, and monitoring done by DHEC during the year (\$22,830). Other permits include 3 NPDES permits (\$300), lab fees (\$500), surface water withdrawal(\$1000)	<b>\$24,000</b>	4.2%	\$1,000
<b>30-1911-214</b> <b>DUES &amp; MEMBERSHIPS</b>	<b>\$2,115</b>	Professional licenses. AWWA & WEASC membership dues for plant personnel.	<b>\$887</b>	138.4%	\$1,228
<b>30-1911-215</b> <b>TRAVEL EXPENSE</b>	<b>\$4,800</b>	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference ; the WEASC Operators Conference; and miscellaneous travel. Cost breakdown is on adjacent sheet.	<b>\$2,600</b>	84.6%	\$2,200
<b>30-1911-217</b> <b>AUTO OPERATING EXPENSE</b>	<b>\$4,500</b>	Maintenance of 3 vehicles assigned to the WTP for maintenance.	<b>\$4,000</b>	12.5%	\$500
<b>30-1911-220</b> <b>ELECTRIC &amp; GAS EXPENSE</b>	<b>\$345,000</b>	Electrical power service for operating the WTP, raw water pump station and high service pumps. Natural gas is used to heat the filter bay area.	<b>\$345,000</b>	0.0%	\$0
<b>30-1911-221</b> <b>TELEPHONE EXPENSE</b>	<b>\$8,300</b>	2 Verizon cellular phones for plant operations (\$1028). Telephone and internet services provided by TWC (\$6973.62). Email service for Office 365 for three users @\$72 = \$216	<b>\$8,621</b>	-3.7%	-\$321

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# CITY OF CAYCE

## BUDGET JUSTIFICATION

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30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-223	\$1,000	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	5.3%	\$50
<b>LUBRICATION SUPPLIES</b>					
30-1911-226	\$177,248		\$52,974	234.6%	\$124,274
<b>SERVICE CONTRACTS</b>					
		1. Hach Instrumentation Service to meet DHEC requirements	\$7,728		
		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)	\$45,531		
		9. Garbage Service	\$3,120		
		10. Landscaping Service For WTP/RWPS/Water Tanks/Hydrants	\$29,724		
		11. Balance calibration for lab	\$150		
		12. Claricone and 321 Tank Renovation(Utility Services Inc.Maint. Schedule 4yrs	\$72,945		
		13. Annual Maintenance on Liquid Lime System	\$1,000		
		14. Pest Control	\$320		
		15. HVAC Service	\$590		
		Total	\$177,248		
30-1911-227	\$91,000	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, chemical feed lines for lime, alum, flouride and carbon systems. Demolition of two chemical silos at Water Plant (\$26000).	\$65,000	40.0%	\$26,000
<b>EQUIPMENT REPAIRS</b>					
30-1911-228	\$7,000	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings.	\$8,000	-12.5%	-\$1,000
<b>BUILDING REPAIR EXPENSE</b>					
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%	\$0
<b>HAND TOOLS &amp; SUPPLIES</b>					
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%	\$0
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>					
30-1911-238	\$1,925	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,850	4.1%	\$75
<b>SAFETY SUPPLIES</b>					

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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

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30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-241 UNIFORM EXPENSE	\$2,600	Replacement of old uniforms and the purchase of uniforms for new employees including jackets.	\$2,500	4.0%	\$100
30-1911-244 JANITORAL SUPPLIES	\$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%	\$0
30-1911-248 CHEMICAL EXPENSE	\$255,603	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 liquid carbon increased cost and petroleum based chemicals and fuel surcharges	\$229,000	11.6%	\$26,603
30-1911-249 LABORATORY SUPPLIES	\$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%	\$0
30-1911-262 VEHICLE INSURANCE EXPENSE	\$3,000	Insurance on 4 units assigned to the Water Treatment Plant.	\$2,300	30.4%	\$700
30-1911-264 EMPLOYEE TRAINING	\$1,160	Short schools, seminars and outside training materials. 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. WEASC Annual Environmental Conference ; WEASC Operators Conference ; WEA/AWWA Lab Workshop. SC LLR examination fees for two operators this coming year \$ 225	\$2,750	-57.8%	-\$1,590
30-1911-267 CONSULTANT & LAB TESTING	\$15,000	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 07/2017 through 07/2018 (\$4560)	\$19,000	-21.1%	-\$4,000
30-1911-385 MACHINES & EQUIP.	\$162,200		\$175,000	-7.3%	-\$12,800
		Description	Amount		
Item 1		Raw Water Transmission Pump	\$90,000		
Item 2		Variable Frequency Drives	\$54,000		
Item 3		Gate Controllers	\$7,700		
Item 4		LED Light Upgrade Water Plant	\$10,500		
		Total	\$162,200		



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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

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30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-386	\$17,670		\$11,095	59.3%	\$6,575
EQUIPMENT NON-CAPITAL		Description	Amount		
		Item 1 BenchTop Turbidimeter	\$3,500		
		Item 2 IDEXX Sealer	\$3,900		
		Item 3 pH/Fluoride/Conductivity Meter	\$4,272		
		Item 4 DR 900 Colorimeter	\$1,341		
		Item 5 LED Light Upgrade at Raw Water Pump St.	\$4,657		
		Total	\$17,670		
30-1911-805	\$66,405		\$57,737	15.0%	\$8,668
SC STATE RETIREMENT CONTRIBUTIONS					
30-1911-810	\$743		\$759	-2.1%	-\$16
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1911-814	\$38,080		\$38,710	-1.6%	-\$630
SOCIAL SECURITY					
30-1911-820	\$18,544		\$17,432	6.4%	\$1,112
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1911-821	\$26,475		\$27,165	-2.5%	-\$690
WORKERS COMP INSURANCE EXPENSE					
30-1911-822	\$90,250		\$90,250	0.0%	\$0
MEDICAL INSURANCE EXPENSE					

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

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30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-825	\$550		\$550	0.0%	\$0
UNEMPLOYMENT COMP EXPENSE					
30-1911-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL	\$1,893,283		\$1,729,298	9.5%	\$163,985

**FY17/18 BUDGET PROJECTIONS FOR WTP**

Name	Association	Number	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
	SC Environmental Conference	3	\$235.00	\$705.00	\$705.00	3/1/18	\$2,400.00
	SC Operators Conference	3	\$35.00	\$105.00	\$105.00	10/31/17	\$2,400.00
	Pine Island WEASC Workshop	4	\$50.00	\$200.00	\$200.00	9/7/17	
	AWWA Membership	1	\$85.00	\$85.00		2/1/17	
	Operator License	10	\$30.00	\$300.00		7/1/18	
	WEASC Membership	10	\$35.00	\$350.00		Varies	
	Laboratory Workshop SCDHEC	3	\$50.00	\$150.00	\$150.00	8/15/17	
	License Test Fees	2	\$110.00	\$220.00		Varies	
	<b>Total</b>			\$2,115.00	\$1,160.00		\$4,800.00
<b>TOTAL</b>				<b>\$2,115.00</b>	<b>\$1,160.00</b>		<b>\$4,800.00</b>

**\* WTP Total**

**\$8,075.00**

\* Budget amount is for maximum number of operators attending ALL functions.

**City of Cayce  
FY 17-18  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities / Water Plant
<b>Issue</b>	Raw Water Transmission Pump
<b>Justification</b>	All seven pumps were originally installed in 2001, and have been in near continuous service since that time. We have replaced two High Service Pumps in FY1415, FY1516, two Reservoir Pumps in FY 1415, FY 1617, and one Raw Water Pump in FY1112. We are in the process of repairing/replacing a High Servcie Pump this FY 1617. So in the last five years we have replaced six of the seven pumps/motors. Keeping on schedule, we can replace/repair the remaining one pump over the next budget cycle.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$90,000</b>

**City of Cayce  
FY 17-18  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities / Water Plant
<b>Issue</b>	Variable Frequency Drives
<b>Justification</b>	These Variable Frequency Drives (VFD) were originally installed during the 2000-01 WTP upgrade are antiquated technology in the VFD/pump industry. Increasing scarcity of parts and high cost of available parts has become a major issue. We would have Replacement be on a two year cycle, meaning replacing the three at the WTP FY1718 and four at the Raw Water Station FY1718 . 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.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$54,000</b>

**City of Cayce**  
**FY 17-18**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities / Water Plant
<b>Issue</b>	Main Gate Controllers
<b>Justification</b>	Gate controllers are original equipment from 2001 plant upgrade and are in need of replacement. They have become difficult to get parts for and parts are expensive when they can be found.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$7,620</b>

**City of Cayce**  
**FY 17-18**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities / Water Plant
<b>Issue</b>	LED Lighting Replacement
<b>Justification</b>	Current lights at the Water Plant are original from 1990 installation, and require intensive maintenance and parts to keep operating correctly. LED lighting replacement will have upfront cost for conversion from HID Mercury/Sodium lighting, but will be much more energy efficeint. Energy cost will be much less, as well as maintenance costs for lighting. SCANA may offere discounts for conversion, and possible grant money may be forthcoming.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$10,498</b>

### FY 1718 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	\$310.785	\$97,584	Raw Water Coagulant	Univar
Chlorine - 1 Ton Cylinders	Tons	12	\$600	\$7,200	Finished Water Disinfection	Jones Chemical
Activated Carbon	Tons	33	\$2,440	\$80,520	TOC Removal	Brenntag
Polymer	Lbs	7500	\$2.080	\$15,600	Coagulant Aid	SNF/Polydyne
Fluoride	Lbs	2500	\$0.510	\$1,275	Fluoride Addition	Univar
Phosphate	Lbs	40000	\$0.41	\$16,400	Corrosion Control	Brenntag
Caustic Soda	Lbs	1000	\$2.25	\$2,250	pH Adjustment	Univar
Lime, Liquid	Tons	70.254	\$332	\$23,324	pH Adjustment	Burnett Lime
Potassium Permanganate	Lbs	5000	\$2.290	\$11,450	Oxidizer, TOC Removal	Brenntag
			Subtotal	\$255,603		
			Total	\$255,603		

### FY 1718 WTP Equipment Justification

All seven pumps were originally installed in 2001, and have been in near continuous service since that time. We have replaced two High Service Pumps in FY1415, FY1516, two Reservoir Pumps in FY 1415, FY 1617, and one Raw Water Pump in FY1112. We are in the process of repairing/replacing a High Service Pump this FY 1617. So in the last five years we have replaced six of the seven pumps/motors. Keeping on schedule, we can replace/repair the remaining one pump over the next budget cycle.

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

These Variable Frequency Drives (VFD) were originally installed during the 2000-01 WTP upgrade are antiquated technology in the VFD/pump industry. Increasing scarcity of parts and high cost of available parts has become a major issue. We have a Replacement would be on a two year cycle, meaning replacing the three at the WTP in total of seven VFD's that are in need of replacement; three at the WTP and four at the Raw Water Station. FY 1718, and the four at the Raw Pump Station in FY 1819. This will help spread out cost of the units. Also, current staffing is capable of in-house installation, so we can save cost on that.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>Variable Frequency Drives (VFD's)</b>	<b>7</b>	<b>\$17,000</b>	<b>\$119,000</b>

Gate controllers are original equipment from 2001 plant upgrade and are in need of replacement. They have become difficult to get parts for and parts are expensive when they can be found.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>Gate Controllers at Water Plant</b>	<b>2</b>	<b>\$4,980</b>	<b>\$7,620</b>

Current lights at the Water Plant are original from 1990 installation, and require more maintenance and parts to keep operating correctly. LED lighting replacement will have upfront cost for conversion from HID Mercury/Sodium lighting, but will be much more energy efficeint. Energy cost will be much less, as well as maintenance costs for lighting. SCANA may offere discounts for conversion, and possible grant money may be forthcoming.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>LED Lighting Conversion at Water Plant</b>			<b>\$10,498</b>



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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

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DEPT CODE

30-1912

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1912-101 SALARY AND WAGES	\$531,834	Salary and wages for 13 employees. Increases for employee water distribution certification.	\$537,620	-1.1%	-\$5,786
30-1912-102 OVERTIME	\$38,460	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.	\$52,850	-27.2%	-\$14,390
30-1912-210 PRINTING & OFFICE SUPPLIES	\$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.	\$3,000	0.0%	\$0
30-1912-214 DUES AND MEMBERSHIP	\$2,255	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)	\$1,387	62.6%	\$868
30-1912-215 TRAVEL EXPENSE	\$4,800	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. 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.	\$6,200	-22.6%	-\$1,400
30-1912-217 AUTO OPERATING EXPENSE	\$40,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles.	\$45,000	-11.1%	-\$5,000
30-1912-220 ELECTRIC & GAS EXPENSE	\$52,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center.	\$50,000	4.0%	\$2,000

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1912-221 TELEPHONE EXPENSE	\$14,000	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. \$2,016 will be allotted for all employees to have City email.	\$10,000	40.0%	\$4,000
30-1912-226 SERVICE CONTRACTS	\$86,301	1. Two-way radios \$56 2. Electric Guard Dog fence contract \$3,090 3. HVAC \$1,070 4. P.U.P.S. Contract \$3,462 5. Suez Storage Tank Maintenance Agreement \$78,323 6. Pest Control \$300 <b>Total \$86,301</b>	\$107,101	-19.4%	-\$20,800
30-1912-227 EQUIPMENT REPAIR	\$25,000	For repair parts and repairs of non titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, ect.	\$20,000	25.0%	\$5,000
30-1912-228 BUILDING REPAIRS	\$500	Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%	\$0
30-1912-231 HAND TOOLS AND SUPPLIES	\$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 and updated tools.	\$8,000	0.0%	\$0
30-1912-234 MASONRY/CEMENT SUPPLIES	\$7,000	For cement, concrete mix, mortar, sand, bricks, ect. Used to repair driveways , sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$7,000	0.0%	\$0
30-1912-235 ASPHALT/GRADING SUPPLIES	\$55,000	For gravel, asphalt, and flowable fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installations or repairs.	\$55,000	0.0%	\$0
30-1912-237 RADIO SUPPLIES	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	\$0

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1912-238 SAFETY SUPPLIES	\$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%	\$0
30-1912-241 UNIFORM SUPPLIES	\$7,000	Rental of uniforms as needed for 13 employees.	\$7,000	0.0%	\$0
30-1912-248 CHEMICAL EXPENSE	\$736	To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs. .	\$736	0.0%	\$0
30-1912-256 WATER DIST. REPAIR EXPENSE	\$95,000	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.	\$85,000	11.8%	\$10,000
30-1912-262 VEHICLE INSURANCE	\$11,000	For vehicle insurance 18 Units.	\$8,162	34.8%	\$2,838
30-1912-264 EMPLOYEE TRAINING	\$6,810	Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Asbestos initial and annual training, annual confined space and competent person training. To account for extra training due to turn over in our department personnel.	\$11,834	-42.5%	-\$5,024
30-1912-381 WATER DIST. EQUIP. METERS	\$25,000	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	66.7%	\$10,000
30-1912-385 MACHINES & EQUIPMENT	\$136,738		\$28,000	388.4%	\$108,738
		Description	Amount		
	Item 1	2017 Ford Explorer	\$32,500		
	Item 2	2017 Caterpillar 301.7D CR Compact Excavator	\$34,238		
	Item 3	2- Pax Mixers and Powervent Installation	\$70,000		
		Total	\$136,738		

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1912-386	\$910		\$900	1.1%	\$10
EQUIPMENT NON-CAPITAL					
		Description	Amount		
	Item 1	Desktop computer for Allemand Smalls	\$910		
		Total	\$910		
30-1912-805	\$75,761		\$67,373	12.4%	\$8,388
SC STATE RETIREMENT CONTRIBUTIONS					
30-1912-810	\$847		\$886	-4.4%	-\$39
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1912-814	\$43,807		\$45,171	-3.0%	-\$1,364
SOCIAL SECURITY					
30-1912-820	\$13,000		\$13,000	0.0%	\$0
GENERAL INSURANCE EXPENSE					
30-1912-821	\$31,267	Workers Compensation Program Code #7520, Rate = 0.0400	\$31,089	0.6%	\$178
WORKERS COMP INSURANCE EXPENSE					
30-1912-822	\$117,324		\$117,324	0.0%	\$0
MEDICAL INSURANCE EXPENSE					
30-1912-825	\$2,000		\$2,000	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1912-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL 30-1912	\$1,445,600		\$1,347,383	7.3%	\$98,217

# **FY17/18 BUDGET PROJECTIONS FOR WD**

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
DEPARTMENT							
	AWWA Membership	5	\$210.00	\$1,050.00			
	Asbestos Group License	1	\$65.00	\$65.00		February	
	WD Operator Application	5	\$50.00	\$250.00			
	WD Operator Renewal	13	\$30.00	\$390.00		June	
	WEASC Membership	5	\$35.00	\$175.00			
	Asbestos Certification	13	\$135.00		\$1,755.00	December	
	Confined Space	13	\$125.00		\$1,625.00	April	
	Competent Person	13	\$125.00		\$1,625.00	April	
	Management Training	1	\$500.00		\$500.00	Open	
	WWC Annual Renewal	13	\$25.00	\$325.00		June	
	SC Environmental Conference	1	\$250.00		\$250.00	March	\$1,400.00
	SC Operators Conference	1	\$35.00		\$35.00	October	\$1,400.00
	ABC/AWWA Conference	1	\$1,020.00		\$1,020.00	June	\$2,000.00
TOTAL				\$2,255.00	\$6,810.00		\$4,800.00

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\$13,865.00
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**City of Cayce  
FY 17-18  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Water Distribution
<b>Issue</b>	Purchase 2017 Ford Explorer
<b>Justification</b>	This vehicle will replace the Field Manager's vehicle 4162. Unit 4162 will be transferred to Water Admin for the new GIS employee.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$32,500</b>

**City of Cayce  
FY 17-18  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Water Distribution
<b>Issue</b>	Purchase 2017 Caterpillar 301.7D CR Compact Excavator
<b>Justification</b>	This equipment will be utilized by the Field Crews. There are several new subdivisions in the water and sewer service area. The property lots are very small. This compact excavator is needed because the equipment that we are currently using will not fit in the smaller yards without removing fences a gates. We currently own one compact excavator that is needed for several excavations at any one time.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$34,238</b>

**City of Cayce  
FY 17-18**

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

<b>Department</b>	Water Distribution
<b>Issue</b>	Pax Mixer and Powervent installation For ETMF and CAE Tanks
<b>Justification</b>	This equipment will be used to lower TTHM levels in the Tanks to aid in keeping TTHM levels in distribution sysytem below regulatory levels especially during summer months.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	\$70,000

**FY 1617 WD Chemical Budget Justification**

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



DATE PREPARED: 2/10/15

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DEPT CODE

30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-101	\$650,535	Salary and wages for 15 employees.	\$611,606	6.4%	\$38,929

**SALARY AND WAGES**

30-1916-102	\$41,056	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.	\$43,778	-6.2%	-\$2,722
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**OVERTIME**

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 operations and maintenance of various WWTP systems.	\$800	0.0%	\$0
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**PRINTING & OFFICE  
SUPPLIES**

30-1916-211	\$300	Mailing SCDHEC and EPA reports on monthly basis.	\$300	0.0%	\$0
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**POSTAGE EXPENSE**

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%	\$0
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**STATE OF SC PERMIT  
FEES**

30-1916-214	\$1,764	Professional membership dues for wastewater treatment personnel (ie, AWWWA, SCWEA, WEF, annual certification fees for existing personnel ; and additional monies for lower grade operators (3) to sit for certification tests	\$1,617	9.1%	\$147
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**DUES AND MEMBERSHIP**

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DEPT CODE

30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-215 TRAVEL EXPENSE	\$6,894	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 2017, the SC Environmental Conference in March 2018, 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.	\$6,974	-1.1%	-\$80
30-1916-217 AUTO OPERATING EXPENSE	\$51,000	Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan ,3 pickup trucks, 2 service trucks, & 4 tractor trailers. Total of 10 vehicles and 4 trailers. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik slopemower, and a gasoline utility golf cart. Vehicle expence includes weekly routes for Town of Lexington, Joint Municipal Commission (2 sites), & Calhoun County sampling.	\$37,000	37.8%	\$14,000
30-1916-218 WATER EXPENSE	\$530,500	Potable Water Usage @ WWTP @ \$4.25/thousand gallons. Projected water usage FY16/17 @ 124,832,000 gallons.	\$474,000	11.9%	\$56,500
30-1916-220 ELECTRIC & GAS EXPENSE	\$958,000	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.	\$942,000	1.7%	\$16,000
30-1916-221 TELEPHONE EXPENSE	\$28,700	Telephone/Internet service, Verizon cellular/direct connect phone service,, Added \$72 e-mail expence per user (6).	\$28,060	2.3%	\$640

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

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30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-223	\$3,000	Oils and greases for blowers, pumps, clarifier drives and wastewater pump station	\$2,000	50.0%	\$1,000

## LUBRICATION SUPPLIES

30-1916-226	\$142,861		\$141,975	0.6%	\$886
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## SERVICE CONTRACTS

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	Hach WWTP Lab & Process Control PM agreement	\$18,636
6	Fire Alarm Service (Operations & Chlorine Buildings)	\$1,440
7	Plant garbage service	\$10,000
8	Aquarium maintenance service	\$2,600
9	True up and wwtp audit expenses	\$25,000
10	Xylem Effluent Pump Service contract (Bronze)	\$6,600
11	WWTP HVAC service agreement	\$4,825
12	MR Systems SCADA Gold Service Agreement	\$4,320
13	IDEX Laboratory Sealer PM Agreement	\$750
Total		\$142,861

30-1916-227	\$200,000	Equipment repairs for the maintenance of pumps, couplings, drives, blowers, pump stations, bar screen, valves, generators and switchgear, etc. and annual hoist inspection and repair.	\$151,000	32.5%	\$49,000
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## EQUIPMENT REPAIR

30-1916-228	\$500	Maintenance of buildings at the WWTP and pump station #1	\$500	0.0%	\$0
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## BUILDING REPAIRS

DATE PREPARED: 2/10/15

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## CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DEPT CODE

30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-229 SULDGE DISPOSAL FEES	\$355,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum sludge. Additional flows from rain events (Hurricanes, Tropical storms, and Winter rains) as well as additional loading from Septage facility contribute to increase in solids removal from WWTP processes.	\$260,000	36.5%	\$95,000
30-1916-231 HAND TOOLS & SUPPLIES	\$3,000	Small tools and implements to repair and maintain the WWTP. Additional tool expense to outfit new Maintenance Tech.	\$2,000	50.0%	\$1,000
30-1916-236 ELECTRIC & LIGHT SUPPLIES	\$7,000	Light bulbs, ballasts, and replacement fixtures for the WWTP and pump stations.	\$2,000	250.0%	\$5,000
30-1916-237 RADIO SUPPLIES	\$200	Miscellaneous parts/service for mobile radios.	\$200	0.0%	\$0
30-1916-238 SAFETY SUPPLIES	\$8,000	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.	\$6,700	19.4%	\$1,300
30-1916-241 UNIFORM SUPPLIES	\$7,350	Rental of uniforms as needed for 13 employees. Purchase Cayce logo jackets as needed. Additional money for logo change on shirts due to City of Cayce rebranding program and addition of one new employee.	\$6,000	22.5%	\$1,350
30-1916-244 JANITORIAL SUPPLIES	\$1,500	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$1,000	50.0%	\$500
30-1916-248 CHEMICAL EXPENSE	\$248,839	Purchase of chlorine, sulfur dioxide, polymer, lime, and alum. Increased chemical usage due to increased loadings into WWTP, Calhoun County flows, and Purchaser wastewater flows. Also cost increases have been experienced for polymer, chlorine, and sulfur dioxide.	\$150,996	64.8%	\$97,843

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# CITY OF CAYCE BUDGET JUSTIFICATION

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WWTP

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Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-249	\$40,100	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, & Calhoun County 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 .	\$38,200	5.0%	\$1,900
LABORATORY SUPPLIES					
30-1916-262	\$11,925	Insurance on 15 Vehicles/Trailers assigned to the WWTP.	\$8,162	46.1%	\$3,763
VEHICLE INSURANCE					
30-1916-264	\$5,815	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 grade operators (3) for higher level certification exams. Training for new maintenance technician on WWTP systems.	\$7,795	-25.4%	-\$1,980
EMPLOYEE TRAINING					
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. Price increase received for toxicity analysis (\$150/month).	\$25,100	11.6%	\$2,900
PROFESSIONAL SERVICES -Lab Testing					

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

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30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-268	\$45,000	Engineering for headworks analysis and pretreatment	\$25,000	80.0%	\$20,000

PROFESSIONAL  
SERVICES -  
ENGINEERING

30-1916-385	\$212,000		\$40,000	430.0%	\$172,000
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MACHINES &  
EQUIPMENT

	Description	Amount
<i>Item 1</i>	Western Star tractor for biosolids disposal @ landfill	\$135,500
<i>Item 2</i>	Clement 28' trailer for biosolids disposal @ landfill	\$46,500
<i>Item 3</i>	Electronic ORP control system	\$20,000
<i>Item 4</i>	Headworks Grit Snail Heat Trace Project	\$10,000
<i>Item 5</i>	WWTP Exterior Plant lighting LED Conversion	\$50,000
	<b>Total</b>	<b>\$212,000</b>

30-1916-386	\$17,220		\$4,720	264.8%	\$12,500
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EQUIPMENT NON-  
CAPITAL

	Description	Amount
<i>Item 1</i>	Tri-Arc 8 step rolling ladder	\$1,050
<i>Item 2</i>	Cellular fire alarm communicator system	\$1,500
<i>Item 3</i>	Hach laboratory COD digital reactor block	\$1,600
<i>Item 4</i>	Norlake 20 cu.ft. BOD Incubator	\$4,900
<i>Item 5</i>	Hot water pressure washer	\$3,300
<i>Item 6</i>	Honda 2" trash pump with suction/discharge hose	\$2,140
<i>Item 7</i>	3 Computer desk top work stations	\$2,730
	<b>Total</b>	<b>\$17,220</b>

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DEPT CODE

30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-805	\$93,425		\$74,779	24.9%	\$18,646
SC STATE RETIREMENT CONTRIBUTIONS					
30-1916-810	\$1,045		\$983.00	6.3%	\$62
SC STATE PRE- RETIREMENT DEATH BENEFIT					
30-1916-814	\$53,575		\$50,137	6.9%	\$3,438
SOCIAL SECURITY					
30-1916-820	\$86,000		\$86,000	0.0%	\$0
GENERAL INSURANCE EXPENSE					
30-1916-821	\$39,246		\$33,082	18.6%	\$6,164
WORKERS COMP INSURANCE EXPENSE					
30-1916-822	\$135,374		\$117,324	15.4%	\$18,050
MEDICAL INSURANCE EXPENSE					
30-1916-825	\$2,000		\$2,000	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1916-828	\$1,500		\$1,500	0.0%	\$0

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DEPT CODE

30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1916-830	\$6,615		\$6,615	0.0%	\$0
OPEB EXPENSE					
30-1916-950	\$550,000		\$0	0.0%	\$550,000
DEPRECIATION					
TOTAL 30-1916	\$4,578,890		\$3,395,153	34.9%	\$1,183,737



## FY17/18 BUDGET PROJECTIONS FOR WWTP

Department	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
	AWWA Membership	1	\$210.00	\$210.00			
	WEF Membership	2	\$65.00	\$130.00			
	WEASC Membership	13	\$35.00	\$455.00			
	Operator License Renewal	22	\$30.00	\$660.00		June	
	Certification test fees	3	\$103.00	\$309.00			
	PE License renewal	0	\$100.00			June	
	SC Environmental Conference	2	\$250.00		\$500.00	March	\$1,464.00
	SC Operators Conference	2	\$35.00		\$70.00	October	\$1,270.00
	Management Training	2	\$500.00		\$1,000.00	Open	
	Pine Island Workshop	4	\$75.00		\$300.00	June	
	WEASC Pretreatment Workshop	1	\$65.00		\$65.00	December	
	WEASC Safety Workshop	1	\$125.00		\$125.00	October	
	WEASC Lab Workshop	4	\$75.00		\$300.00	August	
	Ovivo Membrane Workshop	2	\$0.00		\$0.00	May	\$2,100.00
	Maintenance Tech Pump Training	1	\$2,000.00		\$2,000.00	Open	\$2,000.00
	Sacramento On-Line course/manuel	5	\$99.00		\$495.00		
	WEF MOP 11 WWTP Oper.	1	\$210.00		\$210.00		
	Software Training (MS Access)	2	\$125.00		\$250.00		
	Software Training (MS Excel)	2	\$125.00		\$250.00		
	Software Training (Word)	2	\$125.00		\$250.00		
	CM's Christmas Luncheon	2	\$30.00				\$60.00
<b>TOTAL</b>				<b>\$1,764.00</b>	<b>\$5,815.00</b>		<b>\$6,894.00</b>

**\$14,473.00**

**FY 17-18  
Personnel**

<b>Department</b>	<b>WWTP</b>
<b>Issue</b>	Additional manpower (1) Centrifuge Operator B/CDL
<b>Justification</b>	<p>Present staffing at the Wastewater Treatment Plant for the increased need to operate the Solids Handling operations (centrifuge) &amp; dispose of biosolids at landfill is insufficient to keep pace with increased waste activated sludge volume being generated. The additional volume of WAS is necessary to maintain compliance with the plants NPDES permit limits and manage the WWTP's solids inventory adequately. Present operations manpower limitations restricts an operator from starting up the centrifuges on busy days early enough to generate 3 tractor trailer loads of biosolids necessary to handle the wasting volume being applied to the digesters.</p> <p>A specialized centrifuge operator/ CDL driver will give the WWTP flexibility to operate the centrifuge additional hours daily, and a CDL certified centrifuge operator can assist driving to the landfill when all trailers are full and the centrifuge unable to be operated. A additional CDL operator also gives management flexibility for annual leave/extended sick leave occurrences.</p> <p>Therefore the addition of one Centrifuge Operator/CDL operator will reduce overtime handled by current staff, lessen overall stress, plus allow current staff to revert back to a more normal work week with counted on days off to spend with family members etc. This addition will also allow greater flexibility with the staffing requirements of operating/repairing the processes associated with the WWTP.</p>
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$36,900 + fringe benefits</b>

**City of Cayce  
FY 17-18  
Personnel**

<b>Department</b>	<b>WWTP</b>
<b>Issue</b>	Additional manpower (1) Operator A/ Lead Operator
<b>Justification</b>	<p>The WWTP Assistant Superintendent is currently participating in the SCRS TERI program and is scheduled to leave employment with the City of Cayce upon completion of the TERI program on June 30, 2018. It is proposed to create a one time temporary position of an Operator A/Lead Operator for the period of January 1- June 30, 2018 for the purpose of training a replacement</p>

	for the WWTP Assistant Superintendent's position being vacated June 30, 2018. The complexity of the various subsystems at the WWTP will require an extended training period for the successful candidate to fill the Assistant Superintendent slot. This would also fulfill the required 6 month introductory period required for the satisfactory job performance evaluation before regular employment status is conferred. If a present WWTP City of Cayce employee is moved into this position, this will allow that position to be quickly filled and not leave current work load responsibilities to be unfilled for an extended duration.
Estimated Impact on	
FY 17-18 Budget	\$23,540 + fringe benefits

**FY 17-18  
Capital Equipment**

<b>Department</b>	WWTP
<b>Issue</b>	New Western Star Tractor to haul bio-solids to the land fill
<b>Justification</b>	<p>This tractor would replace #4131. The requested unit has been specified exactly like Tractor #4133 (in service since 2010) with an Allison Automatic transmission. The automatic transmission will allow for smoother operation in the harsh, often slippery environment found in the landfill and offers greater torque with a lower gear ratio that is helpful. The automatic transmission is a sealed unit that will avoid abrasive deposits that get on the clutch of a standard transmission (will lower operational life of clutch requiring higher maintenance costs and equipment downtime).</p> <p>Tractor #4131 is a 1989 year model and was purchased used over 19 years ago. This tractor wasn't designed for harsh environment/land fill duty. This tractor was designed for over the road driving on pavement only. This tractor can not, and has not been able to stand up to the riggers of the land fill environment. This tractor has had a multitude of equipment failures in the past. The new tractor has been designed for heavy duty operation. The purchase of this new tractor would greatly reduce the kind of equipment failures experienced by #4131. Tractor #4131 will be placed back in service</p>

	for light duty on road hauling by the Field crew, and the WWTP/Septage, as a yard dog.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$135,500</b>

**City of Cayce  
FY 17-18  
Capital Equipment**

<b>Department</b>	<b>WWTP</b>
<b>Issue</b>	Purchase: NEW CLEMENT 28' ¼ FRAME U-BED TRAILER
<b>Justification</b>	Purchase new CLEMENT 30' ¼ frame U-bed trailer for WWTP and Septage dewatered biosolids hauling to landfill. This trailer will supplement existing trailers to provide additional resources for transporting biosolids to the Waste Management landfill in Elgin SC. The amount of solids needed to be processed by the Septage and WWTP departments has been increasing steadily. The turnaround time for a trailer to travel to landfill, dump, and return is approx. 3 hours, while only 2 hours is needed to fill the trailer with 2 centrifuges operating. Therefore to efficiently operate the centrifuges, additional trailer capacity is essential. Currently #4131B a 1996 Fruehauf dump trailer has been placed back in service to provide needed additional capacity.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$46,500</b>

**FY 17-18  
Capital Equipment**

<b>Department</b>	<b>WWTP</b>
<b>Issue</b>	Electronic ORP control system
<b>Justification</b>	Purchase new Electronic ORP control system for the WWTP Disinfection system. The current ORP control system (Strantrol 880) was purchased as part of the initial installation of the WWTP and placed in operation in October 2012. The Strantrol chlorination line of equipment was purchased by Evoqua and the WWTP has been acquiring repair parts from Evoqua as needed. However this line of equipment has been discontinued and repair parts are no

	longer available, therefore a new system, that has factory support is urgently needed.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$20,000</b>

**FY 17-18  
Capital Equipment**

<b>Department</b>	<b>WWTP</b>
<b>Issue</b>	Headworks Grit Snail Insulation/Heat trace project
<b>Justification</b>	The WWTP has a need to insulate and heat trace the 3 Grit Snail grit dewatering/transfer units @ the Headworks building that are exposed to extreme cold weather events. These units transfer dewatered grit to dumpsters for disposal at the local landfill. The past several winters have seen extreme cold weather events where the temperature has dropped as low as 12* overnight. When these low temperatures are experienced, the Grit Snail conveyor, collection discharge shoot, and discharge tube will freeze solid and the grit cannot be transferred to the dumpsters on the ground floor.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$10,000.00</b>

**FY 17-18  
Capital Equipment**

<b>Department</b>	<b>WWTP</b>
<b>Issue</b>	WWTP Exterior Plant lighting LED Conversion
<b>Justification</b>	Purchase & install replacement LED lighting for all exterior lighting on WWTP grounds. There will be a cost savings with SCE&G rebates available for conversion to LED systems.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$50,000.00</b>

### FY 1718 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	\$464	\$18,560	Effluent Disinfection	Brenntag
Sulfur Dioxide - 1 Ton Cylinders	Tons	20	\$1,010	\$20,200	Effluent De-chlorination	Brenntag
HTH Powered Chlorine	Lbs	0	\$1.850	\$0	Clarifier Weir Maintenance	Brenntag
Sodium Hypochlorite	Gal	660	\$1.50	\$990	Sludge Thickener Membrane Cleaning	Univar
Polymer	Tankers	10	\$18,060	\$180,600	Dewatering Coagulant	Polydyne
Polymer Solvent	Gal	15	\$20.00	\$300	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	\$232,560		
			7% Tax	\$16,279		
			Total	\$248,839		

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWC

DEPT CODE

30-1917

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-101 SALARY AND WAGES	\$617,717	Salary and wages for 15 employees. Increases for wastewater collection certifications.	\$573,947	7.6%	\$43,770
30-1917-102 OVERTIME	\$56,328	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.	\$67,047	-16.0%	-\$10,719
30-1917-214 DUES AND MEMBERSHIP	\$1,690	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,250	35.2%	\$440
30-1917-215 TRAVEL EXPENSE	\$2,800	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions.	\$3,640	-23.1%	-\$840
30-1917-217 AUTO OPERATING EXPENSE	\$55,000	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$60,000	-8.3%	-\$5,000
30-1917-220 ELECTRIC & GAS EXPENSE	\$125,000	Electric power service for operating sewer pump stations. Increase to account for new pump stations to come on line.	\$125,000	0.0%	\$0
30-1917-221 TELEPHONE EXPENSE	\$33,500	Telephone service, Verizon cellular/ phone service, (cell and monitoring services for sewer pump stations and Flow Meter monitoring.)	\$33,000	1.5%	\$500
30-1917-223 LUBRICATION SUPPLIES	\$300	Oils and greases used for pump operation and maintenance.	\$300	0.0%	\$0

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWC

DEPT CODE

30-1917

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-226	\$52,908		\$16,908	212.9%	\$36,000
<b>SERVICE CONTRACTS</b>					
		1 Two way radio contract	\$63		
		2 Generaor 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		
		8 Six Mile Creek pump station chemical treatment	\$36,000		
		Total	\$52,908		
30-1917-227	\$185,000	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).	\$200,000	-7.5%	-\$15,000
<b>EQUIPMENT REPAIR</b>					
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%	\$0
<b>HAND TOOLS &amp; SUPPLIES</b>					
30-1917-234	\$2,300	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	53.3%	\$800
<b>MASONRY/CEMENT SUPPLIES</b>					
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%	\$10,000
<b>ASPHALT/GRADING SUPPLIES</b>					
30-1917-237	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	\$0
<b>RADIO SUPPLIES</b>					



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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWC

DEPT CODE

30-1917

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-238 SAFETY SUPPLIES	\$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%	\$0
30-1917-241 UNIFORM SUPPLIES	\$7,000	Rental of uniforms as needed for 15 employees. Addition of Pump Mechanic I	\$6,200	12.9%	\$800
30-1917-244 JANITORIAL SUPPLIES	\$1,000	For cleaning products to be used at the Utility Field Operation Center	\$500	100.0%	\$500
30-1917-248 CHEMICAL EXPENSE	\$11,534	To purchase lime for sterilization at sewer spills and various other chemicals used for odor, grease and gas formation control. Weed Killer.	\$47,534	-75.7%	-\$36,000
30-1917-256 WW COLL. REPAIR EXPENSE	\$85,000	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.	\$85,000	0.0%	\$0
30-1917-257 TRANSMISSION LINE O&M	\$5,000		\$5,000	0.0%	\$0
30-1917-262 VEHICLE INSURANCE	\$15,000	For vehicle insurance 21 vehicles	\$11,130	34.8%	\$3,870
30-1917-264 EMPLOYEE TRAINING	\$6,560	For continued education of personnel. WW Collection certification examination fees. Confined space, Asbestos, and competent person training. To send the Asst. Field Manager to the SC Environmental and Operators Conference.	\$6,459	1.6%	\$101

DATE PREPARED:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWC

DATE REV #1:

DEPT CODE

30-1917

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-385	\$213,748		\$23,150	823.3%	\$190,598
MACHINES & EQUIPMENT					
		Description	Amount		
	Item 1	2017 Caterpillar 308E2 Excavator	\$155,000		
	Item 2	Bomag BW 135 AD-5 asphalt roller	\$58,748		
		Total	\$213,748		
30-1917-386	\$0		\$900	-100.0%	-\$900
EQUIPMENT NON-CAPITAL					
		Description	Amount		
	Item 1				
		Total	\$0		
30-1917-805	\$89,144		\$73,137	21.9%	\$16,007
SC STATE RETIREMENT CONTRIBUTIONS					
30-1917-810	\$997		\$961	3.8%	\$36
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1917-814	\$51,654		\$49,036	5.3%	\$2,618
SOCIAL SECURITY					
30-1917-820	\$16,500		\$15,000	10.0%	\$1,500
GENERAL INSURANCE EXPENSE					
30-1917-821	\$44,726		\$32,994	35.6%	\$11,732
WORKERS COMP INSURANCE EXPENSE					
30-1917-822	\$135,374		\$126,349	7.1%	\$9,025
MEDICAL INSURANCE EXPENSE					

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWC

DEPT CODE

30-1917

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$1,000		\$1,000	0.0%	\$0
30-1917-828 HEALTH REIMBURSEMENT	\$3,000		\$3,000	0.0%	\$0
30-1917-879 SPRINGDALE CONTRACT EXPENSE	\$105,194		\$105,194	0.0%	\$0
TOTAL 30-1917	\$1,975,724		\$1,715,886	15.1%	\$259,838

## FY17/18 BUDGET PROJECTIONS FOR WWC

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
DEPARTMENT							
	WEASC Membership	5	\$35.00	\$175.00			
	Operator License Application	5	\$60.00	\$300.00			
	Operator License Renewal	15	\$25.00	\$375.00		June	
	AWWA Membership	4	\$210.00	\$840.00			
	Asbestos Traiig	15	\$135.00		\$2,025.00	December	
	Confined Space	15	\$125.00		\$1,875.00	April	
	Competent Person	15	\$125.00		\$1,875.00	April	
	Management Training	1	\$500.00		\$500.00		
	SC Environmental Conference	1	\$250.00		\$250.00	March	\$1,400.00
	SC Operators Conference	1	\$35.00		\$35.00	October	\$1,400.00
TOTAL				\$1,690.00	\$6,560.00		\$2,800.00

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**\$11,050.00**

**City of Cayce  
FY 17-18  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Wastewater Collection
<b>Issue</b>	New Employee/Pump Mechanic I
<b>Justification</b>	Currently there are two dedicated Pump Mechanics maintaining sixty-seven pump stations. They are also using an operator from the field crew. For the safety of our workers and to make sure that the pump stations get adequate attention, there needs to be two employees per truck. We can accomplish this by adding a new Pump Mechanic I position.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$33,124+Fringe</b>

**City of Cayce  
FY 17-18  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Wastewater Collections
<b>Issue</b>	New 2017 Caterpillar 308E2 Excavator
<b>Justification</b>	New 2017 excavator for WWC and Water Distrabution.This piece of equipment will be an invaluable investment for the City. Within the past year we have spent \$10,000 alone on rentals for this type of machinery and within the past 3 years we have spent three times that with emergency repairs to the water and sewer system. This equipment will also allow the City to do more of their own repairs and not rely on contractors for this work.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$155,000</b>

**City of Cayce**  
**FY 17-18**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Wastewater Collections
<b>Issue</b>	New Asphalt Roller/Bomag BW 135 AD-5
<b>Justification</b>	With the pending pressure from SCDOT it is evident that our current roller is inadequate. This new roller has three times the crush weight of our current roller and will do a much better job when repairing or paving roadways.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	<b>\$58,748</b>

### 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	Lowes
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
					Control Sewer Oder	
			Subtotal	\$10,779		
			7% Tax	\$755		
			Total	\$11,534		

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CITY OF CAYCE  
BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-101 SALARY AND WAGES	\$200,622	Salary and wages for Manager and four Operators	\$186,479	7.6%	\$14,143
30-1920-102 OVERTIME	\$10,965	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks and running beltpress.	\$8,000	37.1%	\$2,965
30-1920-210 PRINTING & OFFICE SUPPLIES	\$2,500	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$2,000	25.0%	\$500
30-1920-211 POSTAGE EXPENSE	\$700	Correspondence to potential customers, SCDHEC and EPA and pretreatment indu	\$700	0.0%	\$0
30-1920-214 DUES AND MEMBERSHIP	\$445	Professional membership dues for septage and grease personnel (ie, SCWEA, WEF) and annual certification fees for existing personnel.	\$380	17.1%	\$65
30-1920-215 TRAVEL EXPENSE	\$2,000	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$2,322	-13.9%	-\$322
30-1920-217 AUTO OPERATING EXPENSE	\$4,000	Maintenance of vehicles and equipment assigned to the Septage & Grease Facility including fuel, oil, lubricants for 1 auto and 1 pickup truck.	\$5,000	-20.0%	-\$1,000
30-1920-220 ELECTRIC & GAS EXPENSE	\$4,350	Estimated power/gas cost for twelve months.	\$3,000	45.0%	\$1,350
30-1920-221 TELEPHONE EXPENSE	\$3,000	Telephone/Internet service and Verizon cellular phone service for manager and 4-operators	\$4,000	-25.0%	-\$1,000
30-1920-223 LUBRICATION SUPPLIES	\$1,000	Oils and greases for pumps, motors and beltpress.	\$1,000	0.0%	\$0



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CITY OF CAYCE  
BUDGET JUSTIFICATION

DEPT. Pro-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-226	\$0		\$1,440	-100.0%	-\$1,440
<b>SERVICE CONTRACTS</b>					
30-1920-227 EQUIPMENT REPAIR	\$50,000	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$35,000	42.9%	\$15,000
30-1920-228 BUILDING REPAIRS	\$1,000	Maintenance of office ,pump room and beltpress building.	\$1,000	0.0%	\$0
30-1920-229	\$50,000	Based 2-3 truck loads of sludge per week for 12 months.	\$56,000	-10.7%	-\$6,000
<b>SLUDGE DISPOSAL FEES</b>					
30-1920-231 HAND TOOLS & SUPPLIES	\$3,500	Purchase of hand tools for new employees	\$2,500	40.0%	\$1,000
30-1920-236 ELECTRIC & LIGHT SUPPLIES	\$500	Light bulbs for office,pumproom and beltpress building.	\$500	0.0%	\$0
30-1920-238 SAFETY PROGRAM & SUPPLIES	\$2,500	PPE for manager and 4-Operators	\$2,000	25.0%	\$500
30-1920-241 UNIFORM SUPPLIES	\$3,200	Uniform rentals for 5 employees.	\$2,900	10.3%	\$300
30-1920-244 JANITORIAL SUPPLIES	\$1,000	Hand soaps,mops,brooms,paper towels,bath tissue and floor cleaning supplies.	\$500	100.0%	\$500

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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change															
30-1920-248 CHEMICAL EXPENSE	\$124,552	Polymer addition for sludge dewatering. Grease Remediation, 1 tote per month	\$78,296	59.1%	\$46,256															
30-1920-249 LABORATORY SUPPLIES	\$750	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$750	0.0%	\$0															
30-1920-262 VEHICLE INSURANCE	\$1,500	Insurance on 2 Vehicles assigned to the Septage & Grease Facility.	\$1,500	0.0%	\$0															
30-1920-264 EMPLOYEE TRAINING	\$2,420	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.	\$945	156.1%	\$1,475															
30-1920-268 PROFESSIONAL SERVICES LAB TESTING	\$10,000	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$17,000	-41.2%	-\$7,000															
30-1920-385 MACHINES & EQUIPMENT	\$64,132			0.0%	\$64,132															
		<table><tr><td></td><td>Description</td><td>Amount</td></tr><tr><td>Item 1</td><td>SOG Station Grinder (Muffin Monster)</td><td>\$9,774</td></tr><tr><td>Item 2</td><td>Auger Assembly</td><td>\$21,168</td></tr><tr><td>Item 3</td><td>Holding Tank Mixer (Grease or Septic)</td><td>\$33,190</td></tr><tr><td></td><td>Total</td><td>\$64,132</td></tr></table>		Description	Amount	Item 1	SOG Station Grinder (Muffin Monster)	\$9,774	Item 2	Auger Assembly	\$21,168	Item 3	Holding Tank Mixer (Grease or Septic)	\$33,190		Total	\$64,132			
	Description	Amount																		
Item 1	SOG Station Grinder (Muffin Monster)	\$9,774																		
Item 2	Auger Assembly	\$21,168																		
Item 3	Holding Tank Mixer (Grease or Septic)	\$33,190																		
	Total	\$64,132																		
30-1920-386 EQUIPMENT NON-CAPITAL	\$0		\$3,239	-100.0%	-\$3,239															

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-805	\$28,890		\$22,190	30.2%	\$6,700
SC STATE RETIREMENT CONTRIBUTIONS					
30-1920-810	\$323		\$292	10.7%	\$31
RETIREMENT DEATH BENEFIT					
30-1920-814	\$16,481		\$14,878	10.8%	\$1,603
SOCIAL SECURITY					
30-1920-820	\$3,300		\$3,200	3.1%	\$100
GENERAL INSURANCE EXPENSE					
30-1920-821	\$14,592		\$10,804	35.1%	\$3,788
WORKERS COMP INSURANCE EXPENSE					
30-1920-822	\$45,125		\$27,075	66.7%	\$18,050
MEDICAL INSURANCE EXPENSE					
30-1920-825	\$0		\$0	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1920-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL 30-1920	\$656,347		\$497,890	31.8%	\$158,457

**FY17/18 BUDGET PROJECTIONS FOR 1920**

<b>Name</b>	<b>Association</b>	<b>#</b>	<b>Cost</b>	<b>Dues Total</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>WWPTP</b>							
	SC Environmental Conference	1	\$250.00		\$250.00	March	\$1,000.00
	SC Operators Conference	1	\$250.00		\$250.00	October	\$1,000.00
	Pine Island WEASC workshop	1	\$50.00		\$50.00	September	
	Operator License Renewal	9	\$30.00	\$270.00			
	Hazwoper Refresher	1	\$125.00		\$125.00		
	Laboratory Workshop SCDHEC	1	\$150.00		\$150.00	August	
	WEASC Membership	5	\$35.00	\$175.00			
	Software Training (MS Excel)	1	\$125.00		\$125.00		
	Operator License Exams	2	\$110.00		\$220.00		
	Confined Space	5	\$125.00		\$625.00		
	Competent Person	5	\$125.00		\$625.00		
	<b>Total</b>			<b>\$445.00</b>	<b>\$2,420.00</b>		<b>\$2,000.00</b>

City of Cayce  
FY 17-18

Capital Equipment/New Initiatives or Services/Personnel

Department	O&M, Septage 30-1920-101
Issue	Additional manpower (1) Operator C - Environmental Systems Operator/ CDL Driver
Justification	<p>The City will need an additional individual to perform daily dewatering of sludge obtained from the septage station. This individual is needed to start a second or third shift. We currently average 14 to 15 trucks a day with as many as 27 trucks in one day. Several of our customers are delivering septage/grease in large 6000 gallon tankers.</p> <p>For budgeting purposes, we assume that the new position would be a Grade Level 107.</p>
Estimated Impact on	
FY 17-18 Budget	\$36,750 + fringe benefits

**City of Cayce**  
**FY 17-18**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	1920
<b>Issue</b>	SOG Station "Muffin Monster" Grinder
<b>Justification</b>	This grinder shreds all solids in the hauled waste. There is only one 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.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	\$9,774

**City of Cayce**  
**FY 17-18**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	1920
<b>Issue</b>	Auger Assembly
<b>Justification</b>	This auger collects the solid waste from the muffin monster 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.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	\$21,168

**City of Cayce**  
**FY 17-18**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	1920
<b>Issue</b>	Holding Tank Mixer
<b>Justification</b>	This mixer is only method of mixing the contents of the grease or septic holding tank. If the mixer fails, the tank contents cannot be mixed and solids will accumulate on the bottom. This mixer is shipped from Europe and takes 2 months to arrive in this country.
<b>Estimated Impact on</b>	
<b>FY 17-18 Budget</b>	\$33,190

## FY 1718 Pre-Treatment Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Bioremedeation	Totes	6	\$8,330	\$49,980	Grease Remedeation	Martech
Polymer	Tankers	3	\$20,808	\$62,424	Dewatering Coagulant	Polydyne
Misc.		1	4000	\$4,000		
			Subtotal	\$116,404		
			7% Tax	\$8,148		
			Total	\$124,552		

## FY 1617 PRETREATMENT Equipment Justification

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

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

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

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

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

	Description	Quantity	Unit Price	Total Expense
	<b>Holding Tank Mixer (Grease or Septic Tank)</b>			
	Submersible Mixer	1	\$31,039	\$31,039
	Sales Tax 7%	1	\$2,151	\$2,151
			<b>Total Expense</b>	<b>\$33,190</b>



DATE PREPARED: 1/30/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Non Dept

DATE REV #1:

DEPT CODE 30-1990

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1990-822 RETIREE INSURANCE EXPENSE	\$0		\$13,233	-100.0%	-\$13,233
30-1990-875 CAPITAL IMP PROJ RESERVE	\$100,000	To begin to replenish reserves.	\$100,000	0.0%	\$0
30-1990-877 CAPITAL EQUIP RESERVE TRN	\$100,000	To begin to replenish reserves.	\$100,000	0.0%	\$0
30-1990-880 DEBT SERVICE INTEREST	\$6,419	Interest on lease purchase of equipment	\$6,419	0.0%	\$0
30-1990-990 DEBT SERVICE PRINCIPAL	\$158,172	Principal on lease purchase of equipment	\$158,172	0.0%	\$0
30-1990-950 DEPRECIATION EXPENSE	\$0		\$298,607	-100.0%	-\$298,607
30-1990-993 O&M ACTUAL INDIRECT COST	\$1,600,000		\$1,600,000	0.0%	\$0
TOTAL	\$1,964,591		\$2,276,431	-13.7%	-\$311,840

**IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.\* *THANK YOU.***

## COUNCIL MEETING SPEAKERS' LIST

**Date of Meeting**      **March 22, 2017**

[illegible]

**\*Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. At the discretion of the mayor or presiding officer, the length of time for any speaker's presentation may be limited and the number speakers also may be limited.