



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### City of Cayce Special Council Meeting March 18, 2015

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

#### Call to Order

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

#### Public Comment Regarding Items in the Agenda

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

#### Other

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

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

Ms. Vance reminded Council that each year staff presents the budget to Council as it was presented to the City Manager's office. She stated there have not been any changes made to the budget so Council can see everything that is requested. She explained that this year the City's new software system will be in the Utility Administration and Billing Department's expenses since there is an annual fee for it.

Ms. Vance explained that the Utility Department has seven sub departments and the manager of each department was in attendance to present their draft budget to Council. She explained that each manager was also going to discuss their department's accomplishments for the past year and what they are most proud of.

Mr. Blake Bridwell, Director of Utilities, made his presentation first. He stated Ms. Karalyn Miskie, the City's Engineer, recently obtained her Professional Engineer license and is now able to do DRP process and can approve projects. Therefore staff does not have to use DHEC which saves time and money.



Mr. Bridwell stated that recently there was a quarter master emergency project behind Airport High School. He stated a tree removal company was in a swampy area that they were clearing with heavy equipment and hit the City's old concrete 12" sewer line with their heavy equipment. Utility staff did an emergency bypass of the sewer line to keep it flowing and were able to survey it quickly to figure out a new route that still works by gravity. Mr. Bridwell explained that Ms. Miskie designed plans and obtained approval and permitting from the county and DOT and got them started. By doing the design and survey in house this saved the City approximately \$30,000 - \$40,000 in engineering fees alone.

Mr. Bridwell stated that there was a sewer line on Rainbow Drive that was eroded by a nearby creek and the City was able to get it redesigned in house which saved the City \$50,000. He stated that the utility staff assists all developers on water and sewer issues and always receive positive feedback. He explained that staff now has CAD maps and GIS on ruggedized laptops to use in the field which is especially helpful in emergency situations. He stated that Crew Leaders will have Surface Pros in their City vehicles in the future.

Mr. Vince Osborne, the Assistant Superintendent of the Water Treatment Plant, stated that the Water Plant won the AWOP (Area Wide Optimization Award) in 2013. He explained that the City's Water Treatment Plant has won the award 7 out of 12 years since the plant went back online. This award is given by DHEC to encourage water plants to have even higher standards than EPA standards for drinking water quality. He stated staff continues to do monthly tests to assure that the City's water quality remains consistent and to catch any issues before problems occur.

Mr. Osborne stated that one of the Water Plant's employees, Chris Mills, won employee of the year for 2014. He stated Mr. Mills is an asset to the City and the Water Plant. He stated that a Carbon Slurry System was installed at a pump station at the Congaree River. All the engineering and piping was done by City staff which saved money and the project came in under budget. The system was approved by DHEC and has been in operation since October. He explained this system is better for the City's operator's health, particularly their respiratory system, than the powder previously used. Mr. Osborne stated there have also been less calls and complaints about groundwater issues.

Mr. Ben Wright, the Utilities Field Manager, stated his department has been proactive about keeping the City's water tank's interiors cleaned and maintained above and beyond DHEC standards. He stated all the steel tanks have been refurbished over the past 4 years and staff is currently working on refurbishing all the concrete tanks.

Mr. Wright stated that his department has increased from having one A Operator to five A operators. There has been very low turnover and they have kept everyone they have hired. He explained this is partly because the employees are encouraged to train and receive certifications and once completed they receive a 5% salary increase. He



stated he is especially proud of the morale in his department and that everyone feels like one big family.

Mr. Glemmie Haimes, the Assistant Superintendent of the Wastewater Treatment Plant, stated his department has good staff retention and work well together. He stated his staff worked hard on the Wastewater Plant's process efficiency. Currently staff does not have to use all of the capacity available since the Plant was built for future expansion. He explained that keeping the processes efficient uses less electricity which saves the City money.

Mr. Haimes stated that the City's Wastewater Plant has stayed within the EPA's NPDES permit limits for several years, avoiding any trouble with DHEC. Currently the Plant is permitted and certified for analysis of fecal chloroforms which is a particular type of bacteria used as an indicator organism. He stated that the Lab staff has obtained certification for e-coli microbiology analysis even though it is not required yet. He stated that his staff has proposed an idea for an educational kiosk by the WWTP on the Riverwalk.

Mr. Haimes stated that staff is working less overtime since they have worked out all the bugs in the system and everything is running smoothly. He explained that the Plant has had twelve straight months of toxicity analysis tests that have passed so now the City can apply to DHEC to go back to quarterly testing rather than monthly testing. He stated that the City has one of the few Water Plants that use claricones. Claricones have an upflow clarifier which cleans water filters upwards through filters instead of downwards. He stated the Plant's one maintenance staff member has saved the City a lot of money by doing repairs in house. One repair that cost \$3,000 could have cost upwards of \$30,000 if sent out.

Mr. Michael Paulchel, the Wastewater Assistant Fields Manager, stated his department has several well rounded crews. He stated he has well qualified employees that are able to assist with quarter master repair so the City does not have to contract outside help. He stated that the collaboration with the County on the quarter master issue was incredible. Mr. Paulchel explained that his department has 64 sewer upkeep stations and the employees are driven and proud of their City and what they do with the water/sewer for the City.

Mr. Neal Klimeck, the Assistant Superintendent of Septage and Grease, stated his department has collected \$48,000 in revenue the past month alone and \$147,700 for the current quarter. He stated they have found a way to increase productivity and revenue by reducing the permit fee and increasing advertising. He stated the City's Septage and Grease Facility has grown from serving one county to the entire state. He stated that customers are very pleased with the service and receiving station facility. He explained that due to increased demand another staff member is needed.



Ms. Kay Hutchinson, the Customer Service Manager, stated her team worked really well together to make the new software system work. They offer superior customer service and stay open minded to change. She explained her staff is open to training and learning and stepping up to do whatever it takes when there is a need. Ms. Hutchinson stated her staff finds new solutions to issues every day. She stated her department is only in its second year and have managed to be spot on with their budget.

Mayor Partin thanked each manager for attending the meeting and education Council on what they do and how well they do it. She thanked them for their expectations of excellence and for supporting their staff and each other. She stated it was good to see all the training and classes staff attends because she knows how important it is to stay on the cutting edge of information.

Mayor Partin explained that unfortunately Council cannot always fund everything but Ms. Vance and Mr. Greenwood do a great job of conveying to Council what is important and needed.

Ms. Vance stated she is very proud of all her staff and very pleased with the direction the City is going.

Each department's proposed budget is attached.

### **Executive Session**

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

### **Adjourn**

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

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

ATTEST:

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





**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 18, 2015

<b>Name</b>	<b>Address</b>	<b>Agenda Item</b>

**\*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.



# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARIES &amp; WAGES</b>					
30-1909-101	\$321,936	Salary for 9 full time employees. Addition of Tech. Increases include backflow certifications for 1 Meter Tech, "C" License for 1 Meter Tech, Customer Service cert for 4 Clerks. Also includes 5% increase for FY15/16 for 6 mos (Turner, New Tech).	\$291,190	10.6%	\$30,746
<b>OVERTIME EXPENSE</b>					
30-1909-102	\$23,671	Overtime due to new system conversion, meter replacement. Also meter readers having to fill in during sick leave, annual leave and holidays. OT for on-call meter tech.	\$16,000	47.9%	\$7,671
<b>PRINTING/OFFICE SUPPLIES</b>					
30-1909-210	\$5,000	The purchase of materials used in the daily Billing administrative operations. i.e. forms, water bills, work orders, purchase orders, stationery, copier paper, envelopes, pens, pencils, file folders, subscriptions, printer cartridges and supplies, etc. 3 New Chairs.	\$5,000	0.0%	\$0
<b>POSTAGE EXPENSE</b>					
30-1909-211	\$49,000	Postage for Billing, Debt set-off, and final bills.	\$44,500	10.1%	\$4,500
<b>DUES &amp; MEMBERSHIPS</b>					
30-1909-214	\$1,465	ABPA, AWWA, SCUBA, WEASC memberships	\$1,465	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
30-1909-215	\$1,560	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) (\$1,300); and miscellaneous travel (\$200).	\$1,560	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
30-1909-217	\$17,500	Maintenance of 4 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$17,500	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
30-1909-221	\$8,977	3 Verizon cellular phones for meter readers (3 Smart phones) and 1 for office, 1 tablet, reimb. of \$30/mo for Cust acct Mgr's(\$3480). Telephone and internet services provided by TWC	\$8,401	6.9%	\$576
<b>SERVICE CONTRACTS</b>					
30-1909-226	\$27,750	1. Harris Computer Systems 2. Edmunds 2. Iron 3. MailFinance 4. Ricoh USA	\$16,750	65.7%	\$11,000
		Total			\$27,750

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DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change #DIV/0!	Amount Change
30-1909-227	\$0		\$0	#DIV/0!	\$0
<b>EQUIPMENT REPAIRS</b>					
30-1909-231	\$2,000	Replacement tools such as: Curb stop wrenches, shovels, cameras, hand pumps, metal detector, spray paint and misc tools for meter readers.	\$2,000	0.0%	\$0
<b>HAND TOOLS AND SUPPLIES</b>					
30-1909-238	\$2,300	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter readers.	\$1,500	53.3%	\$800
<b>SAFETY SUPPLIES</b>					
30-1909-241	\$2,500	Uniforms for 4 Meter Readers @ \$298.48/person/year. Jackets for meter readers and shirts. 4 Meter reader convertible jackets \$75 each, shirts for office \$150, Sweatshirts/t-shirts for techs	\$1,500	66.7%	\$1,000
<b>UNIFORM EXPENSE</b>					
30-1909-244	\$0		\$0	#DIV/0!	\$0
<b>JANITORIAL</b>					
30-1909-262	\$3,120	Insurance for four vehicles. \$780/Vehicle x 4 = \$3,120	\$2,000	56.0%	\$1,120
<b>VEHICLE INSURANCE EXP</b>					
30-1909-264	\$7,260	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$7,260	0.0%	\$0
<b>TRAINING</b>					
30-1909-272	\$85,000	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive. Increased online payments.	\$75,000	13.3%	\$10,000
<b>SPEC DEPT FEES - COLL, CHG CARD &amp; ONLINE</b>					
30-1909-???	\$0		\$900	-100.0%	(\$900)
<b>SPEC CONTRACT-COPIER</b>					
30-1909-385	\$181,200	ITEM # 1 Ford F-250 (Lease Purchase) ITEM # 2 Computer Equipment ITEM # 3 2000 (100W EXT Replacement) Items listed in order of priority.	\$0	#DIV/0!	\$181,200
<b>MACHINES &amp; EQUIP.</b>					

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

DEPT. Billing  
DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1909-805	\$37,967		\$33,171	14.5%	\$4,796
SC STATE RETIREMENT CONTRIBUTIONS					
30-1909-810	\$522		\$463	12.7%	\$59
RETIREMENT DEATH BENEFIT					
30-1909-814	\$26,622		\$23,606	12.8%	\$3,016
SOCIAL SECURITY					
30-1909-820	\$5,000		\$3,900	28.2%	\$1,100
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1909-821	\$10,000		\$5,687	75.8%	\$4,313
WORKERS COMP INSURANCE EXPENSE					
30-1909-822	\$70,860		\$63,524	11.5%	\$7,336
MEDICAL INSURANCE EXPENSE					
30-1909-825	\$5,000		\$5,000	0.0%	\$0
UNEMPLOYMENT COMP EXPENSE					
30-1909-828	\$7,500		\$5,000	50.0%	\$2,500
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1909-830	\$0		\$0	#DIV/0!	\$0
OPPEB EXPENSE					

**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/06/2015  
 DATE REV #1: 2/10/2015  
 DATE REV #2: 2/12/2015

DEPT. BIDDING  
 DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1909-867	\$1,500		\$1,380	8.7%	\$120
<b>CHRISTMAS BONUS POOL</b>					
30-1909-901	\$0		\$0	#DIV/0!	\$0
<b>WEBSITE</b>					
<b>TOTAL</b>	<b>\$905,211</b>		<b>\$634,257</b>	<b>42.7%</b>	<b>\$270,954</b>

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

**FY 1516 Billing - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
AWWA Membership	5	\$75	0	No	\$375
SCUBA	5	\$30	0	No	\$150
ABPA	4	\$200	0	No	\$800
WEASC	4	\$35	0	No	\$140
<b>Total Cost</b>					<b>\$1,465</b>
<b>Training Expense</b>					
SCUBA Conference Spring	2	\$150	0	Yes	\$300
SCUBA Conference Fall	3	\$50	0	No	\$150
ABPA Conference/Certification	3	\$300	0	No	\$900
AWWA Customer Service Certification	5	\$625	not set	No	\$3,125
Operator License Exams	3	\$95	12	No	\$285
Short Schools, Seminars, Training Books & Manuals	3	\$375	12	No	\$1,125
Software Training (MS Word)	5	\$125	0	No	\$625
Software Training (MS Excel)	6	\$125	0	No	\$750
Management Training	1	\$0	0	No	\$0
<b>Total Cost</b>					<b>\$7,260</b>

**Travel Expense Budget Justification**

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

City of Cayce  
 FY 15-16  
 Capital Equipment/New Initiatives of Services/Personnel

Item #1

<b>Department</b>	Water Billing, 30-1909-385
<b>Issue</b>	New Truck Lease Purchase for to replace #4115
<b>Justification</b>	<p>Recommended by Assistant Utility Director and Fleet Manager in last year's budget to replace truck #4115, due to mileage and wear and tear caused by constant use (currently 66,810 miles). 4115 will go to the Septage and Grease facility for use. The Meter Tech carries meters, lids and other equipment that is weighing down the smaller vehicle. He also has to store meters in the extended cab of the truck, which is a potential safety hazard. A heavier duty truck with a utility box will solve the problem. It will be comparable to the truck used by another Meter Tech.</p> <p>For budgeting purposes we are using \$28,576 as a cost and \$7,787/tear for the lease/purchase.</p>
<b>Item #1 Estimated Impact on FY 15-16 Budget</b>	\$ 7,787

Item #2

<b>Department</b>	Water Billing, 30-1909-101
<b>Issue</b>	Meter Technician I will replace Meter Reader/Mechanic position and Meter Technician II will be a new position with 1 new employee added to 1909
<b>Justification</b>	<p>A new position, Meter Technician II will be created and have a Payroll Classification of 106. This position will have an expanded role to include: Primary On-Call for Plug/Unplug; Cut-Off list responsibility and Execution; Ensuring completion of Work Orders; Enters completed Work Orders; Assists in setting up new development in System. This position will include field and office work, trouble-shooting and resolution of complex account issues. The Meter Technician II will work closely with the Customer Accounts Manager to improve the efficiency of the Meter Reading, Cut-off and Plugging Processes. This position will also allow the Sewer Crew to focus more on sewer line problems and installing elder valves. Accountability will reside within a more direct line of supervision. See Class Description tabs with changes in red for each position.</p>
<b>Item #2 Estimated Impact on FY 15-16 Budget</b>	\$ 30,724.32



## CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/13/15

DATE REV #1:

DATE REV #2:

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARIES &amp; WAGES</b>					
30-1910-101	\$250,972	Salary for 4 full time employees. City Electrician moved from Collections to Utilities Admin.	\$200,725	25.0%	\$50,247
<b>OVERTIME EXPENSE</b>					
30-1910-102	\$1,000	Overtime expense for City Electrician.	\$0	0.0%	\$1,000
<b>PRINTING/OFFICE SUPPLIES</b>					
30-1910-210	\$5,000	The purchase of materials used in the daily O&M administrative operations. i.e., forms, purchase orders, stationary, envelopes pens, pencils, file folders, subscriptions, printing supplies, etc. Includes 2 office chairs.	\$5,000	0.0%	\$0
<b>POSTAGE EXPENSE</b>					
30-1910-211	\$6,000	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$5,375	11.6%	\$625
<b>DUES &amp; MEMBERSHIPS</b>					
30-1910-214	\$665	Professional memberships in Utility & Engineering & Electrical related organizations.	\$745	-10.7%	-\$80
<b>TRAVEL EXPENSE</b>					
30-1910-215	\$3,540	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$2,655	33.3%	\$885
<b>AUTO OPERATING EXPENSE</b>					
30-1910-217	\$10,000	Funds for fuel, oil, lubricants, maintenance & repair parts for 3 vehicles.	\$4,500	122.2%	\$5,500
<b>TELEPHONE EXPENSE</b>					
30-1910-221	\$7,500	4 Verizon cellular phones. Added Electrician's Phone. Telephone and internet services provided by TWC.	\$6,300	10.3%	\$700
<b>SERVICE CONTRACTS</b>					
30-1910-226	\$18,972	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, meter reading equipment, software support and upgrades, Edmunds, etc.	\$4,122	360.3%	\$14,850
		Total			
			\$642		
			\$2,260		
			\$706		
			\$10,000		
			\$3,600		
			\$1,250		
			\$514		
			\$18,972		

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## BUDGET JUSTIFICATION

DATE PREPARED: 2/13/15  
 DEPT. Admin  
 DEPT CODE 30-1910

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>EQUIPMENT REPAIRS</b>					
30-1910-227	\$900	Parts & repair of equipment that is not covered under line item 226.	\$900	0.0%	\$0
<b>SAFETY SUPPLIES</b>					
30-1910-238	\$3,500	Purchase of PPE (Personal Protective Equipment) for WA, \$3000 for Safety Committee, \$500 for WA	\$2,750	27.3%	\$750
<b>UNIFORM EXPENSE</b>					
30-1910-241	\$550	Uniform clothing for staff. Added electrician's uniforms.	\$200	175.0%	\$350
<b>MEDICAL, DOC, PHYSICAL EXPENSE</b>					
30-1910-249	\$4,100	Provides for pre-employment physicals, drug testing of CDL drivers, spirometer testing, HBV shot series & Flu shots department wide.	\$4,100	0.0%	\$0
<b>ADVERTISING</b>					
30-1910-261	\$3,000	Position available classified advertisements, employee recruitment department wide.	\$4,000	-25.0%	(\$1,000)
<b>VEHICLE INSURANCE EXPENSE</b>					
30-1910-262	\$2,550	Vehicle Insurance for 3 vehicles. Increase for Electrician's Vehicle.	\$1,000	155.0%	\$1,550
<b>EMPLOYEE TRAINING</b>					
30-1910-264	\$3,035	Continued education for required re-certification training to obtain required CEUs for the Director & the City Engineer.	\$3,450	-12.0%	(\$415)
<b>PROFESSIONAL SERVICES - AUDIT</b>					
30-1910-265	\$40,000	Annual audit expense department wide.	\$40,000	0.0%	\$0
<b>PROFESSIONAL SERVICES - ATTORNEY</b>					
30-1910-266	\$55,000	Legal services department wide.	\$55,000	0.0%	\$0
<b>PROFESSIONAL SERVICES - ENGINEER</b>					
30-1910-267	\$41,000	Outside engineering consultant services department wide.	\$41,000	0.0%	\$0

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED: 2/13/15

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>CONSULTANT FEES</b>					
30-1910-268	\$50,000	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 sessions. +\$17,500 for public relations services, +\$30,000 for miscellaneous auditing, +\$2,500 for District Meeting	\$48,500	3.1%	\$1,500
		\$2,500 for District Meeting			
<b>SPECIAL CONTRACT - COPIER</b>					
30-1910-271	\$2,675	50% of the annual rental contract for the copier that is located in the hallway between P&D and the Utilities/Public works section of the City Hall building. P&D supply the other 50% of the annual rental fee for this copier. This copier is available for use by all city departments.	\$2,675	0.0%	\$0
<b>MACHINES &amp; EQUIP.</b>					
30-1910-385	\$33,025	ITEM # 1 Tahoe for Director (Lease/Purchase) ITEM # 2 Ladders \$29,300 ITEM # 3 Stationary Tool Storage Box \$475 ITEM # 4 Office Printer \$1,000 ITEM # 5 New Desk Computer Replacement Per Roger for Dir \$250 \$2,000 \$33,025 Items listed in order of priority.	\$2,550	1195.1%	\$30,475
<b>SC STATE RETIREMENT</b>					
30-1910-805	\$27,554		\$21,656	27.4%	\$5,918
<b>DEATH BENEFIT</b>					
30-1910-810	\$379		\$302	25.4%	\$77
<b>SOCIAL SECURITY</b>					
30-1910-814	\$19,320		\$15,397	25.5%	\$3,923
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
30-1910-820	\$5,200		\$2,100	147.6%	\$3,100
<b>EXPENSE</b>					
30-1910-821	\$5,712		\$3,570	60.0%	\$2,142
<b>MEDICAL INSURANCE EXPENSE</b>					
30-1910-822	\$31,493		\$23,822	32.2%	\$7,671

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DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1910-825 UNEMPLOYMENT COMP EXPENSE	\$1,500		\$1,500	0.0%	\$0
30-1910-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000		\$2,000	50.0%	\$1,000
30-1910-830 OPFEB EXPENSE	\$4,810		\$4,810	0.0%	\$0
30-1910-867 CHRISTMAS BONUS POOL	\$780		\$540	44.4%	\$240
30-1910-899 PAYING AGENT FEE/BONDS	\$8,000		\$8,000	0.0%	\$0
<b>TOTAL</b>	<b>\$650,732</b>		<b>\$519,724</b>	<b>25.2%</b>	<b>\$131,008</b>

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

**FY 1516 UT Admin - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
WWC Operator License Renewal	2	\$35	0	No	\$70
WEF Membership	1	\$125	0	No	\$125
WEASC Membership	1	\$35	0	No	\$35
PE License Renewal	2	\$100	0	No	\$200
BB&T Bankcard Corp	1	\$100	0	No	\$100
Sam's Club	1	\$35	0	No	\$35
Electrician License	1	\$100	0	No	\$100
<b>Total Cost</b>					<b>\$665</b>
<b>Training Expense</b>					
SC Environmental Conference	2	\$210	12	Yes	\$420
Pine Island Workshops	2	\$50	3	No	\$100
SC Operators Conference	1	\$35	13.5	Yes	\$35
8 Operator License Exams	1	\$800	12	No	\$800
GPS Equipment Training	1	\$1,000	0	No	\$1,000
Software Training (MS Word)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Administrative Professionals Conference	1	\$180	6	No	\$180
<b>Total Cost</b>					<b>\$3,035</b>

**Travel Expense Budget Justification**

Item	Number of Persons	Lodging Expense			Meals Expense		Travel Cost Per Person (Mileage)	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day			
SC Environmental Conference	2	4	\$200	4	\$50	\$140	\$2,280	
SC Operators Conference	1	4	\$200	4	\$50	\$200	\$1,200	
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60	
<b>Total Cost</b>							<b>\$3,540</b>	

City of Cayce  
FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #1

<b>Department</b>	O&M Water Admin 30-1910-385
<b>Issues</b>	New Chevrolet Tahoe Assigned to Director of Utilities(Lease Purchase)
<b>Justification</b>	The Director of Utilities' present vehicle #4163 will be stepped down to the City Engineer.
<b>Item #1 Estimated Impact on FY 15-16 Budget</b>	\$7,666

City of Cayce  
FY 15-16

Capital Equipment/New Initiatives of Services/Personnel

Item #2

<b>Department</b>	O&M, Water Admin 30-1910-385
<b>Issue</b>	Ladders
<b>Justification</b>	Includes an 8' step ladder and a 24' extension ladder. The 8' step ladder will replace a worn 8' ladder. Electrician will use the new extension ladder to work safely at the required working heights for equipment maintenance.
<b>Item #2 Estimated Impact on FY 15-16 Budget</b>	\$ 475

City of Cayce  
FY 15-16

Capital Equipment/New Initiatives of Services/Personnel

Item #3

<b>Department</b>	O&M, Water Admin 30-1910-385
<b>Issue</b>	Stationary Tool Storage Box
<b>Justification</b>	The City Electrician will use the new stationary tool storage box to secure his tools and equipment when they are not in his work truck.
<b>Item #3 - Estimated Impact on FY 15-16 Budget</b>	\$ 1000



City of Cayce  
FY 15-16

Capital Equipment/New Initiatives of Services/Personnel

Item #4

<b>Department</b>	O&M, Water Admin 30-1910-385
<b>Issue</b>	Office Printer
<b>Justification</b>	This printer will replace the old printer of the Utilities Administrative Coordinator.
<b>Item #4 Estimated Impact on FY 15-16 Budget</b>	\$ 250

City of Cayce  
FY 15-16

Capital Equipment/New Initiatives of Services/Personnel

Item #5

<b>Department</b>	O&M, Water Admin 30-1910-385
<b>Issue</b>	Office Replacement Desk Computer for Director
<b>Justification</b>	This computer will replace the older desk computer of the Director per Roger's scheduled replacement schedule.
<b>Item #5 Estimated Impact on FY 15-16 Budget</b>	\$ 2,000

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. WTP  
DEPT CODE 30-1911

DATE PREPARED:  
DATE REV #1: 2/12/15  
DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARIES &amp; WAGES</b>			\$424,821	0.7%	2,941.00
30-1911-101	\$427,762	Salary for 10 full time employees. We have 1 operator that will be upgrading their license in the upcoming fiscal year.			
30-1911-102	\$41,377	Overtime due to shift changes and operators being on duty 36 hours one week and 48 hours the next. Also operators having to fill in during sick leave, annual leave and holidays.	\$41,244	0.3%	133.00
<b>OVERTIME EXPENSE</b>					
30-1911-210	\$650	Log books, toner cartridges, printed forms that are use on a daily basis for record keeping, as well as, compliance with DHEC and EPA regulations and requirements.	\$650	0.0%	0.00
<b>PRINTING/OFFICE SUPPLIES</b>					
30-1911-211	\$275	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2015.	\$275	0.0%	0.00
<b>POSTAGE EXPENSE</b>					
30-1911-213	\$24,000	Fees are based on the number of service connections the City has. This includes treatment plant and laboratory certifications (\$370) and all the inspections, analysis, and monitoring done by DHEC during the year (\$22,830). Other permits include 3 NPDES permits (\$300), lab fees (\$200)	\$23,700	1.3%	300.00
<b>STATE OF S.C PERMIT FEES</b>					
30-1911-214	\$857	Professional licenses. AWWA & WEASC membership dues for plant personnel.	\$822	4.3%	35.00
<b>DUES &amp; MEMBERSHIPS</b>					
30-1911-215	\$2,600	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference (\$1,400); the WEASC Operators Conference (\$1,030); and miscellaneous travel (\$170).	\$2,360	10.2%	240.00
<b>TRAVEL EXPENSE</b>					
30-1911-217	\$8,400	Maintenance of 2 vehicles assigned to the WTP with a project increase in maintenance.	\$8,100	3.7%	300.00
<b>AUTO OPERATING EXPENSE</b>					
30-1911-220	\$350,000	Electrical power service for operating the WTP; raw water pump station and high service pumps. Natural gas is used to heat the filter bay area.	\$285,000	22.8%	65,000.00
<b>ELECTRIC &amp; GAS EXPENSE</b>					
30-1911-221	\$6,933	2 Verizon cellular phones for plant operations (\$1,056). Telephone and internet services provided by TWC (\$5877).	\$4,500	54.1%	2,433.00
<b>TELEPHONE EXPENSE</b>					
30-1911-223	\$950	Oils and greases for air compressors, sludge thickener drives, chemical feed pumps, raw water pumps and high service pumps. Increase due to additional pumps and motors we now have. This will provide for one oil, gear lube, and compressor oil change per year.	\$900	5.6%	50.00
<b>LUBRICATION SUPPLIES</b>					

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1: 2/2/15

DATE REV #2:

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SERVICE CONTRACTS</b>					
30-1911-226	\$78,508		\$53,222	47.5%	25,286.00
		1. Hach Instrumentation Service to meet DHEC requirements	\$6,800		
		2. Laboratory Deionized Water System Service	\$1,100		
		3. Communication Specialists Mobile Phone Maintenance Service	\$515		
		4. Collins Controls specialized instrumentation maintenance and repair	\$3,000		
		5. Chlorinator Sales Annual Chlorine System Preventative Maintenance	\$7,500		
		6. Blanchard WTP & RWPS GENSETS Maintenance	\$3,525		
		7. Yearly Hoist inspection and preventive maintenance	\$500		
		8. Crom Tank Service Contract (Exterior Painting of 2.5 MG Clearwell)	\$27,201		
		9. Garbage Service	\$1,680		
		10. Landscaping Service For WTP	\$26,537		
		11. Balance calibration for lab	\$150		
		Total	\$78,508		
<b>EQUIPMENT REPAIRS</b>					
30-1911-227	\$65,000	Maintenance on WTP and RWPS to include pumps, motors, valves, VHDs, chemical dosing pumps, fittings, diaphragms, tubing, PVC repair supplies, electrical circuit boards, rotor and stators, hoses, spray nozzles, HDPE chemical feed lines for lime, alum, fluoride and carbon systems, pump rental and day labor for Reservoir cleaning (\$25,000).	\$75,000	-13.3%	(10,000.00)
<b>BUILDING REPAIR EXPENSE</b>					
30-1911-228	\$6,500	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings. Painting WTP Interior and Ceiling Tile Replacement	\$500	1200.0%	6,000.00
<b>HAND TOOLS &amp; SUPPLIES</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%	0.00
<b>ELECTRIC &amp; LIGHT 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%	0.00
<b>SAFETY SUPPLIES</b>					
30-1911-238	\$1,600	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,550	3.2%	50.00
<b>UNIFORM EXPENSE</b>					
30-1911-241	\$2,400	Replacement of old uniforms and the purchase of uniforms for new employees including winter jackets.	\$2,300	4.3%	100.00
<b>JANITORIAL SUPPLIES</b>					
30-1911-244	\$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%	0.00

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>CHEMICAL EXPENSE</b>			\$229,219	-0.1%	(219.00)
30-1911-248	\$229,000	Purchase of chlorine, fluoride, carbon, lime, polymer, potassium permanganate, polyphosphate, aluminum sulfate all used in the treatment process of the raw and finished water. Increase due to projected liquid carbon increased cost and petroleum based chemicals and fuel surcharges.			
30-1911-249	\$29,000	Reagents and supplies for the analysis of the raw and finished water including chlorine, color, aluminum, fluoride, NTU, iron, potassium permanganate, and bacteriological analysis that are required by DHEC and EPA.	\$22,500	28.9%	6,500.00
<b>LABORATORY SUPPLIES</b>			\$1,500	4.0%	60.00
30-1911-262	\$1,560	Insurance on 2 vehicles assigned to the Water Treatment Plant.			
<b>VEHICLE INSURANCE EXPENSE</b>					
30-1911-264	\$2,750	Short schools, seminars and outside training materials (\$750). LLR now requires that 50% of the contact hours/CEUs obtained by the operators must be directly related to their job duties and the training must be performed through an outside agency. The other 50% of training can be obtained through in house safety training. Pine Island \$100. WEASC Annual Environmental Conference \$400; WEASC Operators Conference \$50; WEA/AWWA Lab Workshop \$300; SC LLR	\$2,750	0.0%	0.00
<b>EMPLOYEE TRAINING</b>					
30-1911-267	\$8,500	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.	\$17,000	-50.0%	(8,500.00)
<b>CONSULTANT &amp; LAB TESTING</b>					
30-1911-385	\$238,853	1. Sodium Hypo Dosage Sytan for 321 Booster Pump Station 2. High Service Transmission Pump 3. Raw Water Transmission Pump 4. Replace Vehicle 4108 and Vehicle 4109 5. Surface Wash Valves Replacement Filter One thru Filter Four 6. Autoclave for WTP Laboratory 7. Replacement Computer for WTP Office 8. Replace sample sink, cabinet and surround in the WTP Laboratory	\$83,190	187.1%	155,663.00
<b>MACHINES &amp; EQUIP.</b>					
30-1911-385	\$238,853				

Items listed in order of priority. \$238,853

**CITY OF CAYCE**  
**BUDGET JUSTIFICATION**

DATE PREPARED: /  
 DATE REV #1: 2/2/15  
 DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1911-805	\$51,399		\$50,590	1.6%	809.00
SC STATE RETIREMENT CONTRIBUTIONS					
30-1911-810	\$707		\$706	0.1%	1.00
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1911-814	\$36,041		\$36,001	0.1%	40.00
SOCIAL SECURITY					
30-1911-820	\$17,432		\$17,432	0.0%	0.00
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1911-821	\$22,014		\$18,192	21.0%	3,822.00
WORKERS COMP INSURANCE EXPENSE					
30-1911-822	\$78,733		\$79,405	-0.8%	(672.00)
MEDICAL INSURANCE EXPENSE					
30-1911-825	\$550		\$500	10.0%	50.00
UNEMPLOYMENT COMP EXPENSE					
30-1911-828	\$2,500		\$2,500	0.0%	0.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1911-830	\$5,411		\$5,411	0.0%	0.00
OPFB EXPENSE					
30-1911-867	\$1,980		\$1,920	3.1%	60.00
CHRISTMAS BONUS POOL					
<b>TOTAL</b>	<b>\$1,746,342</b>		<b>\$1,495,860</b>	<b>16.7%</b>	<b>250,482.00</b>

**FY 1516 WTP - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
AWWA Membership	1	\$82	0	No	\$82
WEASC Membership	11	\$35	0	No	\$385
Operator License Renewal	13	\$30	0	No	\$390
<b>Total Cost</b>					<b>\$857</b>
<b>Training Expense</b>					
SC Environmental Conference	2	\$230	12	Yes	\$460
SC Operators Conference	2	\$25	12	Yes	\$50
Pine Island Workshops	3	\$50	3	No	\$150
Operator License Exams	4	\$100	12	No	\$400
SCDHEC Laboratory Workshop	3	\$150	5	No	\$450
Software Training (MS Access)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Short Schools, Seminars, Training Books & Manuals	2	\$375	12	No	\$750
<b>Total Cost</b>					<b>\$2,760</b>

**Travel Expense Budget Justification**

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	3	\$145	3	\$50	\$95	\$1,360
SC Operators Conference	2	3	\$120	3	\$50	\$95	\$1,210
CM's Christmas Luncheon	1	0	\$0	1	\$30	\$0	\$30
<b>Total Cost</b>							<b>\$2,600</b>

City of Cayce  
 FY 15-16  
 Capital Equipment/New Initiatives or Services/Personnel

**Item # 1**

<b>Department</b>	Water Treatment Plant 30-1911-385
<b>Issues</b>	Sodium Hypochlorite Dosage System for 321 Booster Pump Station
<b>Justification</b>	Since initial tank construction in 2002, the chlorine residual in this tank falls below minimum levels at times. WTP staff climb the tank and dose with HTH powder to maintain proper chlorine residuals. A chlorine dosage system at the booster pump station will add chlorine solution as the pump fills the tank. This will enable the tank to have adequate residuals at all times, and keep staff from climbing the tank.
<b>Item # 1 Estimated Impact on FY 15-16 Budget</b>	\$9,000(estimate)

**Item # 2**

<b>Department</b>	Water Treatment Plant 30-1911-385
<b>Issues</b>	High Service Pump Replacement
<b>Justification</b>	All seven pumps were originally installed in 2002, and have been in near continuous service since that time. We have replaced one High Service Pump in FY14-15, and one Raw Water Transmission Pump in FY 11-12. We are in the process of replacing another Raw Water pump this fiscal year. So in the last four years, we will have replaced three of the original seven pumps. Due to the nature of their use, these other three will need replaced in the upcoming years. So by budgeting for one or two pumps per budget cycle, we will have replaced all the seven original pumps by FY 17-18.
<b>Item # 2 Estimated Impact on FY 15-16 Budget</b>	\$60,000(estimate)



City of Cayce  
FY 15-16

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

**Item # 3**

<b>Department</b>	Water Treatment Plant 30-1911-385
<b>Issues</b>	Raw Water Transmission Pump Replacement
<b>Justification</b>	All seven pumps were originally installed in 2002, and have been in near continuous service since that time. We have replaced one High Service Pump in FY14-15, and one Raw Water Transmission Pump in FY 11-12. We are in the process of replacing another Raw Water pump this fiscal year. So in the last four years, we will have replaced three of the original seven pumps. Due to the nature of their use, these other three will need replaced in the upcoming years. So by budgeting for one or two pumps per budget cycle, we will have replaced all the seven original pumps by FY 17-18.
<b>Item # 3 Estimated Impact on FY 15-16 Budget</b>	\$ 90,000(estimate)

**Item # 4**

<b>Department</b>	Water Treatment Plant 30-1911-385
<b>Issues</b>	Replace Vehicle 4108 and Vehicle 4109
<b>Justification</b>	As per the fleet manager's recommendation, we need to replace these vehicles. We propose to lease a new Chevy Equinox for WTP Asst. Supt. and step down #4109 to WWTP. Also, lease new Colorado P/U to replace #4108 and step down #4108 to replace #4114. Vehicle #4114 was put into auction 8/1/14.
<b>Item # 4 Estimated Impact on FY 15-16 Budget</b>	\$45,500

**Item # 5**

<b>Department</b>	Water Treatment Plant 30-1911-385
<b>Issues</b>	Surface Wash Valves for Filter One thru filter Four
<b>Justification</b>	These valves are to replace the original air operated surface wash valves installed in 1990. These are the last of the air actuated valves @ the WTP, as we replaced the majority last budget cycle. These will be electric operated actuators identical to the Auma Actuators currently on site. Cost is for valves and possible SCADA work needed to function correctly.
<b>Item # 5 Estimated Impact on FY 15-16 Budget</b>	\$20,000(estimate)

City of Cayce  
 FY 15-16  
 Capital Equipment/New Initiatives or Services/Personnel

**Item # 6**

<b>Department</b>	Water Treatment Plant 30-1911-385
<b>Issues</b>	Autoclave for WTP Laboratory
<b>Justification</b>	Our current autoclave is a 1990 model and is beginning to have some operational issues. We need this device to sterilize laboratory waste products for proper disposal, as per SCDHEC.
<b>Item # 6 Estimated Impact on FY 15-16 Budget</b>	\$6,200

**Item # 7**

<b>Department</b>	Water Treatment Plant 30-1912-385
<b>Issues</b>	Replacement Computer for WTP Office
<b>Justification</b>	Current computer is now three years old, and will be stepped down to the operator's desk. The operators computer is a 2008 model and will be recycled.
<b>Item #7 Estimated Impact on FY 15-16 Budget</b>	\$853

**Item # 8**

<b>Department</b>	Water Treatment Plant 30-1912-385
<b>Issues</b>	Painting WTP Interior and Replace Ceiling Tiles
<b>Justification</b>	Paint on the interior walls of the WTP need of a fresh coat of paint. The 2000 renovation was the last time the plant was painted. The ceiling tiles have been installed since 1990, and the majority have staining and/or are cracked. We have several on staff that could replace the tiles. That would save on labor cost.
<b>Item #8 Estimated Impact on FY 15-16 Budget</b>	\$6,000

City of Cayce  
FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item # 9

<b>Department</b>	Water Treatment Plant 30-1912-385
<b>Issues</b>	Replace sample sink cabinet, top, surround and non-functional faucets
<b>Justification</b>	Cabinet that contains the sample faucets for our water treatment process was installed in 1990, and has corrosion and structural issues. The constant use of the water flow through the sample faucets has released chlorine that has corroded the metal cabinet. Also, some of the faucets are not working, and need replacing. The proposed cabinet and all accessories will be constructed of stainless steel, and will hold up much better than the metal currently used. We will reuse the stainless steel sink, as it is still in great shape.
<b>Item # 9 Estimated Impact on FY 15-16 Budget</b>	\$8,000

DATE PREPARED: 2/22/2015

DATE REV #1: 2/24/2015

DATE REV #2:

**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DEPT. WD  
DEPT CODE 96-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARY AND WAGES</b>					
30-1912-101	\$497,571	Salary and wages for 13 employees. Increases for employees that take and pass water distribution exams.	\$499,975	-0.5%	(2,403.74)
30-1912-102	\$46,067	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.	\$36,000	28.0%	10,066.54
<b>OVERTIME</b>					
30-1912-210	\$3,000	Office supplies for Utility Field Manager, Crew Leaders, Waste Water Asst Field Manager. All positions will be utilizing the same printer, to cover cost of jet ink cartridges, pens, staples, paper clips and various other office supplies.	\$3,000	0.0%	0.00
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
30-1912-214	\$1,374	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)	\$1,830	-24.9%	(456.00)
<b>DUES AND MEMBERSHIP</b>					
30-1912-215	\$5,760	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Increase is to support employee training when out of town. Specifically to send 2 operator to operators conference in October 2015 and one employee to the environmental conference in March 2016. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams.	\$5,310	8.5%	450.00
<b>TRAVEL EXPENSE</b>					
30-1912-217	\$50,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles. To cover rising fuel cost.	\$50,000	0.0%	0.00
<b>AUTO OPERATING EXPENSE</b>					
30-1912-220	\$50,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center. Increase due to rising cost.	\$40,000	25.0%	10,000.00
<b>ELECTRIC &amp; GAS EXPENSE</b>					
30-1912-221	\$15,000	For (10) telephone service lines/internet, at Utility Field Operation Center, CAE Tele-metering and to pay for the use of our AT&T, Verizon, and Time Warner Cable phone services.	\$20,000	-25.0%	(5,000.00)
<b>TELEPHONE EXPENSE</b>					

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DEPT. WD  
DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SERVICE CONTRACTS</b>					
30-1912-226	\$210,185		\$209,495	0.3%	690.00
		1. Two-way radios \$56			
		2. Electric Guard Dog fence contract \$3,090			
		3. P.U.P.S. Contract \$3,245			
		4. Utilities Service Inc. Storage Tank Maintenance Agreement \$203,794			
<b>EQUIPMENT REPAIR</b>					
30-1912-227	\$30,000	For repair parts and repairs of non titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, ect.	\$30,000	0.0%	0.00
<b>BUILDING REPAIRS</b>					
30-1912-228	\$500	Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%	0.00
30-1912-231	\$8,000		\$6,000	33.3%	2,000.00
<b>HAND TOOLS AND SUPPLIES</b>					
30-1912-234	\$4,500	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.	\$3,000	50.0%	1,500.00
<b>MASONRY/CEMENT SUPPLIES</b>					
30-1912-235	\$45,000	For cement, concrete mix, mortar, sand, bricks, ect. Used to repair driveways, sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$26,000	73.1%	19,000.00
<b>ASPHALT/GRADING SUPPLIES</b>					
30-1912-237	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	0.00
<b>RADIO SUPPLIES</b>					
30-1912-238	\$7,000	Ringear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over.	\$6,000	16.7%	1,000.00
<b>SAFETY SUPPLIES</b>					
30-1912-241	\$6,500	Rental of uniforms as needed for 13 employees. Increased due to new uniforms and emblems.	\$5,200	25.0%	1,300.00
<b>UNIFORM SUPPLIES</b>					

CITY OF CAYCE  
BUDGET JUSTIFICATION

DATE PREPARED: 2/22/2015  
DATE REV #1: 2/24/2015  
DATE REV #2:

DEPT. WD  
DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>CHEMICAL EXPENSE</b>			\$736	0.0%	0.00
30-1912-248	\$736	To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs.			
<b>WATER DIST. REPAIR EXPENSE</b>			\$67,000	-3.0%	(2,000.00)
30-1912-256	\$65,000	For the purchase of all materials used for the repair and installation of all sizes of water lines, hydrants & for new water line installations, as well as other water related work materials, etc. \$8,000 will be allotted for 4 ruggedized laptops for mapping.			
<b>VEHICLE INSURANCE</b>			\$7,000	17.1%	1,200.00
30-1912-262	\$8,200	For vehicle insurance. \$500 Per vehicle 12 Units.			
<b>EMPLOYEE TRAINING</b>			\$12,109	-16.7%	(2,025.00)
30-1912-264	\$10,084	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Asbestos initial and annual training, annual confined space and competent person training. To account for extra training due to turn over in our department personnel			
<b>WATER DIST. EQUIP. METERS</b>			\$15,000	0.0%	0.00
30-1912-381	\$15,000	For purchase of water meters for new installations at new business/sub-divisions. For increase cost to purchase AMR Meters verses direct read water meters.			
<b>MACHINES &amp; EQUIPMENT</b>			\$7,200	6602.6%	475,384.00
30-1912-385	\$487,584	Item #1 Gate Operator/Card Reader \$12,000 Item #2 New HD Vehicle to replace Vehicle 4139 (Lease/Purchase) \$40,092 Item #3 New HD Vehicle to replace Vehicle 4138 (Lease/Purchase) \$40,092 Item #4 3 Ruggedized Laptops or tablets \$5,400 Item #5 Continue AMR meter conversion program \$385,000 Items In Order Of Importance \$482,584			
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>			\$57,908	3.3%	1,939.66
30-1912-305	\$59,848				
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>			\$809	1.7%	13.84
30-1912-810	\$823				
<b>SOCIAL SECURITY</b>			\$41,209	1.8%	755.67
30-1912-814	\$41,965				

01

**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/22/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1912-820 GENERAL INSURANCE EXPENSE	\$9,700		\$9,700	0.0%	0.00
30-1912-821 WORKERS COMP INSURANCE EXPENSE	\$25,772	Workers Compensation Program Code #7580, Rate = 0.0497	\$23,126	11.4%	2,646.47
30-1912-822 MEDICAL INSURANCE EXPENSE	\$102,353		\$111,170	-7.9%	(8,816.84)
30-1912-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$4,000		\$4,000	0.0%	0.00
30-1912-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$2,000		\$2,000	0.0%	0.00
30-1912-830 OPEB EXPENSE	\$7,816		\$7,816	0.0%	0.00
30-1912-867 CHRISTMAS BONUS POOL	\$2,460		\$2,700	NA	(240.00)
<b>TOTAL 30-1912</b>	<b>\$1,819,048</b>		<b>\$1,312,043</b>	<b>38.6%</b>	<b>507,004.59</b>

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





SC Environmental Conference	1	4	\$230	4	\$50	\$220	\$1,340
Distribution Short School	2	4	\$160	3	\$50	\$30	\$1,680
SC Operators Conference	2	4	\$230	4	\$50	\$220	\$2,680
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
<b>Total Cost</b>							<b>\$5,760</b>

City of Cayce

FY.15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #1

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

	<p>revenues decrease as the meters age.</p> <p>Some additional AMR system benefits are, the removal of the human reader factor which will eliminate incorrect readings making the meter data more reliable, the system collects and stores multiple readings daily which creates a consumption history that may be utilized to document water consumption increases, such as when there is a water leak, the consumption history can also be utilized to determine low consumption conditions such as when a water meter stops registering, a reduction in reading time generates a more efficient reliable reading and billing process and dramatically reduces the read-to-bill intervals. The drive-by radio read system will greatly reduce the hazards that our meter reader technicians are subject to while performing their present reading responsibilities by physically removing them from these hazards. Hazards such as insect bites from spiders, bees, hornets and wasp, scratches from plants, cuts and abrasions from foreign materials in the meter boxes, animal bites and attacks and snake bites. This process will also reduce the need for our staff to enter onto private property.</p> <p>During FY 09 – 10 we stopped purchasing and installing direct read water meters and we now purchase and install AMR water meter for meter replacements and new installations. We have had our two hand-held micro computers converted/upgraded to radio read capability. While our meter technicians are reading their routes the radio read unit automatically collects the meter reading of each AMR meter when the technician approaches an AMR meter eliminating the need for the technician to open that meter box and physically record the meter reading in the micro computer. The technician just walks by this AMR meter location.</p>
<b>Estimated Impact on FY 15-16 Budget</b>	\$385,000.00 (per fiscal year for four (4) fiscal years)

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #2

<b>Department</b>	Utilities - O & M Water Distribution 30-1912-385
<b>Issues</b>	Purchase of a gate operator and Keri card reader. SL585-150-11 Slide Oper. 1.5Hp, 110V or 230V.
<b>Justification</b>	This item is needed to electronically open the gate at the Field Operation Center. The gate was replaced due to damage. The old gate was not designed to stay open and would close any time the wind blew. It then caused problems for drivers to make it through the gate without the gate hitting the vehicle. It was replaced with a gate that rolls open. The new gate is very heavy and is a safety concern. The purchase of the electric opener will alleviate any safety issues. It will also electronically open using the same card reader as the Water and Sewer plants. We will also be able to control who enters the property. The gate is left open all day because it is physically demanding to open and close each time an employee leaves the property. The only time that the gate is closed during the day is when there are no employees on the property.
<b>Estimated Impact on FY 15-16 Budget</b>	\$12,000.00

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #3

<b>Department</b>	Utilities - O & M Water Distribution 30-1912-385
<b>Issues</b>	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
<b>Justification</b>	This truck is to replace unit 4158 that has 100,000+ miles on it. This unit will be utilized for first line field ops service. Unit 4158 a 2006 Ford F450 will be replacing the chassis on unit 4124  Per Mike Clayborn, City Fleet Manager
<b>Estimated Impact on FY 15-16 Budget</b>	\$45755

Item #4

<b>Department</b>	Utilities - O & M Water Distribution 30-1912-385
<b>Issues</b>	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
<b>Justification</b>	This truck is to replace unit 4159. This unit will be utilized for first line field ops service.  Unit 4159 a 2006 Ford F450 will be Replacing the chassis on unit 4147 that is currently the bucket truck.  Per Mike Clayborn, City Fleet Manager
<b>Estimated Impact on FY 15-16 Budget</b>	\$45755

III  
**CITY OF CAYCE**  
**BUDGET JUSTIFICATION**

DATE PREPARED: 2/06/15  
 DATE REV #1:  
 DATE REV #2:

DEPT. WWTP  
 DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARY AND WAGES</b>					
30-1916-101	\$560,311	Salary and wages for 13 employees. Includes a proposed WWTP plant maintenance I, personnel.	\$543,680	3.1%	16631.30
<b>OVERTIME</b>					
30-1916-102	\$24,000	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 decreased solids dewatering operations (membranes, centrifuges, and digesters) to achieve target MLSS concentrations for curousels and overtime for WWTP maintenance staff for possible after hours electrical troubleshooting and corrective maintenance.	\$32,000	-25.0%	(8000.00)
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
30-1916-210	\$680	Log books, printed forms, label maker supplies, data sheets, laserjet cartridges for lab and treatment plant. DHEC and EPA record keeping and monthly reporting. Increase due to increased printing of documents from multiple LaserJet printers and increased use of log books to document	\$680	0.0%	0.00
<b>POSTAGE EXPENSE</b>					
30-1916-211	\$270	Mailing SCDHEC and EPA reports on monthly basis.	\$270	0.0%	0.00
<b>STATE OF SC PERMIT FEES</b>					
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%	0.00
<b>DUES AND MEMBERSHIP</b>					
30-1916-214	\$1,500	Professional membership dues for wastewater treatment personnel (ie. AWWA, SCWEA, WEF, annual certification fees for existing personnel ; and additional monies for lower grade operators (3) to sit for certification tests	\$1,500	0.0%	0.00
<b>TRAVEL EXPENSE</b>					
30-1916-215	\$7,474	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Specifically to send 2 operators to the Operators Conference in October 2013, the SC Environmental Conference in March 2014, and to attend the Ovivo MBR Operator's Workshop. This will also support ongoing training opportunities to prepare lower grade operators (4) for higher grade certification exams. Additional training for WWTP maintenance personnel to travel and attend equipment repair training classes for new 23 MGD WWTP.	\$5,000	49.5%	2474.00

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP  
DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>AUTO OPERATING EXPENSE</b>					
30-1916-217	\$45,000	Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan, 4 pickup trucks, 2 service trucks, & 3 tractor trailers. Total of 10 vehicles. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik slopemower, and a proposed gasoline utility golf cart. Vehicle expense includes weekly routes for Town of Lexington & Joint Municipal Commission sampling and 1 vehicle for WWTP additional maintenance personnel.	\$45,000	0.0%	0.00
<b>WATER EXPENSE</b>					
30-1916-218	\$430,000	Potable Water Usage @ WWTP @ \$3.66/thousand gallons. 7-1-14 thru 12-31-14 water usage @ 58,826,000 gallons.	\$100,000	330.0%	\$330,000.00
<b>ELECTRIC &amp; GAS EXPENSE</b>					
30-1916-220	\$939,000	Electric power service for operating the WWTP and solids handling facility. Increase due to wet weather pumping and treatment costs and addition of 2 LCMW&SC force main metering station operations	\$806,200	16.5%	132,800.00
<b>TELEPHONE EXPENSE</b>					
30-1916-221	\$27,700	Telephone/Internet service, Verizon cellular/direct connect phone service.	\$27,700	0.0%	0.00
<b>LUBRICATION SUPPLIES</b>					
30-1916-223	\$3,000	Oils and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$3,000	0.0%	0.00
<b>SERVICE CONTRACTS</b>					
30-1916-226	\$133,050	<ol style="list-style-type: none"> <li>1. Annual radio service contract charge. \$450</li> <li>3. Generators and Switchgear Service Agreement \$22,000</li> <li>4. Lawn service agreement \$53,500</li> <li>5. Elevator Service Agreement \$1,740</li> <li>6. Annual Industrial Scientific Gas Detector INET Insite usage fee \$1,020</li> <li>7. Parts Washer Service Agreement \$600</li> <li>8. Hoch WWTP Lab &amp; Process Control preventative maintenance agreement \$20,000</li> <li>9. Fire Alarm Service (Operations &amp; Chlorine Buildings) \$1,440</li> <li>10. Plant garbage service \$6,500</li> <li>11. Aquarium maintenance service \$4,200</li> <li>12. True up and wwtp audit expenses \$15,000</li> <li>13. Xylem Effluent Pump Service contract (Bronze) \$6,600</li> </ol> <p style="text-align: right;">Total \$133,050</p>	27.2%	284,500.00	

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>EQUIPMENT REPAIR</b>					
30-1916-227	\$66,000	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.	\$55,000	20.0%	11000.00
<b>BUILDING REPAIRS</b>					
30-1916-228	\$500	Maintenance of buildings at the WWTP and pump station #1	\$500	0.0%	0.00
<b>SULFGE DISPOSAL FEES</b>					
30-1916-229	\$200,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum sludge.	\$200,000	0.0%	0.00
<b>HAND TOOLS &amp; SUPPLIES</b>					
30-1916-231	\$3,700	Small tools and implements to repair and maintain the WWTP. Additional electrical tools for Maintenance Tech.	\$3,700	0.0%	0.00
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>					
30-1916-236	\$2,000	Light bulbs, ballasts, and replacement fixtures for the WWTP and pump stations. Increase due to lightening damage to increased # of lighting fixtures at new WWTP facility.	\$210	852.4%	1790.00
<b>RADIO SUPPLIES</b>					
30-1916-237	\$200	Miscellaneous parts/service for mobile radios.	\$200	0.0%	0.00
<b>SAFETY SUPPLIES</b>					
30-1916-238	\$6,000	Rain gear, boots, safety glasses, and rubber gloves. New safety equipment needed for the ongoing safety program including calibration gas, parts and repair for portable gas monitor.	\$4,150	44.6%	1850.00
30-1916-241	\$5,600	Rental of uniforms as needed for 13 employees. Purchase Cayce logo jackets for 2 employees.	\$5,810	-3.6%	(210.00)
<b>UNIFORM SUPPLIES</b>					
30-1916-244	\$1,000	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$1,000	0.0%	0.00
<b>CHEMICAL EXPENSE</b>					
30-1916-248	\$150,996	Purchase of chlorine, sulfur dioxide, polymer, lime, and alum.	\$152,510	-1.0%	(1513.85)



**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/6/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>LABORATORY SUPPLIES</b>					
30-1916-249	\$35,900	Reagents & supplies for the analysis of influent, effluent and pretreatment samples that are required by DHEC and EPA including chlorine, CODs, BODs, fecal coliform, quality control standards and pH reagents. Purchase of unknown WP interlaboratory PT study samples as mandated by EPA/DHEC. Analytical balance calibration. Special sampling projects. Resumption of phosphorous analysis required for 25 MGD NPDES limits. Additional costs associated with Town of Lexington & Joint Municipal Commission BOD, TSS & NH3 analysis, additional COD testing associated with Septage sampling, 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.	\$27,500	30.5%	8400.00
<b>VEHICLE INSURANCE</b>					
30-1916-262	\$6,900	Insurance on 12 Vehicles/Trailers assigned to the WWTP.	\$6,500	6.2%	400.00
<b>EMPLOYEE TRAINING</b>					
30-1916-264	\$11,670	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Additional training required to prepare lower grad operators (3) for higher level certification exams. Training for maintenance technician on new WWTP systems.	\$6,608	76.6%	5062.00
<b>PROFESSIONAL SERVICES</b>					
30-1916-267	\$25,100	Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCBs, total nitrogen and monitoring of Cayce's pretreatment accounts. This analysis has to be done by a State of South Carolina certified laboratory. Also extra sampling to investigate any potential operational problems in WWTP water quality.	\$25,100	0.0%	0.00
<b>MACHINES &amp; EQUIPMENT</b>					
30-1916-385	\$139,350	Item #1 Replacement dump trailer for #4261 Item #2 Headworks rotating screen control cabinet air conditioner Item #3 Insulation & heat tracing for headworks grit snails Item #4 8" lay flat hose,Kaniflex hose, PVC hose, all with bauer fittings Item #5 Table Top Autoclave (lab) Item #6 Chevy Colorado extended cab Item #7 BioRem Odor control,Recirculation pump/motor assembly Item #8 Headworks rotating screen wash impeller pump Item #9 Carousel W/L0 submersible mixer Item #10 Used gasoline Utility Golf Cart	\$17,520	695.4%	121830.00
		<b>TOTAL</b>			<b>\$139,350</b>

III

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/6/15

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1916-805	\$65,433		\$61,048	7.2%	4384.99
SC STATE RETIREMENT CONTRIBUTIONS					
30-1916-810	\$900		\$868	3.6%	31.63
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1916-814	\$45,881		\$44,267	3.6%	1614.06
SOCIAL SECURITY					
30-1916-820	\$86,000		\$52,897	62.6%	33103.00
GENERAL INSURANCE EXPENSE					
30-1916-821	\$26,638		\$18,300	44.0%	8137.72
WORKERS COMP INSURANCE EXPENSE					
30-1916-822	\$94,480		\$86,263	9.5%	8216.84
MEDICAL INSURANCE EXPENSE					
30-1916-825	\$2,000		\$2,000	0.0%	0.00
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1916-828	\$1,500		\$1,500	0.0%	0.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1916-830	\$6,615		\$6,615	0.0%	0.00
OPBB EXPENSE					

**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1916-867	\$2,580		\$2,280	13.2%	300.00
<b>CHRISTMAS BONUS POOL</b>					
30-1916-950	\$550,000		\$0	#DIV/0!	\$550000.00
<b>DEPRECIATION</b>					
<b>TOTAL 30-1916</b>	<b>\$3,712,178</b>		<b>\$2,455,426</b>	<b>51.2%</b>	<b>1256751.68</b>

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

**FY 1516 WWTP - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
AWWA Membership	1	\$82	0	No	\$82
WEF Membership	2	\$88	0	No	\$176
WEASC Membership	11	\$35	0	No	\$385
Operator License Renewal	19	\$30	0	No	\$570
Certification test fees	3	\$103	0	No	\$309
PE License Renewal	0	\$100	0	No	\$0
<b>Total Cost</b>					<b>\$1,522</b>
<b>Training Expense</b>					
SC Environmental Conference	2	\$235	12	Yes	\$470
SC Operators Conference	2	\$35	14	Yes	\$70
Pine Island Workshops	4	\$65	3	No	\$260
WEASC Specialty Pretreatment Conf	1	\$65	6	No	\$65
WEA/AWWA Safety Seminar	1	\$125	5.25	No	\$125
WEA/AWWA Lab Workshop	3	\$75	4.25	No	\$225
Self Study Course & Manual	5	\$99	9	No	\$495
WEF MOP 11 Operation of WWTP	1	\$210	NA	No	\$210
Software Training (MS Access)	2	\$125	12	No	\$250
Software Training (MS Word)	2	\$125	12	No	\$250
Software Training (MS Excel)	2	\$125	12	No	\$250
Maintenance Tech SCADA Training I/FIX database	1	\$4,000	NA	Yes	\$4,000
Maintenance Tech Proworx32 Alarm, RTU, PLC	1	\$4,000	NA	Yes	\$4,000
Management Training	2	\$500	20	No	\$1,000
<b>Total Cost</b>					<b>\$11,670</b>

### Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	3	\$173	3	\$51	\$60	\$1,464
SC Operators Conference	2	2	\$141	3	\$51	\$200	\$1,270
Maintenance Tech SCADA Training	1	10	\$100	10	\$60	\$1,400	\$3,000
Ovivo MBR Operator's Workshop	2	2	\$150	3	\$30	\$450	\$1,680
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
<b>Total Cost</b>							<b>\$7,474</b>

**City of Cayce  
FY 15-16  
Capital Equipment/New Initiatives of Services/Personnel**

<b>Department</b>	O&M, WWTP
<b>Issue</b>	Additional manpower (1) Maintenance Tech I
<b>Justification</b>	<p>Present staffing at the Wastewater Treatment plant and Septage/Oil &amp; Grease facility hasn't sufficiently covered all positions adequately throughout the year due to various situations including but not limited to employee vacations, combined sick leaves/light duty recovery periods, modified operator 4-10 hour shift work, Belt press operations for septage received, additional wasting schedules, unforeseen emergency coverage's, clarifier and contact chamber cleaning.</p> <p>An increased training schedule remains in progress for operating personnel that will step up time away from ordinary job duties. A specialized skilled mechanic will free up regular operators to fill in other areas as needed.</p>
<b>Recommendation</b>	<p>This additional manpower will be utilized to support the Maintenance Tech II currently on staff for preventative and corrective maintenance of the new plant upgrade, as the size of the plant, equipment complexity increases, and equipment maintenance load will grow accordingly.</p> <p>Additional specialized maintenance skills will be needed to maintain and repair the new equipment/processes currently part of the 25 mgd WWTP. Operation of the Septage/Oil &amp; Grease facility as well will require extra workloads on the operators to maintain the septage receiving/treatment equipment.</p> <p>Therefore the addition of one extra maintenance tech at this time will reduce overtime handled by current staff, lessen overall stress, plus allow current staff to revert back to a more normal work week with counted on days off to spend with family members etc. This addition will also allow greater flexibility with the staffing requirements of operating the processes associated with the new WWTP.</p>
<b>Estimated Impact on FY 2015-2016 Budget</b>	\$38,937.50 + fringe benefits

**City of Cayce  
FY 15-16  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Wastewater Treatment Plant 30-1916-385
<b>Issues</b>	Purchase: <b>NEW MAC 29' ¼ FRAME U-BED TRAILER</b>
<b>Justification</b>	Purchase new MAC 29' ¼ frame U-bed trailer for WWTP and Septage dewatered biosolids hauling to landfill. This trailer will replace #4261, a 2002 Montone dump trailer that was totaled in an accident @ the Waste Management landfill this fiscal year. Currently #4131B a 1996 Freuahuf dump trailer has been placed back in service to temporarily replace #4261. \$23,000 has been received by the City as an insurance settlement for the loss of #4261.
<b>Estimated Impact on FY 15-16 Budget Item #1 of 10</b>	\$46,500

**City of Cayce  
FY 15 - 16**

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

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	Headworks Rotating Screen Control Cabinet Air Conditioner
<b>Justification</b>	<p>The WWTP Maintenance Dept. would like to install a specialty air conditioner in the Nema 4 Stainless Steel control cabinet on the roof of the Headworks building. This control cabinet is in direct sunlight during daylight hours and heats up excessively during the summer months. Premature subcomponent failure has been experienced in the control cabinet that controls the rotating screens. Staff attempted to control the heating issues by first installing a sun screen on the cabinet that partially blocks the sunlight but still allows air to circulate around the cabinet. This did not solve the issue. Other control cabinets in the WWTP have these air conditioners installed where heat producing VFD's are installed and they keep the systems operational during the hot summer climate. The maintenance staff feel that a similar system will benefit the reliability of the Headworks Control Cabinet.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$5000
Item #2 of 10	



**City of Cayce  
 FY 15 - 16  
 Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	Headworks Grit Snail Insulation/Heat trace project
<b>Justification</b>	<p>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 2 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.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$10000
<b>Item #3 of 10</b>	

**City of Cayce  
 FY 15 - 16  
 Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	8" Kaniflex, PVC, & Layflat hoses with Bauer fittings
<b>Justification</b>	<p>The WWTP has a need for various 8" hoses to do pumping projects around the clarifiers, carousels, and contact chambers. The WWTP yearly transfers the mixed liquor from the 2 active carousel basins to the idle carousels. This hose will avoid yearly rentals of hoses to accomplish this. As well these hoses can be used to help dewater clarifiers and contact chambers when doing cleaning/inspections. The hoses could also possibly be used for pump around projects by the Utility Collections department.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$13,500
<b>Item #4 of 10</b>	

**City of Gayce  
FY 15 - 16  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	Laboratory Autoclave
<b>Justification</b>	<p>The WWTP Laboratory has a need for a new autoclave. The current autoclave is 10+ years old and is need of its 2<sup>nd</sup> major repair in past 3 years. This instrument is used daily to sterilize biological reagents, glassware, metal instruments, and also used to decontaminate biohazard materials generated in the analysis of process control and effluent microbiological samples.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$5500
<b>Item #5 of 10</b>	

**City of Cayce  
FY 15-16  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Wastewater Treatment Plant 30-1916-385
<b>Issues</b>	Purchase: NEW 2015 CHEVY Colorado Extended Cab Pickup
<b>Justification</b>	<p>The purchase of a new 2015 CHEVY Colorado Extended Cab Pickup is needed to replace #4104, a 2010 Chevrolet Colorado with 60,000 miles currently used by the WWTP Assistant Superintendent. #4104 will be stepped down as a operator pool truck for the WWTP and would replace # 4113, a 1997 Chevy S-10 with 91,000 miles.</p> <p>The garage supervisor recommends that #4113 be sold at auction. #4104, a 2010 Chevy Colorado truck will be assigned to the WWTP as a operator pool truck to include the duty of running a weekly sample set-up/collection route for the Purchaser Contribution Permit holders (3).</p> <p>A four year lease/purchase will be used for this vehicle @ \$ 5887 /year.</p>
<b>Estimated Impact on FY 15-16 Budget Item #6 of 10</b>	\$23,000

City of Cayce  
FY.15 - 16

Capital Equipment/New Initiatives or Services/Personnel

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	BioRem Odor Control Recirculation Pump/Motor assembly
<b>Justification</b>	<p>The WWTP Maintenance Dept. would like to purchase a replacement BioRem Odor Control recirculation pump/motor assembly. The current pump/motor assembly is heavily corroded due to the low PH water solution that it pumps. The recirculation pump is critical to the system as it keeps the biomass moist and alive that grows in the tanks upper media area. The air contaminated with H2S and Methane gases is pulled out of the Headworks Tanks upper voids and circulated through the BioRem's biomass to neutralize the corrosive gases. The pump/motor and/or support brackets are expected to fail at some point.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$5350
<b>Item #7 of 10</b>	

City of Cayce  
 FY 15 - 16  
 Capital Equipment/New Initiatives or Services/Personnel

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	Headworks Rotating Screen IMPELLER DRIVE UNIT EGGER PUMP
<b>Justification</b>	<p>The WWTP Maintenance Dept. would like to purchase a Ovivo Proprietary IMPELLER DRIVE UNIT EGGER PUMP to be a spare backup unit for the headworks rotating screen units (3). The pump is a German brand and there is a long lead time for parts to rebuild a failed pump. The placement of the pump also acts as a barrier to flow short-circuiting under the screen, so when a failed pump is pulled for rebuild, the entire screen has to be isolated and is not available for operation. The spare unit will allow for quick exchange and get the down unit back up and operational in a matter of hours.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$13,200
<b>Item #8 of 10</b>	

**City of Cayce  
FY 15 - 16  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	Wilo Anaerobic Mixer, TR60-2.41-4/12, 6.4hp 1680rpm 460 ~3
<b>Justification</b>	<p>The WWTP Maintenance Dept. would like to purchase a proprietary Wilo 6000250 Mixer, TR60-2.41-4/12, 6.4hp 1680rpm 460 ~3 to be a spare backup unit for the Carousel Anaerobic Tanks (12). The submersible mixer is a German brand and there is a long lead time for parts to rebuild a failed mixer. The tank is utilized for phosphorus removal of the WWTP influent upstream of the aerobic section of the activated sludge process. Proper mixing without introduction of oxygen is critical to the process of binding phosphorus into the bacteria biomass. The spare unit will allow for quick exchange and get the down unit back up and operational in a matter of hours.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$9500
<b>Item #9 of 10</b>	

City of Cayce  
 FY 15 - 16  
 Capital Equipment/New Initiatives or Services/Personnel

<b>Department</b>	Utilities – WWTP 30-1916-385
<b>Issue</b>	EZGO Gas Industrial Golf cart with work bed
<b>Justification</b>	<p>The WWTP has a need for a golf cart with work bed for travel around the large campus area of the new 25 MGD WWTP. Operations personnel and maintenance staff need to be able to move efficiently around a large area with the ability to transfer and move moderate loads from remote areas back to the operations, maintenance, and storage buildings. This vehicle will replace vehicle #4113 for plant site use. The WWTP staff plan to find a lightly used vehicle for this purpose. A four year lease/purchase will be used for this vehicle @ \$2093/year.</p>
<b>Estimated Impact on FY 15 - 16 Budget</b>	\$8000
<b>Item #10 of 10</b>	



**CITY OF CAYCE**  
**BUDGET JUSTIFICATION**

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARY AND WAGES</b>					
30-1917-101	\$532,195	Salary and wages for 14 employees. Added an Operator Trainee and a Crew Leader position to maintain the increase in sewer problems/blockages. Moved the City Electrician to Water Admin.	\$520,012	2.3%	12,182.96
<b>OVERTIME</b>					
30-1917-102	\$62,670	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.	\$40,000	56.7%	22,669.82
<b>DUES AND MEMBERSHIP</b>					
30-1917-214	\$1,390	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,875	-25.9%	(485.00)
<b>TRAVEL EXPENSE</b>					
30-1917-215	\$3,140	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions. Increase due to employee turn over and lack of collection licensing.	\$5,480	-42.7%	(2,340.00)
<b>AUTO OPERATING EXPENSE</b>					
30-1917-217	\$85,000	For fluids, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$100,000	-15.0%	(15,000.00)
<b>ELECTRIC &amp; GAS EXPENSE</b>					
30-1917-220	\$125,000	Electric power service for operating sewer pump stations. Increase to account for new pump stations to come on line.	\$125,000	0.0%	0.00
<b>TELEPHONE EXPENSE</b>					
30-1917-221	\$45,000	Telephone service, Verizon cellular/direct connect phone service, (cell and monitoring services for sewer pump stations.) Change direct connect to smart phones	\$38,200	17.8%	6,800.00
<b>LUBRICATION SUPPLIES</b>					
30-1917-223	\$300	Oils and greases used for pump operation and maintenance.	\$300	0.0%	0.00

**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/2/2015

DATE REV #1: 2/4/2015

DATE REV #2:

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SERVICE CONTRACTS</b>			\$15,100	18.4%	2,778.00
30-1917-226	\$17,878	<ol style="list-style-type: none"> <li>1. Two way radio contract</li> <li>2. Generator set maintenance and inspection agreement.</li> <li>3. Pump station 1 gas detector service contract.</li> <li>4. Guard Dog Electric Fence Contract</li> <li>5. P.U.P.S. Contract</li> <li>6. Garbage Service</li> </ol>	\$63 \$8,300 \$1,500 \$3,090 \$3,245 \$1,680		
<b>EQUIPMENT REPAIR</b>			\$135,000	29.6%	40,000.00
30-1917-227	\$175,000	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 (120+pumps at present). \$12,825.00 will be allotted for the upgrade field kits for 57 Omni units. From 2G to 3G.			
<b>HAND TOOLS &amp; SUPPLIES</b>			\$6,000	33.3%	2,000.00
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.			
<b>MASONRY/CEMENT SUPPLIES</b>			\$1,500	0.0%	0.00
30-1917-234	\$1,500	For cement, concrete mix, mortar, sand, bricks, ect. Used to repair driveways, sidewalks, build locker blocks, etc. To cover cost of workload increase.			
<b>ASPHALT/GRADING SUPPLIES</b>			\$25,000	0.0%	0.00
30-1917-235	\$25,000	For gravel, asphalt, and flowable fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installations or repairs.			
<b>RADIO SUPPLIES</b>			\$250	0.0%	0.00
30-1917-237	\$250	Miscellaneous parts/service for mobile radios.			
<b>SAFETY SUPPLIES</b>			\$6,000	25.0%	1,500.00
30-1917-238	\$7,500	Raingear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over.			



**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/2/2015  
DATE REV #1: 2/24/2015  
DATE REV #2:

DEPT. WWC  
DEPT CODE 30-1917

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>UNIFORM SUPPLIES</b>			\$4,500	37.8%	1,700.00
30-1917-241	\$6,200	Rental of uniforms as needed for 14 employees.			
<b>JANITORIAL SUPPLIES</b>			\$500	0.0%	0.00
30-1917-244	\$500	For cleaning products to be used at the Utility Field Operation Center			
<b>CHEMICAL EXPENSE</b>			\$25,000	-25.3%	(6,313.00)
30-1917-248	\$18,687	To purchase lime for sterilization at sewer spills and various other chemicals used for odor, grease and gas formation control.			
<b>WW COLL. REPAIR EXPENSE</b>			\$66,000	28.8%	19,000.00
30-1917-256	\$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			
<b>TRANSMISSION LINE O&amp;M</b>			\$5,000	0.0%	0.00
30-1917-257	\$5,000				
<b>VEHICLE INSURANCE</b>			\$8,500	4.1%	350.00
30-1917-262	\$8,850	For vehicle insurance.(15 vehicles)			
<b>EMPLOYEE TRAINING</b>			\$14,218	-68.9%	(9,800.00)
30-1917-264	\$4,418	For continued education of personnel. WW Collection certification examination fees, Confined space and competent person training. Increase due to Department split, employees need more training for job specific duties.			

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**CITY OF CAYCE  
BUDGET JUSTIFICATION**

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>MACHINES &amp; EQUIPMENT</b>	<b>30-1917-385 \$536,798</b>		<b>\$65,700</b>	<b>717.0%</b>	<b>471,098.00</b>
Item #1		4" Bypass Pump and accessories	\$55,000		
Item #2		2014 Vacuum Truck	\$350,300		
Item #3		HD Utility F450	\$40,092		
Item #4		F250 4x4 Truck	\$30,300		
Item #5		Timberland Pump Station II Conversion Phase Upgrade	\$25,000		
Item #6		Electric control panel Davon Pump Station	\$6,500		
Item #7		Mallard Trace PS Rebuild	\$13,000		
Item #8		Spare Pump for Air South Pump Station	\$9,500		
Item #9		Two Desktops Computers	\$1,706		
Item #10		3 Ruggedized Laptops or Tablets	\$5,400		
		<b>Items Are In Order Of Importance</b>	<b>\$536,798</b>		

<b>30-1917-805 \$65,181</b>			<b>\$60,460</b>	<b>7.8%</b>	<b>4,721.23</b>
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					

<b>30-1917-810 \$896</b>			<b>\$844</b>	<b>6.2%</b>	<b>52.17</b>
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					

<b>30-1917-814 \$45,705</b>			<b>\$43,025</b>	<b>6.2%</b>	<b>2,679.53</b>
<b>SOCIAL SECURITY</b>					

<b>30-1917-820 \$15,000</b>			<b>\$13,000</b>	<b>15.4%</b>	<b>2,000.00</b>
<b>GENERAL INSURANCE EXPENSE</b>					

III

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/22/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-821	\$27,566	Workers Compensation Program Code #7580, Sewage Treatment Plant Rate = 0.0464; Includes 20% discount.	\$28,638	-3.7%	(1,072.15)
WORKERS COMP INSURANCE EXPENSE					
30-1917-822	\$110,226		\$116,462	-5.4%	(6,235.52)
MEDICAL INSURANCE EXPENSE					
30-1917-825	\$1,000		\$1,000	0.0%	0.00
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1917-828	\$2,000		\$2,000	0.0%	0.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1917-830	\$5,411		\$5,411	0.0%	0.00
OPEB EXPENSE					
30-1917-867	\$2,580		\$2,400	7.5%	180.00
CHRISTMAS BONUS POOL					
30-1917-879	\$105,194		\$105,194	0.0%	0.00
SPRINGDALE CONTRACT EXPENSE					
<b>TOTAL 30-1917</b>	<b>\$2,136,035</b>		<b>\$1,587,569</b>	<b>34.5%</b>	<b>548,466.04</b>

**FY 1516 WWC - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
WEASC Membership	14	\$35	0	No	\$490
Operator License Application	8	\$60	0	No	\$480
Operator License Renewal	14	\$30	0	No	\$420
<b>Training Expense</b>					<b>Total Cost \$1,390</b>
WWC Short School	2	\$125	24	Yes	\$250
Confined Space	14	\$125	8	No	\$1,750
Competent Person	14	\$125	8	No	\$1,750
Software Training (MS Word)	1	\$125	0	No	\$125
Software Training (MS Excel)	1	\$125	0	No	\$125
SC Environmental Conference	2	\$209	12	Yes	\$418
<b>Total Cost</b>					<b>\$4,418</b>

**Travel Expense Budget Justification**

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
WWC Short School	2	4	\$160	4	50	60	\$1,800
SC Environmental Conference	1	4	\$230	4	\$50	\$220	\$1,340
<b>Total Cost</b>							<b>\$3,140</b>

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #1

<b>Department</b>	Operation and Maintenance Waste Water Collection 30-1917-101
<b>Issues</b>	One Additional Crew Leader Position
<b>Justification</b>	A Crew Leader position is needed to for an additional crew. The additional crew will be responsible for the repairs and maintenance of the increasing waste water collection system. The waste water collection system is very old and requires more maintenance.  Salary \$37,678.29  Plus Fringe
<b>Estimated Impact on FY 15-16 Budget</b>	\$37,678.29

Item #2

<b>Department</b>	Operation and Maintenance Waste Water Collection 30-1917-101
<b>Issues</b>	One Additional Crew Member I/Operator Trainee Position
<b>Justification</b>	A Crew Member I position is needed to for an additional crew. The additional crew will be responsible for the repairs and maintenance of the increasing waste water collection system. The waste water collection system is very old and requires more maintenance.  Salary \$26,250.00  Plus Fringe
<b>Estimated Impact on FY 15-16 Budget</b>	\$26,250.00

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #3

<b>Department</b>	Utilities - O & M Waste Water Collection 30-1917-385
<b>Issues</b>	Purchase of a F250 4x4 Package, two way radio & antenna, bed liner coating and accessories.
<b>Justification</b>	This truck will Replace unit 4143. 4143 will be stepped down and utilized as a spare truck.
<b>Estimated Impact on FY 15-16 Budget</b>	\$30,300.00

Item #4

<b>Department</b>	Utilities - O & M Waste Water Collection 30-1917-385
<b>Issues</b>	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
<b>Justification</b>	This truck is to replace unit 4141 that has 100,000+ miles on it. This unit will be utilized for first line field ops service.  Unit 4141 will be stepped down as a spare unit.  Per Mike Clayborn, City Fleet Manager
<b>Estimated Impact on FY 15-16 Budget</b>	\$45,755.00

[Type text]



City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #5

<b>Department</b>	Utilities - O & M Waste Water Collection 30-1917-385
<b>Issues</b>	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
<b>Justification</b>	This truck will be utilized by the new Crew Leader Position. This unit will be a 1 <sup>st</sup> response everyday use vehicle.
<b>Estimated Impact on FY 15-16 Budget</b>	\$45,755.00

Item #6

<b>Department</b>	Utilities - O & M Waste Water Collection 30-1917-385
<b>Issues</b>	Vacuum and water jet truck/two way radio, antenna, lights, and accessories.
<b>Justification</b>	This unit will be replacing truck #4105. The #4105 Vac-con truck has been in service since 1995. The truck is worn out and has become very costly to maintain. Truck #4105 will be sold.  Per Mike Clayborn
<b>Estimated Impact on FY 15-16 Budget</b>	\$350,000.00

[Type text]

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #7

<b>Department</b>	Utilities - O & M Waste Water Collection 30-1917-385
<b>Issue</b>	Purchase Two Desktop Computers
<b>Justification</b>	These items will be utilized by the Pump Mechanic II and the new Crew Leader position. The Pump Mechanic II needs a computer for keeping track of the pump station Omni-Site units and creating Purchase order requisitions. The new Crew Leader position also requires a computer.
<b>Estimated Impact on FY 15-16 Budget</b>	\$1,706.00

Item #8

<b>Department</b>	Utilities - O & M Waste Water Collection 30-1917-385
<b>Issue</b>	Purchase 3 Ruggedized Laptops or Tablets
<b>Justification</b>	The laptops/tablets will be utilized in the field for electronic mapping. We currently have three in the field. Three more will be used by the remaining Waste Water Collection Crew Leaders.
<b>Estimated Impact on FY 15-16 Budget</b>	\$5,400.00

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[Type text]

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #9

<b>Department</b>	Utilities-O&M Waste Water Collections - 30-1917-385
<b>Issues</b>	(1) Vaughan Model V3V-062 Vertical Wet Well Chopper Pump 12 Feet Long.
<b>Justification</b>	The item above will be replacing a pump at Mallard Trace pump station and will be one of the last pumps upgraded to all of our Midland Utilities pump stations that were purchased by the City of Cayce. All of these stations were in distress conditions and neglected for years prior to the City's purchase. All of the pump stations have now been upgraded with new and more efficient equipment. The condition of these pumps has been proven not to be cost efficient to repair as the price supersedes the price of replacement. We have replaced (5) pumps in the past years due to their age and condition.
<b>Estimated Impact On FY 15-16 Budget</b>	13,000

Item #10

<b>Department</b>	Utilities O&M Waste Water Collections 30-1917-385
<b>Issues</b>	Purchase of spare pump for Air South pump station.
<b>Justification</b>	Requesting a spare pump to put on the yard as a replacement pump in an emergency situation or complete failure. It normally takes six to eight weeks to build this pump at the factory. It takes this long due to the heat treated process that is done to the wet end assembly of this particular pump, this is the only pump station that has this process done to it so it can have a longer

[Type text]

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

	life expectancy.
<b>Estimated Impact on FY 15-16 Budget</b>	\$ 10,000.00

Item #11

<b>Department</b>	Utilities-O&M Waste Water Collections 30-1917-385
<b>Issues</b>	(1) Duplex pump control panel with alarm light and horn. In NEMA 3r type 304 – SS Enclosure with main and emergency breakers, seal failure, elapsed time meters, GFI, space heater and Appleton # ADR20044 200 Amp. (Panel Mounted) Generator receptacle.
<b>Justification</b>	Item above for Davon pump station. The current control panel at this location has had multiple problems. It is outdated and not sufficient for the pumps. The station has had a small upgrade in the past year and a half with an increase from 5 to 7.5 hp. These pumps are more towards the pumping curve and have been proven to be more efficient. Also there is no protection against seal and thermal failure in the existing panel which puts the pumps at risk of failure.
<b>Estimated Impact on FY 15-16 Budget</b>	\$ 6500.00

Item #12

<b>Department</b>	Utilities O&M Waste Water Collections 30-1917-385
<b>Issues</b>	(1) Dri- Prime CD100M Critically Silenced Skid Mounted By-pass pump, with 250 ft of flex and 250 ft of hard By-Pass hose.
<b>Justification</b>	We are requesting the above items for a variety of reasons. In the FY 14-15 the City had spent approximately \$49,017.60 on rental units to do emergency repairs on the City's sewer system. The majority of these repairs have been unpredictable. We currently have (3) By-pass pumps that are dedicated to the City's day to day operations and are a bit oversized for the majority of

[Type text]

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

	Emergency's.
<b>Estimated Impact on FY 15-16 Budget</b>	\$ 59,0000

Item #13

<b>Department</b>	Utilities O&M Waste Water Collections 30-1917-385
<b>Issues</b>	(1) Duplex VFD Control Panel / Nema4x – 316 SS Enclosure,120v Transformer, voltage monitor, Lightning Arrestor, Time delay, Duplex GFCI Receptacle, Moisture sensor relays, Pump run lights, side mount alarm light, Aux. Breakers and Line reactors.
<b>Justification</b>	Item above is to replace the single phase control panel at Timberland 2 Pump Station. The current panel is inadequate for the new technology that is available. The current panel has been giving us problems for the past year and a half and is not efficient as a Three phase control panel. We have done this upgrade already to Granby Crossing and have had excellent results with the three phase conversion as 3 phase power is not available.
<b>Estimated Impact on FY 15-16 Budget</b>	15,000.00

## CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 12/7/15

DEPT. Pre-Treatment

DATE REV #1:

DEPT CODE 36-1928

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARY AND WAGES</b>					
30-1970-101	\$130,423	Salary and wages for Manager and two Operators	\$107,000	21.9%	23,422.83
30-1970-102	\$8,589	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks.	\$5,250	63.6%	3,339.13
30-1970-210	\$1,000	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$500	100.0%	500.00
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
30-1970-211	\$600	Correspondence to potential customers, SCDHEC and EPA and pretreatment industries	\$300	100.0%	300.00
30-1970-214	\$315	Professional membership dues for sewage and grease personnel (ie SCWEA, WEF) and annual certification fees for existing personnel.	\$474	-33.5%	(159.00)
30-1970-215	\$1,829	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$1,402	30.5%	427.00
<b>TRAVEL EXPENSE</b>					
30-1970-217	\$7,500	Maintenance of vehicles and equipment assigned to the Seatings & Grease Facility including fuel, oil, lubricants for 1 auto and 1 pickup truck.	\$11,000	-31.8%	(3,500.00)
<b>AUTO OPERATING EXPENSE</b>					
30-1970-220	\$15,000	Estimated power cost for twelve months.	\$36,000	-58.3%	(21,000.00)
<b>ELECTRIC &amp; GAS EXPENSE</b>					
30-1970-221	\$3,280	Telephone/Internet service and Verizon cellular phone service for manager and 2-operators	\$2,380	37.8%	900.00
<b>TELEPHONE EXPENSE</b>					
30-1970-223	\$1,000	Oils and greases for pumps, motors and belt/press.	\$500	100.0%	500.00
<b>LUBRICATION SUPPLIES</b>					
30-1970-226	\$1,440	1- 6 yard dumpster for receiving station screenings 3 x per week	\$1,440	0.0%	0.00
<b>SERVICE CONTRACTS</b>					
30-1970-227	\$6,000	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$1,500	300.0%	4,500.00
<b>EQUIPMENT REPAIR</b>					

III  
**CITY OF CAYCE**  
**BUDGET JUSTIFICATION**

DATE PREPARED: 1/27/85  
 DATE REV #1:  
 DATE REV #2:

DDEPT. Pre-Treatment  
 DEPT CODE 30-1928

Account Line Item	FY 1576 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>BUILDING REPAIRS</b>					
30-1920-228	\$1,000	Maintenance of office, pump room and beltpress building.	\$400	150.0%	600.00
<b>SLUDGE DISPOSAL FEES</b>					
30-1920-229	\$98,000	Based 2-3 truck loads of sludge per week for 12 months.	\$27,300	259.0%	70,700.00
<b>HAND TOOLS &amp; SUPPLIES</b>					
30-1920-231	\$2,000	Purchase of hand tools for new employees	\$1,500	33.3%	500.00
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>					
30-1920-236	\$500	Light bulbs for office, pumproom and beltpress building.	\$200	150.0%	300.00
<b>SAFETY PROGRAM &amp; SUPPLIES</b>					
30-1920-238	\$1,100	PPE for manager and 2-Operators	\$975	12.8%	125.00
<b>UNIFORM SUPPLIES</b>					
30-1920-241	\$2,000	Uniform rentals for 3 employees.	\$1,300	53.8%	700.00
<b>JANITORIAL SUPPLIES</b>					
30-1920-244	\$500	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$300	66.7%	200.00
<b>CHEMICAL EXPENSE</b>					
30-1920-248	\$78,296	Polymer addition for sludge dewatering. Lime to adjust Ph.	\$26,545	195.0%	51,751.16
<b>LABORATORY SUPPLIES</b>					
30-1920-249	\$750	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$300	50.0%	250.00
<b>VEHICLE INSURANCE</b>					
30-1920-262	\$1,560	Insurance on 2 Vehicles assigned to the Septage & Grease Facility.	\$1,500	4.0%	60.00
<b>EMPLOYEE TRAINING</b>					
30-1920-264	\$925	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.	\$859	7.7%	66.00
<b>PROFESSIONAL SERVICES</b>					
30-1920-267	\$0		\$0	#DIV/0!	0.00
<b>PROFESSIONAL SERVICES LAB TESTING</b>					
30-1920-268	\$10,000	Outside analysis for oil and grease on FSES and test for disposal from pump trucks.	\$10,000	0.0%	0.00

**CITY OF CAYCE**  
**BUDGET JUSTIFICATION**

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>MACHINES &amp; EQUIPMENT</b>					
30-1920-385	\$51,500	Item #1 Remodel old WWTP office/lab to convert into office space for septicage and grease station employees, maintenance department for WTP and WWTP and City electrician.	\$51,100	0.8%	400.00
		Item #2 COMPUTER HARDWARE	\$1,500		
		Items listed in order of priority	\$51,500		
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
30-1920-805	\$15,212		\$12,103	25.7%	3,109.03
30-1920-810	\$209		\$169	23.8%	40.15
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					
30-1920-814	\$10,667		\$8,613	23.8%	2,053.55
<b>SOCIAL SECURITY</b>					
30-1920-820	\$2,400		\$500	380.0%	1,900.00
<b>GENERAL INSURANCE EXPENSE</b>					
30-1920-821	\$6,620		\$5,560	19.1%	1,059.53
<b>WORKERS COMP INSURANCE EXPENSE</b>					
30-1920-822	\$17,715		\$19,851	-10.8%	(2,136.03)
<b>MEDICAL INSURANCE EXPENSE</b>					
30-1920-825	\$0		\$0	#DIV/0!	0.00
<b>UNEMPLOYMENT COMPENSATION EXPENSE</b>					
30-1920-828	\$4,500		\$0	#DIV/0!	4,500.00
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					



## CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 36-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1920-830	\$0		\$0	#DIV/0!	0.00
<b>OPEB EXPENSE</b>					
30-1920-867	\$420		\$240	75.0%	180.00
<b>CHRISTMAS BONUS POOL</b>					
<b>TOTAL 30-1920</b>	<b>\$482,849</b>		<b>\$337,261</b>	<b>43.2%</b>	<b>145,588.36</b>

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

**FY 1516 Pretreatment - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
WEASC Membership	3	\$35	0	No	\$105
Operator License Renewal	7	\$30	0	No	\$210
<b>Training Expense</b>					<b>Total Cost</b>
SC Environmental Conference	1	\$250	12	Yes	\$250
SC Operators Conference	2	\$25	13.5	Yes	\$50
Pine Island Workshops	3	\$75	3	No	\$225
WEASC Bio-solids / Residual Training	1	\$150	13.75	Yes	\$150
Software Training (MS Word)	1	\$125	12	No	\$125
Software Training (MS Excel)	1	\$125	12	No	\$125
<b>Total Cost</b>					<b>\$925</b>

**Travel Expense Budget Justification**

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	1	2	\$159	3	\$51	\$60	\$531
SC Operators Conference	2	2	\$107	3	\$51	\$60	\$854
WEASC Bio-solids / Residual Training	1	3	\$67	3	\$51	\$60	\$414
CM's Christmas Luncheon	1	0	\$0	1	\$30	\$0	\$30
<b>Total Cost</b>							<b>\$1,829</b>

**City of Cayce**  
**FY 15-16**  
**Capital Equipment/New Initiatives of Services/Personnel**

<b>Department</b>	O&M, Septage 30-1920-101
<b>Issue</b>	Additional manpower (1) Operator C – Environmental Systems
<b>Justification</b>	<p>The City has completed an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of the state of South Carolina. The completion date of the construction project was May 02, 2014. The City will need an additional qualified individual to perform daily operational and maintenance tasks associated with the operations of the new facility. Assist with inspection of Grease traps and interceptors within the City of Cayce's wastewater collection system. Assist with sampling at industrial sites. The new treatment operators would be hired in the summer of 2015.</p> <p>For budgeting purposes, we have assumed that the new position would be a Grade Level 107 position with a projected annual salary of \$36,000 for the operator.</p>
<b>Estimated Impact on FY 2015-2016 Budget</b>	\$36,000 + fringe benefits

**City of Cayce  
FY 15-16**

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

**Item #1**

<b>Department</b>	O&M, Pre-Treatment 30-1920-385
<b>Issue</b>	Remodel Old WWTP Office
<b>Justification</b>	<p>The City has entered into a construction contract to complete an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of Lexington County. The completion date of the construction project was May 02, 2014. The City will need office space for Pretreatment manager and staff of two operators to maintain records for disposal of Septage and Grease at receiving station and records for new FOG Policy tracking of FSE's .Office space is needed for Maintenance Dept. for the WTP and the WWTP plus the City Electrician.</p> <p>For budgeting purposes we are using \$50,000 as a cost to remodel the old WWTP office.</p>
<b>Item #1 Estimated Impact on FY 15-16 Budget</b>	<b>\$ 50,000</b>

City of Cayce  
FY 15-16

Capital Equipment/New Initiatives of Services/Personnel

Item #2

<b>Department</b>	O&M, Pre-Treatment 30-1920-385
<b>Issue</b>	Desktop computer and Copier/fax/scan
<b>Justification</b>	<p>The City has completed an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of the state of South Carolina. The completion date of the construction project was May 02, 2014. The City will need a desk top computer and copier/fax/scan for Pretreatment manager and staff of two operators to maintain records for disposal of Septage and Grease at receiving station and records for new FOG Policy tracking of FSE's. This Office site will also have the Maintenance Dept. for the WTP and the WWTP plus the City Electrician. This equipment will be located at the old WWTP.</p>
<b>Item #2 Estimated Impact on FY 15-16 Budget</b>	\$ 1500

