

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



**City of Cayce
Regular Council Meeting
Tuesday, May 7, 2019
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
April 2, 2019 Regular Meeting
April 24, 2019 Special Meeting
- C. Appointment and Swearing In of Municipal Judges

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation by Mr. John Banks, Director of the Greater Cayce West Columbia Chamber of Commerce, re the 2019 Tartan Day Event
- B. Presentation by Ms. Mary Brack, Lexington County Voter Registrations and Elections Director, re the City Possibly Moving Elections to an Odd Year

IV. Proclamations and Resolutions

- A. Approval of Proclamation – Midlands Gives Giving Day
- B. Approval of Proclamation – National Safe Boating Week
- C. Consideration and Approval of Resolution Declaring May 5 – May 11 Municipal Clerk's Week

V. Ordinances and Other

- A. Discussion and Approval of Ordinance 2019-03 Re-Zoning 1908 State Street (TMS#005769-08-004) from RS-3 (Single Family Residential) to C-3 (Central Commercial District) – First Reading
- B. Discussion and Approval of Ordinance 2019-04 Amending Zoning Ordinance Section 6.10 ("Design Overlay District") to Provide for a New I-77 Gateway Design Overlay District – First Reading
- C. Discussion and Approval of Ordinance 2019-05 Amending Zoning Map and

Rezoning Property to Create a New Design Overlay District (I-77 Gateway Design Overlay District) – First Reading

- D. Discussion and Approval of 2019-06 Amending City Code Section 28-114 (“Discharging Firearms”) to Provide for Additional Exceptions – First Reading
- E. Discussion and Approval of Providing a Letter of Agreement in Support of the CMCOG Applying for Grant Funding to Update the Central Midlands Hazard Mitigation Plan for 2021
- F. Discussion and Approval of Supportive Municipal Judge Agreement for Bond and other Judicial Duties with Lexington County
- G. Request to Present a Key to the City to a Cayce Resident
- H. Discussion of Proposed FY2019/2020 Utility Fund and General Fund Budget

VI. City Manager’s Report

VII. Committee Matters

- A. Approval to enter the following Committee approved Minutes into the City’s Record
 - Planning Commission – February 25, 2019
 - Events Committee – March 7, 2019
 - Museum Commission – April 3, 2019
- B. Appointments and Reappointments
 - Beautification Foundation – Two (2) Positions
 - Events Committee – One (1) Position
 - Museum Commission – One (1) Position
 - Public Safety Foundation – Two (2) Positions

VIII. Council Comments

IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements for a sewer line project
- C. Discussion of negotiations incident to proposed franchise agreements for SCE&G and Mid-Carolina Electric Cooperative

X. Reconvene

XI. Possible Actions by Council in follow up to Executive Session

XII. Adjourn

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

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CITY OF CAYCE
Regular Council Meeting
April 2, 2019

The April Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Utilities Director Blake Bridwell, Human Resources Director Lynn Dooley, Administrative Coordinator Katinia Taylor, Deputy Director of Public Safety Jim Crosland 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 Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

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

Approval of Minutes

Council Member Jenkins made a motion to approve the March 5, 2019 Special Council Meeting minutes, the March 5, 2019 Regular Council Meeting minutes, the March 19, 2019 and the March 20, 2019 Special Council Meeting minutes as written. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentation

A. Presentation of the Tnemec People's Choice Award for Tank of the Year

Mr. Nick Vause with Tnemec asked Mr. Blake Bridwell and Mr. Craig Kirby to join him at the podium. Mr. Vause stated that the Tnemec Company, Inc. manufactures coatings and coating systems for exterior and interior environments. He stated that Tnemec has a Tank of the Year Competition annually and Cayce won for 2018 with the

most votes ever cast. He congratulated the City on the beautiful water tank and presented Council with the trophy.

Proclamation and Other

A. Approval of Proclamation – 2020 Census

Mayor Partin stated that the Census is very important for the City and its residents since the amount of Federal money the City receives is based on the Census numbers. She stated that on April 1, 2020 the Census count will occur and the City will be talking about the importance of the Census a lot for the next year. She stated that everyone needs to participate so the City will have an accurate count. Mayor Partin stated that a University of South Carolina student is working with the City to get the numbers for the City's response rate from the last Census so the City can beat that response rate. Council Member Corley made a motion to approve the Proclamation that details the importance of the Census and the City's commitment to an accurate count. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of the Accommodations Tax Committee's Recommendation for Distribution of Funding FY19/20

Ms. Taylor stated that the City received 14 requests for Accommodations Tax funds for FY19/20. The Accommodation Tax Committee recommended funding all the amounts requested except for one. Mayor Partin stated that the Committee recommended to partially fund one event because it is a new festival and they were not sure if it could bring people to the event from 50 miles out which is a requirement for Accommodations Tax funding. Council Member Jenkins made a motion to approve the Accommodations Tax Committee's recommendations for funding. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval to Proceed with an Agreement with Central Midlands Council of Governments for Technical Assistance with the City's Comprehensive Plan

Ms. Hegler stated that the current Comprehensive Plan was completed in 2010 and last revised in 2015. The 2018-19 budget identified \$50,000 to pay for contract services to assist in the update of the City's Comprehensive Plan. CMCOG is requesting \$42,520 to assist with the update. She stated that the CMCOG will work closely with staff and the Planning Commission during 2019 and 2020 to update all of the nine (9) required elements of the Comprehensive Plan. Cayce citizens will be encouraged to provide their input at public meetings throughout this process. Staff anticipates having the plan

completed and presented to Council for review and approval by August 2020. Council Member Jenkins asked if the CMCOG had worked with the City before on the Comprehensive Plan. Ms. Hegler stated that it was the first time but they have helped other municipalities with their Comprehensive Plan.

Council Member Almond made a motion to authorize the City Manager to enter into a Technical Assistance Agreement with CMCOG to assist with the City's next Comprehensive Plan. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of a Research and Preservation Plan Development Agreement Related to the American Battlefield Protection Program Grant Project

Ms. Hegler stated that The City of Cayce received an American Battlefield Protection Program (ABPP) grant from the U.S. Department of the Interior, National Park Service for \$23,000. There is no cash match required for the grant and all expenses are reimbursable by a federal grant. However, the City will provide in-kind match through staff grant management time and mapping resources. She stated that the purpose of the grant is to create a Preservation Plan for the Battle of Congaree Creek Battlefield Earthworks. A request for proposals was placed in SCBO and while five (5) firms expressed interest, only one (1) firm responded.

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

Ordinances

A. Discussion and Approval of Ordinance 2019-02 Amending City Code Sections 12-45 and 12-47 Concerning Inspections, Audits and Penalties Related to Business License Taxes – First Reading

Ms. Hegler stated that staff recommends amending the language concerning inspections and audits to comply with the language in the Municipal Association of South Carolina Model Business License Ordinance Section 12-45. This section clarifies the authority of the business license official or his designee to make inspections and conduct audits. The current business license ordinance states that the penalties for delinquent license taxes shall not be waived. The proposed amendment to Section 12-47 will give the City Manager the authority to waive penalties only under certain circumstances if there is an extraordinary hardship or if the enforcement of the penalty requirement creates inequitable consequences relative to previous enforcement of the business license tax.

Council Member Almond made a motion to approve the portion of the amendment regarding the audits and inspections and stated that she would like to make an alternative motion regarding the penalty portion of the amendment. She made a motion that penalties may be waived for notifications of unpaid business license taxes issued in 2019 if payment in full of past and present license taxes owed is made prior to May 22, 2019. Council Member Corley seconded the motion. Council Member Carter stated that he was not sure if he completely understood Council Member's Almond's motion. Council Member Almond stated this would give people a chance to catch up since there was quite a large group of businesses in the same category that fell out of the City's review of business licenses and have not been paying a business license tax. She stated that City staff would like to get this group into compliance. Her motion would waive their penalties but they will still have to pay their business license taxes.

Council Member Almond stated that the consultant that the City hired discovered that this category had not been paying a business license tax. Council Member Carter asked how staff was going to notify this group of businesses. Mr. Crowe stated that the City's current business license ordinance provides that penalties may not be waived. He stated that the consulting service that was hired to find additional revenue found additional revenue based on business license taxes that had not previously been sought by the City from a segment of business. Mr. Crowe stated that it was felt that rather than require them to pay penalties for three (3) years it would be fairer to waive the penalties if those businesses would agree to pay the past and present taxes that were due. He stated that the basis of the May 22, 2019 date was that the consultant sent out notices on January 22, 2019 so this would give the businesses four (4) months to pay the amount owed in business license taxes and this was viewed as a fair catch up time.

Council Member Carter stated he wanted to make sure that the businesses were given enough time since many of the complaints were that they did not know that they owed a business license tax. Mayor Partin stated that this would be at least the third letter these businesses had received about this issue so they have had plenty of time to reach out to City staff. She stated that however this would be the first letter to clarify a window of time for when the amount owed is due. Mr. Crowe stated that the due date is an arbitrary date that he suggested so it could be pushed further out if Council thought more time would be helpful for these businesses. Council Member Jenkins asked what would be the next steps if one of these businesses failed to pay the amount due by the deadline. Mr. Crowe stated that the City has several means of enforcement. One would be to issue uniform ordinance summons. The other would be to file a civil action to try to collect the monies owed. Council Member Jenkins asked if the businesses did anything wrong by not paying their taxes. Mr. Crowe stated that in his view it is clear that anyone who operates a business within the City owes a business license tax. He stated that in the past there has not been a systematic program to collect those from a particular kind of business. He stated that statistically only a very small percentage of those businesses

voluntarily paid so now that the City has uncovered this group of businesses that has not paid it has to be enforced.

Mr. Crowe stated that the amendment to the inspections and audits part of the Ordinance was suggested in case the Business License Official learned that a particular business was not paying for a business license then the Official could inspect and audit and it would not have to be random or systematic like the current Ordinance states. Council Member Carter asked when the second reading would be for the amendment. Mr. Crowe stated that the letters to the businesses could be sent out after the first reading. Mayor Partin called the question which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that she wanted to make Council aware that the City had launched a new Cayce Curbside Collections app (also known as Re-Collect). She stated that through this app and the Collections Calendar on the Sanitation Department webpage (www.caycesc.gov/sanitation.php), residents can easily stay informed of their curbside sanitation and recycling schedules. Ms. Hegler stated the City has not yet made a formal launch, but will have an article in the upcoming summer newsletter and will issue a news release.

Ms. Hegler stated that Tartan Day South was the upcoming Saturday and Ms. Corder and Ms. Taylor would be there handing out Soiree flyers. She stated that Soiree on State billboards were going up that week. She stated that Council may have seen some COMET transit stop signs around the City. She stated that the signs are located where COMET is proposing new bus stops for the new route to Nephron and Amazon. She stated that staff had seen a couple of signs that are in less than ideal locations so they are working with COMET to revise the locations. Ms. Hegler stated that the General Fund Budget workshop and second Council Meeting, if necessary, will be held Wednesday, April 24, instead of the third Wednesday.

Ms. Hegler stated that the SCDOT held a public information session on March 26, 2019 regarding the bridge replacement over Congaree Creek. She stated that the bridge will be lifted four (4) feet and the grade will span a long length as opposed to having a sudden bump in the road. She stated that the bridge and road span will not be widened at all and the height of the bridge will be designed for a 50-year flood. Ms. Hegler stated that most of the work will be done during the daytime, with little nighttime work. The roadway will never be fully closed since traffic will flow in three (3) lanes at all times. She stated that construction will begin in two (2) years and will take two (2) years to complete.

Committee Matters

- A. Approval to enter the following Committee approved Minutes into the City's Record
Museum Commission – February 6, 2019
Events Committee – February 7, 2019

Council Member Carter made a motion to enter the approved Museum Commission and Events Committee meeting minutes into the record. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Appointments and Reappointments
Beautification Foundation – Two (2) Positions
Events Committee – One (1) Position

Mayor Partin stated that Ms. Joyce Coleman and Ms. Kim Wells' terms on the Beautification Foundation have expired. She stated that both have served on the Foundation since 2010. Council Member Jenkins made a motion to reappoint Ms. Coleman and Ms. Wells to the Foundation. Council Member Almond seconded the motion. Council Member Corley stated that Ms. Coleman's home address was not a Cayce address. Mayor Partin stated that Ms. Coleman grew up in the City and volunteers for many City events and causes. She stated that it is not a requirement to live in the City to serve on this Foundation. Mayor Partin called the question which was unanimously approved by roll call vote.

Mayor Partin stated that the Events Committee had two open positions and received a potential member application from Ms. Teresa Mitchell. She stated that Ms. Mitchell attended a recent Events Committee Meeting and the Committee recommends her for appointment. Council Member Almond made a motion to appoint Ms. Mitchell to the Events Committee. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Corley stated that she was looking forward to attending Tartan Day South. She stated it was always a fun event. Council Member Almond stated that the City's spring Plant Exchange was the following weekend and the Soiree on State was the last Saturday in April.

Executive Session

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

- B. Discussion and negotiations incident to proposed contractual arrangements regarding proposed redevelopment of 800 Lexington Avenue (Cayce Grammar School)
- C. Discussion of negotiations incident to proposed contractual arrangements regarding proposed Project Eiffel

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

Reconvene

After the Executive Session was concluded, Council Member Corley made a motion to reconvene the Regular meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Possible Actions by Council in follow up to Executive Session

IX. B.

Council Member Almond made a motion to authorize the City Manager to continue discussions with regard to 800 Lexington Avenue as discussed in Executive Session. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Adjourn

There being no further business, Council Member Corley made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:25 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, 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 *April 2, 2019* _____

Name	Address	Agenda Item

***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.

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**City of Cayce
Special Council Meeting
April 24, 2019**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, and City Treasurer Garry Huddle 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 for Council. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

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

Ordinances

- A. Discussion and Approval of Ordinance 2019-02 Amending City Code Sections 12-45 and 12-47 Concerning Inspections, Audits and Penalties Related to Business License Taxes – Second Reading

Ms. Hegler stated that after the April 2, 2019 Council Meeting staff immediately sent out letters to the people affected by Ordinance 2019-02 and everyone was on track to meet the May 22, 2019 deadline. Council Member Almond asked if Ms. Hegler was referring to all business categories or just the one category that was discussed at the April 2, 2019 Council Meeting. Ms. Hegler stated that she was referring to the one category that was discussed. Council Member Almond made a motion to approve Ordinance 2019-02 on Second Reading. Council Member Carter seconded the motion which was unanimously approved by roll call vote. Council Member Carter stated that the letter staff sent to the businesses was well received and appreciated.

Other

- A. Discussion of Proposed FY2019/2020 General Fund Budget

Ms. Hegler stated that staff had updated the Budget White Paper since it was sent to Council on April 11, 2019. She stated that the red text indicates new

information. She stated that the General Fund Budget is currently out of balance by \$1,388,903, with Projected Revenues of \$13,818,085. The projected revenues include \$817,000 in Hospitality Tax Revenue, \$834,435 in Grant Income and a \$1,800,000 transfer from Utility Fund for Indirect Costs.

Ms. Hegler stated that the new amount for Projected Expenditures is \$15,206,988. She stated that staff discovered that the worker's comp numbers were using a bad formula that was doubling the cost in some cases. This lowered the expenditures by \$42,000. Ms. Hegler stated that the Utility Budget Expenditure number will decrease by \$137,000 since the same bad formula was used. She stated that the General Fund Budget Expenditures include:

- \$1,726,000 in Capital Expenditures.
- Funding for three new firefighters to continue the four year plan to add twelve firefighters in four years. At present, six firefighters have been hired as part of this plan.
- Funding for three new Public Safety Officers personnel; two new SROs and the revenue from the School District for these officers and a Training Corporal, as a result of mandated training changes from the Academy.
- Funding for a part time Events Manager for the Administration department, as discussed in the City's Strategic Plan.
- 5 additional FTE's, including additional City Management staff, 1 refuse collector, 1 accounts payable administrator, and 2 parks crew to assist with maintaining the improvements to Knox Abbott Drive.
- Expenditures associated with the City's Recycling Program. The City was notified last year that Sunoco will no longer recycle our comingled trash for free.
- Medical insurance costs include the City's required employer contribution plus the employee's individual contribution, as has been done in prior years per Council's approval.

Ms. Hegler stated that Council Member Almond asked at the April 4, 2019 Council Meeting if staff could bring back a dollar amount calculated for the cost of a COLA so Council will have that information for their discussions. Ms. Hegler stated that total salary and wages is \$6,966,391.56 and a 1% COLA would cost \$69,663.92, a 2% COLA \$139,327.83 and a 3% COLA \$208,991.75. She stated that as of July 1, 2018, the General Fund had an Unrestricted Fund Balance of \$6,067,716.

Ms. Hegler presented the FY19/20 Revenues. She stated that business license fees did go down by a substantial amount. She stated that the City has an agreement with the Farm Bureau that gives them a higher percentage reduction in business license fees after certain years and 2019 is one of those years. She stated that Farm Bureau will go from being reimbursed at 62.5% to 80% which equals \$290,000. Staff also made

an assumption of a reduction in SCANA's business license fee for all of their businesses. Ms. Hegler stated there was a slight decrease in building permit fees since a lot of apartments were built in previous years and there are not currently any plans to build more. Council Member Almond asked why the rental registration fee decreased by more than half. Ms. Moody stated that there is not a fee associated with registering a rental property. A fee is only charged if someone is late paying their business license fee. Mr. Williamson stated that property owners now know that they are required to register their rental property. Ms. Hegler stated that Miscellaneous Permit Fees decreased because staff assumes some insurance claim payouts will be reduced.

Mayor Partin asked about the SRO transfer and if the City was now receiving the same amount that the County received. Chief Snellgrove stated that the City is at the same rate that the County was when they left the high schools. He stated that the transfer cost includes all equipment as well.

Ms. Hegler stated that the City's State Grant Revenues were almost double because of the City's rural infrastructure work. She stated that the Traffic Enforcement Grant and the DUI Enforcement Grant are continuing. She stated that the DOJ Grant Revenue was reduced because the COPS Grant is coming to a close on September 30, 2019. Council Member Almond asked what the Other Financing Sources line item included since it was \$283,000 last year and 0 for FY19/20. Mr. Huddle stated that the \$283,000 was the lease purchase from the last budget.

Ms. Hegler stated that the first budget to be discussed was the Legislative Budget which Ms. Corder would present to Council. Ms. Corder stated that the Legislative budget only increased by \$4,000 from the previous year. She stated that Mayor Partin is chosen every year as one of the 50 Most Influential. She stated that the City purchases a congratulatory ad and she would like to start including the cost of the ad in the advertising expense line item. She stated that the Other Operating Expense line item increased because she would like to start budgeting to purchase Council new City shirts to wear to meetings and conferences. Mayor Partin stated that the US Conference of Mayors' meeting that was included in the FY19/20 budget is actually held in the current budget year. Ms. Corder stated that she would correct that line item.

Ms. Hegler presented the Administrative budget. She stated that the Salaries & Wages line item increased because of the proposed addition of a part-time Events Manager/Coordinator and new personnel in the City Manager's office. She stated that the cost of Office 365 is being added to each department's budget instead of the cost being in IT's budget. She stated that staff has requested a Class & Comp Study to look at the City's rates and salaries and where personnel is being placed.

Ms. Erin Nanny, the Clerk of Court, presented the Recorder's Court budget. She stated that the Court's budget actually decreased. She stated that the Salaries and Wages line item decreased even with the addition of the two (2) new judges. Council Member Carter asked if the City's juror fees compensation was standard among all

municipalities. Ms. Nanny stated that the \$5 per day that the City pays is standard. She stated that she and the Assistant Clerk of Court have met with both new judges and they are excited to work with them. Ms. Hegler stated that both judges would be sworn in at the May 7, 2019 Council Meeting.

Ms. Corder presented the Legal budget. She stated that the only change was a slight increase in Prosecutor fees. Mayor Partin asked if the Prosecutor fees should be increased even more since staff is currently catching up on court cases. It was suggested to increase the line item to \$15,000.

Mr. Jamie Beckham presented the IT Budget. He stated that the Salaries and Wages line item increased since two (2) full time employees (FTE's) are now in the budget. He stated that in the past his position was included in Public Safety's budget but now both positions are in the IT budget. He stated that the Travel Expense line item decreased because the State is paying for part of the cost of one of the conferences that he attends. He stated that the Software/Licenses Expenses line item decreased since the cost of Office 365 was distributed to each department's budget. He stated that the City is moving to a higher license level. He stated that the City is having to buy a new version of Microsoft Office every four to five years and by upgrading the City's license he won't have to purchase that software every few years. He stated that the City will always have the most current version and this will also improve security.

Mr. Beckham stated that the Machines and Equipment Expense line item decreased because the City does not have to purchase any new servers currently. He stated that he does have to replace two (2) new switches. Mayor Partin asked why a new computer and Surface Pro were budgeted for if there was not a new position added. Mr. Beckham stated that in the past he worked from Public Safety and would use whatever computer was there but since he and the other IT staff member will both be working at City Hall new equipment is needed.

Mayor Partin asked for clarification on the replacement PC's line item. Mr. Beckham stated that 16 PC's were being replaced in the General Fund. He stated that the City tries to replace staff's PC's every five years. Council Member Almond asked if this cost should also be distributed among the department's getting new PC's. Mr. Huddle stated that it was possible to distribute the cost if Council prefers to do it that way. Mr. Beckham stated that when he orders new PC's he orders five (5) to ten (10) at a time and it is easier to charge one line item rather than each department's line item. Council Member Jenkins asked if Mr. Beckham receives a discount when he orders so many PC's at a time. Mr. Beckham stated that the City has a Dell contracted rate which provides great pricing that includes the initial software licensing, set-up, a wireless keyboard and mouse. Council Member Jenkins asked if the City has to buy a license for each computer purchased. Mr. Beckham stated that the license has to be paid for upfront when the machine is purchased but after that it rolls into the yearly Microsoft license that the City pays for on its servers. Council Member Almond asked if the

increase in Medical Insurance Expense was related to the new position. Mr. Beckham stated that it was.

Ms. Corder presented the Community Relations budget. She stated that the Central Midland Council of Governments' dues increased because of a 3% increase in the dues over the next five (5) years. She stated that the COMET requested that the City increase its contribution to the CMRTA. Ms. Corder stated that Mayor Partin asked that the City increase its investment level with engenuitySC since so many more benefits are offered with a slight increase in investment. Mayor Partin stated that she would bring a list of the additional benefits to the May 7, 2019 Council Meeting. She said that the investment level increase includes support with the City's Boards and Commissions, complimentary facilitation services and a number of other things. Ms. Corder stated that the City's Holiday Drop-In line item decreased. She stated that staff is hoping to use the culinary students at the Innovation Center to cater the 2019 Drop-in.

Mr. Huddle, the City's Municipal Treasurer, presented the Finance and Accounting Budget. He stated that the Salaries and Wages line item increased. He stated that he is retiring in December 2019. He stated that a new Treasurer will need to be hired at least four (4) months before he retires so the City will be paying for two (2) Treasurers for a short period of time. Mr. Huddle stated that he has also requested a new FTE position, an Accounts Payable Clerk, since his department is getting busier and busier as the City grows. Mr. Huddle stated that the Service Contracts line item has increased because GASB requires an actuary evaluation every other year instead of every third year. Mayor Partin asked who decided to require an additional study be done. Mr. Huddle stated that the Federal Government requires it. Mayor Partin asked what the cost of a new computer in Equipment Non-Capital was for if Mr. Beckham is purchasing replacement PC's. Mr. Huddle stated that this was a new PC for his requested new position. He stated Mr. Beckham would purchase it when he purchases replacement PC's so he can get the discount.

Mr. Huddle presented the Tax Collection budget. He stated that the City has a contract with Lexington County to collect the City's taxes. He stated that the cost increases slightly every year since the City's population increases annually.

Ms. Corder presented the Public Buildings budget. She stated that she requested an additional \$8,000 in Service Contracts so all the City's Heat & Air Units will be serviced bi-annually. She stated that the Utility Department building at City Hall needs a new roof. She stated that she received various quotes and one quote was \$30,000 to install a new silicone coat on the roof. The silicone coat will have a ten (10) year warranty and two (2) additional silicone coats can be installed on top of that. Ms. Corder stated that she has requested security cameras for all the City's buildings since currently there are only cameras in the Water Billing Department. Council Member Corley asked if there had been any issues that prompted Ms. Corder to request security cameras. Ms. Corder stated that had not been any issues and she hopes that the

cameras would prevent any issues in the future. Ms. Corder stated that she was able to purchase the requested new rack and mixer for Council Chambers with funds from the current budget so the Equipment Non-Capital line item will actually decrease by \$1,213.

Chief Byron Snellgrove and Deputy Chief Jim Crosland presented Public Safety's multiple budgets. Chief Snellgrove stated that the Salaries and Wages line item increased in Public Safety Admin because they have requested a Corporal for a Training position. He stated that the Municipal Association of South Carolina is supporting the SC Criminal Justice Academy in a line item budget as well as having the Academy create a plan to reduce the wait time for local law enforcement hires to be admitted to the Academy. He stated that the Academy plans to reduce their 12 week basic training class to 8 weeks and require that Police Departments do the other four (4) weeks of training in-house with videos and lesson plans of Academy Instructors teaching the classes. The Departments will be required to have a proctor in those classes. Chief Snellgrove stated that this will take a lot of man hours especially if Public Safety hires people that are not already certified. He stated that Cayce Public Safety is the only agency in the Midlands that is full. He stated that they have eight (8) people that are certified that are lined up to come in once there is an opening. He stated that a new Training Corporal is needed specifically to handle the new required training in-house as well as to be a liaison with the Academy.

Chief Snellgrove stated that Public Safety has close to a 100 employees at this time and only one (1) dedicated Training Officer. He stated this Officer also issues equipment, works on the firing range and other things that are outside of his Training position scope. Council Member Almond asked if the City pays the Academy for training. She stated that if so, would the City save money once it starts doing four (4) weeks of the 12 weeks of training. Chief Snellgrove stated that the Academy is paid through fees and fines of traffic citations. He stated that the Legislature has not changed those assessments so if the Bill passes it will give the Academy a line item so they will have a specific budget they can work with since there has been a shortfall in the fees and fines over the last several years due to a Supreme Court ruling that has basically taken all the teeth out of bench warrants.

Council Member Carter asked what Public Safety was going to do for classroom space. Chief Snellgrove stated that he has discussed with other agencies and Midlands Technical College to have four (4) classes a year for new hires at a different location each time. Each department would have to provide a proctor for the classes as well as laptops. He stated that if Cayce only has one (1) or two (2) classes they can find space within the Department. Chief Snellgrove stated that they have also been asked to host classes and they cannot charge anyone to host the training. He stated that if the classes get too large Midlands Tech is considering allowing the departments to use a classroom there as well as their computers. However the City would still have to provide a proctor. Council Member Almond suggested possibly allowing the students at the Innovation Center to sit in on the classes. Chief Snellgrove stated that there has

been debate about whether to allow a student that is not hired and has not been vetted for the Academy to be able to sit in on the classes.

Mayor Partin asked for clarification on the issue of departments doing the four (4) weeks of training in-house. Deputy Chief Crosland stated that each department would take one week. He stated that you are required to have a certified Officer in the class in case a student has any questions about the videos. Chief Snellgrove stated that the process is that the candidate is hired, then the candidate has to go to the Academy and be registered and get an academus number so they can be a student for the first four (4) weeks. He stated that there are four (4) blocks of lessons and each of the blocks has a test that the student has to score at least a 70%. He stated that the students use their academus number to take the tests. He stated that if they fail one of the tests they can take it again but they have to wait at least a week to take it again. He stated that once the student takes a test for each of the four (4) blocks they have to go to the Academy to take a physical agility test and a comprehensive test for the four (4) weeks they have been at the Department. He stated once they pass the four (4) block test, the comprehensive test, the physical agility test, the psychological test and the reading and comprehension test then the student gets an Academy date. The Academy date could be up to a few months away but the Academy is hoping that this will reduce it to about every two (2) to three (3) weeks. Chief Snellgrove stated that he has to have a Training Officer with the student while they are doing the four (4) weeks of training and while they are waiting to go to the Academy.

Council Member Jenkins asked if Cayce would only be training their students or if they would be training students from other agencies as well. Chief Snellgrove stated that Cayce Public Safety has the largest municipal department in Lexington County and has agreed to host some of the classes and other agencies. He stated that it is good for comradery and relationships with other agencies. He stated that he does not mind taking one or two students from other agencies if the City is already holding a class but if it becomes 10 to 12 students then that will become a problem. Council Member Carter asked for clarification on possibly having three (3) or four (4) different locations for classes. He asked if that meant that other locations would be hosting classes as well. Chief Snellgrove stated that all the other agencies in the area are considering doing the same thing. Council Member Carter asked if there was concern that another agency might try to recruit one of the City's new hires. Deputy Chief Crosland stated that there is an unwritten rule that you don't poach other agencies officers. He stated that the Academy states that once an Officer starts with an agency they are locked it to that department for two (2) years.

Chief Snellgrove stated that the Director of the Academy was recently in a Chief's class and stated that City of Cayce Public Safety and Chief Snellgrove and Deputy Chief Crosland are the model department for the Midlands at this time. He stated that Council has allowed them to build a team that works and they have been very fortunate. Council Member Jenkins asked if the Department had outgrown their current building. Chief Snellgrove stated that he has requested \$40,000 to paint the jail

cells, install electrical and put a roof over the storage area on the side of the building so they can use that space for office space for more personnel. Deputy Chief Crosland stated that Council approved \$15,000 in the current budget so Public Safety could convert the sally port into offices and training spaces. Chief Snellgrove stated that the Public Safety building should have never been built where it is since it is in a flood plain. He stated that they are not allowed to add on to the building but they can redesign the interior to better fit their needs.

Chief Snellgrove reviewed the budget for the Public Safety Investigation Department next. He stated that Salaries and Wages actually went down because they moved one position to Patrol. He stated that they requested an additional \$1,000 in Special Department Supplies so all Officers will have a fingerprint kit. The City has experienced a rash of vehicle break-ins lately where the car is unsecured. Chief Snellgrove stated that they requested a desk top computer with a 4K monitor for downloading traffic videos. They also have requested a pole light to be used at crime scenes.

Chief Snellgrove reviewed the Public Safety Traffic budget next. He stated that the Salaries and Wages did increase due to the two (2) new School Resource Officers that have been requested and the Investigator position that was moved to Patrol. Mayor Partin asked which schools the SRO's would be working in. Chief Snellgrove stated that Brookland Cayce High School would get one for a total of two (2) SRO's there. He stated the other new SRO would work at the new alternative school moving into Davis Elementary. Mayor Partin stated that currently the City has both high schools and two (2) middle schools. She stated that the City has an inordinate number of students and may want to look into changing the 75/25 percentage. Council Member Carter asked if the Innovation Center has a SRO. Chief Snellgrove stated that the School District has not requested a SRO yet. Deputy Chief Crosland stated that Busbee and Cayce Elementary SRO's share the responsibility of patrolling the Innovation Center. Mayor Partin asked Ms. Hegler to make a note for them to contact the School District to discuss the percentage. Council Member Almond stated that if students from other municipalities are funneling into the schools in Cayce then the other municipalities should pay a percentage for the SRO's in Cayce schools.

Chief Snellgrove stated that in the past the Department was buying Tasers but they were quickly becoming obsolete since Taser rotates the product out on a regular basis. They have discovered that a Taser service contract is a better way to proceed. He stated that under the contract they will get five (5) new Tasers a year including cartridges. He stated that the Service Contracts line item includes Motorola and the traffic cameras that are also used to track criminal activity. Chief Snellgrove stated that the Special Department Supplies line item includes battery replacements for the 800 radios, pistol and rifle ammunition and traffic equipment which includes the safety equipment that is in each vehicle.

Chief Snellgrove stated that the Department is on a five (5) patrol vehicle replacement plan. He stated that two (2) Investigation vehicles are close to a 100,000 miles and have been having issues. He stated that two (2) new vehicles have been requested for the two (2) new SRO positions. He stated that they have requested three (3) more body worn cameras for the requested new positions and have requested ten (10) 642 revolvers to be used as back-up weapons.

Chief Snellgrove reviewed the Public Safety Fire budget next. He stated that they requested three (3) new firefighters to stay on schedule with the plan. He stated that they requested a pump and hose to be used to eliminate flooding in the fire bay, dayroom and offices in the Fire Department during heavy rains. He stated that they requested new computer software for the Fire Department since the current software is not compatible with the new computer aided Dispatch program. He stated that Fire Marshal software would be included with the new software to assist the Fire Marshal with his work. Council Member Jenkins asked if it was possible to request FEMA monies since the Fire Department has flooded multiple times. Ms. Moody stated that the City has requested FEMA monies but the flood way and the flood plain line run directly in the middle of the building so there is only a small portion of the building that would be eligible to receive funding.

Chief Snellgrove reviewed the Public Safety Animal Services budget next. He stated that the K-9's have been added to this budget. He stated that the Travel Expense line item increased due to the K-9's being certified every year and traveling to Georgia for training. He stated that the Uniform Expense line item increased since the K-9's uniforms have to be replaced often due to them being in the woods frequently.

Chief Snellgrove reviewed the Public Safety Parks budget next. He stated that the overtime line item increased by \$2,000 because the Officers are performing more extra/special duty assignments. For example, many of the churches in the City request an Officer to be in the church during Sunday services. He stated that they are reimbursing the City for the extra duty but it still initially comes out of the overtime budget. Mayor Partin asked how often they receive requests from churches that feel unsafe. Chief Snellgrove stated that the churches may not necessarily feel unsafe but they want the presence of an Officer there during services. Deputy Chief Crosland stated that special duty has tripled in the last three years. He stated Officers work all City events, all runs in the City and events at the Speedway.

Chief Snellgrove reviewed the Public Safety Dispatch budget next. He stated that an extra \$2,000 was requested for the overtime budget since often an additional Dispatcher is called in during a large event or an emergency. Chief Snellgrove gave Council Member Jenkins the service records of the vehicles that have been requested to be replaced.

Mr. Huddle reviewed the Street Lighting budget. He stated that it increases slightly every year due to new street lights being installed.

Mr. Thomas White, the Sanitation Department Manager, reviewed the Streets and Sanitation budget. He stated that he has requested one new position. He stated that he has requested an additional refuse collector. He stated that currently when picking up recycle roll carts he has a two (2) man crew but should have a three (3) man crew to work both sides of the road. He stated that this new position could also be used for seasonal pick up such as leaves in the fall. Mr. White stated that he has requested telephone headsets for the drivers since by law they are required to use one touch phones. He stated that in Capital Machines and Equipment he has requested 500 new roll carts. He stated that the new roll carts have an improved design and can be used with an automated garbage truck. He stated that the new roll carts are guaranteed for 12 years. The City's current roll carts are 11 years old and are slowly falling apart. He stated that he is going to request 500 new roll carts a year until all the current roll carts are replaced.

Mr. White stated that he has requested an automatic garbage truck. He stated that the automatic truck can pick up recycling, garbage and even yard trash if it is in the correct container. Council Member Jenkins asked if the arm on the automatic truck would swing to both sides of the street. Mr. White stated that it only swings to one side of the street. Council Member Carter asked if the automatic truck would increase the department's efficiency. Mr. White stated that it would definitely improve efficiency but could not be used everywhere in the City. He stated that some of the City streets have too many cars parked on the streets or too many large trees so the automatic truck could not be used on these streets. He stated that it could be used in Moss Creek, Concord Park and Hunters Mill. Council Member Jenkins asked if the current trash trucks slam the roll carts onto the street or do the hydraulics ease it down. Mr. White stated that the tires are breaking from age.

Mr. White stated that he requested a 4x4 truck for the Supervisor position to be used for on-call situations. For example, when trees are down from bad weather. He stated that currently the department only has one (1) 4x4 truck which is used to clear the streets of debris and fallen trees.

Mr. Carroll Williamson, Director of Planning and Development, presented the Planning and Development budget. He stated that his department's budget has decreased from the previous year. He stated that the City has a contract with Lexington County Stormwater Consortium that usually costs the City \$30,000 annually. He stated that the Consortium's budget was healthy enough that they decreased all municipalities' fees for one year. The City's fee will only be \$9,040 for this year. Mr. Williamson stated that the consultant with Southern Resource Advisors is being paid his portion of the business license fees that he helped the City recover out of the Professional Services Contract line item. Mayor Partin asked if staff had heard anything on the proposed legislation introduced to stop municipalities from using companies to assist them in finding additional revenue sources. Ms. Moody stated that the last update she heard was that someone introduced language that if a municipality had an existing agreement

than it would be grandfathered in. Mr. Williamson stated that the City's contract with Southern Resource Advisors will end on August 14, 2020.

Mr. Jerry Kirkland, Museum Curator, and Andy Thomas, Museum Assistant, presented the Museum budget. Mr. Thomas stated that the Museum Aide cost was moved from Salaries and Wages to Service Contractors. He stated that repairs are needed for the cabin, smokehouse and the Public Safety exhibit building to preserve the structures. He stated that it has been quite some time since any of those buildings have been worked on. Mr. Thomas stated that they have requested a changing exhibit space in the Museum building so the Museum's exhibits can be changed out every few months to attract new visitors to the Museum. Mr. Kirkland stated that the Museum has received many donations of items lately and he and Mr. Thomas want to display these items rather than just put them in storage.

Mr. Thomas stated that they would like to turn the smokehouse into an exhibit. He stated that they are currently working with the students at the Innovation Center to design exhibit signs for the smokehouse. He stated that the firetruck in the Public Safety building exhibit is 85-90% complete and they hope to have an unveiling in December 2019 so it can be in the 2019 Holiday Parade of Lights. He stated that another exhibit they are working on is the 1964 Cayce Dixie Youth World Series exhibit. He stated they have been able to contact every living team member except one. He stated that the Museum is hosting a reception for the players on August 16, 2019.

Mr. Thomas stated that he and Mr. Kirkland are also working on expanding the Museum's programming. He stated that on May 18, 2019 they are having an event to commemorate when George Washington came to the area in May 1791. He stated that the event will be family and kid friendly. Council Member Jenkins asked if old reclaimed wood would be used when repairing the cabins. Mr. Kirkland stated that he found an old home in the lowcountry with similar wood and was given permission to use some of the wood for the repairs. Mayor Partin asked if any of the repairs were something that the Construction Arts students at the Innovation Center could do. Mr. Kirkland stated that they prefer to use an expert to preserve the buildings but are looking into other ways to use the students. Mayor Partin suggested possibly using local civic groups to help with painting the buildings. Mr. Kirkland stated that the kitchen is original and was built in 1749.

Mr. James Denny, Parks Manager, presented the Parks and Ground Maintenance budget. He stated that he received estimates form Green Earth to maintain the improvements made to Knox Abbott Drive and to maintain Guignard Park. He stated that the estimate to maintain Guignard Park was \$39,000 annually and the estimate for Knox Abbott Drive was \$107,000 annually. He stated that he requested two (2) new positions to maintain these areas since outsourcing it was cost prohibitive. He stated that the new crew would also handle repairs in the Riverwalk. He stated that 75% of Knox Abbott will be maintained my private contractors that the businesses hire.

Mr. Denny stated that he and Mr. White have requested in their budgets a concrete pad to be installed in front of their building and would split the cost. Currently rocks and dirt are tracked into the building constantly. He stated that he requested a walker mower to cut Knox Abbott Drive and a mini skid mower for the Riverwalk. He stated that very large trees are falling in the Riverwalk and staff is cutting them back from the right-of-way but they have created a huge debris pile. Mr. Denny stated that he also requested a trailer for the department's new aerial lift since staff is currently loading the aerial lift on an old backhoe trailer and the rubber tracks are getting damaged from the trailer. He stated that he requested a blower attachment for the Ventrac. A Ventrac is an all-wheel drive compact tractor. Currently two (2) Parks staff members blow off the parking lots and surrounding areas of City Hall every morning and it takes them approximately an hour each. The blower attachment can be used by one staff member and will only take 45 minutes.

Council Member Jenkins asked what is done with the trees that fall in the Riverwalk. Mr. Denny stated that the Guignard family mandated when they gave the Riverwalk to the City that it must stay in a natural state. Over time moss grows on the trees and they decompose.

Mr. Mike Clayborn, the Garage Manager, presented the Garage budget. He stated that he requested a car wash machine to be used to wash all the vehicles and equipment in the City's fleet. He stated that he would like to have it built on the land behind Mr. Smith's property. He stated that staff would clear the land. It would be a 100' x 200' area and the building would be 20' x 50'. The building would have open sides and a concrete floor. The car wash would have a brush and wand and be set up exactly like a commercial car wash. However it would have a security code. Ms. Hegler stated that staff has considered splitting the cost of the wash machine with Utilities since they would use it as well.

Mr. Clayborn stated that the additions to the Garage was just completed. It includes two (2) large drive on racks to be used to pick up the four (4) door trucks. He stated that he also requested a tire balancer and a tire machine.

Mr. Huddle presented the Non-Departmental budget. He stated that this includes the cost to pay retirees health insurance and the interest and principal on the City's lease purchases.

Ms. Hegler stated that the last page of the budget packet is a list of the requested Capital Equipment items. She stated that staff has been looking into other revenue sources and one option is to have a local accommodation tax. She stated that the City has new hotels which are doing well.

Executive Session

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

Mayor Partin asked if there was anything to be discussed in Executive Session. Ms. Hegler stated that there was not anything to be discussed.

Mayor Partin thanked staff for attending the meeting and said she and Council really enjoy the time to sit with staff and thanked them for everything they do for the City.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Corley 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

ITEM I. C.

I do solemnly swear that:

I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been appointed, and that I will, to the best of my ability, discharge those duties and will preserve, protect and defend the Constitution of this State and of the United States;

I pledge to uphold the integrity and independence of the judiciary; I pledge, in the discharge of my duties, to treat all persons who enter the courtroom with civility, fairness, and respect; I pledge to listen courteously, sit impartially, act promptly, and rule after careful and considerate deliberation; I pledge to seek justice, and justice alone;

So help me God.



Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

PROCLAMATION

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

WHEREAS, Midlands Gives was established by Central Carolina Community Foundation as a regional day of giving online at www.midlandsgives.org; and

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

WHEREAS, through Central Carolina Community Foundation and its community partners, Midlands Gives shall inspire the public to support our nonprofit organizations on this one day, May 7th; and

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

THEREFORE, BE IT RESOLVED that I, Elise Partin, Mayor of Cayce, do hereby proclaim May 7, 2019, as Midlands Gives Giving Day, in the City of Cayce, South Carolina, and urge citizens to celebrate the great work of our area nonprofits and to support their efforts in a way that is both financially meaningful and personally rewarding.

Dated this 7th day of May 2019.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



PROCLAMATION

WHEREAS, on average, 650 people die each year in boating-related accidents in the United States; 76 percent of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

THEREFORE, BE IT RESOLVED that I, Elise Partin, Mayor of Cayce, do hereby support the goals of the Safe Boating Campaign and proclaim May 18 - 24, 2019 as National Safe Boating Week and the start of the year-round effort to promote safe boating. I urge all those who boat to practice safe boating habits and wear a life jacket at all times while boating.

Dated this 7th day of May 2019.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



PROCLAMATION

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

THEREFORE, BE IT RESOLVED that I, Elise Partin, Mayor of Cayce do hereby proclaim the week of May 5 through May 11, 2019 as Municipal Clerks Week and further extend appreciation to our Municipal Clerk, Mendy Corder, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 7th day of May 2019.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director

Date: April 30, 2019

Subject: First Reading of an ordinance to re-zone 1908 State Street (TMS# 005769-08-004) from RS-3 (Single Family Residential) to C-3 (Central Commercial).

ISSUE

Council approval is requested for the First Reading of an ordinance to re-zone 1908 State Street (TMS# 005769-08-004) from RS-3 (Single Family Residential) to C-3 (Central Commercial District).

BACKGROUND/DISCUSSION

The City of Cayce owns this property. This property was used as a residential property until the property was purchased by the City and the house demolished in 2017. The C-3 zoning classification is intended to promote the concentration and vitality of commercial and business areas of State Street. In order for the City to use this property to support the surrounding State Street businesses, it needs to be re-zoned to C-3.

1908 State Street is approximately 8,000 square feet with no structures. Properties adjacent to and across from this property along State Street are zoned C-3. Toward the rear of the property, adjacent properties are zoned RS-3 (Single-Family Residential).

The requested re-zoning is in compliance with the Zoning Ordinance and is permitted as a zoning district in accordance with the criteria of the Comprehensive Plan and Future Land Use Map.

The Planning Commission considered the request for re-zoning at their meeting on April 22, 2019. The rezoning request was opened to the public. No members of the public spoke in favor or against the re-zoning request.

The Planning Commission voted on the requested re-zoning, to the C-3 zoning designation, at the Planning Commission meeting on April 22, 2019.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance to re-zone 1908 State Street (TMS# 005769-08-004) from RS-3 (Single Family Residential) to C-3 (Central Commercial).

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

ORDINANCE 2019-03
Amending Zoning Map and Rezoning
Property Located at 1908 State Street
(Tax Map Number 005769-08-004) from
RS-3 to C-3

WHEREAS, Staff requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown as 1908 State Street (TMS 5769-08-004), now zoned Single Family Residential (RS-3) to Central Commercial (C-3), and

WHEREAS, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

WHEREAS, the Planning Commission met on April 22, 2019, to review public comments and vote on recommending the rezoning request and unanimously voted to recommend this change to the existing zoning,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the property hereinafter listed, and as shown on the attached sketch, is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as C-3, Central Commercial:

Tax Map Number 005769-08-004
1908 State Street

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2019.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____


Second Reading and Adoption: _____


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

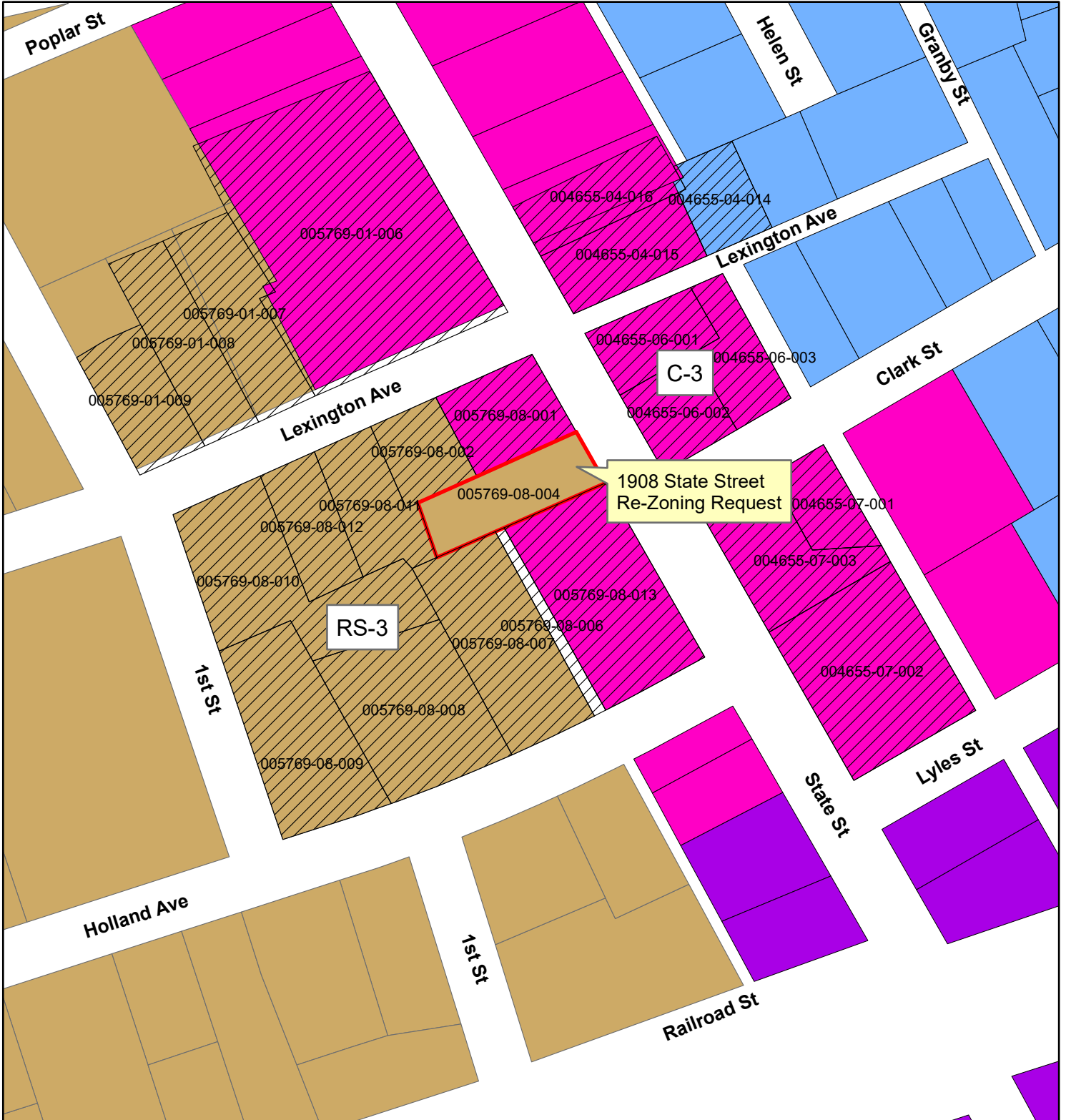
Map Amendment 001-19

1908 State Street

Legend

 Properties Within 200' of rezoning request

 1908 State St



Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director

Date: April 30, 2019

Subject: First Reading of an Ordinance Amending Zoning Ordinance Section 6.10 ("Design Overlay District") to Provide for a New I-77 Gateway Design Overlay District

ISSUE

Council approval is requested for the First Reading of an Ordinance to create the I-77 Gateway Design Overlay District in order to provide additional development standards and restrictions along the gateway into the City from Interstate 77 (I-77).

BACKGROUND/DISCUSSION

Staff is proposing a zoning change to create a design overlay for the area south of Taylor Road, along the 12th Street Extension south to I-77 and all properties in the City south of I-77. This Overlay District serves as a gateway to the City from Interstate 77. The purpose of the I-77 Gateway Design Overlay District is to provide additional development standards and restrictions to create an aesthetically pleasing and uniform appearance. This will extend and memorialize the campus-like standards for landscaping and building design and setback that SCANA has created on its properties, which make up a large portion of this Design Overlay District.

The Planning Commission considered the zoning request for creation of this Design Overlay District at their meeting on April 22, 2019. The zoning request was opened to the public. No members of the public spoke in favor or against the request, though some members of the public had questions.

The Planning Commission voted on the zoning request to create the I-77 Gateway Design Overlay District at the Planning Commission meeting on April 22, 2019.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance to create the I-77 Gateway Design Overlay District.

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

ORDINANCE 2019-04
Amending Zoning Ordinance
Section 6.10 (“Design Overlay
District”) to Provide for a New I-77
Gateway Design Overlay District

WHEREAS, the Council has determined that it is in the best interest of the public to amend Section 6.10 (“Design Overlay District”) of the City of Cayce Zoning Ordinance to provide for a New I-77 Design Overlay District; and

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

WHEREAS, the Planning Commission met on April 22, 2019, to review public comments and vote on recommending the amended Section 6.10 (“Design Overlay District”) of the City of Cayce Zoning Ordinance and unanimously decided that they do recommend this amendment as shown on the attached document,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 6.10 (“Design Overlay District”) of the City of Cayce Zoning Ordinance is hereby amended as shown on the attached document.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2019.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Section 6.10 Design Overlay District

Section 6.10-1 Creation; definition

- 1) There are hereby created three design overlay districts:
 - a. Knox Abbott Drive Design Overlay District, which shall parallel Knox Abbott Drive and shall extend from the street right-of-way the depth of each contiguous lot or 200', whichever is less.
 - b. 12th Street Extension Design Overlay District, which shall parallel 12th Street Extension from Poplar Street south to Taylor Road/Old Taylor Road, and shall extend from the street right-of-way the depth of each contiguous lot or parcel or 500', whichever is less.
 - c. I-77 Gateway Design Overlay District, which includes all properties between the CSX railroad right-of-way to the west, Congaree River to the East, Taylor Road/Old Taylor Road to the north, and City of Cayce city limits south of Interstate 77. See Exhibit A for a map illustration of this District area.

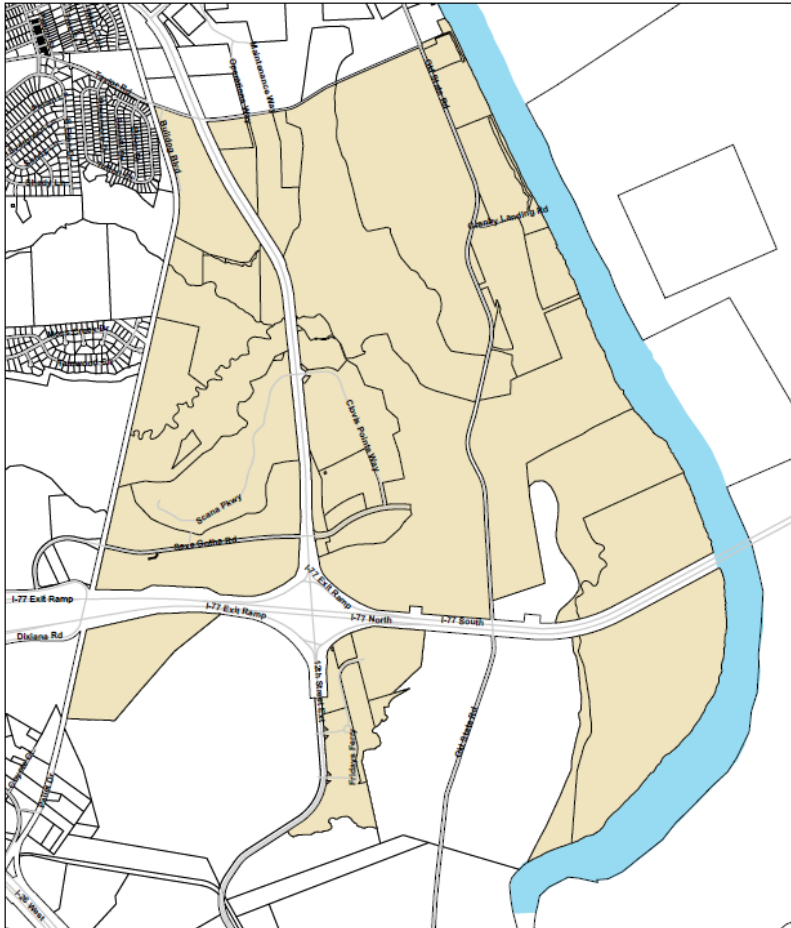


EXHIBIT A:
Map of I-77
Gateway
Design Overlay
District

Section 6.10-2 Purpose

1) Design Overlay Districts serve as gateways to the City. In order to visually harmonize these gateways with existing development, additional restrictions and development standards are required to create an aesthetically pleasing and uniform appearance.

Section 6.10-3 Uses

- 1) Knox Abbott Drive Design Overlay District and 12th Street Extension Design Overlay District
 - a. Permitted Uses. Unless specifically prohibited by Section 6.10-3.1.b, the uses permitted within the underlying zoning district shall apply.
 - b. Prohibited Uses
 - i. Truck (stops) and freight terminals
 - ii. Billboards
 - iii. Outdoor sales and storage lots, including, but not limited to, vehicular, boat, trailers, recreational vehicles, campers, manufactured homes, flea markets, furniture, lumber, scrap metal and salvage operations
 - iv. Sexually oriented businesses, night clubs and drinking places (bars and lounges)
 - v. Communication towers and antennas, with the exception of small wireless facilities as defined in Article 12
 - vi. Pawn shops, consumer cash lending secured by personal property
 - vii. Kennels
 - viii. Check cashing services

- 2) I-77 Gateway Design Overlay District
 - a. Permitted Uses. Unless specifically prohibited by Section 6.10-3.2.b, the uses permitted within the underlying zoning district shall apply, in addition to the following:
 - i. Residential- single-family and multi-family
 - ii. Light Industrial, commercial, office and institutional, public administration, and rural
 - b. Prohibited Uses
 - i. Any use which emits an obnoxious odor, noise, or sound which can be heard or smelled outside of any building or structure
 - ii. Any operation primarily used as a distilling, refining, smelting, or mining operation
 - iii. Any trailer court, labor camp, junkyard or stockyard provided, however, this prohibition shall not be applicable to the temporary use of construction trailers during periods of construction, reconstruction, or maintenance or the use of office and administrative trailers in connection with the marketing of lots or condominium units for sale

- iv. Any dumping, disposing, incineration, or reduction of garbage; provided however, this prohibition shall not be applicable to garbage compactors located near the rear of any building or any other approved location
 - v. Any use involving selling or exhibiting pornographic materials or illicit drug-related paraphernalia
 - vi. Any use involving selling the exhibition, either live or by other means to any degree, of nude or partially nude dancers or wait staff
 - vii. Any massage parlors or similar establishments
 - viii. Billboards
 - ix. Pawn shops, consumer cash lending secured by personal property
 - x. Check cashing services
 - xi. Kennels
 - xii. Outdoor sales and storage lots, including but not limited to vehicular, boat, trailers, recreational vehicles, campers, manufactured homes, flea markets, furniture, lumber, scrap metal, and salvage operations
 - xiii. Mobile homes and mobile home parks
- c. Conditional Uses
- i. Communication Towers and Antennas are permitted as a conditional use in accordance with Article 7, Section 7.8.

Section 6.10-4 Development Standards

- 1) Knox Abbott Drive Design Overlay District
 - a. Signage shall be in accord with the requirements for signage in the C-3 District.
 - b. No portion of a building constructed of unadorned masonry or metal siding shall front on or face Knox Abbott Drive
 - c. Colors shall be consistent with the character of development
 - d. All service utility lines shall be placed underground
 - e. Walkways shall be provided between the building entrance and the sidewalk.
- 2) 12th Street Extension Design Overlay District
 - a. Signage shall be in accord with the requirements for signage in the C-3 District.
 - b. No portion of a building constructed of unadorned masonry or metal siding shall front on or face 12th Street Extension
 - c. Colors shall be consistent with the character of development
 - d. All service utility lines shall be placed underground
 - e. No strip shopping malls shall be allowed
 - f. Where possible, curb cuts and driveways shall be combined
 - g. All buildings shall observe a fifty (50) foot setback from 12th Street Extension. Except for walks, driveways and permitted signs, the required setback area (yard) shall be completely landscaped, in accord with guidelines contained in Article 10. No off-street parking shall be permitted in the required setback area

3) I-77 Gateway Design Overlay District

a. Setbacks and Buffers

i. 12th Street Extension

a) All buildings shall observe a 50' setback from 12th Street Extension right-of-way.

b) Except for walks, driveways and permitted signs, the required setback area (yard) shall be completely landscaped, in accordance with Article 10 of the Zoning Ordinance.

c) No off-street parking shall be permitted in the required setback area.

ii. Interior street right-of-way

a) No setbacks required off of interior rights-of-way.

iii. All buildings on parcels with industrial uses shall observe a 50' setback from adjacent parcels with commercial or residential uses. This setback shall be completely landscaped in accordance with the *Landscaping* section of this Overlay District and Article 10 of the Zoning Ordinance.

b. Parking, Sidewalks, and Circulation

i. Parking Requirements

a) Parking counts shall not exceed requirements outlined in Article 9 Supplemental Off-Street Parking and Loading Regulations.

b) All parking shall be paved unless otherwise approved by the Planning Director.

c) No parking is allowed within the 50' setback from 12th Street Extension

d) The Planning Director may reduce parking counts by as much as 50% if the parking is being shared by different uses and if it meets regulatory requirements. Shared parking must comply with the following requirements:

(1) Parking shall be located within 500 linear feet from the primary entrance of all the lots or uses sharing the parking.

(2) Shared parking agreements must be documented through a written agreement of all lot owners of record.

e) Parking structures are permitted but must meet this Overlay's *Building Design* requirements for parking structures.

f) An effort should be made to locate parking to the side and/or rear of the building it serves. Parking lots shall not be closer than ten (10) feet of an inhabited structure to allow for sidewalks and landscaping. On-street parking shall not be closer than ten (10) feet of a building or structure.

ii. Sidewalks and Interior Streets

a) All interior streets shall have sidewalks. Parallel or diagonal parking on the street is also encouraged and medians are

allowed. Safety, sidewalk connectivity, street trees and on street parking are the components which are encouraged.

b) All sidewalks shall have a minimum width of 5 feet. Sidewalks creating an urban condition abutting a building shall have a minimum width of 8 feet and a minimum width of 10 feet if street trees are located within the sidewalk

c) Pedestrian access shall be provided from the street sidewalk to the building.

iii. Circulation

a) Shared Drives and Access When applicable, driveways shall be shared throughout this Overlay District.

b) Drive-thru Facilities that require drive-thru access will be permitted as a special exception, following Article 7, Section 7.16 Special Exception General Criteria.

c. Building Design

i. The maximum height of any structure other than hotels shall be fifty feet (50') and/or three floors. The maximum height of a hotel shall be five (5) floors or 50 feet, whichever is less. Height exceptions listed in Article 5, Section 5.2(4) shall apply.

ii. A variety of facades and roofing is required along street frontage, to avoid large, uninterrupted planes.

iii. To create variety and diversity, it is desirable to vary the masses within each building or structure so that uniformity of line and mass is avoided. In addition, building projections should provide interest and variety through the use of windows, doors, eaves and parapets. Building components should have proportions relative to the size and style of the building and interesting relationships to help avoid monotonous building elevations.

iv. Material Selection Use of the following materials is required:

a) Natural Stone

b) Brick

c) Architectural precast concrete

d) Cast-in-place concrete with texture

e) New building materials, as they are developed or become available, will be given special consideration by the Planning Director provided their use is in harmony with the community appearance. Metal siding shall not be permitted unless specifically approved in writing by the Planning Director.

v. Colors Natural, Earth tone colors, such as beiges and grays are required. Natural brick is allowed. Non-reflective finishes shall be used on exterior surfaces.

vi. Other Structures and Items

a) Electro-Mechanical System Electro-mechanical systems that utilize state-of-the-art technology relative to control and passive solar heating and cooling are encouraged. Roof mounted equipment shall be enclosed or screened. On-grade equipment

shall be screened by approved fencing and landscaping to required minimum heights. Exposed exterior mechanical, electrical and plumbing elements shall be screened. These elements shall be designed as part of the building architecture rather than as add-ons or appendages.

b) Refuse Containers Storage of all containers shall be screened from all views by an appropriately designed fence and/or landscaping.

c) Miscellaneous Exterior Structures No artificial vegetation, exterior sculptures, fountains or similar items shall be constructed, placed or maintained on any Lot without the prior written approval of the Planning Director.

d) Solar Panels Solar panels shall be designed as an integral part of the structure and concealed from street view.

d. Landscaping

i. The purpose of the landscaping is to

a) Promote a compatible and unified landscape treatment.

b) Provide a pleasant and well maintained appearance.

c) Enhance the visual and environmental characteristics from the public rights-of-way around and within this Overlay District, particularly the access points into lots, Overlay entrance areas, and areas requiring screening or buffering and streetscapes.

d) Safeguard and enhance property values.

ii. Landscape Plan Requirements

a) Plant schedule listing all proposed plant materials, their quantities, botanical name and common name of plant materials, height and spread of plant materials at installation, spacing for plant materials, and any special notes regarding plant material specification.

b) Street, walkway, and parking area lighting locations.

c) Irrigation plans.

d) All plants shown on the submitted landscape plans shall be installed during the initial planting of the lot.

iii. Landscape Planting Standards

a) All plant material shall meet the current American Standard for Nursery Stock.

(1) Shade Trees-minimum of (3)-inch caliper at the time of installation. Must be large-maturing tree species.

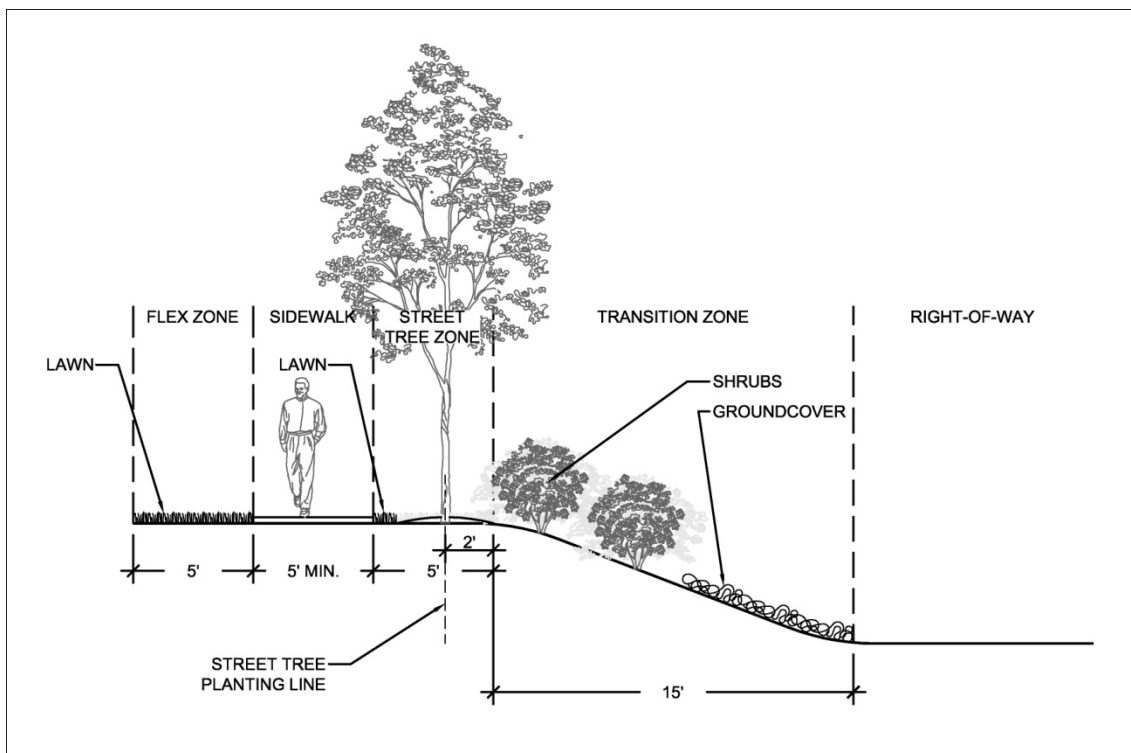
(2) Street Trees-minimum of four (4)-inch caliper at the time of installation. Must be large-maturing tree species

(3) Accent Trees-minimum of three (3)-inch caliper or ten (10) feet in height for multi stem trees at the time of installation

(4) Evergreen Trees-minimum eight (8) feet height at the time of installation

- (5) Evergreen Shrubs-minimum 18-inch height or five (5) gallon shrubs
 - (6) Deciduous Shrubs-minimum 24-inch height or five (5) gallon shrubs
 - (7) Seasonal Interest Areas-planted to create full coverage of the bed at mid-season
 - (8) Sod-Bermuda is recommended
- Caliper shall be measured with a diameter tape at 12 inches above ground. Height shall be measured from the soil line.

- iv. Minimum Landscape Requirements The following minimum landscape requirements have been developed to provide a consistent, high quality aesthetic to all areas of this Overlay District. These requirements have been separated into the following landscape areas
 - a) Entrances Each entrance will be planted with a consistent landscape design that includes a variety of plant types that provide year-round seasonal interest.
 - b) Street Trees Species The primary street trees recommended to be planted are Lacebark Elm and Live Oaks, or other species as approved by the Planning Director, planted 40-foot on center.
 - (1) All street trees shall be limbed up to a minimum 8 feet height where applicable for visibility.
 - (2) All street trees not in tree grates shall be mulched with double hammered mulch.
- v. Perimeter Landscape Buffers Perimeter landscape buffers are important to provide a consistent, high quality view from adjacent streets. The transition zone indicated in the graphic below, refers to the grade change required to raise the building elevation out of the flood plain.



a) Street Trees Street trees shall be planted in the street tree zone along the street tree planting line, as shown in the graphic above. The street trees in the perimeter buffer will create a consistent planting edge and visually unify this Overlay District.

(1) Street trees shall be planted at 40 feet on center in perimeter landscape buffers. All street trees shall be limbed up to a minimum 8 feet height where applicable for visibility. A minimum area of 50 square feet shall be mulched uniformly at the base of each street tree.

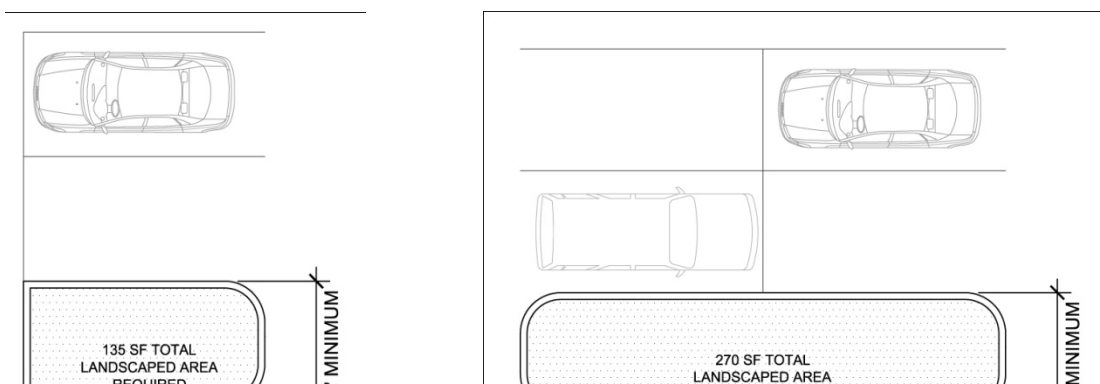
b) Shrubs Shrubbery shall be planted in the transition zone within perimeter planting buffers. A minimum of 50 shrubs shall be planted for every 100 feet of perimeter landscape buffer. A maximum of three types of shrubs shall be planted for every 100 feet of perimeter landscape buffer. All shrub planting beds shall be mulched.

c) Ground Covers/Perennials Ground cover/perennial landscape improvements shall be planted in the transition zone within the perimeter planting buffers. A minimum of 300 square feet of ground cover/perennial landscape improvements shall be planted for every 100 feet of perimeter landscape buffer. Ground cover/perennial landscape improvement areas shall be grouped in masses a minimum of 100 square feet in size. All ground cover/perennial landscape improvements areas shall be mulched.

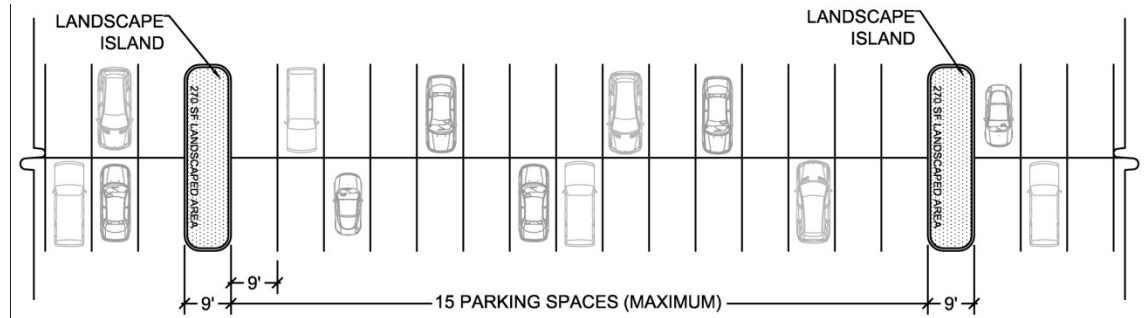
d) Lawn Lawn areas can be located within the flex zone, street tree zone, and the transition zone.

e) Buffering between different land uses in accordance with Article 10 of the Zoning Ordinance may be required.

vi. Parking Area Landscape All parking areas shall provide and maintain both interior and perimeter landscape improvements. These guidelines shall not apply to parking structures or on-street parking spaces within this Overlay District. Landscape islands located at the ends of parking bays or within parking bays shall be a minimum of 135 square feet for single bay parking areas and 270 square feet for double bay parking areas. The minimum width of landscape islands shall be 9 feet. See graphic below.

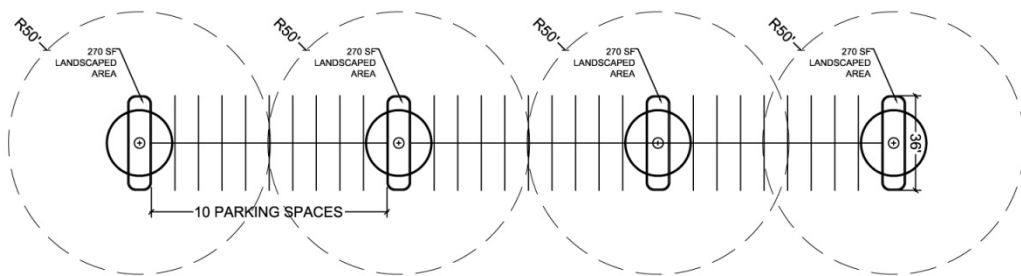


a) A maximum of 15 parking spaces are allowed in a continuous row without a required landscape island. See graphic below.



b) Parking islands All landscape improvement areas shall be protected from damage caused by vehicles using some method of vertical structure, i.e. curbs, wheel stops, or other similar structures. Parking islands used for stormwater management are permitted, as approved by the Planning Director.

c) Shade Trees One shade tree shall be required for every 2000 square feet of total parking area. Accent trees may be used in areas directly under or within close proximity of overhead power lines. Each parking space shall be within 50 feet of the trunk of at least one shade tree. Required shade trees for parking areas shall be located around the perimeter or in landscape islands within the parking area.



Shade Tree Spacing

(1) All shade trees shall be limbed up to a minimum 8 feet height.

d) Shrubs All parking lots must be screened with shrubs or a permanent structure. Shrubs for screening shall be planted so that within two years of planting there is a continuous evergreen screen at a two (2) foot height.

vii. Building and Site Landscape The following requirements for building and site landscape will provide consistent, high quality site improvements for areas adjacent and around structures within this Overlay District. It is critical the building entrances, foundation plantings, outdoor gathering spaces, site circulation corridors, and other site areas promote a uniform aesthetic.

a) A minimum of 10% of the total site's impervious area shall be designated as site landscape areas. These areas shall include a mix of shade trees, accent trees, shrubs, and ground cover/perennial planting areas. Landscape site areas shall not include lawn areas.

viii. Landscape Maintenance The lot owner shall be responsible for the maintenance of all landscaped areas. These areas shall be maintained in perpetuity and in a high quality condition, including the replanting of plant materials as needed to replace unhealthy or dead specimens.

ix. Irrigation Drip and spray irrigation systems shall be installed to maintain the vitality and health of landscape improvements. In the event that irrigation water contains potential harmful minerals, irrigation systems will be required to include a filtering system to prevent stains to buildings, walkways, pavements, and other site elements.

e. Lighting

i. Lighting Design Concepts In general, site lighting shall be low glare lighting. Site lighting shall comply with this section and the City of Cayce ordinances. Within this Overlay District, all freestanding street lights and pedestrian lights used for lighting exterior spaces shall be the same style, height, color and type and intensity. On each lot, all other lighting fixtures shall be from the same family of fixtures with regard to design, materials, color of fixture and color of light. No fiberglass poles shall be used. (Note: All lighting sources shall have internal cut-off optics, prismatic refractors, or building side shields to prevent glare to adjacent land uses).

a) Exterior lights should be used to accent entrances and special features, roadways, parking and pedestrian corridors. High levels of light are not desirable. Intensity should be no greater than required for automobile and pedestrian safety.

b) Lighting of street front interior window displays in retail establishments is encouraged even after business hours to create visually interesting storefronts.

- ii. “Light Fixture Design” Light sources may be of a concealed type or ornamental visible type. The design of poles, bollards and fixtures shall be integrated with the general site design. Parking lot lighting shall be a “cut-off” luminaire design to avoid glare on adjacent properties. Up lighting of trees and fountains, accent lighting of shrubs and entrances and silhouette lighting may be used to create special effects.
 - a) Building mounted lighting is restricted to private use areas such as courtyards and shall not be used for lighting parking areas or sidewalks. Building mounted light fixtures shall be shielded and shall not project above the fascia or roof line. The shields shall be painted to match the surface to which they are attached.
 - b) Colored, moving or flashing lights will not be permitted except for the Christmas holidays.
- iii. Listed below are the lighting standards for streets and parking:
 - a) Streets/Parking/Driveway/Loading Area Fixture 320 watt Metal Halide Shoebox-style fixture mounted on 30-foot square, direct-embedded bronze aluminum poles are required.
 - b) A lighting plan with locations, types, heights and colors is required.
 - c) Lighting for Pedestrian Areas Lighting for sidewalks, plazas and other pedestrian areas shall be illuminated with pedestrian scaled lights that have more detail and interest than those used for streets/parking/driveway/loading areas. To illuminate a street along a sidewalk a mixture of both the pedestrian and parking lot style lights may be used but the Illuminating Engineering Society of North America (IESNA) standards may not be exceeded. Light-Emitting Diode (LED) or Metal Halide lamps are required, unless otherwise approved by the Planning Director.
 - d) Lighting Usage Access roads and pedestrian circulation areas shall be illuminated to provide safety in after-hours/night-time traffic circulation. Lights shall be integrated in the design with other elements such as trees, pedestrian walks, crossings, signage and planting.
 - e) Lighting within parking areas shall be coordinated with parking lot design. Poles shall be located within the landscaped islands whenever feasible. Poles shall be mounted at ground level. Concrete pedestals are not allowed unless poles are located in areas where they are not protected from cars by a raised curb. Then they shall be located a minimum of 5 feet from the face of curb. The scale of the parking area should be considered in selection of pole height and spacing.
 - f) Types of Lighting Equipment Roadway and parking areas shall be lighted using LED or metal halide lamp fixtures.

- iv. Pedestrian, entry and landscape areas shall be lighted with LED or metal halide lamp fixtures. Lights may be pole-mounted or bollard type, and must be located to provide safe and secure conditions.

f. Signage and Graphics

- i. Purpose The purpose of the site sign standards is to establish a coordinated graphic program that provides project identification and directional communication in a distinctive and aesthetically pleasing manner.
- ii. No signs whatsoever (including but not limited to commercial and similar signs as well as signs of contractors performing work on existing Parcels or Lots or signs to advertise the property for sale) shall, without the City of Cayce's written approval of plans and specifications thereof, be installed, altered or maintained on any parcel or lot, or on any portion of a structure or motor vehicle visible from the exterior thereof.
- iii. General Requirements All signs, including identification, temporary, and informational, including those in setback areas, on loading docks, parking facilities, on buildings, storage areas, etc., along with appropriate plans and specifications, shall be first submitted to the Planning Director for written approval. Such plans and specifications for each sign shall include, but not be limited to the color(s), dimensions, location on the site, height, copy, type of illumination, and other characteristics. No sign shall be erected, substituted, changed, or modified on the property without the prior written approval by the Planning Director.
 - a) All temporary signs, including construction signs, "For Lease" or "For Sale" signs shall be approved by the Planning Director.
 - b) Signs may be electrified, but will be non-flashing.
 - c) Strip lighting rather than flood lights shall be used for sign lighting.
 - d) There are four types of signs employed within individual lots – identification, directional, vehicular control and temporary. Any other type of sign treatment shall not be allowed unless granted a variance by the Planning Director. The Planning Director at its sole discretion shall have the authority to grant variances to this paragraph on a case by case basis.
- iv. Identification signs Each entrance to each lot shall have one sign, oriented to each street on which premises has frontage, identifying the name of the business located therein.
 - a) Streetscape identification signs for buildings with more than two occupants shall include only the building address and name. Individual occupant identification shall be confined to on-site directories and/or building mounted identification.

b) Freestanding or Ground Signs. Freestanding or ground signs are permitted for use, subject to the following requirements: The sign may not be placed within a required buffer area, but may be placed within other landscaped areas.

(1) For Lots with a frontage of less than 150 feet, signs shall not exceed 32 square feet in area, per sign face on double sided signs. Signs of up to 60 square feet in area, per sign face on double sided signs, may be allowed for properties with frontage of 150 feet or more with written Planning Director approval.

(2) One additional freestanding sign or ground sign may be allowed upon review by the Planning Director provided the Lot has a frontage greater than 150 feet. The sum of the area of all signs shall not exceed 80 square feet plus .25 square feet for each foot of street frontage in excess of 150 feet. No individual sign may exceed 60 square feet. Total square footage of two signs shall not exceed 160 square feet.

(3) Height of freestanding signs shall be in accord with the requirements of the C-3 Zoning District.

(4) Signs shall be located so as not to obstruct visibility at intersections.

c) Building/Wall Signs Wall signs are permitted, subject to the following requirements: Signs may either be flat and erected against the principle building face, or projecting, perpendicular to the building face.

(1) The sign shall not extend more than 8 inches beyond the building, except in the case of a sign on the lower slope of a roof or a canopy roof, where the sign may extend the distance required to make the sign vertical.

(2) The sign must maintain a vertical clearance of not less than 9 feet above ground level.

(3) The sign may extend up to 8 inches into a front setback.

(4) The sign may not extend beyond the edges of the wall to which it is attached, except when the sign is contiguous on 2 adjacent walls of the same building, the connecting portion may extend to, but not beyond the face of the adjoining portion.

(5) Combined area of signs shall not exceed 10% of the square footage of the front of the building, excluding "false fronts".

(6) The sign may not prevent the free entrance and exit from any window, door or fire escape.

(7) The total sign area shall be the sum of all signs on the wall, including signs on the wall surface, signs affixed to

the wall parallel and in the same plane as the wall, signs on awnings or canopies, window signs, door signs, signs on the lower slopes of roofs or canopy roofs and signs on parapets above roof.

- v. Directional Signs Directional signs indicating building numbers, areas of specific tenants shall be of standard design and no more than ten and one-half (10.5) square feet in size for building address and pedestrian directional signs and thirty (30) square feet for tenant directories. They shall be of materials common to the architecture within this Overlay area, and as small as possible to provide driver visibility from a vehicle.
- vi. Vehicular Control Signs All vehicular control signs shall be of standard design and have panel faces and heights which meet the requirements of the U.S. Highway Transportation Standards.
- vii. Temporary Signs There are two types of temporary signs allowed on lots: construction and real estate marketing. Only one of each type of temporary sign shall be permitted on a site at any given time, and must be removed immediately upon completion of the construction or marketing activity. All temporary signs must be approved by the Planning Director prior to erection.
 - a) Temporary signs shall be of post and panel wood construction, and shall have a total height of no more than seven (7) feet. Message panels shall have a maximum size of forty (40) square feet.
 - b) All contractor or subcontractor signs shall be removed within thirty (30) days following completion of their project.
 - c) Temporary signs shall be non-illuminated.
- viii. Illumination Signs shall be illuminated only by a steady stationary, shielded light source, directed solely at the sign or internal to it, without causing glare for motorists, pedestrians or neighboring premises.
 - a) Illuminated signs may produce up to one foot candle of illumination four feet from the sign.
 - b) Neon signs are not permitted.
 - c) Internally illuminated signs are allowed, but the background must be solid, illuminating only the message or logo.
- ix. Prohibited Devices
 - a) No sign shall move, make noise or employ blinking, flashing, or strobe lights, or exposed fluorescent lamps.
 - b) No sign, whether temporary or permanent, is permitted within any road right-of-way or intersection sight triangle.
 - c) To avoid confusion with traffic control signals and signs, colored lights and illuminated signs employing colors used in traffic signal lights are prohibited in view of any signalized intersection, and any imitation of official traffic signs or signals is prohibited.

- x. General Signage Specifications All components and finished signage within this program shall be manufactured by professional fabricators. An example of each contractor's and sub-contractor's previous work shall be reviewed prior to production.
 - a) All finishes shall be anodized aluminum and bear a five-year guarantee against chipping, peeling, fading, and chalking under normal use and exposure.
 - b) All steel shall be finished with primer, intermediate coat and topcoat.
 - c) All screws, brackets, and fasteners in contact with aluminum shall be stainless steel or aluminum; however, no fasteners shall be exposed to view.
 - d) All aluminum sheet for signage shall be 0.125 inch unless otherwise specified.
 - e) All seams where welding is required shall be ground smooth. All depressions or raised areas due to swelling shall be filled or ground smooth. Pop riveting in visually exposed areas will not be permitted.
 - f) All signs (where it applies) shall conform to standard SCDOT Manual on Uniform Traffic Control Devices for Streets and Highways specifications concerning break away features.
- xi. Installation All freestanding signs shall be mounted in concrete. Footing size shall be determined by fabricator/structural engineer. All concrete footings shall be covered over with four (4) inches of soil minimum.
 - a) Where required, the general contractor shall provide electrical stub-out for ground lighting of signs.
 - b) All building mounted sign installation methods shall be checked for strength by licensed engineer upon final determination of building construction materials.
 - c) All concrete footings shall be designed by licensed engineer.
 - d) All sign locations shall be approved by the Planning Director and must conform to all local codes with respect to height and setback requirements

Section 6.10-5 Exemptions

If Sections 6.10-3 or 6.10-4 conflict with a use or development standard that is specifically permitted in a PDD or DAD, then the PDD or DAD use or development standard shall prevail.

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director

Date: April 30, 2019

Subject: First Reading of an Ordinance Amending Zoning Map and Rezoning Property to Create a New Design Overlay District (I-77 Gateway Design Overlay District)

ISSUE

Council approval is requested for the First Reading of an Ordinance to amend the zoning map and rezone property to create a new design overlay district (I-77 Gateway Design Overlay District)

BACKGROUND/DISCUSSION

Staff is proposing a zoning change to create a design overlay for the area south of Taylor Rd, along the 12th Street Extension south to I-77 and all properties in the City south of I-77. This Overlay District serves as a gateway to the City from Interstate 77. The purpose of the I-77 Gateway Design Overlay District is to provide additional development standards and restrictions to create an aesthetically pleasing and uniform appearance. This will extend and memorialize the campus-like standards for landscaping and building design and setback that SCANA has created on its properties, which make up a large portion of this Design Overlay District.

The Planning Commission considered the zoning request for creation of this Design Overlay District at the meeting on April 22, 2019. The zoning request was opened to the public. No members of the public spoke in favor or against the request, though some members of the public had questions.

The Planning Commission voted on the zoning request to create the I-77 Gateway Design Overlay District and amending the zoning map, appropriately, at the planning commission meeting on April 22, 2019.

RECOMMENDATION

The Planning Commission recommends Council approve First Reading of an Ordinance amending the zoning map and rezoning property to create a new design overlay district (I-77 Gateway Design Overlay District)

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

ORDINANCE 2019-05
Amending Zoning Map and Rezoning
Property to Create a New Design Overlay
District (I-77 Gateway Design Overlay
District)

WHEREAS, Staff, as an agent of the City, requested that the City of Cayce amend the Zoning Map to re-designate the properties comprising and shown on the attached map, to create a new design overlay district (I-77 Gateway Design Overlay District) , and

WHEREAS, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

WHEREAS, the Planning Commission met on April 22, 2019, to review public comments and vote on recommending the rezoning request and unanimously voted to recommend this change to the existing zoning,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the properties hereinafter listed, and as shown on the attached sketch, are hereby rezoned and reclassified on the Zoning Map of the City of Cayce as the I-77 Gateway Design Overlay District:

005799-01-012	005800-03-004	006897-01-067*	006900-01-019
005799-01-013	005800-03-005	006900-01-002	006900-01-020*
005799-01-014	005800-03-007	006900-01-007*	006900-01-021*
005799-01-020	005800-03-008	006900-01-008	006900-01-023
005799-01-024*	006897-01-010	006900-01-009*	006900-01-024*
005800-02-004*	006897-01-011	006900-01-012	006900-01-026*
005800-02-006*	006897-01-013	006900-01-013*	006900-01-028*
005800-02-007*	006897-01-042*	006900-01-014	006900-01-029
005800-02-009	006897-01-065	006900-01-017	
005800-03-002	006897-01-066	006900-01-018	

*formerly 12th Street Extension Overlay District

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2019.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____



Second Reading and Adoption: _____

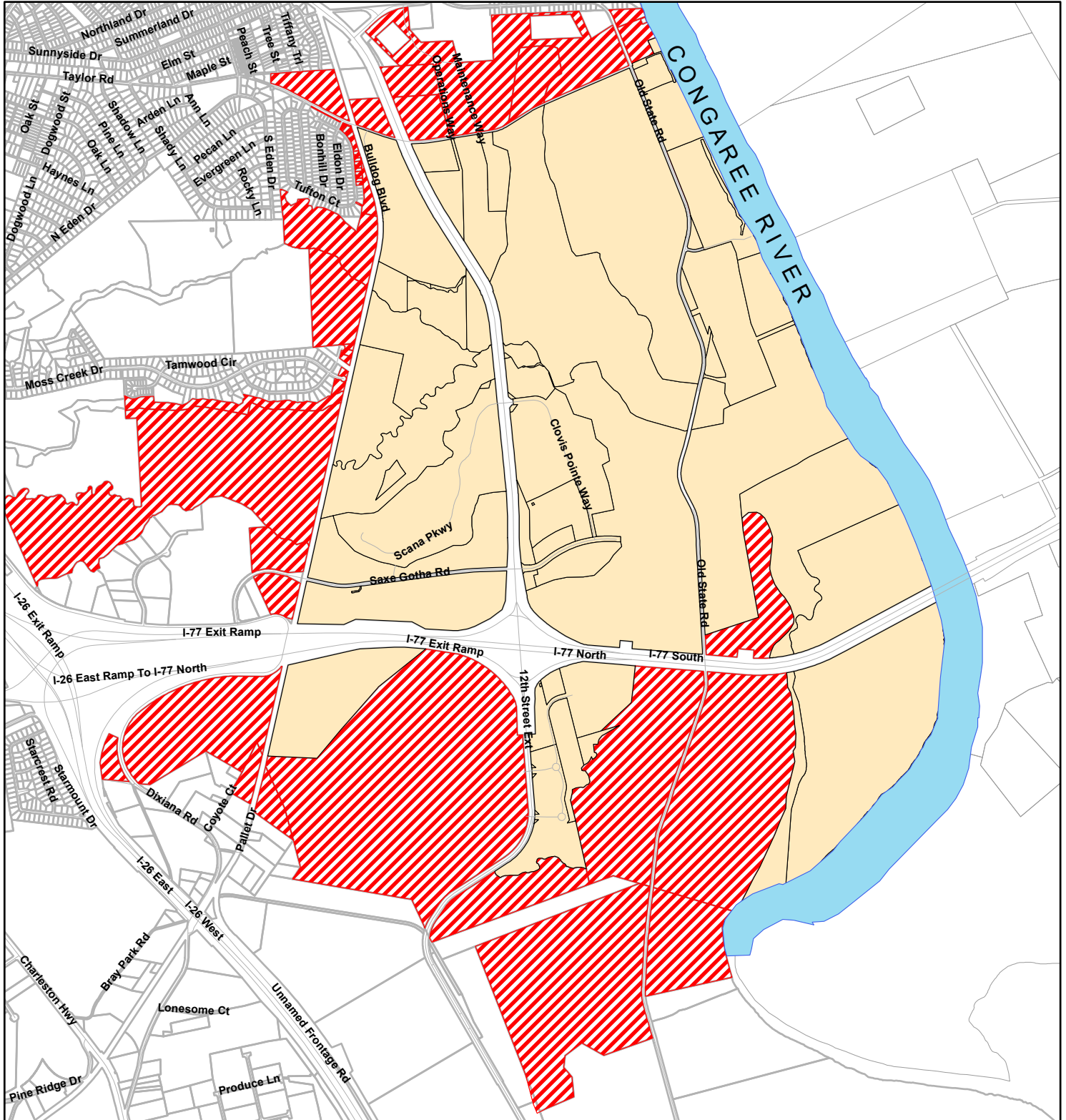
Approved as to form: _____
Danny C. Crowe, City Attorney

Map Amendment 002-19

I-77 Gateway Design Overlay District

Legend

-  I-77 Gateway Design Overlay District
-  Parcels within 200' of Overlay District



2,300 1,150 0 2,300 Feet



Memorandum

To: Mayor and Council
From: Tracy Hegler, City Manager
Date: May 3, 2019
Subject: First Reading of an Ordinance amending City Code Section 28-114 (“Discharging Firearms”) to Provide for Additional Exceptions

ISSUE

Council approval is requested for the First Reading Of an Ordinance amending City Code Section 28-114 (“Discharging Firearms”) to allow businesses who manufacture or repair firearms to test fire them in a safe contained location on premise.

BACKGROUND/DISCUSSION

The City of Cayce was approached by the owners of Amick’s Guns, a business that is currently located in Gaston that manufactures custom firearms and repairs them. Amick’s Guns is wishing to relocate their business to the City of Cayce and is currently looking at several different locations to operate.

Businesses that manufacture and repair firearms need to be able to test fire the weapons to ensure that they are working properly. Currently City Ordinance 28-114 does not allow for the test firing of weapons. The proposed amendment allows for limited exception to this only for properly licensed gun manufacturers and includes regulations and inspection requirements that ensure testing is done safely and without interruption to surrounding businesses or communities.

RECOMMENDATION

Staff recommends Council approve First Reading of an Ordinance amending City Code Section 28-114 to allow businesses who manufacture or repair firearms to test fire them in a safe, contained location on premise.

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

ORDINANCE 2019-06
Amending City Code Section 28-114
(“Discharging Firearms”) to Provide
for Additional Exceptions

WHEREAS, the City Council has determined that it is appropriate to amend City Code section 28-114 (“Discharging firearms”), in order to provide exceptions to the prohibition on the discharge of firearms within the City limits, so as to allow, under certain circumstances, for the discharge of firearms in connection with certain business activities that require the testing of firearms after manufacture or repair,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, as follows:

Section 28-114 (“Discharging firearms”) of Article V (“Offenses Against Public Safety”) of Chapter 28 (“Offenses and Miscellaneous Provisions”) of the Cayce City Code is hereby amended to add a new subsection (c) to read:

“(c) This section shall not apply to a properly licensed firearms manufacturing or repair business that, in the performance of recognized procedures and guidelines for firearms manufacturing or repair, must test fire firearms for reliability and functionality prior to transfer. The test firing site must be located within an M-1 (Light Industrial) or M-2 (Heavy Industrial) District, safe, indoors and controlled at all times so as to not allow any projectiles to leave the test firing site and so as to not produce noise that interferes with the peace and enjoyment of other properties. The City Fire Marshal and a designee of the Department of Public Safety shall inspect the test firing site at least annually to insure compliance with this subsection.”

This Ordinance shall be effective from the date of second and final reading.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2019.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Memorandum

To: Mayor and Council
From: Tracy Hegler, City Manager
Date: April 30, 2019
Subject: Request from the Central Midlands Council of Governments to participate in the Central Midlands Hazard Mitigation Plan 2021

ISSUE

The Central Midlands Council of Governments (CMCOG) is in the process of applying for grant funds to hire a consultant to update portions of the Central Midlands Hazard Mitigation Plan for 2021. The City of Cayce is a stakeholder in the current Hazard Mitigation Plan. CMCOG is requesting a Letter of Agreement to participate in the update from all current stakeholders, which is a requirement of the grant application.

BACKGROUND/DISCUSSION

The City of Cayce partners with the CMCOG and cities and counties in the Midlands Region (Fairfield, Lexington, Newberry and Richland counties) for natural hazard risk assessment and mitigation planning. Various types of natural hazards such as flooding, tornadoes and winter weather threaten the region and endanger the health and safety of residents, jeopardize economic vitality and imperil environmental quality. To minimize vulnerabilities, the CMCOG initiated hazard mitigation planning for the region in 2004. The mitigation plan was updated in 2011, then again most recently in 2016. The City of Cayce adopted the most recent plan in February 2017.

Participating in hazard mitigation planning is important for the City of Cayce not only for health and safety reasons, but also to be eligible for certain grant funding. As part of the Disaster Mitigation Act of 2000, the Federal Emergency Management Agency (FEMA) requires all counties to create and maintain a Hazard Mitigation Plan (HMP). A FEMA approved and locally adopted HMP is a requirement to solicit funds under the Hazard Mitigation Grant Program (HMGP). Having a HMP is also typically a requisite for obtaining other federal grants such as the Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) grants.

The Central Midlands Council of Governments (CMCOG) is in the process of applying for grant funds to update the hazard risk and vulnerability assessment portions of the Central Midlands Hazard Mitigation Plan for 2021. The application is due on May 31st, 2019.

The Letter of Agreement that CMCOG is requesting specifically states that the Cayce will

- share any relevant data or information directly related to the completion of grant requirements of the Central Midlands Hazard Mitigation Plan;
- participate in the planning process of the Plan, including attending planning,

- discussion, and workshop meetings; and
- adopt the Plan as its own Hazard Mitigation Plan when it is completed.

RECOMMENDATION

Staff recommends that the City provide the requested Letter of Agreement in support of the CMCOG applying for grant funding to update the Central Midlands Hazard Mitigation Plan for 2021.

May 3, 2019

Mr. Allen Fountain
State Hazard Mitigation Officer
South Carolina Emergency Management Division
2779 Fish Hatchery Road, West Columbia, SC 29172

Ref: Central Midlands Hazard Mitigation Plan 2021 Letter of Agreement

Dear Mr. Fountain:

Central Midlands Council of Governments (CMCOG) is in the process of applying for FEMA/SCEMD Hazard Mitigation Grant Program funds, due on May 31st, 2019 to update its Central Midlands Hazard Mitigation Plan (henceforth also referenced as “the Plan”). This plan is required under the Disaster Mitigation Act of 2000 in order for a local government to be eligible to apply for FEMA Disaster Mitigation funding. As part of the grant application process, any participating jurisdiction must provide a Letter of Agreement confirming that they will take part in the planning process and adopt the multi-jurisdictional Plan after its development.

The City of Cayce (henceforth also referenced as “Cayce”) intends to participate in the planning process of the Plan’s 2021 update. As such, Cayce agrees to:

- Share any relevant data or information directly related to the completion of grant requirements of the Central Midlands Hazard Mitigation Plan.
- Participate in the planning process of the Plan, including attending planning, discussion, and workshop meetings.
- Adopt the Plan as its own Hazard Mitigation Plan when it is completed.

CMCOG therefore agrees to the following duties:

- Complete all FEMA/SCEMD grant requirements and deliver an updated Central Midlands Hazard Mitigation Plan ready for adoption.
- Communicate any information necessary for X to participate in the planning process of the Plan update.
- Provide technical support in the use and implementation of the Plan recommendations.

If you should have any questions or need to contact me, my office phone number is (803)550-9520.

Sincerely,

Tracy Hegler, AICP
City Manager
City of Cayce

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: May 3, 2019

Re: Supportive Municipal Judge Agreement with Lexington County

Issue

Council approval is requested to execute a revised Supportive Municipal Judge Agreement with Lexington County for bond and other judicial duties.

Background/Discussion

Since 2002, the County of Lexington and Chief Magistrate have assisted the City in setting bail bonds, as well as counter sign/issue arrest and or search warrants, address failure to appear bench warrants and open sealed sentences as needed by the City when appropriate.

The agreement has not been updated, nor compensation increased, since 2002.

At the Direction of the County Administrator, Lexington County is updating all its agreements and proposes to increase the quarterly compensation because the number of defendants arrested by the City, along with the amount of documentation that has to be provided during the bond hearing, has increased. The increase is \$1600 per year: currently \$2,504 per quarter and proposed \$2,905 per quarter.

Recommendation:

City staff recommends that City Council authorize the City Manager to enter into a revised Supportive Municipal Judge Agreement.

STATE OF SOUTH CAROLINA) **SUPPORTIVE MUNICIPAL JUDGE**
) **AGREEMENT FOR BOND AND OTHER**
) **JUDICIAL DUTIES WITH THE CITY**
COUNTY OF LEXINGTON) **OF CAYCE**

This agreement is made and entered into this _____ day of _____, 2019, between the City of Cayce, South Carolina, hereinafter referred to as “City,” and the County of Lexington, hereinafter referred to as “County,” and the Magistrates for Lexington County, hereinafter referred to as “Magistrates.”

WHEREAS, City desired to provide persons charged with offenses by the City police speedy and efficient access to a public official empowered to administer Municipal Court issues and to conduct bond proceedings and handle other judicial duties where appropriate; AND

WHEREAS, the County of Lexington and the Chief Magistrate desire to accommodate the City in this regard insofar as feasible and within the best interests of the citizens of the County, AND

WHEREAS, the Supreme Court of South Carolina has authorized a procedure for assigning magistrates to serve as supportive Municipal Judges;

NOW, THEREFORE, pursuant to the authority of the Supreme Court of South Carolina and Lexington County Council, and in accordance with the procedures established by the South Carolina Court Administration, the following agreement is entered into:

1. The Chief Magistrate for Lexington County shall assign all magistrates to serve as supportive Municipal Judges in order to set bail bonds, counter sign/issue arrest and or search warrants, address failure to appear bench warrants and open sealed sentences as needed by the City.
2. The supportive Municipal Judge work for bonding procedures may take place during regularly scheduled bond court hours, assigned by order of the Chief Justice dated September 19, 2007.
3. The City agrees to pay to the County an amount, which reflects payment of wages and benefits for the services of the Magistrate. The County will increase the compensation the Magistrate receives as provided by the City, and the County shall make the appropriate withholding, which shall be disbursed equally among all Magistrates. The QUARTERLY COMPENSATION will be:

\$2,905.00 plus the employers’ portion of FICA, Police Retirement, and Worker’s Compensation. The amount is to be paid to the County on the second Friday of the last month of the quarter.

4. The parties hereto agree that this agreement is efficient use of judicial resources. Nothing contained herein shall change the status of the Magistrate so assigned in his/her relationship to the County as County Magistrate

5. This AGREEMENT shall be terminable at the request of any party upon sixty (60) days written notice to the other parties. Otherwise, the agreement shall continue in effect until the end of the current fiscal year. The agreement will automatically extend for the next fiscal year unless written notice not to extend is given by any of the parties. This Agreement shall be submitted for approval of County Council each fiscal year. If approved by County Council, this Agreement shall continue in effect without re-signing the Agreement each fiscal year.

6. This agreement constitutes the entire understanding between the parties, and no oral representations shall be binding unless specifically included herein. Any change or modification hereto must be in writing and signed by both parties.

8. This agreement replaces any and all previous agreements of the parties in regard to providing the assignment of Magistrates to serve as Municipal Judges.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this _____ day of _____, 2019.

WITNESSES:

 City of Cayce
 By: _____
 Its: _____

 County of Lexington
 By: _____
 Its: _____

 The Honorable Rebecca Adams
 Chief Magistrate, Lexington County

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: May 7, 2019

Subject: Draft Budget Updates – Utility Fund & General Fund

Utility Fund Budget

Upon detailed review of rates and projected earnings, significant changes have been made to the Utility Fund budget revenue, increasing it from its prior projection of \$20,201,944 to \$21,099,801.

Cost savings in expenditures is also proposed through lease purchase of certain capital items, removal of some items better funded by other sources and salary savings by hiring certain new personnel mid-year. These adjustments can reduce the Utility Fund requested expenditure by \$ 623,908.50 (Exhibit A).

The expenditures do not include a cost of living increase for employees. Including a COLA would increase the budget by the following amounts:

Total Salary & Wages	\$ 3,411,612.10
1% COLA	\$ 34,116.12
2% COLA	\$ 68,232.24
3% COLA	\$ 102,348.40

General Fund Budget

On the revenue side, staff has prepared estimates of additional revenue sources for the General Fund budget, such as a rental property registration fee, a local accommodation tax and applying the millage rollback (Exhibit B).

If all those options are approved as proposed, the General Fund revenue can be increased by \$452,452.

Similar expenditure adjustments were made to the General Fund draft budget as with the Utility. Those adjustments could reduce the General Fund requested revenue by \$1,057,260 (Exhibit C).

The expenditures do not include a cost of living increase for employees. Including a COLA would increase the budget by the following amounts:

Total Salary & Wages	\$ 7,227,257.23
1% COLA	\$ 72,272.57
2% COLA	\$ 144,545.10
3% COLA	\$ 216,817.70

In both budgets, medical insurance costs include the City's required employer contribution plus the employee's individual contribution, as has been done in prior years per Council's approval.

Exhibits:

- A. Utility Fund - Updated Capital Equipment/Personnel Requests
- B. General Fund – New Revenue Considerations
- C. General Fund - Updated Capital Equipment/Personnel Requests

FY20 Utility Fund Capital Equipment Personnel Requests
5-7-19

Utility Division	FY20 Request	5-7-19 Request	Notes
1909 Billing			
Replace Truck 4136	\$27,000		Lease purchase option
Replace Truck 4159	\$27,000		Lease purchase option
Total 1909 Utilities - Billing	\$54,000	\$ -	
1911 Water Treatment Plant			
Generator & Transfer Switch (75% reimbursable grant)	\$585,000	\$585,000	
SCADA System PLC Replacement Upgrade	\$450,000		Special project account (fund balance)
(2) Variable Frequency Drives	\$36,000	\$36,000	
NETZSCH Pump	\$26,000	\$26,000	
Total 1911- Water Plant	\$1,097,000	\$647,000	
1912 Water Distribution			
PUBWORKS Asset Management Software	\$10,000		Purchase from FY19 cost savings
1 new FTE: Meter Technician (salary & benefits)	\$53,817	\$ 26,909	Mid-year hire/6 months salary & benefits
New Vehicle Ford F250 HD Utility Truck (for new position)	\$35,000		Lease purchase option
Total 1912-Water Distribution	\$98,817	\$ 26,909	
1916 Wastewater Plant			
Teledyne ISCO Model 5800 Refrigerated Sampler	\$6,720	\$6,720	
Scales for Chlorine and Sulfur Dioxide Cylinders	\$64,364	\$64,364	
Labconco Steam Scrubber Dishwasher	\$7,916	\$7,916	
Mobile Gantry	\$5,000	\$5,000	
(500) Kubota Membrane Panels	\$40,000	\$40,000	
Utility Trailer	\$6,000	\$6,000	
Total 1916-Wastewater Plant	\$130,000	\$130,000	
1917 Wastewater Collection			
Duplex pump control panel for Cedarwood PS	\$15,000	\$15,000	
John Deere or Kubota zero turn lawn mower	\$15,000	\$15,000	
New Ford 450 chasis cab (2x4) extended cab truck to replace 4134	\$48,000		Lease purchase option
1 new FTE: Pump Mechanic II (salary & benefits)	\$60,265	\$60,265	Full year hire
Total 1917-Wastewater Collection	\$138,265	\$90,265	
1920 Septage & Grease			
Sludge Trailer	\$100,000	\$100,000	
SOG Perforated Screen	\$10,000	\$10,000	
"Muffin Monster" Grinders	\$9,774	\$9,774	
Total 1920-Septage & Grease	\$119,774	\$119,774	
TOTAL	\$1,637,856	\$ 1,013,948	

Total Capital Equipment \$1,523,774 \$926,774
Total Personnel \$114,082 \$87,174

\$137,000 Total lease purchase options (cost savings)
\$460,000 Removal options
\$26,908.50 Savings hiring personnel mid-year

Revenue Options for the General Fund Budget

New property registration program fee:

Currently, the City of Cayce does not charge a fee to register a house on the property registration program. However, a late fee is assessed if a property owner registers after the deadline. Additionally, a business license is required by a property owner if they rent the house and earn rental income. If the City charged \$25 per property to register (both rented and non-rented), an additional \$29,750 could be generated in revenue.

New local accommodations tax:

The City of Cayce does not currently levy a local accommodations tax on hotel rooms in the City. Only the state accommodations tax is levied. Municipal governments may impose a local accommodations tax by ordinance that cannot exceed 3%. Unlike the state accommodations tax, local accommodations taxes do not require an advisory committee; the city council is solely responsible for approving local accommodations tax expenditures. Local accommodations tax proceeds must be used for tourism-related projects and programs. For the City of Cayce, this includes helping to fund the Parks Department, Museum and Park Rangers. Based on the in-City hotel gross sales receipts from 2018, at least \$262,000 in revenue could be generated if the City of Cayce implemented a 3% local accommodations tax.

Increase sanitation fee/Propose new recycling fee:

\$.50/month increase in Residential Sanitation Fees OR new Residential Recycling Fee to cover the increased cost of recycling. This would be a new, separate fee, or increase residential sanitation fee to \$14.00 per month. Total number of residential sanitation customers is approximately 4,500. **$$.5 \times 12 \times 4500 = \$27,000$ increased revenue**

Increase property taxes:

CPI for current year increase will be calculated at end of May. Current millage is 49.690. We have 2.760 mils in rollback
1 mil = \$52,655

	Actual	92% Collection
1 mil increase	\$ 52,655	\$ 48,443
2 mil increase	\$ 105,310	\$ 96,885
2.76 mil increase	\$ 145,328	\$ 133,702

	Home Value	1 mil increase	2 mil increase	2.76 mil increase
\$	100,000	\$ 4.00	\$ 8.00	9.40
\$	150,000	\$ 6.00	\$ 12.00	14.10
\$	200,000	\$ 8.00	\$ 16.00	18.80

New Revenue Summary

New property registration program fee:	\$ 29,750	
New local accommodations tax:	\$ 262,000	
Increase sanitation fee/Propose new recycling fee:	\$ 27,000	
Increase property taxes by 2.76 mils:	\$ 133,702	<i>at 92% collection rate</i>
Total:	\$ 452,452	

FY20 General Fund Capital Equipment Personnel Requests
5-7-19

General Fund	FY20 Request	5-7-19 Request	Notes
1110 Administration			
.5 FTE (salary + benefits)	\$37,109		Moved to Community Relations (Community Programs) cost at \$30,000
1 FTE	\$94,500	\$94,500	
Total 1110 Admin	\$131,609	\$ 94,500	
1150 Information Technology			
Switches (2)	\$10,792	\$10,792	
Total 1150 IT	\$10,792	\$10,792	
1181 Finance			
1 FTE - Accounts Payable (salary + benefits)	\$63,542	\$ -	To be reconsidered for FY21 budget
Total 1181 Finance	\$63,542	\$ -	
1190 Public Buildings			
Security camera system for Museum, City Hall buildings and Garage	\$8,309	\$8,309	
Total 1190 Public Buildings	\$8,309	\$8,309	
1210 Public Safety Administration			
1 FTE - Training Corporal (salary + benefits)	\$68,356	\$34,178	Mid-year hire/6 months salary and benefits
Total 1210 PS Admin	\$68,356	\$34,178	
1212 Public Safety Traffic			
2 FTEs - School Resource Officers (salary + benefits, 75% reimbursed)	\$113,974	\$113,974	
SRO Equipment & Vehicles (75% reimbursed)	\$113,500	\$113,500	
Replacement vehicles - Traffic (5)	\$235,000		Lease purchase option
Replacement vehicles - Investigators (2)	\$94,000		Lease purchase option
Total 1212 PS Traffic	\$556,474	\$227,474	
1213 Public Safety Fire			
3 FTEs - Firefighters (salaries + benefits)	\$169,318	\$169,318	Full year hire
Equipment for Firefighters	\$25,000	\$25,000	
800 radios (2)	\$11,000	\$11,000	
Firehouse computer software	\$6,300		Make request to public safety foundation
Total 1213 PS Fire	\$211,618	\$205,318	
1337 Sanitation			
1 FTE - Refuse Collector (salary + benefits)	\$43,088	\$21,544	Mid-year hire/6 months salary and benefits
Roll carts (500)	\$32,000		Remove; charge to Sanitation special revenue fund
Auto garbage truck	\$260,000		Lease purchase option; estimate 3 months of payments
4x4 pickup truck (not a replacement)	\$32,000		Lease purchase option
Total 1337 Sanitation	\$367,088	\$21,544	
1465 Museum			
New changing exhibit space	\$6,000		Remove; charge to Museum special revenue fund
Total 1465 Museum	\$6,000	\$ -	
1720 Parks			
1 FTE - Groundskeeper I (salary + benefits)	\$39,547	\$39,547	Full year hire
1 FTE - Equipment Operator I (salary + benefits)	\$50,665	\$50,665	Full year hire
Crew Cab truck	\$35,000		Lease purchase
Walker Mower for Knox Abbott	\$27,000		Lease purchase
Mini skid loader for Riverwalk Park	\$28,000		Lease purchase
Total 1720 Parks	\$180,212	\$90,212	
1750 Garage			
Wash Rack	\$100,000	\$ 50,000	Split 50/50 with Utility Fund
Tire balancer	\$10,000	\$10,000	
Tire machine	\$12,000	\$12,000	
Total 1750 Garage	\$122,000	\$ 72,000	
TOTAL	\$1,726,000	\$ 764,327	

Total Capital Equipment \$1,045,901 \$ 240,601
Total Personnel \$680,099 \$523,726

\$711,000 Total lease purchase options (cost savings)
\$194,951 Removal options
\$151,309 Savings hiring personnel mid-year



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, February 25, 2019
6:00 PM**

I. CALL TO ORDER

The meeting was called to order at 6:00 pm by Chair Ed Fuson. Members present were Maudra Brown, Robert Power, Stockton Wells, and Joe Long. Chris Kueny and Chris Jordan were absent excused. Staff present were Carroll Williamson and Monique Ocean.

II. APPROVAL OF MINUTES

Maudra Brown made a motion to approve the minutes of the January 28, 2019 meeting. Robert Power seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Monique Ocean affirmed that the media and the public were made aware of the meeting.

IV. PUBLIC HEARING - Text Amendment 001-19

A Request by the Planning Director of the City of Cayce, SC, to amend the Zoning Ordinance **Article 2 Definitions and Article 8 Table 8-B Number, Dimension, and Location of Signs Requiring A Permit By Zoning District** to add language concerning Digital Display Signs. The amended language imposes specific display criteria for new Digital Display Signs.

a. Opening Statement

Carroll Williamson began by stating that Staff had looked into ways to update the ordinance for digital signs. Mr. Williamson stated that, most likely, there was going to be an increase in the number of requests for digital signs and the current ordinance did not give a good definition for the current technology. Mr. Williamson stated that he researched regulations in West Columbia, Forest Acres and the town of Lexington to prepare the proposed ordinance. Mr. Williamson stated the proposed ordinance was meant to stay in the same spirit of Cayce's current ordinance. Mr. Williamson stated the proposed ordinance would not limit colorful backgrounds but would reduce distractions by requiring longer transition times for changes in messaging. Mr. Williamson stated the current ordinance limits message changes to 8 times per day and the regulation is difficult to enforce. Mr. Williamson stated

the proposed ordinance would apply to new signs as well as current digital signs, if passed.

b. Public Testimony

There was no one from the public to speak for or against Text Amendment 001-19.

c. Adjourn Hearing

The hearing was adjourned and the Planning Commission requested additional information on digital signs and to get input from current digital sign owners before the proposed ordinance was voted on it.

V. MOTION – Text Amendment 001-19

Maudra Brown made a motion to table Text Amendment 001-19 until more research was completed. Robert Power seconded the motion. All were in favor.

VI. NEW BUSINESS

a. The Planning Commission agreed to move the date for the April meeting to April 22, 2019.

VII. OTHER BUSINESS

There was no other business.

VIII. ADJOURNMENT

Maudra Brown made a motion to adjourn. Joe Long seconded the motion. All were in favor.

A quorum of Council may be present.

No discussion or action on the part of Council will be taken.

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
March 7, 2019**

Present: Maxine Creamer, Alexis Moore, Johnathon Moore, Cindy Pedersen, Rachel Scurry, Tevin Spruill (via telephone), Danny Creamer

Absent, Excused: Dave Capps, Frank Dickerson

City Representatives Present: Katinia Taylor and James Denny

Review of Minutes – February 7, 2019

Chairperson Danny Creamer called the meeting to order. He welcomed potential committee member Teresa Mitchell to the meeting. Rachel Scurry made a motion to approve the February minutes as written with the correction of striking out the name Karen Sanders until the committee can find out if the name is correct. Maxine Creamer seconded the motion which was unanimously approved.

New Cayce Event

Jonathan Moore the Sub-Committee Chairman for the new Cayce event thanked the subcommittee for all of their help and involvement before proposing the new event. The event layout and notes are attached to these minutes.

Mr. Moore stated that he is only giving a proposal, nothing is set in stone and more details still need to be put into the event. He informed the committee that the time of the event is proposed to be 1pm to 7pm. The time was thought to be a good time because of the time of the year and the date would be tentatively Oct. 5th 2019 which is the first Saturday in October. That particular date is USC's football bye week. Ms. Pedersen made a motion that the event be held Oct. 5th from 1pm to 7pm and Mrs. Moore seconded which was unanimously approved. Ms. Scurry informed the committee that she will not be able to attend because of a schedule conflict but still thought that date was a good date to have the event.

Mr. Moore guided the committee through the event layout using the projector. Mr. Denny informed the committee that a section on the event layout that was recommended to have closed roads for food trucks and etc. needed to stay open for through traffic. The committee understood and agreed.

Mr. Moore indicated the more vendors the better. He stated that we have sufficient power throughout the layout for the vendors. The subcommittee thought the charge for vendors that need power would be \$175 and vendors without electricity would pay \$75 but this would be further discussed. Mr. Moore recommended there be 3 or 4

food trucks for different cultures. Mr. Denny showed the committee where alcohol can be served in the park and stated that alcohol has to be served in definite boundaries. It was also discussed that someone should check ID's to make sure under aged individuals do not purchase alcohol.

Mr. Moore stated the following equipment would be needed: 20 x 20 tents, port-o-jons, one large stage for bands, a smaller stage for the DJ, bouncy houses, tables, chairs and golf carts.

Mr. Creamer suggested that we also book captain telegram because individuals will be parking across 12th Street on Walter Price and at the old Busbee school. He also stated that he would like to have a Hispanic band perform at the event because they are starting to become a large part of the community.

After looking over the different proposed event names Mrs. Creamer suggested the event be called Cayce Family Day. Mr. Moore stated that the naming of the festival should happen before the end of the meeting. Mrs. Taylor reminded the committee that the Accommodations Tax deadline is Monday, March 11th and that the committee indeed needed to have the name of the event and etc. by the end of the meeting. Mr. Creamer asked that the name the Cayce Art Festival be removed because of the Soiree and also Congaree Music Festival as well because it brings back memories of the Congaree Bluegrass Festival. Ms. Scurry made a motion to have the event called the Cayce Fall Fest. Mr. Moore seconded the motion which was unanimously approved.

Mr. Moore agreed to take charge of the event and Mr. Creamer stated he would be there to help in any way possible.

Mr. Creamer recommended the committee use companies that were used in the past to purchase the stage paying \$1500-\$1800 and that same company could provide a dance floor and a small platform for a dance floor. He also stated he would check around for sound and that Sound Productions is a company that the committee used in the past with Mr. Bruce Crouch that would cost approximately \$1800. Mr. Creamer stated he is a little concerned with where the stage is proposed to be because the sound would drown out the kid's area and the DJ. Mr. Moore stated that the DJ area will not be extremely loud because the DJ will not have a lot of equipment, maybe just one speaker. Mrs. Moore suggested that the DJ play in between bands changing sets. Mr. Creamer suggested the stage be big enough to coordinate with the bands; that their drums and etc. be set up to avoid the time it would take to set up in between acts. Ms. Pedersen stated that the Salsa Bar on Frink St. has a band perform on salsa dancing night that could possibly perform at the event.

Mr. Creamer stated the committee should have an entertainment budget. Not to include the stage but to include the sound system, the DJ and the bands.

Mr. Denny agreed to do hayrides for the children and he will make a route. Ms. Pedersen suggested to have a sign at the Soiree advertising the Cayce Fall Fest.

Mrs. Taylor informed the committee that the proposed Cayce Fall Fest should go before the City Manager for her approval and that the Accommodations Tax Committee will not meet until April and Council will look at the accommodations tax applications at the May regular council meeting.

Accommodations Tax Request

Mr. Creamer stated the committee could use the figures from Congaree Bluegrass Festival to specify how much it would cost to put on the new event. The committee discussed as a whole the breakdown of the amount of money to ask for in accommodations tax funds. These requests are listed below:

- Entertainment \$6000 (Bands and Production)
- Equipment \$6600 (Stage, Dance Floor, Tables, Tents, Golf Carts, Trolley, Bouncy Houses, Port-o-Jons)
- Advertising \$3550 (Signage 10 4 X 4, Billboard, Flyers & Posters)

Decorations and etc. would be budgeted later in planning the event. The committee discussed signage being on Frink St, 12th Street, near Krispy Kreme, Guignard Park, I-26 and one by the Airport.

Mr. Moore made a motion to request \$15,000 in Accommodations Tax for the Cayce Fall Fest and keep the request of \$10,000 for H-Tax and Mrs. Moore seconded his motion which was unanimously approved.

Other Business

Ms. Teresa Mitchell informed that committee that she is interested in joining the committee. Ms. Scurry made a motion to recommend council approve her for appointment to the committee and Mrs. Creamer seconded the motion which was unanimously approved.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Katinia Taylor



Cayce Festival Proposal

Name of event:

Everyone's Cayce Festival

Cayce Arts Festival

Congaree Music Festival

Cayce Fall Fest

(We can vote on a name at the meeting)

Time: 1 pm to 7 pm

Date: First Saturday in October (Tentatively October 5th)

Attendance: Expecting 2500 People

Events/Activities Planned:

2-4 Bands (2 Big Bands, 2 Small Bands)

1 DJ

At least 45 Vendors (\$125 Charge with electricity

\$75 charge without electricity, will need to know how much power each vendor will need)

3-4 Food Trucks

Licensing/Services Needed:

ABSCAB License

Bar Service

ID Check Person

Major Equipment Needed:

Two 20 x 20 Tents

Large Stage for 2 bands

small stage for DJ

3 Bouncy Houses for Kids

8 Port-a- potties

Volunteer Tent

20 Tables

Golf Carts for moving band equipment

Notes:

Cayce Museum Commission Meeting Minutes 3 April 2019

Members present: Alice Brooks, Archie Moore, Cindy Peake, Dale Gaskins, Judy Corbitt, Marion Hutson and Mary Sharpe. Approved absence A.G. Dantzler.

Also Present: City Manager Tracy Hegler, Municipal Clerk Mendy Corder, Museum Curator Jerry Kirkland, Museum Assistant Andy Thomas

- Commission Chairman Archie Moore called the Meeting to order.
- Commissioner Hutson offered the invocation.
- Commission Chairman Archie Moore introduced a guest, Mr. John Howell - noted SC Historian and Genealogist.
- The minutes from the 6 March 2019, meeting were presented for review. Commissioner Peake moved to accept and Commissioner Gaskins seconded the motion and the motion carried by unanimous vote.
- Museum Curator Jerry Kirkland
 - A. The museum staff has been very busy working on several exhibits (Dixie Youth, cookhouse, smokehouse and fire truck) and will be busy on missions offsite for several Saturdays this spring. Staff members will be at “Tartan Day South” (6 April), Nature in the Park (13 April), and the “Soiree on State” (27 April).
 - B. We will be receiving tickets from the Fireflies Minor League Baseball team and they will allow us to have a presentation at their August 16, 2019 home game for the 1964 Dixie Youth Baseball Champions. Mayor Partin is expected to participate in the proceedings. All living players have been contacted except “Tommy Mack” who reportedly still lives in Cayce. We will attempt to contact him in the near future.
 - C. Mr. George Williams has donated photos of the Cayce House. These photos show not only the home but family members and include individual’s names and dates inscribed on the back. Chairman Archie Moore added that these photos were part of a group that were made available at the auction of Dan Cayce’s home many years past but were too expensive for the museum to purchase at that time.

D. Dan Sharp and Mike Bozeman - City of Cayce staff, will donate a collection of WWI and WWII military medicines. We will have the opportunity to display a few of the very rare unopened medical kits from those wars.

- Andy Thomas, Museum Assistant

A. Andy cooked a now famous colonial “Chicken Pot Pie” on 30 March 2019 for museum guests. It was reportedly delicious and went quickly.

B. Provided a copy of the museums monthly expense as processed thru the City of Cayce.

C. Provided a copy of the visitor worksheet tracking: attendance numbers, days/months as well as the state/region from where they reside.

D. A Strategic Plan “Dream Big” form was provided to all commissioners to add their thoughts and wishes for the continued growth of the museum. The date for the form to be turned in is 4/17/2019. Commissioner Shape made note of her frustration (shared by all) with our plans, as we have had many great ideas but little or no follow thru. City Manager Tracy Hegler understood her frustration and added that we should think big and that she would help us in the completing our goals for the museum. Commissioner Gaskins asked City Manager Tracy Hegler how much of the building fund (not city appropriated) remained to assist in the completion of projects. City Manager Tracy Helger did not know the exact amount, but it was probably in the \$27,000 range. She also stated that she would have staff research it and get back to us with a correct value.

A. Mr. John Howell – visitor

A. Mr. Howell discussed the recent attempts to locate the “real” gravesite of Emily Geiger and the Threewitts home and cemetery. A loosely assembled team of volunteers (Granby Chapter of the Daughters of the Revolution, Museum Commissioners, Saxe Gotha Historical Society and others) cleared the grave of Josephine Love Rivers Threewitts. A blank limestone headstone (?) was located and repeated attempts to identify and any inscriptions have failed.

B. The volunteers visited the reported home of a Threewitts family member. The home is reported to be approximately 200 years old and had been modified to meet modern standards (electricity, HVAC and vinyl siding). He noted that this home would be a great project for a history group to obtain and relocate to nearby property.

- Commissioner Gaskins

Commissioner Gaskins discussed the potential for the submission of a draft/pilot TV show tentatively titled “Finding Emily Geiger”. The Saxe Gotha Historical Society is taking the lead on the project, but it will take many groups to draft, fund and produce a produce worth submitting to the cable networks that may be interested. This started much discussion, supporting topics (including the Webberites) and potential points of contact for getting the project started. Commissioner Gaskins asked City Manager Tracy Hegler if the City of Cayce could/would authorize the use of the Museum and City properties in the filming such a project. City Manager Tracy Hegler stated that she would seek guidance of the City of Cayce Commissioners and legal staff on the use of the museum and city properties in such an endeavor.

- A motion to adjourn was made by Commissioner Sharpe and seconded by Commissioner Brooks – the meeting adjourned.

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

COUNCIL ACTION REQUIRED

BEAUTIFICATION FOUNDATION – TWO (2) POSITIONS

Mr. Ross Shealy and Mr. Butch Kelly's terms on the Beautification Foundation have expired. Mr. Shealy and Mr. Kelly's have both served on the Foundation since 2010. Their reappointment applications are attached for Council's review.

EVENTS COMMITTEE – ONE (1) POSITION

The Events Committee has one open position and has received a potential member application from Ms. Evony Reed. Ms. Reed attended a recent Events Committee Meeting and the Committee recommends her for appointment. Her potential member application is attached for Council's review.

MUSEUM COMMISSION – ONE (1) POSITION

Mr. Dale Gaskins' term on the Museum Commission expired in April. He has served on the Commission since 2015 and the Commission recommends him for reappointment. His reappointment application is attached for Council's review.

PUBLIC SAFETY FOUNDATION – TWO (2) POSITIONS

The Public Safety Foundation has four open positions and has received a potential member application from Ms. Ashley Hunter and Ms. Karen Sanders. Their applications are attached for Council's review.

NO COUNCIL ACTION REQUIRED

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

ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION

The open position must be filled by someone from the motel industry in Cayce.

CONSOLIDATED BOARD OF APPEALS – TWO (2) POSITIONS

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

MUSEUM COMMISSION – ONE (1) POSITION

Mr. Leo Redmond resigned therefore there is one open position.



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: LEONITA EUNNY REED
City, State, Zip CAYCE SC 29033
E-Mail: LEONITA@CAYCE-SC.COM
Residence Address: 2146 DAVIS ST Number of Years: 39 1/2
Telephone: 803

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

- Accommodations Tax Committee
- Cayce Housing Authority
- Events Committee
- Consolidated Board of Appeals
- Municipal Election Comm
- Museum Commission
- Planning Commission
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes No If yes, specify below.

Work Address

Company: KELLY SERVICES (BCBS) Position: TECHNICAL WRITER
Address: 4101 PERCIVAL RD City, State, Zip COLUMBIA SC 29229
Telephone: 800 367 5690 ^{CODE} 71336 E-Mail: LEONITA REED @ BCBS SC.COM

Work Experience: 11 1/2 yrs. BUSINESS ANALYST EXPERIENCE IN TAX PROCESSING. OTHER EXPERIENCE INCLUDES PROJECT MANAGEMENT & BEING AN EXECUTIVE ASSISTANT

Educational Background:

MBA IN BUSINESS ADMINISTRATION (UNIV. OF ARIZONA)

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

FORMER TOASTMASTER MEMBER

Volunteer Work: CHURCH ACTIVITIES (CHURCH MEMBER, U.S. YOUTH ASSISTANT, BIBLE CLASS TEACHER)

Hobbies: READING AND LEARNING NEW THINGS TRAVELING

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, PO Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 + Fax: 803-796-9072 + Email: mcorder@caycesc.gov



**CITY OF CAYCE
BEAUTIFICATION FOUNDATION
RE-APPOINTMENT APPLICATION**

Name: ROSS SHEALY
Home Address: FERWOOD CIR City, State, Zip CAYCE SC 29033
Telephone: 475 E-Mail Address _____
Cell Phone: _____

Resident of Cayce: Yes No Number of Years 15
Business Located in Cayce: Yes No Number of Years _____

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

Work Address
Company: HAYNSWORTH SINKLER BOYD, P.A. Position ATTORNEY
Address: _____
City, State, Zip COLUMBIA SC Telephone: _____
Fax: _____ E-Mail _____

Work Experience: _____

Educational Background: _____

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

Volunteer Work: _____

Hobbies: _____

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



CITY OF CAYCE
BEAUTIFICATION FOUNDATION
REAPPOINTMENT APPLICATION

Name: [Handwritten signature]

[] No Number of Years [Handwritten 60]

Business Located in Cayce: [] Yes [X] No Number of Years _____

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

Work Address

Company: [Handwritten RINSTRIP CONDUCTANTS] Position [Handwritten OWNER]

Address: [Handwritten 927 GABRIEL RD.]

City, State, Zip [Handwritten CAYCE, SC 29033] Telephone: [Handwritten 465-1957]

Fax: _____ E-Mail [Handwritten USABK@MSN.COM]

Work Experience: _____

Educational Background: [Handwritten AHS, USC]

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

Volunteer Work: _____

Hobbies: _____

Return to:
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City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: HARVEY DALE GASKINS
Home Address: KAYLANEY AVENUE City, State, Zip CAYCE SC 29033
Telephone: 803- E-Mail Address BALLSOOTH.NET
Resident of Cayce: Yes { No Number of Years 19

- Please check the Committee for which you are applying for reappointment:
{ Accommodations Tax Committee { Beautification Board { Event Committee
{ Cayce Housing Authority { Museum Commission { Planning Commission
{ Consolidated Board of Appeals { Board of Zoning Appeals

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

Work Address

Company: Retired Position
Address:
City, State, Zip Telephone:
Fax: E-Mail

Work Experience: STATE OF SC 32 YEARS

Educational Background: BA - USC - POLY SCIENCE

Membership Information (Professional, Neighborhood and/or Civic Organizations):
COL (Ret) SC STATE GUARD, TREASURER SAVA GOTHAM HISTORICAL SOCIETY
Volunteer Work: SCNG MILITARY MUSEUM, SC YOUTH CHALLENGE
STATE STREET BAPTIST CHURCH
Hobbies: Fishing, History,

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072 • mcorder@cityofcayce-sc.gov



CITY OF CAYCE PUBLIC SAFETY FOUNDATION APPOINTMENT APPLICATION

Name: Ashley Hunter

Home Address: City, State, Zip: Cayce SC 29033 Telephone: E-Mail Address: Resident of

Cayce: Yes No Number of Years 5

Business Located in Cayce: Yes No Number of Years _____

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

Work Address

Company: MPA Strategies Position: CEO

Address: 2805 Millwood Ave, Suite E

City, State, Zip: Columbia, SC 29205 Telephone: 803-665-3676

E-Mail ahunter@mpastrategies.com

Work Experience: Lobbyist and VP of Government Affairs, Capitol Consultants
CEO, MPA Strategies

Educational Background: B.A. University of South Carolina (Columbia)

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

Concord Park Marketing Committee, Ambassador for the Lexington Medical Center Foundation, former Chairman of the Board for the Healing Families Foundation, 2018 Women of Influence

Volunteer Work: Guardian Ad Litem since 2005, Serve & Connect

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Telephone: 803-796-9020 • Fax: 803-796-9072

CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Karen L. Sanders
 Home Address: Benton Cr. City, State, Zip Cayce SC 29033
 Telephone: 803 7273388 E-Mail: @AOL.com
 Resident of Cayce: Yes No

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

- Accommodations Tax Committee
- Cayce Housing Authority
- Events Committee
- Consolidated Board of Appeals
- Municipal Election Comm
- Museum Commission
- Planning Commission
- Board of Zoning Appeals
- PS Foundation

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

Work Address

Company: Aureanna Health Care Position: RN
 Address: Greenville City, State, Zip SC
 Telephone: 1-800-725-6950 E-Mail: 19tracyclgramma@aol.com

Work Experience: 10 yrs @ Baptist - Head Nurse Free Medical Clinic 11 years - Immunology - 1 year

Educational Background: Ass. in Nursing

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

Cayce Womens Club -

Volunteer Work: Food Banks -

Hobbies: Camping - Swimming - (Grand Kids) enjoy most anything

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 Telephone: 803-550-9557 ♦ Fax: 803-796-9072 ♦ Email: mcorder@caycesc.gov