



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

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

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, April 7, 2015
5:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

- I. Call to Order**
- II. Executive Session**
 - A. Discussion of Employment of Economic Development Consultant
- III. Reconvene**
 - A. Invocation and Pledge of Allegiance
 - B. Approval of Minutes
March 3, 2015 Regular Meeting
March 18, 2015 Special Meeting
- IV. Presentations and Proclamations**
 - A. Presentation of Community Service Award
 - B. Approval of Proclamation – National Service Recognition Day
 - C. Presentation by Ms. Maryann Dowd re Improvements in Cayce
 - D. Presentation of the Priority Investment Schedule
- V. Public Comment regarding Items on the Agenda**
- VI. Ordinances and Resolutions**
 - A. Discussion and Approval of Ordinance 2015-04 Amending Certain Sections of Chapter 4 (“Alcoholic Beverages”) of the City Code – First Reading
 - B. Discussion and Approval of Ordinance 2015-03 Amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce – Second Reading
 - C. Consideration and Approval of Resolution Approving Mutual Aid Agreement with Richland County Sheriff’s Department
- VII. Other**
 - A. Discussion and Approval of Agreement with Lexington County for Temporary Use of Magistrates in City Court

- B. Discussion and Approval of Consent to Amendment to Restrictions relating to Property at Old Barnwell and Emanuel Church Roads
- C. Discussion and Approval of Hospitality Tax Fund Request – Congaree Bluegrass Festival
- D. Discussion and Approval of Hospitality Tax Fund Request – Cayce Riverwalk Repairs
- E. Discussion and Approval of Hospitality Tax Fund Request – Girls on the Run 5K
- F. Discussion and Approval of Hospitality Tax Fund Request Application Amendment – Cayce Serves Tennis Tournament
- G. Discussion and Approval of the Accommodations Tax Committee's Recommendation for Distribution of Funding for FY15-16
- H. Discussion of Proposed FY2015-2016 Utility Fund Budget

VIII. City Manager's Report

IX. Committee Matters

- A. Approval to enter the following approved Committee Minutes into the City's Official Record
 - Cayce Events Committee – February 12, 2015
 - Beautification Board – February 10, 2015
 - Planning Commission – February 23, 2015
- B. Appointments and Reappointments
 - Museum Commission – Two Positions

X. Council Comments

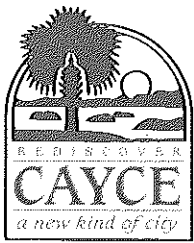
XI. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements with Lexington County
- C. Discussion of negotiations incident to proposed contractual arrangements for funding of Utility projects

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

XIII. Adjourn

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



CITY OF CAYCE

<i>MAYOR</i> ELISE PARTIN	<i>MAYOR PRO-TEM</i> JAMES B. JENKINS	<i>COUNCIL MEMBERS</i> TARA S. ALMOND EVA CORLEY TIMOTHY M. JAMES	<i>CITY MANAGER</i> REBECCA VANCE	<i>ASSISTANT CITY MANAGER</i> SHAUN M. GREENWOOD
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CITY OF CAYCE
Regular Council Meeting
March 3, 2015

The March 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, Eva Corley, Tim James and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Director of Utilities, Blake Bridwell, and Chief Charles McNair were also in attendance.

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

Call to Order

Mayor Partin called the meeting to order. Council Member Tim James gave the invocation. Mayor Partin introduced Mr. Hubert Smoak, a United States Military Veteran, to lead the assembly in the Pledge of Allegiance. Mr. Smoak served during the Vietnam War as a French language specialist at the National Security Agency at Ft. Meade, Maryland for three years. His responsibilities included the tracking of American anti-war activists, such as Timothy O'Leary, throughout North Africa, especially Algeria and Morocco. Mr. Smoak also translated and processed Algerian radio intercept of military and police transmissions.

Approval of Minutes

Council Member Almond made a motion to approve the February 3, 2015 Regular Council Meeting minutes as written. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Presentations and Proclamations

A. Approval of Proclamation – March for Meals Month

Council considered for approval a Proclamation designating March as March for Meals Month. Council Member James made a motion to approve the Proclamation as presented. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that every year the Meals on Wheels program invites local Mayors to participate in the Mayors for Wheels program where Mayors deliver meals to seniors who are homebound. She explained that she

participates every year and anyone is welcome to volunteer to take seniors healthy meals.

B. Approval of Proclamation – Multiple Sclerosis Awareness Week

Council considered for approval a Proclamation designating March 2 – 8, 2015 as Multiple Sclerosis Awareness Week. Council Member Jenkins made a motion to approve the Proclamation as presented. Council Member James seconded the motion which was unanimously approved by roll call vote.

C. Presentation of the Comprehensive Annual Review

Ms. Vance explained that the Comprehensive Plan was adopted in 2010. The Planning Commission is currently reviewing all of the elements and are also considering updating the goals since many of them have been achieved.

Ms. Vance stated that the Land Development Regulations have been amended which affects the zoning and land development changes that were suggested in the Comprehensive Plan. The City has acquired ownership of the 12,000 Year History Park property and has created a working group of stakeholders to help the Park come to fruition. Ms. Vance stated that the City has completed Phase V of the Riverwalk using PRT funding and the City received SCDOT funds to connect Phase II and III of the Riverwalk with a sidewalk through the Riverland Park neighborhood. The City also acquired the Timmerman Trail and surrounding properties and is operating it as part of the City's Riverwalk trail system. Ms. Vance stated that the renovations and improvements to Burnette Park are complete and the Reopening Ceremony will take place later in the month.

Ms. Vance stated that the City has SCDOT TAP grants for sidewalk improvements on Julius Felder Street and Riverland Drive. She stated that all the HOME funds were utilized for renovations on LMI homes and that this program encouraged those renovations to be energy efficient. She explained that improvements were made to nine houses.

Ms. Vance stated that the City has received CDBG funding for a water line repair on Lexington Avenue and a wastewater line. She confirmed that construction will begin in April on the Hwy 321 Line and staff is also working on funding for the replacement of a large portion of the City's older water lines.

Ms. Vance stated that the Concord Park subdivision is currently in Phase 2B which is the final phase. She stated there are also two new apartment complexes under construction in the City. Staff is currently working on a demolition program to demolish homes in the City that are uninhabitable. Staff is also working on a façade program where the City will offer façade reimbursement grants to property owners on Knox

Abbott Drive and State Street to do façade improvements on the outside of their buildings.

Ms. Vance explained that staff is researching options to fund replacing the older water lines in the City. She stated that the City is in the process of beginning a search for a Director of Planning and Development so Mr. Greenwood can focus more on the goals in the Comprehensive Plan that are currently not being addressed. He is currently Assistant City Manager/Director of Planning and Development so his time is limited. Ms. Vance explained that some of the goals in the Comprehensive Plan are items that the City has to work with other entities on but overall a lot has been accomplished in the past year that address a number of the elements and goals in the Comprehensive Plan.

Public Comment Regarding Items on the Agenda

Ms. Corder advised that no one had signed up for Public Comment.

Ordinances

- A. Discussion and Approval of Ordinance 2015-03 Amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce – First Reading

Ms. Vance stated that Council approval is needed for the First Reading of an Ordinance amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce to include regulations allowing for the subdivision of properties included in a “Group Development.” She explained that the term group development refers to commercial developments like a strip mall or shopping center.

Ms. Vance explained that in response to concerns from the developers, staff has been researching ways to deal with a new trend in commercial developments. Historically, commercial properties that contain multiple buildings or multiple uses in one building (Group Developments) use a horizontal ownership structure. Several developers have recently approached the City to request the subdivision of new or existing developments in to what would be considered a fee simple ownership. What this means is that instead of one big piece of property, the development would be subdivided into multiple pieces.

Ms. Vance explained that the existing Ordinance does not currently allow for the subdivision of property in the manner that most of the developers are requesting. The setback, buffering and landscaping requirements make it impossible to include internal property lines. The proposed Ordinance will allow the Zoning Administrator to reduce

the setback, buffering and landscape requirements to zero (0) where applicable to property lines that are internal to the Group Development. The new Ordinance also includes requirements that agreements and/or contracts be in place to ensure the maintenance and common use of stormwater systems, landscaping, parking areas, buffer yards and signage plans. Staff believes this language is necessary to ensure there are no issues with the property owners in the future.

Mr. Greenwood stated that the Planning Commission held a Public Hearing on this matter at its regularly scheduled meeting on February 23, 2015. No members of the public were present to speak in favor of or against the Ordinance. The Planning Commission voted unanimously to recommend Council approve the Ordinance.

Council Member Jenkins made a motion to approve the Ordinance on First Reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Other

- A. Discussion and Approval of Hospitality Tax Fund Request – Cayce Easter Eggstravaganza

Ms. Vance explained that City Staff is requesting to be allowed to utilize up to \$1,500 of Hospitality Tax Funds for an Easter event on April 4, 2015. The event would be from 10am to 1pm at Granby Gardens Park. She stated there will be an Easter egg hunt, face painting, snacks and pictures with the Easter Bunny. This will be a free event that is intended to bring children and their families into the City to celebrate Easter. Council Member Corley asked why there was not a completed application with the request. Ms. Vance explained since it was a City event an application was not required.

Council Member James made a motion to approve the hospitality tax fund request. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Hospitality Tax Fund Request – Cayce Festival of the Arts

Ms. Vance explained that the Avenues Association is hosting a Festival of the Arts on Saturday, April 11, 2015 at the Brickworks Property. Council Member Almond made a motion to approve the request. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- C. Discussion and Approval to Move Forward with Landplan Group South for

Guignard Park Redevelopment Project

Council Member Corley made a motion to move forward with Landplan Group South for the Guignard Park redevelopment project. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that the Burnette Park reopening ceremony is Sunday, March 22, 2015. The renovations to the park are a vast improvement and staff and the community are looking forward to the reopening. She explained that the bid for the Riverland Park park is going out in the near future and the construction process will begin soon.

Ms. Vance stated that it was decided at the last Council Strategic Planning Session to move forward with hiring an Economic Development Consulting firm to help staff with the recruitment of businesses. A Request for Qualifications was put out and two firms replied. Ms. Vance stated staff would like Council to interview the two firms. After discussion, it was decided that the best time for all of Council was 5pm on April 7, 2015 so the Meet with the Mayor will have to be cancelled before the Council Meeting since Council will use that time to interview the two firms.

Committee Matters

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

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

Cayce Housing Authority – December 16, 2014
Cayce Events Committee – January 8, 2015
Beautification Board – January 13, 2015
Planning Commission – January 26, 2015

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

B. Committee Recommendations

1. Discussion and Approval of the Beautification Board's recommendation to remove a member due to three or more unexcused absences

Ms. Corder explained that one of the Beautification Board members has been absent from the last five (5) regularly scheduled meetings and has not returned phone calls or emails inquiring of his interest to remain on the Board. She stated that in Article III Section 2 - Attendance the Beautification Board's Bylaws reads "The minutes shall show members in attendance at each meeting. At the January 6, 1998 Council Meeting, Council established a policy requiring any member with three consecutive, unexcused absences to step down. The Beautification Board may recommend to Mayor and Council the removal for cause of any member and may recommend individuals to be considered for open positions on the Committee."

The Beautification Board recommends that Council approve removing this member from the Board due to non-attendance. Council Member Almond made a motion to remove this member. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

C. Appointments and Reappointments
Public Safety Foundation – One Position

The City received a potential member application from Mr. Hubert Smoak who would like to serve on the Foundation. Council Member James made a motion to appoint Mr. Smoak to the Foundation. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member James asked staff to publicize that the City's ISO rating has improved a great deal so the citizens will be aware of this. He also asked that the procedure for reporting potholes be in the next City newsletter so residents will know who to contact to have them repaired.

Ms. Vance stated that the City and Council have received complaints about the newspaper circulars that are distributed in resident's driveways. Staff researched this issue and discovered that in order for people to opt out of the delivery process for "The Extra" from the State Newspaper, they will either need to call 1-800-888-3566 or email customerservice@thestate.com. They simply need to give their address and indicate that they would no longer like "The Extra" delivered to their house. She stated that staff will get this information out to residents so they can opt out of receiving the circulars.

Executive Session

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

- B. Discussion of negotiations incident to the proposed purchase of property
- C. Discussion of negotiations incident to proposed contractual arrangements with Lexington County
- D. Discussion of City Manager's Annual Evaluation
- E. Discussion of negotiations incident to proposed contractual arrangements For street lighting services between the City of Cayce and SCE&G

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

- IX. A. Consideration and Approval of Resolution Authorizing a Condemnation Action for Sewer Line Easements

Council Member Corley made a motion to approve a Resolution authorizing a condemnation action for sewer line easements. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- B. Receipt of Legal Advice relating to claims and potential claims by the City and other matters covered by attorney-client privilege

Council Member James made a motion to authorize the City Manager to put out a Request for Qualifications for financial advisor services for the City. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- E. Discussion of negotiations incident to to proposed contractual arrangements for street lighting services between the City of Cayce and SCE&G

Council Member Almond made a motion to authorize the City Manager to sign a lighting contract with SCE&G for the 12th Street lighting project and she made a motion to approve funding for the project. 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 Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:02 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

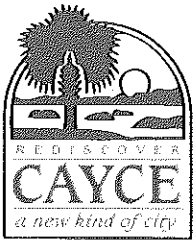
IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.* *THANK YOU.*

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting March 3, 2015

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 March 18, 2015

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

Call to Order

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

Public Comment Regarding Items in the Agenda

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

Other

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each department's proposed budget is attached.

Executive Session

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

Adjourn

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

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

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

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting *March 18, 2015*

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.

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
SALARIES & WAGES	30-1909-101	\$321,936			
		Salary for 9 full time employees. Addition of Tech, Increases include backflow certifications for 1 Meter Tech, "C" License for 1 Meter Tech, Customer Service cert for 4 Clerks. Also includes 5% increase for FY15/16 for 6 mos (Turner, New Tech).	\$291,190	10.6%	\$30,746
OVERTIME EXPENSE	30-1909-102	\$23,671			
		Overtime due to new system conversion, meter replacement. Also meter readers having to fill in during sick leave, annual leave and holidays. OT for on-call meter tech.	\$16,000	47.9%	\$7,671
PRINTING/OFFICE SUPPLIES	30-1909-210	\$5,000			
		The purchase of materials used in the daily Billing administrative operations. i.e.:forms, water bills, work orders, purchase orders, stationary, copier paper, envelopes, pens, pencils, file folders, subscriptions, printer cartridges and supplies, etc. 3 New Chairs.	\$5,000	0.0%	\$0
POSTAGE EXPENSE	30-1909-211	\$49,000			
		Postage for Billing, Debt set-off, and final bills.	\$44,500	10.1%	\$4,500
DUES & MEMBERSHIPS	30-1909-214	\$1,465			
		ABPA, AWWA, SCUBA, WEASC memberships	\$1,465	0.0%	\$0
TRAVEL EXPENSE	30-1909-215	\$1,560			
		Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) (\$1,300); and miscellaneous travel (\$200).	\$1,560	0.0%	\$0
AUTO OPERATING EXPENSE	30-1909-217	\$17,500			
		Maintenance of 4 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$17,500	0.0%	\$0
TELEPHONE EXPENSE	30-1909-221	\$8,977			
		3 Verizon cellular phones for meter readers (3 Smart phones) and 1 for office, 1 tablet, reimb . of \$30/mo for Cust acct Mgr's(\$3480). Telephone and internet services provided by TWC	\$8,401	6.9%	\$576
SERVICE CONTRACTS	30-1909-226	\$27,750			
		1. Harris Computer Systems	\$10,000		
		2. Edmunds	\$8,000		
		2.. Itron	\$6,500		
		3. MailFinance	\$1,250		
		4. Ricoh USA	\$2,000		
		Total	\$27,750		

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

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

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

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

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

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

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

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

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

Travel Expense Budget Justification

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

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

Item #1

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

Item #2

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

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1910-101 SALARIES & WAGES	\$250,972	Salary for 4 full time employees. City Electrician moved from Collections to Utilities Admin.	\$200,725	25.0%	\$50,247
30-1910-102 OVERTIME EXPENSE	\$1,000	Overtime expense for City Electrician.	\$0	0.0%	\$1,000
30-1910-210 PRINTING/OFFICE SUPPLIES	\$5,000	The purchase of materials used in the daily O&M administrative operations. i.e.: forms, purchase orders, stationary, envelopes pens, pencils, file folders, subscriptions, printing supplies, etc. Includes 2 office chairs.	\$5,000	0.0%	\$0
30-1910-211 POSTAGE EXPENSE	\$6,000	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$5,375	11.6%	\$625
30-1910-214 DUES & MEMBERSHIPS	\$665	Professional memberships in Utility & Engineering & Electrical related organizations.	\$745	-10.7%	-\$80
30-1910-215 TRAVEL EXPENSE	\$3,540	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$2,655	33.3%	\$885
30-1910-217 AUTO OPERATING EXPENSE	\$10,000	Funds for fuel, oil, lubricants, maintenance & repair parts for 3 vehicles.	\$4,500	122.2%	\$5,500
30-1910-221 TELEPHONE EXPENSE	\$7,500	4 Verizon cellular phones. Added Electrician's Phone. Telephone and internet services provided by TWC.	\$6,800	10.3%	\$700
30-1910-226 SERVICE CONTRACTS	\$18,972	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, meter reading equipment, software support and upgrades, Edmunds, etc.	\$4,122	360.3%	\$14,850
		1. ESRI Mapping Software - Arcview	\$642		
		2. Bentley Systems, Inc. - WaterCAD	\$2,260		
		3. DLT Solutions, Inc. - AutoCAD	\$706		
		4. Edmunds	\$10,000		
		5. Harris	\$3,600		
		6. MailFinance	\$1,250		
		7. Communication Specialists Radio Service	\$514		
		Total	\$18,972		

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

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

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
CONSULTANT FEES	30-1910-268	\$50,000			
		Consulting services fees for the City's public relations consultant and to allow the city to sponsor a WEASC District meeting yearly and provide support to other Utility related organization functions and meetings. i.e.: purchase of or share in the purchase of food and/or purchase of items to be given as door prizes for meetings, conferences or training secessions. +\$17,500 for public relations services. +30,000 for miscellaneous auditing. +\$2,500 for District Meeting \$2,500 for District Meeting	\$48,500	3.1%	\$1,500
SPECIAL CONTRACT - COPIER	30-1910-271	\$2,675			
		50% of the annual rental contract for the copier that is located in the hallway between P&D and the Utilities/Public works section of the City Hall building. P&D supply the other 50% of the annual rental fee for this copier. This copier is available for use by all city departments.	\$2,675	0.0%	\$0
MACHINES & EQUIP.	30-1910-385	\$33,025			
		ITEM # 1 Tahoe for Director (Lease/Purchase) \$29,300 ITEM # 2 Ladders \$475 ITEM # 3 Stationary Tool Storage Box \$1,000 ITEM # 4 Office Printer \$250 ITEM # 5 New Desk Computer Replacement Per Roger for Dire \$2,000 Items listed in order of priority. \$33,025	\$2,550	1195.1%	\$30,475
SC STATE RETIREMENT	30-1910-805	\$27,554			
			\$21,636	27.4%	\$5,918
DEATH BENEFIT	30-1910-810	\$379			
			\$302	25.4%	\$77
SOCIAL SECURITY	30-1910-814	\$19,320			
			\$15,397	25.5%	\$3,923
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	30-1910-820	\$5,200			
			\$2,100	147.6%	\$3,100
EXPENSE	30-1910-821	\$5,712			
			\$3,570	60.0%	\$2,142
MEDICAL INSURANCE EXPENSE	30-1910-822	\$31,493			
			\$23,822	32.2%	\$7,671

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

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

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

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

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

Travel Expense Budget Justification

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

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives or Services/Personnel

Item #1

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

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #2

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

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #3

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

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #4

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

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #5

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

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

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

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1911-226	\$78,508		\$53,222	47.5%	25,286.00
SERVICE CONTRACTS		<ol style="list-style-type: none"> 1. Hach Instrumentation Service to meet DHEC requirements \$6,800 2. Laboratory Deionized Water System Service \$1,100 3. Communication Specialists Mobile Phone Maintenance Service \$515 4. Collins Controls specialized instrumentation maintenance and repair \$3,000 5. Chlorinator Sales Annual Chlorine System Preventative Maintenance \$7,500 6. Blanchard WTP & RWPS GENSETS Maintenance \$3,525 7. Yearly Hoist inspection and preventive maintenance \$500 8. Crom Tank Service Contract (Exterior Painting of 2.5 MG Clearwell) \$27,201 9. Garbage Service \$1,680 10. Landscaping Service For WTP \$26,537 11. Balance calibration for lab \$150 			
		Total	\$78,508		
30-1911-227	\$65,000	Maintenance on WTP and RWPS to include pumps, motors, valves, VFDs, chemical dosing pumps, fittings, diaphragms, tubing, PVC repair supplies, electrical circuit boards, rotor and stators, hoses, spray nozzles, HDPE chemical feed lines for lime, alum, flouride and carbon systems, pump rental and day labor for Reservoir cleaning (\$25,000).	\$75,000	-13.3%	(10,000.00)
EQUIPMENT REPAIRS					
30-1911-228	\$6,500	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings. Painting WTP Interior and Ceiling Tile Replacement	\$500	1200.0%	6,000.00
BUILDING REPAIR EXPENSE					
30-1911-231	\$900	Small hand tools for the maintenance of the WTP and RWPS (e.g. drill bits, wrenches for special jobs, etc.)	\$900	0.0%	0.00
HAND TOOLS & SUPPLIES					
30-1911-236	\$600	Light bulbs for the WTP, RWPS and various instrument panels that require light sources. Also including high pressure sodium bulbs for the WTP and RWPS.	\$600	0.0%	0.00
ELECTRIC & LIGHT SUPPLIES					
30-1911-238	\$1,600	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,550	3.2%	50.00
SAFETY SUPPLIES					
30-1911-241	\$2,400	Replacement of old uniforms and the purchase of uniforms for new employees including winter jackets.	\$2,300	4.3%	100.00
UNIFORM EXPENSE					
30-1911-244	\$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%	0.00
JANITORAL SUPPLIES					

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
CHEMICAL EXPENSE	30-1911-248	\$229,000	Purchase of chlorine, fluoride, carbon, lime, polymer, potassium permanganate, polyphosphate, aluminum sulfate all used in the treatment process of the raw and finished water. Increase due to projected liquid carbon increased cost and petroleum based chemicals and fuel surcharges.	\$229,219	-0.1%	(219.00)
LABORATORY SUPPLIES	30-1911-249	\$29,000	Reagents and supplies for the analysis of the raw and finished water including chlorine, color, aluminum, fluoride, NTU, iron, potassium permanganate, and bacteriological analysis that are required by DHEC and EPA.	\$22,500	28.9%	6,500.00
VEHICLE INSURANCE EXPENSE	30-1911-262	\$1,560	Insurance on 2 vehicles assigned to the Water Treatment Plant.	\$1,500	4.0%	60.00
EMPLOYEE TRAINING	30-1911-264	\$2,750	Short schools, seminars and outside training materials (\$750). LLR now requires that 50% of the contact hours/CEUs obtained by the operators must be directly related to their job duties and the training must be performed through an outside agency. The other 50% of training can be obtained through in house safety training. Pine Island \$100. WEASC Annual Environmental Conference \$400; WEASC Operators Conference \$50; WEA/AWWA Lab Workshop \$300; SC LLR	\$2,750	0.0%	0.00
CONSULTANT & LAB TESTING	30-1911-267	\$8,500	Outside laboratory analysis for metals, TCLP, toxicity, aluminum, phosphate, and total organic carbon. These analysis have to be done by a State of SC Certified Laboratory. Continuation of EPA required surface water testing for DBP2. If DHEC loses funding to continue testing, the City will have to pay an additional for testing (Est. \$5,100). Testing for DPB in distribution system.	\$17,000	-50.0%	(8,500.00)
MACHINES & EQUIP.	30-1911-385	\$238,853	<ol style="list-style-type: none"> 1. Sodium Hypo Dosage System for 321 Booster Pump Station \$9,000 2. High Service Transmission Pump \$60,000 3. Raw Water Transmission Pump \$90,000 4. Replace Vehicle 4108 and Vehicle 4109 \$44,800 5. Surface Wash Valves Replacement Filter One thru Filter Four \$20,000 6. Autoclave for WTP Laboratory \$6,200 7. Replacement Computer for WTP Office \$853 8. Replace sample sink, cabinet and surround in the WTP Laboratory \$8,000 	\$83,190	187.1%	155,663.00
			Items listed in order of priority.	\$238,853		

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

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

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

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

Travel Expense Budget Justification

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

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

Item # 1

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

Item # 2

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

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

Item # 3

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

Item # 4

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

Item # 5

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

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

Item # 6

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

Item # 7

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

Item # 8

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

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

Item # 9

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARY AND WAGES	30-1912-101	\$497,571	Salary and wages for 13 employees. Increases for employees that take and pass water distribution exams.	\$499,975	-0.5%	<i>(2,403.74)</i>
OVERTIME	30-1912-102	\$46,067	Time worked after hours, other than 40 Hr. per week and not being able to leave the task over for the next day due to the nature of the work. Also, to provide service 365 days per year and 24 hours per day, much time is spent attending to service line repairs, water main breaks and water turn offs.	\$36,000	28.0%	<i>10,066.54</i>
PRINTING & OFFICE SUPPLIES	30-1912-210	\$3,000	Office supplies for Utility Field Manager, Crew Leaders, Waste Water Asst. Field Manager. All positions will be utilizing the same printer, to cover cost of jet ink cartridges, pens, staples, paper clips and various other office supplies.	\$3,000	0.0%	<i>0.00</i>
DUES AND MEMBERSHIP	30-1912-214	\$1,374	To allow personnel to join and participate in work related organizations. (i.e., AWWA, SCAWWA, WEASC, etc. And annual fees to LLR (\$50.00/person and \$30.00/renewal)	\$1,830	-24.9%	<i>(456.00)</i>
TRAVEL EXPENSE	30-1912-215	\$5,760	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Increase is to support employee training when out of town. Specifically to send 2 operator to operators conference in October 2015 and one employee to the environmental conference in March 2016. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams.	\$5,310	8.5%	<i>450.00</i>
AUTO OPERATING EXPENSE	30-1912-217	\$50,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles. To cover rising fuel cost.	\$50,000	0.0%	<i>0.00</i>
ELECTRIC & GAS EXPENSE	30-1912-220	\$50,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center. Increase due to rising cost.	\$40,000	25.0%	<i>10,000.00</i>
TELEPHONE EXPENSE	30-1912-221	\$15,000	For (10) telephone service lines/internet, at Utility Field Operation Center, CAE Tele-metering and to pay for the use of our AT&T, Verizon, and Time Warner Cable phone services.	\$20,000	-25.0%	<i>(5,000.00)</i>

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WD

DEPT CODE 30-1912

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change																		
30-1912-248 CHEMICAL EXPENSE	\$736	To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs.	\$736	0.0%	<i>0.00</i>																		
30-1912-256 WATER DIST. REPAIR EXPENSE	\$65,000	For the purchase of all materials used for the repair and installation of all sizes of water lines, hydrants & for new water line installations, as well as other water related work materials, etc. \$8,000 will be allotted for 4 ruggedized laptops for mapping.	\$67,000	-3.0%	<i>(2,000.00)</i>																		
30-1912-262 VEHICLE INSURANCE	\$8,200	For vehicle insurance. \$500 Per vehicle 12 Units.	\$7,000	17.1%	<i>1,200.00</i>																		
30-1912-264 EMPLOYEE TRAINING	\$10,084	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Asbestos initial and annual training, annual confined space and competent person training. To account for extra training due to turn over in our department personnel.	\$12,109	-16.7%	<i>(2,025.00)</i>																		
30-1912-381 WATER DIST. EQUIP. METERS	\$15,000	For purchase of water meters for new installations at new business/sub-divisions. For increase cost to purchase AMR Meters verses direct read water meters.	\$15,000	0.0%	<i>0.00</i>																		
30-1912-385 MACHINES & EQUIPMENT	\$482,584	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Item #1</td> <td style="width: 60%;">Gate Operator/Card Reader</td> <td style="width: 35%; text-align: right;">\$12,000</td> </tr> <tr> <td>Item #2</td> <td>New HD Vehicle to replace Vehicle 4159 (Lease/Purchase)</td> <td style="text-align: right;">\$40,092</td> </tr> <tr> <td>Item #3</td> <td>New HD Vehicle to replace Vehicle 4158 (Lease/Purchase)</td> <td style="text-align: right;">\$40,092</td> </tr> <tr> <td>Item #4</td> <td>3 Ruggedized Laptops or tablets</td> <td style="text-align: right;">\$5,400</td> </tr> <tr> <td>Item #5</td> <td>Continue AMR meter conversion program</td> <td style="text-align: right;"><u>\$385,000</u></td> </tr> <tr> <td></td> <td>Items In Order Of Importance</td> <td style="text-align: right;"><u>\$482,584</u></td> </tr> </table>	Item #1	Gate Operator/Card Reader	\$12,000	Item #2	New HD Vehicle to replace Vehicle 4159 (Lease/Purchase)	\$40,092	Item #3	New HD Vehicle to replace Vehicle 4158 (Lease/Purchase)	\$40,092	Item #4	3 Ruggedized Laptops or tablets	\$5,400	Item #5	Continue AMR meter conversion program	<u>\$385,000</u>		Items In Order Of Importance	<u>\$482,584</u>	\$7,200	6602.6%	<i>475,384.00</i>
Item #1	Gate Operator/Card Reader	\$12,000																					
Item #2	New HD Vehicle to replace Vehicle 4159 (Lease/Purchase)	\$40,092																					
Item #3	New HD Vehicle to replace Vehicle 4158 (Lease/Purchase)	\$40,092																					
Item #4	3 Ruggedized Laptops or tablets	\$5,400																					
Item #5	Continue AMR meter conversion program	<u>\$385,000</u>																					
	Items In Order Of Importance	<u>\$482,584</u>																					
30-1912-805 SC STATE RETIREMENT CONTRIBUTIONS	\$59,848		\$57,908	3.3%	<i>1,939.66</i>																		
30-1912-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$823		\$809	1.7%	<i>13.84</i>																		
30-1912-814 SOCIAL SECURITY	\$41,965		\$41,209	1.8%	<i>755.67</i>																		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

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

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

FY 1516 WD - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
AWWA Membership	1	\$82	0	No	\$82
Asbestos Group License	1	\$52	0	No	\$52
Operator License Application	10	\$50	0	No	\$500
WEASC Membership	10	\$35	0	No	\$350
Operator License Renewal	13	\$30	0	No	\$390
Total Cost					\$1,374
Training Expense					
SC Environmental Conference	1	\$209	12	Yes	\$209
SC Operators Conference	2	\$25	13.5	Yes	\$50
Pine Island Workshops	4	\$75	3	No	\$300
Asbestos Certification	27	\$150	8	No	\$4,050
Distribution Short School	2	\$375	24	Yes	\$750
Confined Space	13	\$125	8	No	\$1,625
Competent Person	13	\$125	8	No	\$1,625
Operator License Exams	5	\$95	12	No	\$475
Software Training (MS Word)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Management Training	1	\$500	20	No	\$500
Total Cost					\$10,084

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #1

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #2

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #3

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

Item #4

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARY AND WAGES	30-1916-101	\$560,311	Salary and wages for 13 employees. Includes a proposed WWTP plant maintenance I personnel.	\$543,680	3.1%	<i>16631.30</i>
OVERTIME	30-1916-102	\$24,000	Time worked after hours, other than 40 Hr. per week for coverage of holiday and weekend duties @ WWTP (ie: after hours emergency calls for WWTP, Pump Station #1 & #2 for emergency repairs to equipment). Current overtime expenditures reflect decreased solids dewatering operations (membranes, centrifuges, and digesters) to achieve target MLSS concentrations for carousels and overtime for WWTP maintenance staff for possible after hours electrical troubleshooting and corrective maintenance.	\$32,000	-25.0%	<i>(8000.00)</i>
PRINTING & OFFICE SUPPLIES	30-1916-210	\$680	Log books, printed forms, label maker supplies, data sheets, laserjet cartridges for lab and treatment plant. DHEC and EPA record keeping and monthly reporting. Increase due to increased printing of documents from multiple LaserJet printers and increased use of log books to document	\$680	0.0%	<i>0.00</i>
POSTAGE EXPENSE	30-1916-211	\$270	Mailing SCDHEC and EPA reports on monthly basis.	\$270	0.0%	<i>0.00</i>
STATE OF SC PERMIT FEES	30-1916-213	\$3,250	These fees includes treatment plant and laboratory certification, and covers inspection, analysis, and monitoring done by DHEC over the year.	\$3,250	0.0%	<i>0.00</i>
DUES AND MEMBERSHIP	30-1916-214	\$1,500	Professional membership dues for wastewater treatment personnel (ie, AWWA, SCWEA, WEF, annual certification fees for existing personnel ; and additional monies for lower grade operators (3) to sit for certification tests	\$1,500	0.0%	<i>0.00</i>
TRAVEL EXPENSE	30-1916-215	\$7,474	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Specifically to send 2 operators to the Operators Conference in October 2013, the SC Environmental Conference in March 2014, and to attend the Ovivo MBR Operator's Workshop. This will also support ongoing training opportunities to prepare lower grade operators (4) for higher grade certification exams. Additional training for WWTP maintenance personnel to travel and attend equipment repair training classes for new 25 MGD WWTP.	\$5,000	49.5%	<i>2474.00</i>

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
AUTO OPERATING EXPENSE	30-1916-217	\$45,000			
		Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan ,4 pickup trucks, 2 service trucks, & 3 tractor trailers. Total of 10 vehicles. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik slopemower, and a proposed gasoline utility golf cart. Vehicle expence includes weekly routes for Town of Lexington & Joint Municipal Commission sampling and 1 vehicle for WWTP additional maintenance personnel.	\$45,000	0.0%	0.00
WATER EXPENSE	30-1916-218	\$430,000			
		Potable Water Usage @ WWTP @ \$3.66/thousand gallons. 7-1-14 thru 12-31-14 water usage @ 58,826,000 gallons.	\$100,000	330.0%	330000.00
ELECTRIC & GAS EXPENSE	30-1916-220	\$939,000			
		Electric power service for operating the WWTP and solids handling facility. Increase due to wet weather pumping and treatment costs and addition of 2 LCJMW&SC force main metering station operations	\$806,200	16.5%	132800.00
TELEPHONE EXPENSE	30-1916-221	\$27,700			
		Telephone/Internet service, Verizon cellular/direct connect phone service,.	\$27,700	0.0%	0.00
LUBRICATION SUPPLIES	30-1916-223	\$3,000			
		Oils and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$3,000	0.0%	0.00
SERVICE CONTRACTS	30-1916-226	\$133,050			
		1. Annual radio service contract charge.	\$450		
		3. Generators and Switchgear Service Agreement	\$22,000		
		4. Lawn service agreement	\$53,500		
		5. Elevator Service Agreement	\$1,740		
		6. Annual Industrial Scientific Gas Detector iNET Insite usage fee	\$1,020		
		7. Parts Washer Service Agreement	\$600		
		8. Hach WWTP Lab & Process Control peventative maintenance agreement	\$20,000		
		9. Fire Alarm Service (Operations & Chlorine Buildings)	\$1,440		
		10. Plant garbage service	\$6,500		
		11. Aquarium maintenance service	\$4,200		
		12.true up and wwtp audit expenses	\$15,000		
		13.Xylem Effluent Pump Service contract (Bronze)	\$6,600		
		Total	\$133,050		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
LABORATORY SUPPLIES	30-1916-249	\$35,900			
		Reagents & supplies for the analysis of influent, effluent and pretreatment samples that are required by DHEC and EPA including chlorine, CODs, BODs, fecal coliform, quality control standards and pH reagents. Purchase of unknown WP interlaboratory PT study samples as mandated by EPA/DHEC. Analytical balance calibration. Special sampling projects. Resumption of phosphorous analysis required for 25 MGD NPDES limits. Additional costs associated with Town of Lexington & Joint Municipal Commission BOD, TSS & NH3 analysis, additional COD testing associated with Septage sampling, new E-Coli analysis supplies, increase for laboratory water purification system operations, and purchase of additional disposable sample bottles. Additional monies adjusted for 5.0% anticipated laboratory supply price increases.	\$27,500	30.5%	8400.00
VEHICLE INSURANCE	30-1916-262	\$6,900			
		Insurance on 12 Vehicles/Trailers assigned to the WWTP.	\$6,500	6.2%	400.00
EMPLOYEE TRAINING	30-1916-264	\$11,670			
		Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Additional training required to prepare lower grad operators (3) for higher level certification exams. Training for maintenance technician on new WWTP systems.	\$6,608	76.6%	5062.00
PROFESSIONAL SERVICES	30-1916-267	\$25,100			
		Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCB's, total nitrogen and monitoring of Cayce's pretreatment accounts. This analysis has to be done by a State of South Carolina certified laboratory. Also extra sampling to investigate any potential operational problems in WWTP water quality.	\$25,100	0.0%	0.00
MACHINES & EQUIPMENT	30-1916-385	\$139,350			
		Item #1 Replacement dump trailer for #4261	\$46,500		
		Item #2 Headworks rotating screen control cabinet air conditioner	\$5,000		
		Item #3 Insulation & heat tracing for headworks grit snails	\$10,000		
		Item #4 8" lay flat hose, Kaniflex hose, PVC hose, all with bauer fittings	\$13,500		
		Item #5 Table Top Autoclave (lab)	\$5,500		
		Item #6 Chevy Colorado extended cab	\$22,500		
		Item #7 BioRem Odor control Recirculation pump/motor assembly	\$5,350		
		Item #8 Headworks rotating screen wash impellor pump	\$13,200		
		Item #9 Carousel WiLo submersible mixer	\$9,500		
		Item #10 Used gasoline Utility Golf Cart	\$8,300		
		TOTAL	\$139,350		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

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

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

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

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

Travel Expense Budget Justification

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

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

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

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

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

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

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

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

Department	Utilities – WWTP 30-1916-385
Issue	Headworks Grit Snail Insulation/Heat trace project
Justification	<p>The WWTP has a need to insulate and heat trace the 3 Grit Snail grit dewatering/transfer units @ the Headworks building that are exposed to extreme cold weather events. These units transfer dewatered grit to dumpsters for disposal at the local landfill. The past 2 winters have seen extreme cold weather events where the temperature has dropped as low as 12* overnight. When these low temperatures are experienced, the Grit Snail conveyor, collection discharge shoot, and discharge tube will freeze solid and the grit cannot be transferred to the dumpsters on the ground floor.</p>
Estimated Impact on FY 15 - 16 Budget	\$10000
Item #3 of 10	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARY AND WAGES	30-1917-101	\$532,195	Salary and wages for 14 employees. Added an Operator Trainee and a Crew Leader position to maintain the increase in sewer problems/blockages. Moved the City Electrician to Water Admin.	\$520,012	2.3%	12,182.96
OVERTIME	30-1917-102	\$62,670	Time worked after hours, other than 40 Hr. per week and not being able to leave the task over for the next day due to the nature of the work. Also, to provide service 365 days per year and 24 hours per day.	\$40,000	56.7%	22,669.82
DUES AND MEMBERSHIP	30-1917-214	\$1,390	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,875	-25.9%	(485.00)
TRAVEL EXPENSE	30-1917-215	\$3,140	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions. Increase due to employee turn over and lack of collection licensing.	\$5,480	-42.7%	(2,340.00)
AUTO OPERATING EXPENSE	30-1917-217	\$85,000	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$100,000	-15.0%	(15,000.00)
ELECTRIC & GAS EXPENSE	30-1917-220	\$125,000	Electric power service for operating sewer pump stations. Increase to account for new pump stations to come on line.	\$125,000	0.0%	0.00
TELEPHONE EXPENSE	30-1917-221	\$45,000	Telephone service, Verizon cellular/direct connect phone service, (cell and monitoring services for sewer pump stations.) Change direct connect to smart phones	\$38,200	17.8%	6,800.00
LUBRICATION SUPPLIES	30-1917-223	\$300	Oils and greases used for pump operation and maintenance.	\$300	0.0%	0.00

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-226	\$17,878		\$15,100	18.4%	2,778.00
SERVICE CONTRACTS		1. Two way radio contract \$63 2. Generator set maintenance and inspection agreement. \$8,300 3. Pump station 1 gas detector service contract. \$1,500 4. Guard Dog Electric Fence Contract \$3,090 5. P.U.P.S. Contract \$3,245 6. Garbage Service \$1,680			
30-1917-227	\$175,000	For repair parts and repair of non-titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, etc. The number of sewer pumps increase annually (120+pumps at present). \$12,825.00 will be allotted for the upgrade field kits for 57 Omni units. From 2G to 3G.	\$135,000	29.6%	40,000.00
EQUIPMENT REPAIR					
30-1917-231	\$8,000		\$6,000	33.3%	2,000.00
HAND TOOLS & SUPPLIES		To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient tools.			
30-1917-234	\$1,500		\$1,500	0.0%	0.00
MASONRY/CEMENT SUPPLIES		For cement, concrete mix, mortar, sand, bricks,ect. Used to repair driveways , sidewalks, build kicker blocks, etc. To cover cost of workload increase.			
30-1917-235	\$25,000		\$25,000	0.0%	0.00
ASPHALT/GRADING SUPPLIES		For gravel, asphalt, and flowabile fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installions or repairs.			
30-1917-237	\$250		\$250	0.0%	0.00
RADIO SUPPLIES		Miscellaneous parts/service for mobile radios.			
30-1917-238	\$7,500		\$6,000	25.0%	1,500.00
SAFETY SUPPLIES		Raingear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over.			

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-241	\$6,200	Rental of uniforms as needed for 14 employees.	\$4,500	37.8%	1,700.00
UNIFORM SUPPLIES					
30-1917-244	\$500	For cleaning products to be used at the Utility Field Operation Center	\$500	0.0%	0.00
JANITORIAL SUPPLIES					
30-1917-248	\$18,687	To purchase lime for sterilization at sewer spills and various other chemicals used for odor, grease and gas formation control.	\$25,000	-25.3%	(6,313.00)
CHEMICAL EXPENSE					
30-1917-256	\$85,000		\$66,000	28.8%	19,000.00
WW COLL. REPAIR EXPENSE		For the purchase of all materials used for sewer repair and installation of all sizes of sewer lines and manholes, as well as, all other sewer related work.			
30-1917-257	\$5,000		\$5,000	0.0%	0.00
TRANSMISSION LINE O&M					
30-1917-262	\$8,850	For vehicle insurance.(15 vehicles)	\$8,500	4.1%	350.00
VEHICLE INSURANCE					
30-1917-264	\$4,418	For continued education of personnel. WW Collection certification examination fees. Confined space and competent person training. Increase due to Department split, employees need more training for job specific duties.	\$14,218	-68.9%	(9,800.00)
EMPLOYEE TRAINING					

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-385	\$536,798		\$65,700	717.0%	471,098.00
MACHINES & EQUIPMENT					
Item #1		4" Bypass Pump and accessories	\$55,000		
Item #2		2014 Vacuum Truck	\$350,300		
Item #3		HD Utility F450	\$40,092		
Item #4		F250 4x4 Truck	\$30,300		
Item #5		Timberland Pump Station II Conversion Phase Upgrade	\$25,000		
Item #6		Electric control panel Davon Pump Station	\$6,500		
Item #7		Mallard Trace PS Rebuild	\$13,000		
Item #8		Spare Pump for Air South Pump Station	\$9,500		
Item #9		Two Desktops Computers	\$1,706		
Item #10		3 Ruggedized Laptops or Tablets	\$5,400		
		Items Are In Order Of Importance	\$536,798		
30-1917-805	\$65,181		\$60,460	7.8%	4,721.23
SC STATE RETIREMENT CONTRIBUTIONS					
30-1917-810	\$896		\$844	6.2%	52.17
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1917-814	\$45,705		\$43,025	6.2%	2,679.53
SOCIAL SECURITY					
30-1917-820	\$15,000		\$13,000	15.4%	2,000.00
GENERAL INSURANCE EXPENSE					

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

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

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

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

Travel Expense Budget Justification

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #1

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

Item #2

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #3

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

Item #4

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #5

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

Item #6

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #7

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

Item #8

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #9

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

Item #10

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

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

Item #11

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

Item #12

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

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

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

Item #13

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
SALARY AND WAGES					
30-1920-101	\$130,423	Salary and wages for Manager and two Operators	\$107,000	21.9%	23,422.83
OVERTIME					
30-1920-102	\$8,589	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks.	\$5,250	63.6%	3,339.13
PRINTING & OFFICE SUPPLIES					
30-1920-210	\$1,000	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$500	100.0%	500.00
POSTAGE EXPENSE					
30-1920-211	\$600	Correspondence to potential customers, SCDHEC and EPA and pretreatment industries	\$300	100.0%	300.00
DUES AND MEMBERSHIP					
30-1920-214	\$315	Professional membership dues for septage and grease personnel (ie, SCWEA, WEF) and annual certification fees for existing personnel.	\$474	-33.5%	(159.00)
TRAVEL EXPENSE					
30-1920-215	\$1,829	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$1,402	30.5%	427.00
AUTO OPERATING EXPENSE					
30-1920-217	\$7,500	Maintenance of vehicles and equipment assigned to the Septage & Grease Facility including fuel, oil, lubricants for 1 auto and 1 pickup truck.	\$11,000	-31.8%	(3,500.00)
ELECTRIC & GAS EXPENSE					
30-1920-220	\$15,000	Estimated power cost for twelve months.	\$36,000	-58.3%	(21,000.00)
TELEPHONE EXPENSE					
30-1920-221	\$3,280	Telephone/Internet service and Verizon cellular phone service for manager and 2-operators	\$2,380	37.8%	900.00
LUBRICATION SUPPLIES					
30-1920-223	\$1,000	Oils and greases for pumps, motors and beltpress.	\$500	100.0%	500.00
SERVICE CONTRACTS					
30-1920-226	\$1,440	1- 6 yard dumpster for receiving station screenings 3 x per week	\$1,440	0.0%	0.00
EQUIPMENT REPAIR					
30-1920-227	\$6,000	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$1,500	300.0%	4,500.00

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
BUILDING REPAIRS					
30-1920-228	\$1,000	Maintenance of office ,pump room and beltpress building.	\$400	150.0%	600.00
SLUDGE DISPOSAL FEES					
30-1920-229	\$98,000	Based 2-3 truck loads of sludge per week for 12 months.	\$27,300	259.0%	70,700.00
HAND TOOLS & SUPPLIES					
30-1920-231	\$2,000	Purchase of hand tools for new employees	\$1,500	33.3%	500.00
ELECTRIC & LIGHT SUPPLIES					
30-1920-236	\$500	Light bulbs for office,pumproom and beltpress building.	\$200	150.0%	300.00
SAFETY PROGRAM & SUPPLIES					
30-1920-238	\$1,100	PPE for manager and 2-Operators	\$975	12.8%	125.00
UNIFORM SUPPLIES					
30-1920-241	\$2,000	Uniform rentals for 3 employees.	\$1,300	53.8%	700.00
JANITORIAL SUPPLIES					
30-1920-244	\$500	Hand soaps,mops,brooms,paper towels,bath tissue and floor cleaning supplies.	\$300	66.7%	200.00
CHEMICAL EXPENSE					
30-1920-248	\$78,296	Polymer addition for sludge dewatering. Lime to adjust Ph.	\$26,545	195.0%	51,751.18
LABORATORY SUPPLIES					
30-1920-249	\$750	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$500	50.0%	250.00
VEHICLE INSURANCE					
30-1920-262	\$1,560	Insurance on 2 Vehicles assigned to the Septage & Grease Facility.	\$1,500	4.0%	60.00
EMPLOYEE TRAINING					
30-1920-264	\$925	Short schools, seminars and outside training materials. Certification for employees as as keeping up the number of CEU hours required for operator renewal of their certifications.	\$859	7.7%	66.00
PROFESSIONAL SERVICES					
30-1920-267	\$0		\$0	#DIV/0!	0.00
PROFESSIONAL SERVICES LAB TESTING					
30-1920-268	\$10,000	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$10,000	0.0%	0.00

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1920-385	\$51,500		\$51,100	0.8%	400.00
MACHINES & EQUIPMENT		Item #1 Remodel old WWTP office/lab to convert into office space for septage and grease station employees, maintenance department for WTP and WWTP and City electrician.	\$50,000		
		Item #2 COMPUTER HARDWARE	\$1,500		
		Items listed in order of priority	\$51,500		
30-1920-805	\$15,212		\$12,103	25.7%	3,109.03
SC STATE RETIREMENT CONTRIBUTIONS					
30-1920-810	\$209		\$169	23.8%	40.15
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1920-814	\$10,667		\$8,613	23.8%	2,053.55
SOCIAL SECURITY					0.00
					0.00
30-1920-820	\$2,400		\$500	380.0%	1,900.00
GENERAL INSURANCE EXPENSE					
30-1920-821	\$6,620		\$5,560	19.1%	1,059.53
WORKERS COMP INSURANCE EXPENSE					
30-1920-822	\$17,715		\$19,851	-10.8%	(2,136.03)
MEDICAL INSURANCE EXPENSE					
30-1920-825	\$0		\$0	#DIV/0!	0.00
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1920-828	\$4,500		\$0	#DIV/0!	4,500.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DEPT. Pre-Treatment

DATE REV #1:

DEPT CODE 30-1920

DATE REV #2:

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

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

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

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
WEASC Membership	3	\$35	0	No	\$105
Operator License Renewal	7	\$30	0	No	\$210
Total Cost					\$315
Training Expense					
SC Environmental Conference	1	\$250	12	Yes	\$250
SC Operators Conference	2	\$25	13.5	Yes	\$50
Pine Island Workshops	3	\$75	3	No	\$225
WEASC Bio-solids / Residual Training	1	\$150	13.75	Yes	\$150
Software Training (MS Word)	1	\$125	12	No	\$125
Software Training (MS Excel)	1	\$125	12	No	\$125
Total Cost					\$925

Travel Expense Budget Justification

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

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

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

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #1

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

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

Item #2

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

ITEM IV. A

Community Service Award

Awarded to

J.D. Martin

**For your volunteer service to the City of Cayce
in building ten pet waste stations to be used in the City's Parks and
Neighborhoods**

Presented by

City of Cayce Council

April 7, 2015

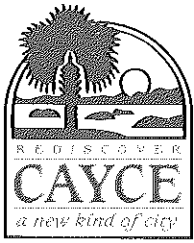
Elise Partin, Mayor

James E. Jenkins, Mayor Pro-Tem

Timothy M. James, Council Member

Tara S. Almond, Council Member

Eva Corley, Council Member



CITY OF CAYCE

Mayor
ELISE PARTIN

Mayor Pro-tem
JAMES E. JERKINS

Council Members
TARA S. ALMCHD
EVA CORLEY
TIMOTHY M. JAMES

City Manager
REBECCA VANCE

Assistant City Manager
SHAWN M. GREENWOOD

PROCLAMATION

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

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

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

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

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

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

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

WHEREAS, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 7, 2015.

NOW, THEREFORE, be it proclaimed by I, Elise Partin, Mayor of the City of Cayce, South Carolina, along with fellow members of the Cayce City Council, that April 1, 2014, is National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give to their communities.

In witness thereof, I have hereunto set my hand this 7th day of April, 2015.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

Revised and Updated Feb. 2015

Table 36 PRIORITY INVESTMENT SCHEDULE (CIP)							
Project Description	Revenue Sources	2012	2013	2014	2015	2016	Long Range
		HOUSING ELEMENT					
Site improvements at public housing projects Williams Place	Cayce Housing Authority – Stimulus funds CHA	Complete					
NATURAL RESOURCES ELEMENT							
Establish cultural information center	City– Hospitality/ Accommodations Tax	unfunded	pursue funding options	pursue funding options	Hospitality Tax Inacted 10/2014		
CULTURAL RESOURCES ELEMENT							
Historical Museum – capital improvement plan	City General Fund	\$3,500	\$3,500	\$3,500	\$3,500	To be adjusted	To be adjusted
COMMUNITY FACILITIES							
UTILITIES (WATER AND SEWER) DEPARTMENT							
Utilities Department – operational capital Improvement plan	City- O& MI Fund	\$250,000	\$250,000	City submitted for the Penny for Progress project list - \$15,005,000	The Penny for Progress did not pass. The City will continue to pursue funding options.		
Planned expansion/improvement of city wastewater plant	City – Revenue bonds			Complete			
Water & Sewer Infrastructure Plan	Combination of sources to include Revenue Bonds, Operating Fund, Reserve Fund, State Aid, Federal Aid and other sources			City submitted for the Penny for Progress project list - \$13,700,000	The Penny for Progress did not pass. The City will continue to pursue funding options.		
WaterLine Replacement	CDBG	\$6,800 \$171,083 phase 1	\$6,800 \$328,917	\$6,800 applied for CDBG funding-unfunded	applied for CDBG funding-unfunded	Will apply for CDBG funding again	complete
PUBLIC SAFETY DEPARTMENT							
Public Safety Department – operational capital improvement plan	City – General Fund	\$132,431	\$189,315	\$621,000 City submitted for the Penny for Progress project list - \$3,174,865	The Penny for Progress did not pass. The City will continue to pursue funding options.		
PARKS AND GROUNDS DEPARTMENT							
Parks Department – capital improvements plan	City – General Fund	\$58,950	\$17,450	\$32,000 City submitted for the Penny for Progress project list - \$1,038,500	The Penny for Progress did not pass. The City will continue to pursue funding options.		To be adjusted
City Park Maintenance	City – General Fund	\$5,000	\$5,000	\$5,000	\$5,000	To be adjusted	To be adjusted
Extend Riverwalk Park to Congaree Preserve – Phase 3	City- grants & TIF Funds	Phase 3A Complete	Phase 3B complete				
Extend Riverwalk Park to Timmerman Trail- Phase 4				City- TIF and PRT funds - Riverwalk complete awarded \$250,000 grant from LWCF	Start	To be Complete	
Guignard Park	City-grants & TIF Funds				Start and Complete		
Burnette Park	City Funds, & private partership				Start		
Riverland Park	City Funds, & private partership				Start		
STORM DRAINAGE							
Storm Drainage improvements – Continue development of NPDES storm water permit Phase 3	City - grants	1 Million unfunded	1 Million	City submitted for the Penny for Progress project list - \$6,141,464.60	The Penny for Progress did not pass. The City will continue to pursue funding options.		
STREETS AND SANITATION DEPARTMENT, AND CITY GARAGE							
Department - capital improvement plan	City- General Fund	\$341,000	\$221,000	\$207,000	\$207,000	\$207,000	To be adjusted
TRANSPORTATION							
Construct cul-de-sacs on all existing Dead-end streets	City-General Fund – DOT						Start
Build Sidewalk and bikeway network							
Priority #1: Airport Blvd. Enhancement Phase I	SCDOT	Start			Complete		Start
Future Phases	SCDOT						
Priority #2 State Street Enhancement	SCDOT,BCB, CDBG				Complete		
Priority #3: Axtel St. – full distance -3,000' @ \$100'	DOT – grants		\$300,000				Complete
Priority # 4 12 th St – Knox Abbott to Evergreen – 750' @ \$100'	DOT – grants		\$75,000				Complete
Priority # 5 Lafayette – Charleston Hwy to State – 6,000' @ \$100'	DOT – grants			\$600,000			Complete
Priority # 6 Julius Felder – Charlotte to Taylor – 1,900' @ \$100'	DOT - grants			Start		pursue funding for Phase II	\$190,000
Riverland Drive to Phase III of the Riverwalk (Phase I and II) All other sidewalk projects – reschedule and prioritize long term	DOT-grants DOT - grants			Start		Complete	\$319,844

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager

Date: April 1, 2015

Subject: Approval of First Reading of an Ordinance Amending Sections 4-7, 4-8, 4-9 and 4-10 of Chapter 4 (“Alcoholic Beverages”) of the Cayce City Code

ISSUE

Council approval is needed for First Reading of an Ordinance Amending Sections 4-7, 4-8, 4-9 and 4-10 of Chapter 4 (“Alcoholic Beverages”) of the Cayce City Code.

BACKGROUND/DISCUSSION

In reviewing the City of Cayce Code of Ordinances, Staff recently discovered language that was outdated and that may be in conflict with the new Ordinances governing Sunday Alcohol Sales.

In accordance with the advice from the City Attorney, the suggested changes will clarify the City Code to ensure there are no conflicting sections. These changes will also ensure the City Code complies with State Law.

RECOMMENDATION

Staff recommends Council approve First Reading of an Ordinance Amending Sections 4-7, 4-8, 4-9 and 4-10 of Chapter 4 (“Alcoholic Beverages”) of the Cayce City Code.

<p>STATE OF SOUTH CAROLINA)) COUNTY OF LEXINGTON)) CITY OF CAYCE)</p>	<p>ORDINANCE 2015-04 Amending Sections 4-7, 4-8, 4-9 and 4-10 of Chapter 4 (“Alcoholic Beverages”) of the Cayce City Code</p>
---	--

WHEREAS, the Council has determined that it is in the interest of the City and the public that certain sections of Chapter 4 (“Alcoholic Beverages”) of the Cayce City Code be revised in light of changes in State statutory law and in light of the passage of a referendum in November 2014 authorizing the South Carolina Department of Revenue to issue temporary permits for off-premises sale of beer and wine; and

WHEREAS, the issuance of such permits by the South Carolina Department of Revenue would have the effect of allowing, under State law, certain sales of beer and wine for permitted off-premises locations during Sunday hours,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 4-7 (“Sunday and Monday morning sales”), Section 4-8 (“Beer and wine on premises wherein Sunday and Monday morning sales are conducted constitutes contraband; bond”), Section 4-9 (“Drinking or possession of beer or wine on licensed premises on Sunday or Monday morning”), and Section 4-10 (“Beer or wine on premises of unlicensed person constitutes contraband”) of Chapter 4 (“Alcoholic Beverages”) of the Cayce City Code are hereby amended as follows:

(1) Section 4-7 is amended to delete the proviso (which is now out of date) contained in the first sentence thereof, and to add, at the beginning of the first sentence thereof, the words: “Except as allowed by State law,” so that the first sentence thereof shall read:

Except as allowed by State law, it shall be unlawful for any person to sell or offer for sale any wine or beer in this city between the hours of 12:00 Saturday night and sunrise Monday morning.

(2) Section 4-8 is amended to add, at the beginning of the first sentence thereof and preceding the word “any”, the words “Except as allowed by State law, if”.

(3) Section 4-9 is amended to read as follows:

Except when the on-premises sale and on-premises consumption of beer or wine is allowed pursuant to State law, any person who drinks beer or wine or possesses beer or wine in an open container between the hours of 12:00 Saturday night or sunrise Monday morning at any place licensed to sell beer or wine shall be deemed guilty of a misdemeanor.

(4) Section 4-10 is amended to add the words "or valid permit" following the words "valid license" and before the words "to make such a sale".

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

DONE IN MEETING DULY ASSEMBLED, this ____ day of _____,
2015.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: _____

Second reading and adoption: _____

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

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager

Date: April 1, 2015

Subject: Approval of Second Reading Ordinance 2015-03 amending the City of Cayce Zoning Ordinance to address the subdivision of property in "Group Developments"

ISSUE

Council approval is needed for the Second Reading of an Ordinance amending Article 7 ("Conditional Use and Special Exception Regulations") of the Zoning Ordinance of the City of Cayce to include regulations allowing for the subdivision of properties included in a "Group Development."

BACKGROUND/DISCUSSION

In response to concerns from the developers, staff has been researching ways to deal with a new trend in commercial developments. Historically, commercial properties that contain multiple buildings or multiple uses in one building (Group Developments) use a horizontal ownership structure. Several developers have recently approached the City to request the subdivision of new or existing developments in to what would be considered a fee simple ownership. What this means is that instead of one big piece of property, the development would be subdivided into multiple pieces.

The existing Ordinance does not currently allow for the subdivision of property in the manner that most of the developers are requesting. The setback, buffering and landscaping requirements make it impossible to include internal property lines.

The proposed Ordinance will allow the Zoning Administrator to reduce the setback, buffering and landscape requirements to zero (0) where applicable to property lines that are internal to the Group Development. The new Ordinance also includes requirements that agreements and/or contracts be in place to ensure the maintenance and common use of stormwater systems, landscaping, parking areas, buffer yards and signage plans. Staff believes this language is necessary to ensure there are no issues with the property owners in the future.

The Planning Commission held a Public Hearing on this matter at its regularly scheduled meeting on February 23, 2015. No members of the public were present to speak in favor of or against the Ordinance. The Planning Commission voted unanimously to recommend Council approve the Ordinance.

RECOMMENDATION

Staff recommends Council approve Second Reading of an Ordinance amending Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce to include regulations allowing for the subdivision of properties included in a “Group Development.”

STATE OF SOUTH CAROLINA)	ORDINANCE 2015-03
)	Amending Article 7 (“Conditional
COUNTY OF LEXINGTON)	Use and Special Exception
)	Regulations”) of the Zoning
CITY OF CAYCE)	Ordinance of the City of Cayce

WHEREAS, the City Council has determined that it is in the best interest of the City to create a new Section 7.17 (“Group Developments”) of the Zoning Ordinance to include new regulations on the subdivision of properties included in a Group Development; and

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

WHEREAS, the Planning Commission met on February 23, 2015, to review public comments and vote on recommending the text amendment and unanimously decided that they do recommend this text amendment,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Article 7 (“Conditional Use and Special Exception Regulations”) of the Zoning Ordinance of the City of Cayce is hereby amended to add a new Section 7.17 (“Group Developments”) to read as follows:

Section 7.17 Group Developments

Due to the unique design, features and ownership structure of “Group Developments,” the following design requirements may be utilized for all such projects:

- (1) A “Group Development” shall be defined as a single building or multiple buildings housing multiple uses that share a common parking area.
- (2) For the purposes of site plan approval, including stormwater, parking, landscaping and common area/open space requirements, all associated properties will be treated as a single development.
- (3) When a Group Development is subdivided into multiple parcels, the following documents, in detail satisfactory to the Zoning Administrator, shall be required:
 - a) A plan or agreement detailing how the shared parking will be maintained and preserved.
 - b) A plan or agreement detailing how the landscaping for the development will be maintained.

- c) A common signage plan detailing the allotted signage for each individual use (existing and future) and a plan or agreement detailing how common signage at entrances will be addressed.
- d) A plan or agreement detailing how the stormwater system will be maintained and preserved.
- e) A plan or agreement detailing how any common area/open space will be maintained and preserved.

(4) The Zoning Administrator may approve a reduction to the setback and bufferyard requirements to zero (0) feet and eliminate landscaping requirements on all internal property lines in the development.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2015.

Elise Partin, Mayor

Attest:

Mendy Corder, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

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ARTICLE 7
CONDITIONAL USE & SPECIAL EXCEPTION REGULATIONS

The regulations contained in this Article are intended to ameliorate the impact and improve the citing of uses, buildings, and projects whose characteristics could adversely affect surrounding property and environmental conditions. Toward this end, standards and criteria over and above those set forth elsewhere in this Ordinance are imposed herein on all conditional uses and special exceptions listed on Tables 1 and 2, and set out below.

<u>CONDITIONAL USES</u>	Section Reference
Townhouse projects	7.1
Patio and zero lot line housing projects	7.2
Bed and Breakfast Inns	7.3
Accessory Apartment	7.4
Temporary Uses (portable buildings, tents, etc.)	7.5
Manufactured Home Parks	7.6
Home Occupation	7.7
Communication Towers & Antennas	7.8
Refuse Systems	7.9
Sexually Oriented Businesses	7.10
Camps & Recreational Vehicle Parks	7.11
Open Storage	7.12
Apartments in the C-3 District	7.13
Single Bay, Fully Automated Car Wash	7.14
Large Scale Commercial Development (Big Box)	7.15
<u>SPECIAL EXCEPTIONS</u>	
Special Exception General Criteria	7.16
Group Developments	7.17

Section 7.17 Group Developments

Due to the unique design, features and ownership structure of “Group Developments,” the following design requirements may be utilized for all such projects:

- (1) A “Group Development” shall be defined as a single building or multiple buildings housing multiple uses that share a common parking area.
- (2) For the purposes of site plan approval, including stormwater, parking, landscaping and common area/open space requirements, all associated properties will be treated as a single development.
- (3) When a Group Development is subdivided into multiple parcels, the following documents, in detail satisfactory to the Zoning Administrator, shall be required:
 - a) A plan or agreement detailing how the shared parking will be maintained and preserved.
 - b) A plan or agreement detailing how the landscaping for the development will be maintained.
 - c) A common signage plan detailing the allotted signage for each individual use (existing and future) and a plan or agreement detailing how common signage at entrances will be addressed.
 - d) A plan or agreement detailing how the stormwater system will be maintained and preserved.
 - e) A plan or agreement detailing how any common area/open space will be maintained and preserved.
- (4) The Zoning Administrator may approve a reduction to the setback and bufferyard requirements to zero (0) feet and eliminate landscaping requirements on all internal property lines in the development.

Memorandum

To: Mayor and Council
From: Mendy Corder
Date: April 2, 2015
Subject: Resolution Approving an Agreement for Mutual Aid with Richland County Sheriff's Department.

ISSUE

Consideration of a Resolution approving an Agreement for Mutual Aid with Richland County Sheriff's Department.

BACKGROUND/DISCUSSION

S.C. Code section 23-20-50 was amended and requires that an agreement entered into pursuant to Title 23 on behalf of a law enforcement authority must be approved by the appropriate state, county or local law enforcement authority's chief executive officer, and by the governing body of each jurisdiction.

Council has already approved similar Resolutions ratifying Mutual Aid and Task Force Agreements with several entities. Council's approval of the resolution ratifies and meets the new requirement for these types of agreements.

RECOMMENDATION

Staff recommends Council approve a resolution approving an Agreement for Mutual Aid with Richland County Sheriff's Department and authorize the Mayor to sign the agreement on behalf of the City.

STATE OF SOUTH CAROLINA)	RESOLUTION
)	Approving Mutual Aid Agreement
COUNTY OF LEXINGTON)	with Richland County Sheriff's
)	Department
CITY OF CAYCE)	

WHEREAS, the need for law enforcement agencies to enter into contracts with other law enforcement agencies for mutual aid and support and for multijurisdictional task forces is recognized in Chapter 20 ("Law Enforcement Assistance and Support Act") of Title 23 ("Law Enforcement and Public Safety") of the South Carolina Code of Laws, and in S.C. Code sections 23-1-210 and 23-1-215; and

WHEREAS, S.C. Code section 23-20-50, which is a part of Chapter 20 of Title 23 of the State Code, provides that an agreement entered into pursuant to that chapter on behalf of a law enforcement authority must be approved by the appropriate state, county or local law enforcement authority's chief executive officer, and by the governing body of each jurisdiction; and

WHEREAS, S.C. Code sections 23-1-210 and 23-1-215 also require or may be construed by the Courts to require the approval of the Council in multijurisdictional agreements entered into pursuant to those sections; and

WHEREAS, the Council wishes to clarify and confirm the process by which it approves such mutual aid agreements and task force agreements as are entered into between the law enforcement agency of the City of Cayce and the law enforcement agencies of other political subdivisions of the State,

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

The City Council hereby ratifies or approves the City of Cayce and its Department of Public Safety entering into a Mutual Aid Agreement for law enforcement services, in the written form attached or in substantially similar written form, with the Richland County Sheriff's Department. The City Manager and the Director of the Department of Public Safety are authorized to sign the Agreement on behalf of the City.

ADOPTED this _____ day of April 2015.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

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

- d. Mass processing of arrests
- e. Transporting prisoners
- f. Operating temporary detention facilities
- g. Vehicular pursuits
- h. Service of process (including warrants)
- i. Marine enforcement
- j. Specialized law enforcement operations
- k. Locating missing persons
- l. Support and assistance in criminal investigations
- m. Any law enforcement purpose

3. Primary Responsibility. It is agreed and understood that the primary responsibility of the parties hereto is to provide law enforcement services within the geographical boundaries of their respective jurisdictions. Therefore, it is agreed that the law enforcement agency whose assistance is requested shall be the sole judge as to whether or not it can respond and to what extent it can comply with the request for assistance.

4. Procedure for Requesting Mutual Aid.

a. Request. A request for assistance shall only be made by the Sheriff or Chief of Police, if available, and otherwise by the senior duty officer of the law enforcement agency requiring such assistance. The request shall include a description of the situation creating the need for assistance, the number of law enforcement officers requested, the location to which the personnel are to be dispatched, and the officer in charge at such location. Any party to this Agreement can request the appropriate law enforcement assistance in any jurisdiction that is subject to this Agreement.

b. Reply. A reply to any request for assistance shall only be made by the Sheriff or Chief of Police, if available, and otherwise by the senior duty officer of the law enforcement agency whose assistance is requested. If the request is granted, the requesting law enforcement agency shall be immediately informed of the number of law enforcement officers to be furnished.

c. Officer-In-Charge. The personnel temporarily transferred or assigned by the assisting law enforcement agency shall report to the Officer-In-Charge of the requesting law enforcement agency at the designated location or by way of radio contact and shall be subject to the orders and commands of that official. The assisting law enforcement officers shall exert their best efforts to cooperate with and aid the requesting law enforcement agency.

d. Release. The law enforcement officers temporarily transferred or assigned shall be released by the Officer-In-Charge when their services are no longer required or when they are needed to respond to a situation within the geographical boundaries of their own jurisdiction.

provided, however, the assisting law enforcement officers shall use their best efforts to complete the requested service prior to being released.

5. Vesting of Authority and Jurisdiction. To the fullest extent permitted by the Constitution and statutes of this state, officers assigned under this agreement shall be vested with all authority, jurisdiction, rights, immunities and privileges within the requesting jurisdiction for the purposes of investigation, arrest, or any other activity related to the purpose for which they were requested. Local ordinances adopted by a sending agency shall not be deemed extended into areas which are outside the territorial limits of the sending jurisdiction.

6. Radio Communication. Radio communication between the requesting law enforcement agency and the assisting law enforcement officers shall be maintained by use of the State regional radio channel system, unless a radio channel that is mutually shared by the parties hereto is otherwise available.

7. Compensation and Reimbursement. The temporary transfer or assignment of law enforcement officers made pursuant to this Agreement shall in no manner affect or reduce the compensation, pension or retirement rights of such transferred or assigned officers, and such officers shall continue to be paid by the agency where they are permanently employed.

The parties agree that compensation and/or reimbursement for services provided hereunder shall be limited to the reciprocal provision of services of like kind, to include the ancillary benefits of increased investigation and prevention of narcotics and related offenses in their respective jurisdictions. Any other agreement for reimbursement between the parties must be written and executed in the same manner as this agreement.

8. Equipment and Facilities. Each party shall supply the equipment for its law enforcement officers and shall bear the risk of its damage or loss; provided, however, that if the equipment is damaged by the acts or omissions of employees of the other party, then the other party shall reimburse the damaged party for its loss. The host agency will provide the facilities for law enforcement operations and will designate its location at the time assistance is requested.

9. Records. The requesting law enforcement agency shall be primarily responsible to maintain records relating to the incident for which assistance has been requested. However, each law enforcement agency shall maintain records of the activities of its personnel that would generate records in its own jurisdiction including, but not limited to, incident reports, records of the application or execution of an arrest or search warrant, incident reports for arrests made by its personnel, uniform traffic tickets issued, and defensive action forms.

10. Insurance and Bond. It is agreed and understood that the parties hereto shall be solely responsible for maintaining such insurance protection and workers compensation coverage on its employees as may be required by law or deemed advisable by the party. The bond, if any, for any officers operating under this agreement, shall include coverage for their activity in the other jurisdiction covered by this agreement in the same manner and to the same extent provided by the bonds of regularly employed officers of that county or municipality.

11. Employment Status. Nothing herein contained shall be construed or interpreted to imply that the law enforcement officers temporarily transferred or assigned in accordance with this Agreement shall be employees of the law enforcement agency requesting such assistance.

12. Legal Contingencies. Neither party shall be responsible for defending any legal action brought against the other party or its employees arising out of circumstances in which assistance was requested or provided, nor shall it be responsible to pay any fees, costs, damages or verdicts incurred by the other party in such a legal action.

13. No Indemnification or Third-Party Rights. The parties shall be solely responsible for the acts and omissions of their respective employees, officers and officials. No right of indemnification is created by this agreement and the parties expressly disclaim such a right. The provisions of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any person or entity not a party to this agreement.

14. Other Agreements and Investigations. This Agreement shall not repeal or supersede any existing agreements between the parties hereto nor does it restrict in any way the normal, cooperation between law enforcement agencies concerning ongoing criminal investigations.

15. Severability. If any part of this agreement is found by a Court or other appropriate authority to be invalid, the remainder of the agreement nevertheless shall be in full force and effect.

16. Modification. This Agreement shall not be modified, amended or changed in any manner except upon the express written consent of the parties hereto.

17. Duration. This Agreement will continue in effect until terminated by one of the parties. The temporary transfer or assignment of law enforcement officers pursuant to this Agreement shall commence upon a proper request and subsequent acceptance, and shall continue only until the Officer-in-Charge no longer requires the services of the temporarily transferred or assigned officers on a case by case basis.

18. Termination. Any party entering this Agreement may withdraw from this Agreement by providing written notice to the other parties. Such withdraw becomes effective upon receipt of the withdraw notice by the other parties. Following such a withdraw, any remaining parties to this Agreement will continue to operate under the terms of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the dates shown below.

WITNESSES:

Juan Pineda
Jeff King

By: Carl
Richard Church Sheriff
Date: 2/1/11

By: _____
Cayce Police Chief Department of Public Safety
Date: _____

By: _____
City of Cayce
Date: _____



Richland County Sheriff's Department
5623 Two Notch Road • Columbia, South Carolina 29223
Office: (803) 576-3000
WWW.RCSD.NET • SHERIFF@RCSD.NET

February 12, 2015

Chief Charlie McNair
Cayce Police Department
1800 12th St. Extension
Cayce, South Carolina 29033

Dear Chief McNair:

A handwritten signature in cursive script that reads "Charlie".

Please find the enclosed two original copies of our proposed Mutual Aid Agreement. This agreement conforms with current South Carolina law and has been approved by the Richland County Council

Please sign both copies of the Mutual Aid Agreement and return one of them to my agency so that we will both maintain an original copy. Further, please have the agreement approved by your appropriate government authority. Upon approval our Mutual Aid Agreement will be in effect.

I look forward working under the Agreement to promote public safety for the purpose of securing to each other the benefits of mutual aid.

Sincerely,

A handwritten signature in cursive script that reads "Leon Lott".

Leon Lott
Sheriff

LL:swp

Enclosure

Memorandum

To: Mayor and Council
From: Mendy Corder
Date: April 2, 2015
Subject: Approval of an Agreement with Lexington County for Temporary Use of Magistrates in City Court

ISSUE

Council Approval is needed for an Agreement with Lexington County Magistrates to provide temporary replacement for the City Judge during medical leave.

BACKGROUND/DISCUSSION

The City's Municipal Judge's medical leave begins April 24, 2015. The County of Lexington and the Chief Magistrate have agreed to assign a magistrate/s to serve as supportive Municipal Judges in order to conduct jury trials; hold preliminary hearings, issue search and arrest warrants and assist in the administration of Criminal/Traffic Court as needed by the City while the City Judge is on medical leave.

RECOMMENDATION

Staff recommends Council approve the agreement and authorize the City Manager to sign the agreement with Lexington County to provide temporary replacement for the City Judge during her maternity leave, as finalized by the City Attorney, in substantially the same form as the attached agreement to include rate of pay, and, as needed, dates of service.

STATE OF SOUTH CAROLINA) SUPPORTIVE MUNICIPAL JUDGE
) AGREEMENT WITH THE CITY
 COUNTY OF LEXINGTON) OF CAYCE

This agreement is made and entered into this _____ day of _____, 2015, between the City of Cayce, South Carolina, hereinafter referred to as “City,” and the County of Lexington, hereinafter referred to as “County,” and the below-named Magistrate for Lexington County, hereinafter referred to as “Magistrate.”

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 dispose of cases where such is 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 City of Cayce 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 a magistrate or magistrates to serve as supportive Municipal Judges in order to conduct jury trials, hold preliminary hearings, issue search and arrest warrants and assist in the administration of Criminal/Traffic Court as needed by the City.
2. The supportive Municipal Judge work shall take place only after the regular magisterial work schedule time for the assigned Magistrate, so that there will be no overlap in the time that the Magistrate serves as County Magistrate and the time he performs the duties as supportive Municipal Judge.
3. The assigned Magistrate shall follow the order of the Chief Justice dated March 13, 2007 that sets forth the financial record keeping standards for Magistrate Court for both the magisterial court and municipal court.
4. The City agrees to pay to the County an amount which reflects payment of wages and benefits for the services of the Magistrate as City Judge. The County will increase the compensation the Magistrate receives as provided by the City, and the County shall make the appropriate withholding. The QUARTERLY COMPENSATION will be:

\$ _____ 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.

5. 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 relationship to the County.
6. This AGREEMENT shall be terminable at the request of any party upon thirty (30) 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.
7. 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 _____, 2015.

WITNESSES:

City of Cayce
By: _____
Its: _____

County of Lexington
By: _____
Its: _____

The Honorable _____
Chief Magistrate, Lexington County

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager

Date: April 2, 2015

Subject: Approval of Consent to Amendment to Restrictions relating to
Property at Old Barnwell and Emanuel Church Roads

ISSUE

Council approval is needed for the consent to amend restrictions relating to property at Old Barnwell and Emanuel Church Roads.

BACKGROUND/DISCUSSION

The City has been approached by a company developing a tract in West Columbia at the intersection of Old Barnwell and Emanuel Church Roads. The property is not in the City limits but is serviced by City of Cayce for water and sewer. There was a commercial deed restriction mistakenly placed on the property a few decades ago that the company is trying to unwind. As part of that process it was able to secure 77 signatures from surrounding neighbors to lift the deed restriction.

The title company is requiring that the utility providers also sign off on the deed restriction waiver. The property is currently comprised of 9 separate single-family homes and a large tract of land behind it – it was marketed as a commercial tract and portions of it were even utilized in the past for commercial purposes. No one was aware of the deed restriction until the company ran title on the properties.

RECOMMENDATION

Staff recommends Council approve Consent to Amendment to Restrictions relating to Property at Old Barnwell and Emanuel Church Roads.

Pursuant to Section 11 of the Restrictions, the undersigned, City of Cayce, South Carolina hereby consents to this Amendment and joins in this execution hereof. The City of Cayce's consent to this amendment shall not be deemed to release or waive any easement or service rights that the City of Cayce may currently have within or to the "Reserved Acreage", and shall not be deemed to release or waive any right of the City to current or future capacity fees or usage charges for water or sewer or to any fees for fire protection.

IN WITNESS WHEREOF, the undersigned has executed this Amendment to be effective as of the date first written above.

SIGNED, SEALED AND DELIVERED
in the presence of:

CITY OF CAYCE, SOUTH CAROLINA

Name: _____

By: _____

Name: _____

Title: _____

Name: _____

State of South Carolina

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by _____ the _____ City of Cayce, South Carolina, on behalf of said city.

(Seal and Expiration Date)

Notary Public

CITY OF CAYCE

Hospitality Tax Grant Application

Project Information			
Project Start Date	October 3, 2015	Amount Requested	\$ 30,000
Project Completion Date	October 3, 2015	Date Submitted	April 1, 2015
Project Name	Congaree Bluegrass Festival		
Project Address/Location	Granby Gardens Park, Cayce City Hall Complex		
Organization Information			
Organization	Cayce Events Committee		
Mailing Address	PO Box 2004		
City ST ZIP	Cayce, SC 29171		
Telephone	803-550-9557	Cell	803-206-3279
Fax	803-796-9072	E-Mail	dannycreamer@gmail.com
How long has this organization or corporation existed?	8	Year(s)	
Project Description			
<p>Congaree Bluegrass Festival – one day festival featuring a variety of bluegrass bands, instrument contests, food vendors, and children’s activities. 2015 is the eighth year for the festival and we have seen increase in attendance from visitors from more than 50 miles each year. This festival continues to grow each year and provides a great opportunity to build tourism in the City of Cayce. In addition, since the festival is held at the City Hall Complex, it provides an excellent opportunity to showcase the Cayce Historical Museum.</p>			

Tourist Information

What is the estimated number of tourists to be attracted by this project? 3,500

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

A group of volunteers stand at the two entrances to the festival and request each person's zip code. This not only helps us determine how many people attend the festival but how many miles they have traveled to attend.

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

Bluegrass music is a popular genre for our community. Bill's Pickin' Parlor is a mile from the City and has experienced great success in attendance at music concerts they produce. This event is free to the public and in a venue where a large crowd can be accommodated. There is no other event like this in our community and with the popularity of the genre, it has proven to bring in attendees from the states of Georgia, North Carolina, Tennessee and beyond. Hotels and restaurants in the city have advised that they reap the benefits of the tourists who attend the events. Every year we ask each person attending the festival for their zip code. Attached is the list from last year's festival that demonstrates the many people that have traveled over fifty miles to attend the festival.

Itemize Total Expected Project Costs	
Itemize Total Expense Below	Dollar Amount
Advertising (4 Billboards in surrounding states, Radio, Newspaper, National Magazine, Television Commercials, digital ads, flyers/posters, media consultant, etc)	21,450.00
All new event signage	3000.00
Equipment Rentals (Stage, Trolley, Golf Carts, Port-o-johns, sound)	5200.00
Entertainment (Bands and Accommodations, Emcee)	8000.00
Decorations	400.00
Bouncy house for children's area	600.00
Miscellaneous (Bunting, Prize awarded to band competition winner, postage, cleaning fees, Velcro and other supplies, music license, etc)	1800.00
Advertising Specialty Items	3550.00
Special Event Liability Insurance	1000.00
Total Cost of Project	45,000.00

Detail How the City's Hospitality Tax Grant Request Will Be Expended	
Detail Expense Items	Dollar Amount
Billboards in 4 surrounding states	5000
Print Ad's (newspaper, national & local magazine, posters/flyers)	8450
Digital Ad's and Television Commercial	5000
All new event signage	3000
Media Consultant	3000
Ad Specialty Items (t-shirts, fans, koozies, hats, etc)	3550
Decorations	400
Children's area bouncy house	600
Liability Insurance	1000
Amount Requested (must equal <i>Amount Requested</i> on first page of application)	30,000

List All Sources of Funds for the Proposed Project		
Sources of Funds	Indicate Status of Funds (Proposed, Requested, or Received)	Dollar Amount
Accommodations Tax Funds	Requested	13,000
Sponsorship Funds, Vendor Fees, Sale of ad.	Proposed	2,000
Hospitality Tax Funds	Requested	30,000
Total Budget		45,000

Statement of Assurances/Certification

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

Authorized Officer Signature

Printed Authorized Officer Name Danny Creamer, Chairperson, Events Committee

Date February 20, 2015

Organization Contact Information

Organization Cayce Events Committee

Contact Person Danny Creamer

Mailing Address PO Box 2004

City ST ZIP Cayce, SC 29171

Telephone 803-550-9557

Cell 803-206-3279

Fax 803-796-9072

E-Mail dannycreamergmail.com

For Staff Use

Memorandum

To: Mayor and Council

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

Date: April 1, 2015

Subject: Discussion and Approval of Hospitality Tax Funding Request for Riverwalk Repairs – Staff Request

Issue

Council discussion and approval is needed for Staff's request to utilize Hospitality Tax Funds for safety repairs and handrail additions to portions of the Riverwalk.

Discussion

Cayce staff is requesting to be allowed to utilize up to \$7,000 of Hospitality Tax Funds for safety repairs and handrail additions along portions of the Riverwalk. There is an immediate need for the addition of two handrails located at Phase I and Phase IV.

Due to safety concerns the failing overlook at Phase I needs to be demolished and fencing added in its place. Currently this area is an eyesore and safety risk. The City applied for a Hazard Mitigation Grant from FEMA in the amount of \$29,557 to correct other safety, soil stabilization, and erosion issues along Phase I. However, if the City is not awarded this grant Staff will request additional Hospitality Tax Funds at a later date to correct those issues as well.

Recommendation

Staff recommends approval of the Hospitality Tax Fund Request.

CITY OF CAYCE

Hospitality Tax Grant Application

Project Information	
Project Start Date 5/2/2015	Amount Requested \$ 15,771.65
Project Completion Date 11/21/2015	Date Submitted March 27, 2015
Project Name 2015 Girls on the Run 5k Events	
Project Address/Location Historic Columbia Speedway, 2001 Charleston Highway	
Organization Information	
Organization Girls on the Run of Columbia	
Mailing Address P.O. Box 5167	
City ST ZIP West Columbia, SC 29171	
Telephone (803) 381-0482	Cell (864) 723-1962
Fax	E-Mail mary.lohman@girlsontherun.org
How long has this organization or corporation existed? 11 Year(s)	
Project Description	
<p>The Girls on the Run (GOTR) 5k is the culminating event of every GOTR season. Over the course of the 12-week program, girls in 3rd-8th grades learn life skills through fun and engaging lessons that celebrate the joy of running. The program inspires girls to improve their emotional and physical health, foster healthy social relationships, and contribute positively to their communities. At the end of the season, girls from all the GOTR teams in the midlands come together to celebrate their accomplishments with the non-competitive 5k. Each girl is accompanied by at least one adult running buddy, and spectators include family members, friends, school employees and other community members.</p> <p>GOTR-Columbia seeks Hospitality Tax Grant funds for two 5k events in 2015 (May and November). These events will start and finish at the Historic Columbia Speedway; the 5k course runs through surrounding neighborhoods and around the City of Cayce Department of Public Safety and Municipal buildings (see attached 5k course).</p> <p>The May 2015 GOTR 5k will attract 1,300 runners/walkers, 200 volunteers, and at least 500 spectators. The November event will draw 1,600 runners, 200 volunteers, and at least 700 spectators. Of these 4,500 visitors, 97% will travel from outside of Cayce to attend the event. The majority of participants will come from Kershaw, Lexington, Richland and Sumter counties, where the GOTR program currently operates. Additional participants and spectators will travel from out-of-state to support their friends and family in the Girls on the Run program.</p> <p>GOTR-Columbia grows by an average 20% each year, which has required continuous improvement of the GOTR 5k as it has become a larger, more professional event. Cayce is a convenient central location as we head into our 6th year of hosting the event, and our goal is to make the Historic Columbia Speedway its permanent location. To make this plan viable, we are partnering with numerous community organizations and businesses to invest the time and resources needed to ensure the GOTR 5k is a safe, well-coordinated, fun and professional event. The funding requested will be used to purchase equipment needed to create a safe and enjoyable environment for all participants, while also promoting the City of Cayce through co-branding.</p> <p>(project description continued in attachments)</p>	

Itemize Total Expected Project Costs	
Itemize Total Expense Below	Dollar Amount
Professional Services & Rentals	\$9,130.00
Materials & Equipment	\$14,311.45
Promotions & Branding	\$5,958.77
Shirts (runners & volunteers) & Completion Medals	\$23,626.12
Venue Fees	\$1,500.00
Total Cost of Project	\$54,526.34

Detail How the City's Hospitality Tax Grant Request Will Be Expended	
Detail Expense Items	Dollar Amount
Barricade fencing with co-branded banners - Safety and crowd control at start & finish lines.	\$8,379.85
8 Tents with co-branded banners - Improve visibility of City of Cayce and post-race activities.	\$967.58
2 co-branded photo backdrops and stands - Photo station immediately after finish line.	\$1,031.48
75 co-branded directional and parking signs with cones	\$1,225.08
Co-branded, inflatable finish line arch - Improve 5k professionalism, quality of finish line photos and visibility for Cayce.	\$2,388.93
Co-branded start line flags & banner - Improve visibility/exposure for Cayce and professionalism of event.	\$741.80
Race clock with tripod and co-branded sign - Improve visibility/exposure for Cayce and professionalism of event.	\$429.49
Small stage and co-branded banner - Improve visibility/exposure for Cayce and decrease recurring rental costs.	\$607.44
Additional budget narrative in attachments	
Amount Requested (must equal Amount Requested on first page of application)	\$15,771.65

List All Sources of Funds for the Proposed Project		
Sources of Funds	Indicate Status of Funds (Proposed, Requested, or Received)	Dollar Amount
5k Participant registration fees	\$3,480 received; remainder proposed	\$30,000.00
5k Sponsors & Vendors, HTax Grant	\$3,350 received; \$19,121.65 requested	\$22,771.65
GOTR-Columbia reserve funds	Received	\$2,000.00
	Total Budget	\$54,771.65

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

IF AWARDED YOU MUST AGREE TO THE FOLLOWING REQUIREMENTS:

1. Unspent funding must be returned to City of Cayce Hospitality Tax Funds. If your organization is found to have spent funding in any other way than as described and approved per your application, funding must be returned to City of Cayce Hospitality Tax Funds.
2. Any revenue generated by the event or attraction must be to benefit a community or organization within the limits of City of Cayce. (Profits cannot go to other division of the organization, if that division is outside of the City of Cayce, SC.)
3. The sponsoring agency shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.
4. Promotional material such as brochures, rack cards, etc., a statement must be added that states "Funding assistance provided by the City of Cayce through Hospitality Tax Funds".
5. When projects are finished a final "Accountability Report" is due to the City of Cayce, C/O Tara Greenwood, 1800 12th Street, Cayce, SC 29033.
Accountability Report must include:
 1. A written summary of the project.
 2. A budget, noting the expenses that were outlined on your application.
 - a. A written account of income associated with this project.
 - b. A written account of expenditures associated with the project.
 3. Copies of your cancelled checks and invoices pertaining to the funds we award you.
 4. A marketing plan of how you will promote the project.
 5. Any advertisements or promotional material
 6. Photographs (5 or more) of the project and one additional photo exhibiting your acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds. (i.e. plaques, signs, etc.)
6. Agree to allow a representative of the City and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this project.
7. I hereby declare that this organization carries liability insurance in the amount of ~~\$1,000,000~~ and agree to include the City of Cayce as a named insured for purposes of this project. This organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity, and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.

EXECUTIVE DIRECTOR SIGNATURE/DATE:

Mary Adams 3/30/15

BOARD CHAIRMAN SIGNATURE/DATE:

Jarvis L. Bush 3/30/15

Project Description (continued)

As an event geared toward children and their families, safety is the highest priority of the GOTR 5k. Our safety plan includes support from the Department of Public Safety and Lexington County EMS, along with a volunteer first-aid team and clear emergency management plan. Other important safety measures include physical equipment such as barrier fencing and cones to keep participants and spectators separated from traffic hazards.

After safety, we focus on logistical readiness and professional event execution. This includes well-trained volunteers, clear signage, appropriate start/finish line equipment, crowd control, clear communication before the event, and much more. Finally, we focus on fun and celebration! Every part of the event ties into the Girls on the Run mission to inspire girls to be joyful, healthy and confident. The post-race celebration will feature music, sponsor and vendor booths, a photo booth, and various games and activities. We are actively encouraging Cayce businesses, organizations and residents to take part in the event. GOTR-Columbia staff and volunteers have conducted outreach in the community, speaking with residents along the course route and leaving notification flyers in neighborhoods the course runs through.



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

Nov 13, 2014

Girls on the Run of Columbia
Ms Mary E Lohman
PO BOX 5167
COLUMBIA, SC 292505167

RE: Registration Confirmation

Charity Public ID: P17422

Dear Ms Mary E Lohman :

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

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

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

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/31/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Trinity Consulting PO Box 471308 Charlotte NC 28247		CONTACT NAME: Debbie Chiappone PHONE (A/C, No, Ext): 704-464-0847 E-MAIL ADDRESS: DChiappone@trinityconsulting.net FAX (A/C, No): 704-973-9501	
INSURED GICOLSC Girls on the Run of Columbia PO Box 5167 West Columbia SC 29171		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins. Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18058	

COVERAGES

CERTIFICATE NUMBER: 1838313599

REVISION NUMBER:

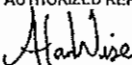
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse/Molestation <input checked="" type="checkbox"/> Special Event GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	Y		PHPK1280094	2/1/2015	2/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPPOP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1280094	2/1/2015	2/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB486663	2/1/2015	2/1/2016	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

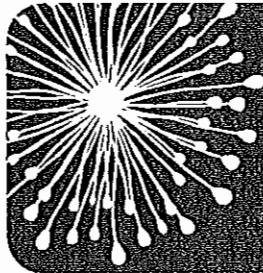
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: GOTR 5k event: City of Cayce is additional insured as respects to general liability for the operations of the insured when required by written contract.

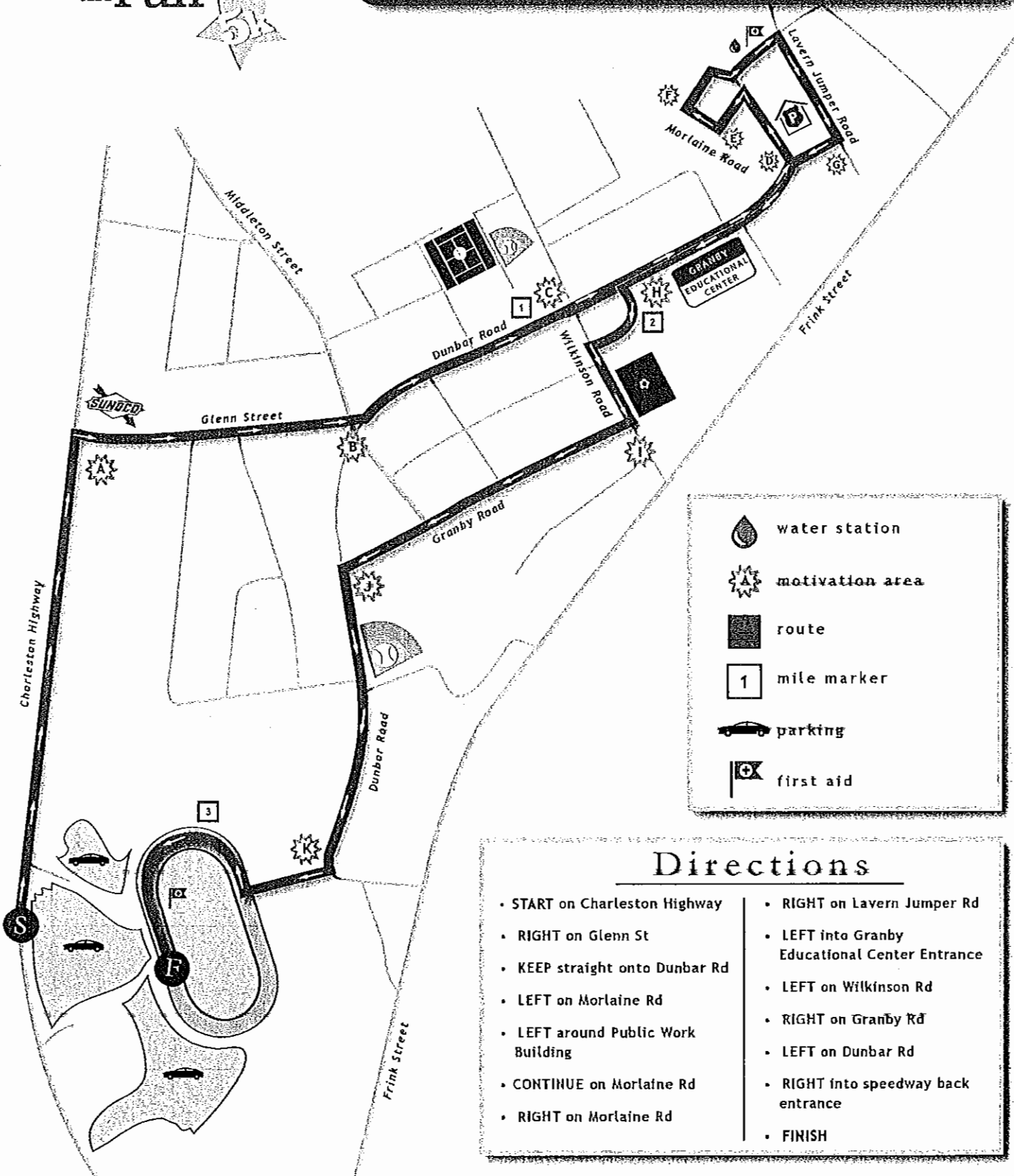
CERTIFICATE HOLDER**CANCELLATION**

City of Cayce 1800 12th Street Cayce SC 29033	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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GOTR 5k Directions and Course map



	water station
	motivation area
	route
	mile marker
	parking
	first aid

Directions

- | | |
|--|--|
| <ul style="list-style-type: none"> • START on Charleston Highway • RIGHT on Glenn St • KEEP straight onto Dunbar Rd • LEFT on Morlaine Rd • LEFT around Public Work Building • CONTINUE on Morlaine Rd • RIGHT on Morlaine Rd | <ul style="list-style-type: none"> • RIGHT on Lavern Jumper Rd • LEFT into Granby Educational Center Entrance • LEFT on Wilkinon Rd • RIGHT on Granby Rd • LEFT on Dunbar Rd • RIGHT into speedway back entrance • FINISH |
|--|--|



Measured and Certified
by Ken Lowden

USATF Certification

"Make Better Races!"

As a listed USATF Course Measurer since 2010 my primary goal is to help race directors create better races! A USATF-certified course is one that has been certified for accuracy. Courses must be certified for any time to be accepted as a State record or to be nationally ranked. Most importantly with so many races for runners to choose from it's important to offer a truly accurate record-quality course on which runners can achieve a meaningful Personal Best performance.

How Does Your Course Measure Up?

- ✓ **PRESTIGE:** USATF is the National Governing Body for track and field in the United States. The USATF logo and your certification number can be used in all marketing materials.
- ✓ **MORE ENTRIES:** Running a race on a certified course allows your runners to accurately compare time to runs on other certified courses. Everyone is always looking for a PR!
- ✓ **COMPETITION:** Apply for state records set on your course, state championships, Columbia Running Club Tour or other race series.
- ✓ **MILE MARKS:** You will receive clear descriptions of mile-points allowing you to place the mile markers in the correct location on race day.
- ✓ **Certificate good for 10 years.**



MOST EXPERIENCED IN THE SE: You receive the benefit of 5 years experience measuring nearly 200 courses in SC, GA and NC from 1 to 26.2 miles. And for all timing companies! This offers you a lot of knowledge about stringent USATF requirements and the fastest turnaround after measurement – usually within a few days. Plus as an avid runner, tri athlete and race director my primary goal is to help race directors build better races!

As many races are charity events each year I donate one certification to give back to the sport I love. Very honored that in 2015 the new Girls On The Run 5K has accepted my offer to support their outstanding work with youth in our community.

What you Receive...

- Consultation on your proposed course design.
- Accurate course measurement.
- **Course marking of Start, Mile marks and Finish.**
- Detailed course map in hard copy and PDF.
- Submission of all required forms and fees to USATF.
- Posting of your course on USATF website.
- Ten year USATF Certified Course Certificate.
- Detailed Start/Finish location to the Timing Company of your choice.
- New Race Director Tool Kit including personal research on what runners hate and want in road races.



For more information contact

Ken Lowden

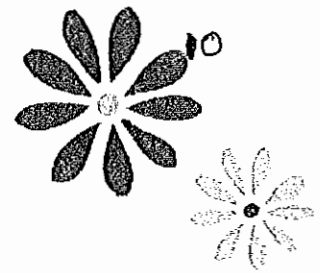


USATF Level 1 Coach

USATF/RRCA National Certifier

Race Director Ray Tanner Home Run 2005-2014

Email RunOnSC@Yahoo.com Phone 803-553-2673



Girls on the Run 5k Marketing Plan

TARGET AUDIENCES

- Program Participants
 - Over 1400 girls from 50 different schools
 - Parents, guardians
 - Teachers and school administration / staff

- Midlands Community
 - Colleges and Universities (University of South Carolina, Columbia College, Midlands Technical College, etc.), including specific departments & groups:
 - College of Social Work, School of Public Health, Women & Gender Studies, Office of Student Engagement
 - Sororities (Gamma Phi Beta is an official partner)
 - Community service and membership organizations (Rotary Club, Junior League of Columbia, etc)
 - Running groups (Columbia Running Club, Black Girls RUN! Columbia, Lexington Running Club, F.I.A., etc).

MARKETING OBJECTIVES

- Increase awareness about GOTR-Columbia and the benefits of Hospitality Tax Funds.
- Promote partners and organizations supporting Girls on the Run of Columbia.
- Reach 1,200,000 people through social media and news outlets to raise brand awareness.

STRATEGIES

Social Media & Web presence

Use of social media sites to continually update audiences before, during, and after the race.

- Facebook - 1715+ followers
 - Cover photo with GOTR 5k logo incorporating the City of Cayce for 3 weeks before the event.
 - Weekly 5k updates for 2 months prior to each 5k
 - Daily 5k updates during week prior to each 5k
- Twitter - 736+ followers
 - Same as above
- Instagram - 256+ followers
- Girls on the Run website
 - GOTRcolumbia.org is a great source of information about the GOTR 5k and is updated regularly with 5k information as the season starts.
 - The blog provides an opportunity for the City of Cayce to spotlight its involvement with the program.
 - City of Cayce logo will appear on the GOTR website for one year



**Fiscal Year 2013-2014 Financial Report
July 1, 2013 - Jun 30, 2014**

	Jul 13 - Jul 14	Budget	Variance	Jul 12 - Jun 13
CONTRIBUTED INCOME				
Grants	\$ 6,000	\$ 5,000	\$ (1,000)	\$ 11,000
Sponsorships & Donations	\$ 55,523	\$ 30,500	\$ (25,023)	\$ 64,646
Special Events	\$ 50	\$ 6,000	\$ 5,950	\$ 393
Total Contributed	\$ 61,573	\$ 41,500	\$ (20,073)	\$ 76,039
EARNED INCOME				
Fall Registration	\$ 52,463	\$ 54,333	\$ 1,870	\$ 40,962
Spring Registration	\$ 58,795	\$ 65,410	\$ 6,615	\$ 47,731
5k Registration	\$ 11,793	\$ 11,000	\$ (793)	\$ 8,789
Merchandise Sales	\$ 2,178	\$ 2,000	\$ (178)	\$ 1,414
Total Earned	\$ 125,229	\$ 132,743	\$ 7,514	\$ 98,895
TOTAL INCOME	\$ 186,802	\$ 174,243	\$ (12,559)	\$ 174,934

ADMINISTRATIVE EXPENSES	\$ 98,159	\$ 101,190	\$ 3,031	\$ 59,577
PROFESSIONAL SERVICES	\$ 10,399	\$ 13,300	\$ 2,901	\$ 8,523
FUNDRAISING EXPENSES	\$ 444	\$ -	\$ (444)	\$ -
PROGRAM EXPENSES	\$ 67,315	\$ 65,810	\$ (1,505)	\$ 54,977
TOTAL EXPENSES	\$ 176,317	\$ 180,300	\$ 3,983	\$ 123,076

NET INCOME	\$ 10,485	\$ (6,057)	\$ (16,542)	\$ 51,858
NET ASSETS	\$ 105,568			

Sponsorship & Donation Details

	Jul 13 - Jun 14	Budget	Variance
<i>Program Sponsorships</i>	\$ 2,650	\$ 15,000	\$ 12,350
<i>5k Sponsorships</i>	\$ 5,801	\$ 3,000	\$ (2,801)
<i>Individual Donations</i>	\$ 29,430	\$ 5,000	\$ (24,430)
<i>Community Partner Donations</i>	\$ 17,296	\$ 7,500	\$ (9,796)
<i>SoleMates Fundraising</i>	\$ 345	\$ -	\$ (345)
Total	\$ 55,523	\$ 30,500	\$ (25,023)

Office Expenses

Printing and Copying	800	500	456	44
Bank Account Maintenance	100	50	-	50
Office Equipment	750	300	1,373	(1,073)
Office Supplies	200	500	1,109	(609)
Telephone	360	360	-	360
Internet	360	600	703	(103)
Website	370	455	443	12
Postage	350	200	372	(172)
Occupancy	-	-	1,000	(1,000)
Total Office Expenses	3,290	2,965	5,455	(2,490)

Professional Services

Liability Insurance	3,000	3,000	3,623	(623)
Directors & Officers Insurance	800	800	760	40
Online registration processing fee	4,500	4,000	3,933	67
Survey Monkey	300	300	204	96
Total Professional Services	8,600	8,100	8,520	(420)

TOTAL MANAGEMENT AND ADMIN **62,210** **66,863** **68,096** **(1,233)**

Program Expenses

General	ORIGINAL	REVISED	ACTUAL	VARIANCE
Curriculum	1,800	1,800	1,103	697
New Coaches' Training	1,000	750	693	57
Background Checks	1,600	1,600	887	713
Program T-shirts	9,000	9,000	8,024	976
5k Completion Medals	2,200	2,500	1,895	605
Signs & other promotions	200	150	419	(269)
Game Pieces/Coaches Box	7,200	6,000	6,587	(587)
Incentives/Snacks	14,500	14,500	12,308	2,192
Fall 5k Race	10,000	15,000	12,846	2,154
Spring 5k Race	5,600	6,500	7,741	(1,241)
Volunteer Appreciation	3,500	3,500	1,823	1,677
Volunteer Mileage	450	450	451	(1)
SoleMates Promotional Material	200	200	101	99
Site Visit Mileage Reimbursement	500	500	-	500
Running shoes & gear for girls in	400	200	98	102
Total Program Expenses	58,150	62,650	54,977	7,673

Fundraising Expenses

General	ORIGINAL	REVISED	ACTUAL	VARIANCE
Direct mail (printing, postage,	50	50	-	50
Invitations	250	250	-	250
Food/Beverage	450	450	-	450
Total Fundraising Expenses	750	750		750

	ORIGINAL	REVISED	ACTUAL	VARIANCE
Total Revenue	121,665	130,275	174,934	(44,659)
Total Expenses	121,110	130,263	123,072	7,191

Total Surplus (Deficit) **555** **12** **51,862** **(51,850)**

CITY OF CAYCE Hospitality Tax Grant Application

Project Information	
Project Start Date 01/01/2015	Amount Requested \$ 3070
Project Completion Date 04/12/2015	Date Submitted 01/27/2015 ammended 04/01/2015
Project Name "Cayce Serves" Tennis Tournament	
Project Address/Location 1120 Fort Congaree Trail Cayce, SC 29033	

Organization Information	
Organization Cayce Public Safety Foundation	
Mailing Address PO Box 5422	
City ST ZIP Cayce, SC 29171	
Telephone 803-550-9529	Cell 803-622-7247
Fax	E-Mail MFant@amsvcs.com
How long has this organization or corporation existed? 5 Year(s)	

Project Description
<p>This is an amendment to the original application dated 01/27/2015. Originally, it was discussed and under the impression that the liability insurance for the Cayce Tennis and Fitness Center would cover the tournament, as all tournaments held at that location fall under their general liability. However, it was later determined that a separate liability insurance specifically covering the Cayce Public Safety Foundation and the City of Cayce would be necessary to satisfy the terms of the Hospitality Tax Grant. No additional funds are being requested, only transferring budgeted amounts to a different line item.</p> <p>The line item for "Advertising" in the amount of \$500 has been replaced with a line item for "Liability Insurance" in the amount of \$500.</p>

Itemize Total Expected Project Costs	
Itemize Total Expense Below	Dollar Amount
Food	700.00
Player T-Shirts	800.00
Court Fees	150.00
Balls	100.00
Liability Insurance	500.00
Print/Signs	500.00
USTA Membership/Tournament Fee	70.00
Prizes	100.00
Postage/Envelopes/Office Supplies	150.00
Total Cost of Project	3070.00

Detail How the City's Hospitality Tax Grant Request Will Be Expended	
Detail Expense Items	Dollar Amount
Food	700.00
Player T-Shirts	800.00
Court Fees	150.00
Balls	100.00
Liability Insurance	500.00
Print/Signs	500.00
USTA Membership/Tournament Fee	70.00
Prizes	100.00
Postage/Envelopes/Office Supplies	150.00
Amount Requested (must equal <i>Amount Requested</i> on first page of application)	3070.00

List All Sources of Funds for the Proposed Project		
Sources of Funds	Indicate Status of Funds (Proposed, Requested, or	Dollar Amount
Total Budget		

ITEM VII. G.

**ACCOMMODATIONS TAX FUNDING REQUESTS
FY15-16**

Name	Request	Recomm	Approved	Notes	FY 14-15	
					Request	Received
Ad Specialties (replenish stock)	\$1,200	\$1,200			\$1,200	\$0
Airport High School Boys Soccer Tournament	\$2,500	\$2,500			\$2,500	\$2,000
Airport High School Girls Soccer Tournament	\$2,500	\$2,500			\$2,500	\$2,000
Brookland-Cayce High School Boys Soccer	\$3,000	\$2,500			\$5,000	\$2,000
Cayce Centennial Celebration Concert	N/A	\$0			\$10,000	\$10,000
Cayce Museum - Centennial Event	N/A	\$0			\$3,500	\$3,450
Cayce Museum - Christmas Traditions 2014	\$3,350	\$3,350			\$3,800	\$3,350
Cayce Museum Aide's Salary	\$11,500	\$11,500			\$11,500	\$11,500
Cherokee Trail Riverfest	\$8,000	\$2,500			\$10,000	\$1,700
Christmas In Cayce Festival of Lights	\$8,500	\$8,500			\$8,500	\$4,500
Columbia Metro Convention & Visitors Ctr	\$3,000	\$1,000		Or up to 30% according to State law	\$5,000	\$500
Congaree Bluegrass Festival	\$16,700	\$16,700			\$16,700	\$13,000
Guided Nature Tours	\$500	\$500			N/A	N/A
The River Alliance/Tartan Day South	\$5,000	\$4,000			\$3,000	\$3,000
West Metro Visitors Center	\$18,000	\$18,000		Or up to 30% according to State law	\$18,000	\$18,000
TOTAL FUNDS REQUESTED/APPROVED	\$83,750.00	\$74,750			\$101,200	\$75,000

Memo

To: Accommodations Tax Committee
From: Kara Carmine, Administrative Coordinator
Date: March 6, 2015
Re: **FY15-16 Accommodations Tax Request**

We are requesting \$1,200 in funding for FY15-16 to replenish our supply of advertising specialty items. These imprinted items include t-shirts, hats, coffee mugs, pencils, pens, magnets, etc. The items are used to promote tourism to the City through distribution at the West Metro Visitors Center, events and other activities.

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

KC/



**CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016**

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

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

Applicant/Organization Airport High School Boys Soccer

Federal ID No. _____ Non-Profit Status: _____

Contact Person Sam Masone Telephone (803) 517-7566

Address 1715 Boston Ave. West Columbia, South Carolina 29169

Email smasone@lex2.org

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

City of Cayce

Accommodations Tax Fund Request

2

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

The Airport Select Invitational Tournament is a varsity boys soccer tournament, one of the largest in the state of South Carolina. ASI 2015 will be held March 19-22, 2015 and will feature 12 teams from across South Carolina. The city funds will help us supply many different things for the tournament such as game balls, general field maintenance, canteen supplies, security, ticket takers, custodians, trainers, awards, and various fees.

4. Project Period: Begin March 19, 2015 End March 22, 2015

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

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

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

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

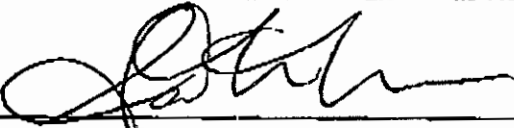
Describe how your project/event will attract and promote tourism, civic and cultural events, or help provide services and facilities that are needed to attract and provide for tourists, civic and cultural activities. (Attach a sheet, if necessary)

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

Lined area for additional text or attachments.

6. Estimated Cost of Project \$14,000

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 2500


Signature of Applicant

February 23, 2015
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

City Of Cayce
Accommodations Tax Fund Request

Attachment 1, Page 2

Organization Airport Boys Soccer

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Custodians (4 days)	\$600
Tournament Director	\$300
Athletic Trainers (4 days)	\$500
Match Officials	\$3,650
Awards/Match Balls	\$800
Lighting for night matches	\$500
Event Security	\$1,000
Field Pant	\$750
Gatekeepers/Scorekeepers	\$1300
Field Maintenance (2 fields)	\$750
Assigner Fee	\$200
Sanctioning Fee	\$150
T-shirts	\$2,000
Canteen Supplies	\$1,000
Miscellaneous Supplies	\$500
TOTAL	\$14,000

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

MAR - 9 2015

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

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

Applicant/Organization Airport High School Girls Varsity Soccer Team

Federal ID No. _____ Non-Profit Status: _____

Contact Person Keith Morris Telephone (803)822-5600

Address 1315 Boston Avenue, West Columbia, SC 29170

Email KeithM@Lex2.org

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

The Lady Eagle Classic Soccer Tournament hosted by Airport High School is a varsity girls soccer tournament. The tournament is currently the largest regular season tournament in the state of South Carolina. The tournament will field 32 teams and be held at Airport High School from March 26, 2015 - March 29, 2015. The city funds will help us supply many different things for the tournament such as game balls, general field maintenance, canteen supplies, security, ticket takers, custodians, trainers, awards, and other various fees.

4. Project Period: Begin March 26, 2015 End March 29, 2015

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

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

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

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 70% of the teams

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

This tournament will bring hundreds of visitors to the City of Cayce for 4 days and 3 nights. Visitors will spend money at local hotels located in the City of Cayce. Additionally, visitors will spend money in restaurants and in local convenience stores for gas and other items.

Multiple horizontal lines for additional text input.

6. Estimated Cost of Project ___\$13,050.00_____

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 2,500

Mentha
Signature of Applicant

3-5-2015
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization Airport High School Girls Varsity Soccer Team

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

Type of Revenue	FY2015-16
Ticket Sales (Gate Collection)	\$2,750.00
Team Entry Fees	\$3,000.00
Concession Stand	\$1,400.00
T-Shirt Sales	\$3,400.00
Cayce Accommodations Tax	\$2,500.00
TOTAL *	\$13,050.00

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

Organization __ Airport High School Girls Varsity Soccer Team _____

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Custodians	\$800.00
Gates/Ticket Sales	\$700.00
Trainers	\$500.00
Security/Parking	\$750.00
Scoreboard/Announcers	\$250.00
Field Paint	\$500.00
Officials	\$3,500.00
Field Maintenance, Upkeep, Lighting	\$1,250.00
Game Balls	\$500.00
Awards/Trophies	\$250.00
Assigner Fee/Sanctioning/Fees	\$400.00
Concession Purchases	\$1,000.00
Miscellaneous Supplies (Brackets, Printing)	\$250.00
T-Shirt Costs	\$2,400.00
TOTAL*	\$13,050.00

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization Congaree Bluegrass Festival/Cayce Events Committee

Federal ID No. _____ Non-Profit Status: _____

Contact Person Danny Creamer, Chair Telephone 206-3279

Address 1011 M Ave., Cayce, SC 29033

Email dannycreamergmail.com

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

Congaree Bluegrass Festival – one day festival featuring a variety of bluegrass bands, instrument contests, food vendors, and children’s activities. Eighth year for the festival and have seen increase in attendance from visitors from more than 50 miles each year. This festival continues to grow each year and provides a great opportunity to build tourism in the City of Cayce. In addition, since the festival is held at the City Hall Complex, it provides an excellent opportunity to showcase the Cayce Historical Museum.

4. Project Period: Begin October 3, 2015 End October 3, 2015

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

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? All hotels have been contacted and the West Metro Chamber of Commerce & Visitors Center works with festival officials to recommend overnight stays in the City of Cayce.

Total number of visitors expected to attend your event? 3,800

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 35%

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

Bluegrass music is a popular genre for our community. Bill’s Pickin’ Parlor is a mile from the City and has experienced great success in attendance at music concerts they produce. This event is free to the public and in a venue where a large crowd can be accommodated. There is no other event like this in our community and with the popularity of the genre, it has proven to bring in attendees from the states of Georgia, North Carolina, Tennessee and beyond. Hotels and restaurants in the city have advised that they reap the benefits of the tourists who attend the events. Every year we ask each person attending the festival for their zip code. Attached is the list from last year’s festival that demonstrates the many people that have traveled over fifty miles to attend the festival.

6. Estimated Cost of Project \$40,200.00

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 16,700.00



3-1-15

Signature of Applicant

Date

Please attach:

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

Submit completed application form and required attachments to:

**City of Cayce
ATTN: Mendy Corder
mcorder@cityofcayce-sc.gov
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization Congaree Bluegrass Festival/Cayce Events Committee

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

Type of Revenue	FY2015-16
Cayce Accommodations Tax Funds	\$16,700
Sponsorships	\$8,500
Vendor Fees	\$2,000
Sales of t-shirts, hats, etc.	\$2,000
City of Cayce	\$11,000
TOTAL *	\$40,200

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

Organization Congaree Bluegrass Festival/Cayce Events Committee

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Postage	400
Printing	3,000
Advertising	4,000
Electrical	1,500
Entertainment	12,200
Sound System	1,500
Signs and Banners	3,000
Decorations	500
Stage Rental	2,000
Port-o-jons	325
Food/beverage	575
Golf carts and trolleys	400
Office Supplies	300
Children's' Play Area	600
Part-time staff	600
Staff Overtime	3,545
Security	2,000
Bookmarks	100
Cleaning Fees	200
BMI License	305
Cash for box	450
Miscellaneous	200
T-shirts, hats, etc.	2,500
TOTAL*	\$40,200

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization BROOKLAND-CAYCE HS BEARCAT SOCCER

Federal ID No. 57-0670772 Non-Profit Status: NO

Contact Person KEVIN HEISE Telephone 803-447-6496

Address 1300 STATE STREET CAYCE SC 29033

Email KHEISE@LEX2.ORG

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

NIKE PALMETTO LUP - CITY OF CAYCE FUNDS WILL GO TOWARDS OUR ADVERTISING - BILLBOARDS, SOCCER MEDIA ADS, NSCAA CONVENTION AD.

4. Project Period: Begin July 2015 End April 2016

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

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? COUNTRY INN & SUITES MOTEL 6 SLEEP INN

Total number of visitors expected to attend your event? 1,500

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 60%

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

WE ALWAYS INCLUDE INFO ON THE CAYCE RIVERWALK AS WELL AS FLYERS FOR TARTAN DAY. THIS YEAR WE'VE BEEN CONTACTED BY THE AVENUES ASSOCIATION TO ADVERTISE THEIR EVENT AT THE BRICK WORKS ON APRIL 11.

6. Estimated Cost of Project 20,000

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 3,000

[Signature]
Signature of Applicant

3-5-15
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

2014 NIKE Palmetto Cup Financial Report

EXPENSES		
Dri-Fit Shirts	Lesesne Industries	\$5,850.00
Officials		\$4,125.00
NCAA Convention	Philadelphia	\$2,875.00
Certified Athletic Trainers	Drayer	\$1,800.00
Billboards	Lamar Advertising	\$1,200.00
Security		\$1,000.00
Tourney Programs	Colonial Printing	\$722.00
Custodians	Service Solutions	\$558.12
Canteen Supplies		\$550.13
Southern Soccer Scene Ads		\$450.00
Gate Workers		\$195.00
Referee Assignor	Dennis Cook	\$175.00
		\$19,500.25
INCOME		
Dri-Fit Shirt Sales		\$6,200.00
Ticket Sales (Gate)		\$5,200.00
Entry Fees		\$4,225.00
City of Cayce Tax Accommodations		\$2,000.00
Program Ads		\$1,125.00
Canteen & Program Sales		\$750.25
		\$19,500.25



www.nikepalmettocup.com

Since the inception of the Palmetto Cup in 1993, the tournament has evolved from a four-team, four-match event into the premier in-season high school boys tournament in the Southeast. The 2015 edition of the Palmetto Cup will feature 16 teams. The dates for the 2015 tournament are April 8-11 (Wednesday-Saturday). Easter Sunday is April 5th.

Having attracted teams from Alabama, Alaska, Oklahoma, Tennessee, Virginia, and Wyoming, the Palmetto Cup is recognized as one of the top prep boys soccer tournaments in the nation and was named *"The Southeast's Premier Boys High School Soccer Tournament"* by StudentSports.com. The tourney is utilized as an annual barometer for the TopDrawerSoccer.com and NSCAA ranking committees.

The tournament has undergone numerous changes in the 22-year history as it started as: the Brookland-Cayce Classic in 1993; and then was titled the Spring Break Shootout from 1994-97; before changing to the Palmetto State Spring Break Shootout; while the 2002 event ushered in a change to the Palmetto Cup to reflect the diversity of teams competing. In 2012, the tourney officially became recognized as the NIKE Palmetto Cup due to our outstanding sponsorship from the flagship athletic apparel company.

Annually, the NIKE Palmetto Cup attracts outstanding crowds, collegiate coaches from NCAA Division I and II, NAIA, and JUCO programs, and more importantly serves as a great testimony to high school soccer. Known for its competitive and wide-open "Cup" matches, the atmosphere of this four-day event is unparalleled in South Carolina prep soccer.

You can follow the tournament and information on Twitter @NikePalmettoCup

More than 1,500 spectators attended the 2014 NIKE Palmetto Cup at Brookland-Cayce HS.



22nd Annual
PALMETTO CUP
WWW.SCSOCCER.COM/BCSOCCER
Brookland-Cayce High School
April 14-17, 2014



Lamar Advertising Billboard

NIKE Palmetto Cup Survey

#1



COMPLETE

Collector: Web Link (Web Link)
Started: Saturday, April 19, 2014 12:27:04 PM
Last Modified: Saturday, April 19, 2014 12:36:58 PM
Time Spent: 00:09:54
IP Address: 72.159.133.5

PAGE 1: NIKE Palmetto Cup

Q1: School

Wade Hampton G

Q2: Coach

Damon Dixon

Q3: Coach Email

ddixon@greenville.k12.sc.us

Q4: All-Tournament Team Selection(s) from your team. Champion (5+MVP), Runner-Up (5), Semifinalists (4), #5-12 (1 player for each school).

Julien Coulomb

Q5: Did your team stay overnight?

No

Q6: If yes, where and how many nights? Room rate? How many rooms?

N/a

Q7: What restaurants, grocery stores, or convenience stores did your team/supporters visit while attending the tournament?

Rush's and D's Wings

Q8: How much money did your team/supporters spend while attending the tournament?

\$500+

Q9: Did your team/supporters visit a mall or shop while in town for the tourney? If so, where?

N/A

Q10: Overall experience at tournament (10 = Exceptional/Best)

10

NIKE Palmetto Cup Survey

Q11: Overall quality of tournament (10 = Exceptional/Best)

10

Q12: Rate playing surface at The Cage at BCHS - (10 = Exceptional/Best)

10

Q13: Rate playing surface at Granby (10 = Exceptional/Best)

10

Q14: Comments on playing fields

I had trouble rating above but exceptional was my choice for all. A 10 for certain!

Q15: Rate communication & coordination (10 = Exceptional/Best)

10

Q16: Rate level and diversity of competition (10 = Exceptional/Best)

10

Q17: Comments on level and diversity of competition

10 for all above

Q18: Rate officiating (10 = Exceptional/Best)

10

Q19: Comments on officiating

10 for above.

Q20: Rate tournament atmosphere (10 = Exceptional/Best)

10

Q21: Rate hospitality of volunteers (10 = Exceptional/Best)

10

Q22: Rate the quality of the concession stands - variety of snacks, food, drinks, etc.; prices, etc.

10

Q23: Comments on canteen.

10s for all of the above

NIKE Palmetto Cup Survey

Q24: Rate the cleanliness of the restrooms.

5

Q25: Rate the quality of the athletic trainers on site (10 = Exceptional/Best)

10

Q26: Overall satisfaction with the tournament (10 = Exceptional/Best)

10

Q27: How likely is it that you will return to the NIKE Palmetto Cup? We will return if the dates match our spring break

Q28: Did you like the NIKE Palmetto Cup shirt design this year? (10 = Exceptional/Best)

10

Q29: Did your team take in any of the area's attractions while in Cayce? If so, what did you do?

N/A

Q30: Did you like the one-match per day (with exception of the semis/finals) format? Yes

Q31: Do you like the 60 minute matches for the final day or would you rather the full 80 be played? No,
Other (please specify)
80 minutes would be ideal for all games (weather permitting).

NIKE Palmetto Cup Survey

#2

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Saturday, April 19, 2014 1:02:19 PM
Last Modified: Saturday, April 19, 2014 1:14:53 PM
Time Spent: 00:12:34
Email: lloyd.chalker2@weyerhaeuser.com
IP Address: 166.205.64.202

PAGE 1: NIKE Palmetto Cup

Q1: School

Fort Mill

Q2: Coach

Lloyd Chalker

Q3: Coach Email

Lloyd.chalker2@weyerhaeuser.com

Q4: All-Tournament Team Selection(s) from your team. Champion (5+MVP), Runner-Up (5), Semifinalists (4), #5-12 (1 player for each school).

Mike Usina

Q5: Did your team stay overnight?

No

Q6: If yes, where and how many nights? Room rate? How many rooms?

NA

Q7: What restaurants, grocery stores, or convenience stores did your team/supporters visit while attending the tournament?

Domino's and Subway (team)
Cock & Bull (parents)

Q8: How much money did your team/supporters spend while attending the tournament?

\$500

Q9: Did your team/supporters visit a mall or shop while in town for the tourney? If so, where?

No

Q10: Overall experience at tournament (10 = Exceptional/Best)

8

NIKE Palmetto Cup Survey

Q11: Overall quality of tournament (10 = Exceptional/Best)

9

Q12: Rate playing surface at The Cage at BCHS - (10 = Exceptional/Best)

8

Q13: Rate playing surface at Granby (10 = Exceptional/Best)

NA

Q14: Comments on playing fields

Surface was the best I can remember it. The Cage is and always has been very small.

Q15: Rate communication & coordination (10 = Exceptional/Best)

10

Q16: Rate level and diversity of competition (10 = Exceptional/Best)

8

Q17: Comments on level and diversity of competition

While I like a guaranteed win the lower teams must hate it.

Q18: Rate officiating (10 = Exceptional/Best)

8

Q19: Comments on officiating

Good. Consistent

Q20: Rate tournament atmosphere (10 = Exceptional/Best)

8 seemed down this year but still good

Q21: Rate hospitality of volunteers (10 = Exceptional/Best)

10

Q22: Rate the quality of the concession stands - variety of snacks, food, drinks, etc.; prices, etc.

NA

Q23: Comments on canteen.

Respondent skipped this question

NIKE Palmetto Cup Survey

Q24: Rate the cleanliness of the restrooms.

8

Q25: Rate the quality of the athletic trainers on site (10 = Exceptional/Best)

9

Q26: Overall satisfaction with the tournament (10 = Exceptional/Best)

9

Q27: How likely is it that you will return to the NIKE Palmetto Cup? We will return if the dates match our spring break

Q28: Did you like the NIKE Palmetto Cup shirt design this year? (10 = Exceptional/Best)

10 best one so far

Q29: Did your team take in any of the area's attractions while in Cayce? If so, what did you do?

No

Q30: Did you like the one-match per day (with exception of the semis/finals) format? Yes

Q31: Do you like the 60 minute matches for the final day or would you rather the full 80 be played? Yes

NIKE Palmetto Cup Survey

#3

COMPLETE

Collector: Web Link (Web Link)
Started: Friday, April 18, 2014 2:04:28 PM
Last Modified: Saturday, April 19, 2014 4:17:03 PM
Time Spent: Over a day
IP Address: 98.122.99.106

PAGE 1: NIKE Palmetto Cup

Q1: School

Bwood

Q2: Coach

Peter Wittig

Q3: Coach Email

pwittig@richland2.org

Q4: All-Tournament Team Selection(s) from your team. Champion (5+MVP), Runner-Up (5), Semifinalists (4), #5-12 (1 player for each school).

Dillon Garcia

Q5: Did your team stay overnight?

No

Q6: If yes, where and how many nights? Room rate? How many rooms?

-

Q7: What restaurants, grocery stores, or convenience stores did your team/supporters visit while attending the tournament?

Subway, Zaxby's, Monterreys, Bi-Lo, Kingsman, Krispy Kreme, Sonic, Tri-city pickers and a couple other antique stores

Q8: How much money did your team/supporters spend while attending the tournament?

\$100's+?

Q9: Did your team/supporters visit a mall or shop while in town for the tourney? If so, where?

yes. Tri-city pickers

NIKE Palmetto Cup Survey

Q10: Overall experience at tournament (10 = Exceptional/Best)

Beside playing poorly vs Dreher and WH, it was good. The ticket takers, canteen operators, and trainers were all very helpful and friendly. 10

Q11: Overall quality of tournament (10 = Exceptional/Best)

Tournament was very well run. Everything was clear. 10

Q12: Rate playing surface at The Cage at BCHS - (10 = Exceptional/Best)

The pitch surface was good. Grass was good and surface was mostly smooth. You need to take out the track and widen the field. That would make it a great stadium! 7

Q13: Rate playing surface at Granby (10 = Exceptional/Best)

The grass was very good. It has a few small dips and rolls, but otherwise nice. A little wider and it would be very nice. 8

Q14: Comments on playing fields

The playing surfaces were very good. The Cage is too narrow for good soccer. Granby is better. I know it will be different next year with new stadium.

Q15: Rate communication & coordination (10 = Exceptional/Best)

Everything was good. You guys are on it! A 10!

Q16: Rate level and diversity of competition (10 = Exceptional/Best)

8 - Very good overall. I know it is hard to get 12 solid teams.

Q17: Comments on level and diversity of competition

Except for the bottom 3 teams, the level of competition was very good. Diversity?

Q18: Rate officiating (10 = Exceptional/Best)

8

Q19: Comments on officiating

Andrew E is the best. I felt you could have gotten better center refs. I thought the center for the championship game was a little out of his league.

Q20: Rate tournament atmosphere (10 = Exceptional/Best)

9 - Put 1,000 more people in the stands singing our favorite team songs and it would be fantastic!

Q21: Rate hospitality of volunteers (10 = Exceptional/Best)

10 - they were terrific. Very helpful and friendly.

NIKE Palmetto Cup Survey

Q22: Rate the quality of the concession stands - variety of snacks, food, drinks, etc.; prices, etc.

10

Q23: Comments on canteen.

Canteen was good. Service was with a smile.

Q24: Rate the cleanliness of the restrooms.

8

Q25: Rate the quality of the athletic trainers on site (10 = Exceptional/Best)

10

Q26: Overall satisfaction with the tournament (10 = Exceptional/Best)

10

Q27: How likely is it that you will return to the NIKE Palmetto Cup?

Other (please specify)
I will poll my players. We were not 100% committed this year, which affected our effort.

Q28: Did you like the NIKE Palmetto Cup shirt design this year? (10 = Exceptional/Best)

10

Q29: Did your team take in any of the area's attractions while in Cayce? If so, what did you do?

No.

Q30: Did you like the one-match per day (with exception of the semis/finals) format?

Yes

Q31: Do you like the 60 minute matches for the final day or would you rather the full 80 be played?

No,

Other (please specify) Full 80

NIKE Palmetto Cup Survey

#4

COMPLETE

Collector: Web Link (Web Link)
Started: Saturday, April 19, 2014 5:36:57 PM
Last Modified: Saturday, April 19, 2014 5:44:39 PM
Time Spent: 00:07:42
IP Address: 74.182.100.74

PAGE 1: NIKE Palmetto Cup

Q1: School

Wando

Q2: Coach

Shilo Tisdale

Q3: Coach Email

shilo_tisdale@charleston.k12.sc.us

Q4: All-Tournament Team Selection(s) from your team. Champion (5+MVP), Runner-Up (5), Semifinalists (4), #5-12 (1 player for each school).

Darby Martens
Nick Wright
Ramon Medina
Jackson Karolczyk
Austin Barrington
Josh Masten - MVP

Q5: Did your team stay overnight?

Yes

Q6: If yes, where and how many nights? Room rate? How many rooms?

Hampton Inn
\$82.00 per room per night
8 rooms X 3 days = 24 total

Q7: What restaurants, grocery stores, or convenience stores did your team/supporters visit while attending the tournament?

Grecian Gardens
Subway
Chuckee Cheese
Myabis Steak House
Zesto's

NIKE Palmetto Cup Survey

Q8: How much money did your team/supporters spend while attending the tournament?

Team cost was right at \$5000.00 that was for everything

Q9: Did your team/supporters visit a mall or shop while in town for the tourney? If so, where?

no

Q10: Overall experience at tournament (10 = Exceptional/Best)

10

Q11: Overall quality of tournament (10 = Exceptional/Best)

10

Q12: Rate playing surface at The Cage at BCHS - (10 = Exceptional/Best)

9

Q13: Rate playing surface at Granby (10 = Exceptional/Best)

8

Q14: Comments on playing fields

They were good enough and did not play a factor in any match

Q15: Rate communication & coordination (10 = Exceptional/Best)

10

Q16: Rate level and diversity of competition (10 = Exceptional/Best)

10

Q17: Comments on level and diversity of competition

Would have been nice to probably have had less teams to keep the quality high as traditionally has been in the past.

Q18: Rate officiating (10 = Exceptional/Best)

9

Q19: Comments on officiating

No major issues. Consistent in play calling which was fine

Q20: Rate tournament atmosphere (10 = Exceptional/Best)

10

NIKE Palmetto Cup Survey

Q21: Rate hospitality of volunteers (10 = Exceptional/Best)

10

Q22: Rate the quality of the concession stands - variety of snacks, food, drinks, etc.; prices, etc.

10

Q23: Comments on canteen.

Respondent skipped this question

Q24: Rate the cleanliness of the restrooms.

9

Q25: Rate the quality of the athletic trainers on site (10 = Exceptional/Best)

10

Q26: Overall satisfaction with the tournament (10 = Exceptional/Best)

10

Q27: How likely is it that you will return to the NIKE Palmetto Cup?

We will definitely return

Q28: Did you like the NIKE Palmetto Cup shirt design this year? (10 = Exceptional/Best)

10

Q29: Did your team take in any of the area's attractions while in Cayce? If so, what did you do?

no

Q30: Did you like the one-match per day (with exception of the semis/finals) format?

Yes

Q31: Do you like the 60 minute matches for the final day or would you rather the full 80 be played?

No,

Other (please specify)
If we play only one game a day I think a full match at the end is needed.

NIKE Palmetto Cup Survey

#5

COMPLETE

Collector: Web Link (Web Link)
Started: Friday, April 25, 2014 3:16:02 PM
Last Modified: Friday, April 25, 2014 3:34:01 PM
Time Spent: 00:17:58
IP Address: 70.210.0.218

PAGE 1: NIKE Palmetto Cup

Q1: School

Farragut HS Boys Tennessee

Q2: Coach

Wallie Culbreth

Q3: Coach Email

Cobrachi@aol.com

Q4: All-Tournament Team Selection(s) from your team. Champion (5+MVP), Runner-Up (5), Semifinalists (4), #5-12 (1 player for each school).

Tyler Klarner, Fitcher Ekern, Kai Miettinen, Marvin Mendy, Ethan Snow, Ryan Coughenour

Q5: Did your team stay overnight?

Yes

Q6: If yes, where and how many nights? Room rate? How many rooms?

5. \$129 a night. 24

Q7: What restaurants, grocery stores, or convenience stores did your team/supporters visit while attending the tournament?

Rushes, Chili's, and Ruby Tuesdays.

Q8: How much money did your team/supporters spend while attending the tournament?

\$8,000.

Q9: Did your team/supporters visit a mall or shop while in town for the tourney? If so, where?

Yes, Mall and ate there.

Q10: Overall experience at tournament (10 = Exceptional/Best)

9

NIKE Palmetto Cup Survey

Q11: Overall quality of tournament (10 = Exceptional/Best)

10

Q12: Rate playing surface at The Cage at BCHS - (10 = Exceptional/Best)

10

Q13: Rate playing surface at Granby (10 = Exceptional/Best)

6

Q14: Comments on playing fields

None at the cage.

Q15: Rate communication & coordination (10 = Exceptional/Best)

5. It would have been a great improvement to have anything that effected a team such as time changes and details be communicated and capitalized each change or confirmation to head coach by text not thru PA system, twitter, or any other media.

Q16: Rate level and diversity of competition (10 = Exceptional/Best)

10

Q17: Comments on level and diversity of competition

Respondent skipped this question

Q18: Rate officiating (10 = Exceptional/Best)

8

Q19: Comments on officiating

As in common sometime felt local teams like South Carolina got benefit of calls than Tennessee teams.

Q20: Rate tournament atmosphere (10 = Exceptional/Best)

10

Q21: Rate hospitality of volunteers (10 = Exceptional/Best)

9

Q22: Rate the quality of the concession stands - variety of snacks, food, drinks, etc.; prices, etc.

10

Q23: Comments on canteen.

Respondent skipped this question

NIKE Palmetto Cup Survey

Q24: Rate the cleanliness of the restrooms.

10

Q25: Rate the quality of the athletic trainers on site (10 = Exceptional/Best)

6

Q26: Overall satisfaction with the tournament (10 = Exceptional/Best)

9

Q27: How likely is it that you will return to the NIKE Palmetto Cup?

Other (please specify)

We will return if school approves days out of school.

Q28: Did you like the NIKE Palmetto Cup shirt design this year? (10 = Exceptional/Best)

Yes 10 except size is a size off to small.

Q29: Did your team take in any of the area's attractions while in Cayce? If so, what did you do?

No

Q30: Did you like the one-match per day (with exception of the semis/finals) format?

No,

Other (please specify)

I'd rather play two matches in any day.

Q31: Do you like the 60 minute matches for the final day or would you rather the full 80 be played?

No,

Other (please specify) Don't care.



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization Christmas In Cayce/Cayce Events Committee

Federal ID No. _____ Non-Profit Status: _____

Contact Person Danny Creamer, Chair Telephone 206-3279

Address 1011 M Ave., Cayce, SC 29033

Email dannycreamergmail.com

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

Christmas In Cayce – Yearly festival of holiday lights, Christmas Traditions at the Cayce Museum, and Tree Lighting Ceremony. Events also held in conjunction with the West Metro Holiday Parade of Lights. Funds will be used to advertise events to bring in tourists and to purchase/repair/restore light displays. There is also “Caroling Along the Riverwalk”, a special activity to take place one night during the event at the Cayce Riverwalk Park. People travel from all over the midlands and the state to see the impressive light displays at City Hall.

4. Project Period: Begin December 1, 2015 End December 31, 2015

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

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

Have contacted all motels in the area and working with the West Metro Chamber of Commerce & Visitors Center to promote motels in area for overnight stays.

Total number of visitors expected to attend your event? 30,000 all events

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

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

Through advertising to include newspaper, radio and heavy marketing plan, this event brings tourists in from all over the state and the U.S. Restaurants report heaviest sales especially during first three days of events. The events benefit the motel and restaurant industry in the Cayce and West Metro area and promotes economic growth.

6. Estimated Cost of Project \$31,625.00

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 8,500.00

Signature of Applicant

3-1-15
Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Mendy Corder
mcorder@cityofcayce-sc.gov
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization Christmas In Cayce/Cayce Events Committee

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

Type of Revenue	FY2014-15
Cayce Accommodations Tax Funds	\$8,500.00
City of Cayce	11,875.00
Sponsorships	6,350.00
Sale of sweatshirts, shirts, coffee mugs	1,025.00
TOTAL *	\$27,750.00

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

Organization Christmas In Cayce/Cayce Events Committee

List all expenses associated with this event.

Type of Expenditure	FY2014-15
Replacement of bulbs and decorations	2,000
Electrical Costs	1,132
Advertising and Marketing Plan	4,000
Printing/Signs	1,550
Postage	450
ASCAP License Fee	305
Labor and Overtime	688
Security	500
Carols Along the Congaree	500
Equipment Rental	1,500
Purchase new/refurbish older light displays	12,000
Sweatshirts/Tshirts	1,000
Miscellaneous	500
Light Display on Lawn	1,625
TOTAL*	\$27,750

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization Cayce Historical Museum Christmas Traditions

Federal ID No. _____ Non-Profit Status: Dept. of City

Contact Person Leo Redmond Telephone 739-5385 or 261-3983 (cell)

Address P. O. Box 2004 Cayce, S. C. 29171

Email LRedmond@cityofcayce-sc.gov

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

This will be our 26th annual Christmas Traditions, a very popular free holiday open house event with music, other entertainment and refreshments. There will be historical lantern tours, etc. The museum will be decorated beautifully inside and outside to start the Christmas holidays.

4. Project Period: Begin Mid October End End of December

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

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

Total number of visitors expected to attend your event? 3,000

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


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

This entertaining and cultural evening is for all that love Christmas and history. It attracts the young and old from Cayce and from far away. Docents in period costumes greet visitors and make them feel at home, creating memories and showcasing our City. I see new people every year as well as those that return year after year. The Civil War Lantern Tours have become an important part of this event, attracting its own crowd. It is truly a Christmas Tradition.

6. Estimated Cost of Project \$ 14,250.00

7. Total Accommodations Tax Funds Requested for FY15-16

\$ 3,350.00


Signature of Applicant

March 10, 2015
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization Cayce Historical Museum

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

Type of Revenue	FY2015-16
City of Cayce	\$10,900.00
Local Accommodations Tax Funds	\$ 3,350.00
TOTAL *	\$14,250.00

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

Organization Cayce Historical Museum

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Labor	\$ 5,300.00
Overtime	\$ 350.00
Decorations	\$2,800.00
Food/refreshments	\$1,400.00
Office supplies/paper	\$ 200.00
Printing photos	\$ 400.00
Advertising	\$1,900.00
Entertainment	\$ 800.00
Printing/copying	\$ 350.00
Lantern tour performers	\$750.00
TOTAL*	\$14,250.00

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

MAR 30 2015

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

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

Applicant/Organization Circle of Native Americans History

Federal ID No. 80-0185570 Non-Profit Status: Non-Profit-Educational Good Standing

Contact Person Laura Bailey Telephone 803-366-1705

Address 207 Arbor Ct Rock Hill, SC 29732

Email baileysch@yahoo.com

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

Organization Circle of Native Americans History

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

Type of Revenue	FY2015-16
City of Cayce Accommodations Tax Fund Request	8,000
TOTAL *	8,000

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

Organization Circle of Native Americans History

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Drummers	800
MC - Master of Ceremonies	800
Arena Director	600
Head Man Dancer	300
Head Lady Dancer	300
Hotel Accommodations	400
Newspaper Ad - see attached	1600
Flyers	300
Aztech Dancers	1000
Native American Flute Players	500
Porta Pots	300
Insurance	300
Steve Silverheels	300
Food - water	100
Signs	400
TOTAL*	8000

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

6. Estimated Cost of Project Approx \$8,000

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 8,000

Laura Bailey, Secretary
Signature of Applicant Event Director
Circle of Native American

3-27-2015
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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1800 12th Street

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

Native American Cherokee ^{Trail} River Festival. 2 day
Pow-wow like festival. Drawing Native Americans and non
Natives to a long standing festival in Cayce, SC
Funds to be used to draw more dancers ^{Native}, Make new signs
to be distributed throughout SC. Bigger Ads in major cities
newspapers. Ability to pay better demonstrators.
Professional signage.

4. Project Period: Begin Oct 10th 2015 End October 11th 2015

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

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? Knight's Inn Airport
Econo Lodge Motel 6

Total number of visitors expected to attend your event? 2000+

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 80% or more

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

Our event has a good reputation. On FB ~~Great~~ Native American
Cherokee River Festival 2014 has over 3000 "likes" people
asking when this years event will be. People come in from NC,
SC, TN, GA and more states. Many people will tour the
Cayce Historical Museum.

Many will stay overnight at hotels, visit restaurants, buy
gasoline, Krispy Kreme, local stores

We offer space to anyone wanting to promote the area
at no charge

We buy all our water, groceries for the event in
Cayce, SC.

Circle of Native Americans History				
Native American Cherokee River Festival Budget 2014				
	Date	Description	Memo	Amount
INCOME				
	Grant			
	8/11/2014	City Of Cayce GRANT	Grant	\$ 1,700.00
	TOTAL Grant	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00
	Vendor Fee			
	6/27/2014	Vendors	Roberson	\$ 100.00
	8/20/2014	Vendors	Norwood	\$ 100.00
	9/3/2014	Vendors	Bailey	\$ 100.00
	9/8/2014	Vendors	Amy Cook	\$ 100.00
	7/9/2014	Vendors	Blanca Ruiz	\$ 150.00
	10/17/2014	Vendors		\$ 700.00
	TOTAL Vendor Fee	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
	TOTAL INCOME			
		\$ 2,950.00	\$ 2,950.00	\$ 2,950.00
EXPENSES				
	Advertising			
	8/11/2014	SCNN	Newspapers	\$ (375.00)
	8/25/2014	Congaree Bluegrass Festival	Festival	\$ (125.00)
	TOTAL Advertising	\$ (500.00)	\$ (500.00)	\$ (500.00)
	Cost of Goods			
	10/21/2014	Swansea Milling Inc	Hay	\$ (60.00)
	TOTAL Cost of Goods	\$ (60.00)	\$ (60.00)	\$ (60.00)
	Entertainment			
	10/17/2014	Cash	Edisto Singers, GT, Joey Jordan	\$ (1,600.00)
	3/2/2015	Barbara Paul	dancers	\$ (400.00)
	TOTAL Entertainment	\$ (2,000.00)	\$ (2,000.00)	\$ (2,000.00)

	Hotel				
		10/20/2014	Knights Inn	Edisto Singers	\$ (273.91)
		10/20/2014	Knights Inn	Joey Jordan	\$ (39.13)
	TOTAL Hotel		\$ (313.04)	\$ (313.04)	\$ (313.04)
	Mileage				
		3/2/2015	Laura Bailey		\$ (100.00)
	TOTAL Mileage		\$ (100.00)	\$ (100.00)	\$ (100.00)
	Office Expenses				
		8/22/2014	Laura Bailey	Ink for flyers	\$ (41.22)
	TOTAL Office Expenses		\$ (41.22)	\$ (41.22)	\$ (41.22)
	TOTAL EXPENSES				\$ (3,014.26)
	TOTAL INCOME				\$ 2,950.00
	TOTAL EXPENSES				\$ (3,014.26)
	OVERALL TOTAL				\$ (64.26)
					\$ (1,250.00)
					***NOTE this is the amount generated by Vendors
					\$ (1,314.26)



Native American Cherokee Trail River Festival

Presented by **THE CIRCLE OF NATIVE AMERICANS, SC**

Sponsored by the City of Cayce, SC and the Cayce Historical Museum
Granby Gardens Park

1800 12th Street Ext. Cayce, SC 29033

HOST HOTEL: Knights Inn Airport West Columbia, SC \$32.95

OCTOBER 18TH and 19th 2014

10 AM – 5 PM Grand Entry 11am

Public is invited, **FREE ADMISSION**

Bring your own chairs and blankets

- Native American Dancers in Regalia
- History of the Cherokee Trail
- Story Telling
- Children Activities
- Craft Vendors
- Food Vendors
- Demonstrations
- Head Lady: Barbara MorningStar Paul
- Head Male: John Wakinyan
- AD: G T Martinez
- MC: Joey Jordan
- Host Drum: Edisto River Singers
- Special Guest: Chief Steve Silverheels, son of Jay Silverheels, *TONTO*



Laura Bailey 803-366-1705 Ethan Twocrows 843-259-6511,
circleofnativeamericans@gmail.com

Native American Cherokee Trail River Festival
Circle of Native Americans
Sponsored by Cayce Historical Museum and City of Cayce. SC
October 18 -19 2014 10 am – 5pm
Free Family Event
Granby Gardens Park at the Cayce City Hall Complex
Contact 843-259-6511• 803- 366-1705

Fun Festival for the entire family.
Native American Dancers in Regalia
History of the Cherokee Trail and Demonstrators
Story Telling, Children Activities
Craft Vendors, Food Vendors
Soulful Echoes Band and other flute players
Host Drum: Edisto River Singers
Head Dancers: Barbara MorningStar Paul and John Wakinyan
Special Guest: Chief Silverheels Son of Jay Silverheels, "TONTA"
October 18 -19 2014 10 am – 5pm
Public is invited, FREE ADMISSION
Bring your own chairs and blankets



Circle of Native Americans
127 Ezra Jumper Rd Swansea, SC 29160
Chief Thelma Ballard Hamilton 803-568-4698
circleofnativeamericans@gmail.com

City of Cayce
1800 Twelfth St
P O Box 2004
Cayce, SC 29171

Attention Mendy Corder

The Native American Cherokee River Festival was a huge success as we hosted our first ever two day event. We appreciated the grant of \$1,700.00 from The City of Cayce Accommodations Tax funds.

We had people attending from SC, NC, TN, GA, MD. And AZ. We had attendees from over 26 towns/cities who were brought into the town of Cayce, SC. We had members who were at one entrance who obtained zip codes. We know that there were probably more who came in by other entrances. We estimate that there were 1500 in attendance.

The host hotel was Knight's Inn Airport. After our Circle of Native Americans monthly meetings, we would all go to Zesto's for lunch and bring any guests we had there as well. All food, water, supplies that we used were bought in Cayce, SC stores. Impact of Cayce, SC was for other hotels, gasoline stations, restaurants, grocery stores, K-Mart, and touring of the Cayce Historical Museum. We also brought in Cub Scouts to help with the event.

We had an advertisement in 16 Daily Newspapers and 91 weekly Newspapers that ran 1 day in each of those papers at least 1-2 weeks prior to our event. A press release was also issued to those newspapers. We also had an Events Highlight in SC Living which has 480,000 subscribers.

Sincerely,

Circle of Native Americans
Laura Bailey
Secretary, Event Director



CIRCLE OF NATIVE AMERICAN HISTORY THE

*Note: This online database was last updated on 3/26/2015 3:06:03 AM.
See our Disclaimer.*

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

REGISTERED AGENT INFORMATION

REGISTERED AGENT NAME: THELMA BALLARD HAMILTON
 ADDRESS: 737 HOLLAND AVE.
 CITY: CAYCE
 STATE: SC
 ZIP: 29033
 SECOND ADDRESS:
 FILE DATE: 04/24/2008
 EFFECTIVE DATE: 04/24/2008
 DISSOLVED DATE: //

Corporation History Records

CODE	FILE DATE	COMMENT	Document
Agent	09/09/2013	CHANGED REGISTERED AGENT FROM--SUSAN L. REED	
Eleemosynary Incorporation	04/24/2008	NON-PROFIT	

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



**CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016**

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

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

Applicant/Organization Columbia Metropolitan Convention & Visitors Bureau

Federal ID No. 57-0778557 Non-Profit Status: 501-(c) (3)

Contact Person Kelly Barbrey Telephone 803-545-0018

Address 1101 Lincoln Street Columbia, SC 29201

Email kbarbrey@columbiaauthority.com

- 2. Project Category (check one)**

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

Billboard Marketing Campaign. Project Mission/History: In FY 13-14 the CVB partnered with City of Cayce to implement a specific City of Cayce billboard that would run in our comprehensive regional billboard campaign. IN FY 14-15, the CVB continued the partnership with the funds allocated by City of Cayce to the CVB. The \$500 allowed the CVB to place the board for one month in Charlotte and one month in Augusta . The billboard reads: The New Recreation Hot Spot and features the City of Cayce logo along with the Famously Hot logo and photography of either the Cayce Riverwalk or a tennis player. This artwork could be used again in FY 15-16, or we can work with City of Cayce to create new artwork, obtain new photography or change the messaging. We hope to expand the program with additional placements and more exposure.

4. Project Period: Begin __7/1/2015 End __6/30/2015

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

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

Total number of visitors expected to attend your event? __87,500 total convention attendees__

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? _100%

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

The overall marketing plan of the Columbia Metropolitan Convention & Visitors Bureau is a well-rounded mix of print advertising, digital advertising, website, social media, media relations, television advertising, tradeshow, direct mail and billboard marketing. The project we are requesting partnership assistance from City of Cayce is a billboard marketing campaign. If funded, FY 15-16 will be the third year of partnership between the CVB and City of Cayce to promote Cayce through CVB billboards. The CVB and City of Cayce worked collectively to determine the direction of the billboard. The existing billboard can be kept, tweaked or redesigned to meet City of Cayce's current needs. The cost of a spot that rotates in every 8 minutes costs \$500 per month. The requested amount of \$3000 will secure three months of advertising in two markets (Charlotte and Augusta). City of Cayce will be able to select the months the advertising will run.

6. Estimated Cost of Project \$295,000

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 3,000

Kelli Barbosky
Signature of Applicant

3/3/15
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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City Hall
1800 12th Street

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

Organization __Columbia Metropolitan Convention & Visitors Bureau__

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

Type of Revenue	FY2015-16
SC Department of Parks, Recreation & Tourism (Requested)	\$40,000
Private Fundraising from Non-Public Entities (Projected)	\$80,000
Town of Lexington A-Tax (Requested)	\$10,000
Richland County - Hospitality Tax and Accommodations Tax (Requested)	\$100,000
City of Columbia Accommodations Tax (Requested)	\$62,000
City of Cayce Accommodations Tax (Requested)	\$3000
TOTAL *	\$295,000

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

Organization Columbia Metropolitan Convention & Visitors Bureau

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Billboard Placements for 17 Billboards – Vinyl and Digital on I-20, I-77, I-26 and in-market in Augusta and Charlotte	280,000
Billboard Creative, Design, Photography, and Coordination	15,000
TOTAL*	295,000

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

The State of South Carolina

EXECUTIVE DEPARTMENT

CERTIFICATE OF INCORPORATION
BY THE SECRETARY OF STATE

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

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

GREATER COLUMBIA CONVENTION AND VISITORS BUREAU

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

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

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

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

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

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

FIRST: Their names and residences are as above given.

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

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

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

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

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

SIXTH: That they desire to be incorporated: in perpetuity

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

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

JOHN T. CAMPBELL,
Secretary of State.

Internal Revenue Service

Department of the Treasury

District
Director

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

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

Person to Contact: Patricia Holub

Telephone Number: (718) 488-2333

Refer Reply to: EP/EO:CSU

Date: JUN 11 1997

EIN: 57-0778557

Dear Sir or Madam:

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

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

Our records indicate that exemption was granted as shown below.

Sincerely yours,

Patricia Holub

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Greater Columbia Convention
and Visitors Bureau

Date of Exemption Letter: July 1988

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

Foundation Classification (if applicable): Not applicable.



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

Jan 30, 2015

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

RE: Registration Confirmation

Charity Public ID: P27324

Dear Amanda Cusaac :

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

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

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

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities



**COLUMBIA METROPOLITAN
CONVENTION & VISITORS BUREAU**

Columbia Metropolitan Convention & Visitors Bureau
Report for City of Cayce Accommodations Tax Fund FY 2014-2015

The Columbia Metropolitan CVB successfully implemented the cooperative billboard advertising campaign funded for FY 14-15. The campaign was designed to increase awareness of the region and drive leisure travelers and conventioners to our hotels, restaurants, shops and other hospitality businesses. We thank the City of Cayce for their financial contribution of \$500, which was used toward the placement of digital billboard artwork on a Grace Outdoor digital billboard on I-77 in Charlotte. A schedule with dates and times of the advertising is attached.

1. An estimated 4 million out-of-town travelers will stay overnight in the Columbia area in FY 14-15. The CVB booked 115 different meetings during the last fiscal period, which resulted in over 80,000 convention attendees using over 21,000 hotel room nights for the region. The CVB also promoted leisure travel to the region.
2. We promote all City of Cayce hotels/motels with a complimentary website link direct to the hotel properties including Airport Inn, Country Hearth Inn & Suites, Country Inn & Suites, Knights Inn Columbia Airport, Masters Inn I-26, and Masters Inn Knox Abbott. All of these properties receive our meeting sales leads and are available for individual online booking through our website, columbiacvb.com. We list City of Cayce on our website as a funding partner, including a logo and direct link to City of Cayce's website. This is helpful for both visitors and those interested in relocation.
3. Tourism's economic impact for the region is approximately \$1 billion annually. The CVB's region-wide, trackable convention economic impact was over \$18 million from convention business booked by the CVB.

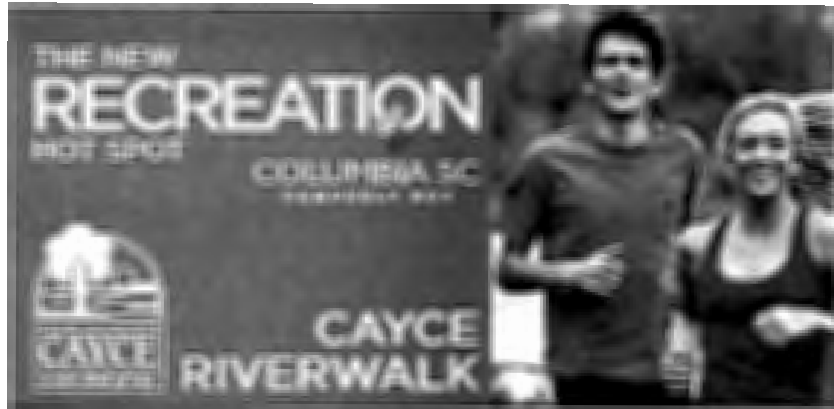
Please contact me directly if you have questions.

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

COLUMBIA METROPOLITAN CONVENTION & VISITORS BUREAU

1101 Lincoln Street | Columbia, SC | 29201
Toll Free 1.800.264.4884 | Phone 803.545.0021 | Fax 803.545.0013
columbiacvb.com

City of Cayce/Columbia Metropolitan CVB
Cooperative Billboard Artwork (two sizes) for FY 2014-2015



Media Files Proof of Play Report for Account: Grace Columbia CVB

Media Files scheduled within the date range of 7/1/2014 - 3/3/2015

Cumulative Proof of Play for: RecreationHotSpotBCLT1_1.jpg



Total Exposures for File: 25059 exposures

Total Play Time for File: 55:41:12 (H:M:S)

Proof of Play for: Grace CLT 1-1 - Loop 1

DATE	EXPOSURES	TIME (H:M:S)
7/1/2014	257	0:34:16
7/2/2014	270	0:36:00
7/3/2014	260	0:34:40
7/4/2014	338	0:45:04
7/5/2014	337	0:44:56
7/6/2014	338	0:45:04
7/7/2014	390	0:52:00
7/8/2014	242	0:32:16
7/9/2014	223	0:29:44
7/10/2014	220	0:29:20
7/11/2014	223	0:29:44
7/12/2014	225	0:30:00
7/13/2014	222	0:29:36
7/14/2014	193	0:25:44
7/15/2014	167	0:22:16
7/16/2014	168	0:22:24
7/17/2014	168	0:22:24
7/18/2014	169	0:22:32
7/19/2014	169	0:22:32
7/20/2014	169	0:22:32
7/21/2014	190	0:25:20
7/22/2014	193	0:25:44
7/23/2014	193	0:25:44
7/24/2014	191	0:25:28
7/25/2014	191	0:25:28
7/26/2014	193	0:25:44
7/27/2014	193	0:25:44
7/28/2014	190	0:25:20
7/29/2014	193	0:25:44

7/30/2014	193	0:25:44
7/31/2014	193	0:25:44
8/1/2014	190	0:25:20
8/2/2014	193	0:25:44
8/3/2014	193	0:25:44
8/4/2014	192	0:25:36
8/5/2014	225	0:30:00
8/6/2014	130	0:17:20
8/7/2014	52	0:06:56
8/8/2014	225	0:30:00
8/9/2014	225	0:30:00
8/10/2014	225	0:30:00
8/11/2014	225	0:30:00
8/12/2014	225	0:30:00
8/13/2014	225	0:30:00
8/14/2014	268	0:35:44
8/15/2014	270	0:36:00
8/16/2014	270	0:36:00
8/17/2014	270	0:36:00
8/18/2014	270	0:36:00
8/19/2014	270	0:36:00
8/20/2014	270	0:36:00
8/21/2014	270	0:36:00
8/22/2014	270	0:36:00
8/23/2014	270	0:36:00
8/24/2014	270	0:36:00
8/25/2014	267	0:35:36
8/26/2014	268	0:35:44
8/27/2014	270	0:36:00
8/28/2014	267	0:35:36
8/29/2014	269	0:35:52
8/30/2014	270	0:36:00
8/31/2014	270	0:36:00
9/1/2014	270	0:36:00
9/2/2014	241	0:32:08
9/3/2014	217	0:28:56
9/4/2014	224	0:29:52
9/5/2014	210	0:28:00
9/6/2014	193	0:25:44
9/7/2014	191	0:25:28

9/8/2014	193	0:25:44
9/9/2014	193	0:25:44
9/10/2014	193	0:25:44
9/11/2014	192	0:25:36
9/12/2014	192	0:25:36
9/13/2014	192	0:25:36
9/14/2014	193	0:25:44
9/15/2014	225	0:30:00
9/16/2014	225	0:30:00
9/17/2014	224	0:29:52
9/18/2014	225	0:30:00
9/19/2014	224	0:29:52
9/20/2014	223	0:29:44
9/21/2014	225	0:30:00
9/22/2014	224	0:29:52
9/23/2014	225	0:30:00
9/24/2014	225	0:30:00
9/25/2014	225	0:30:00
9/26/2014	225	0:30:00
9/27/2014	225	0:30:00
9/28/2014	225	0:30:00
9/29/2014	225	0:30:00
9/30/2014	222	0:29:36
10/1/2014	220	0:29:20
10/2/2014	186	0:24:48
10/3/2014	117	0:15:36
10/4/2014	169	0:22:32
10/5/2014	167	0:22:16
10/6/2014	169	0:22:32
10/7/2014	162	0:21:36
10/8/2014	262	0:34:56
10/9/2014	262	0:34:56
10/10/2014	225	0:30:00
10/11/2014	225	0:30:00
10/12/2014	225	0:30:00
10/13/2014	225	0:30:00
10/14/2014	225	0:30:00
10/15/2014	204	0:27:12
10/16/2014	160	0:21:20
10/17/2014	150	0:20:00

Media Files Proof of Play

10/18/2014	200	0:26:40
10/19/2014	200	0:26:40
10/20/2014	240	0:32:00
10/21/2014	240	0:32:00
10/22/2014	105	0:14:00
Total	25059	55:41:12

Selections include:

Account: Grace Columbia CVB

Start Date: 7/1/2014

End Date: 3/3/2015

Media File(s): RecreationHotSpotBCLT1_1.jpg

Daypart(s): Grace CLT 1-1 - Loop 1

SortOrder: Filename, Date



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization _____ Greater Cayce West Columbia Visitor Center

Federal ID No. _57-0380729 Non-Profit Status: _____ 501 C

Contact Person _John Banks_ Telephone__ 803-794-6504

Address __ 1006 12th Street Cayce, SC 29033

Email _____wmvisitorcenter@aol.com_____

2. Project Category (check one)

_____ Tourism Advertising and Promotion

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

___X___ Tourism-Related Expenditures

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

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

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

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

4. Project Period: Begin July 1, 2015 End June 30, 2016

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

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

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

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

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

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

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

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

Further Attached in Attachment A

6. Estimated Cost of Project \$58,300.00

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 18,000.00

John R. Bamps
Signature of Applicant

3-6-15
Date

Please attach:

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

Submit completed application form and required attachments to:

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

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization _____ Greater Cayce West Columbia Visitor Center

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

Type of Revenue	FY2015-16
City of Cayce A-Tax	\$18,000.00
City of West Columbia A-Tax	\$26,000.00
Lexington County A-Tax	\$12,500.00
Carry Over from Last Year	\$2,030.00
TOTAL *	\$58,300.00

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

Organization _____ Greater Cayce West Columbia Visitor Center

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Web Advertising	\$8,000.00
Print Advertising	\$6,000.00
Billboards	\$3,170.00
Printing	\$3,000.00
Web Hosting	\$600.00
Rent	\$600.00
Postage	\$400.00
Office Supplies	\$500.00
Training Educational Expenses	\$500.00
Payroll (Director and Part Time Assistant)	\$31,230.00
Taxes and Fees	\$4,300.00
TOTAL*	\$58,300.00

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

Greater Cayce West Columbia Visitors Center Answers to Question 5

Our goal at GCWCVS is to serve and promote. It is very difficult gather the numbers to measure our impact. With over 3,000 unique visitors to our web site each month, we know we have upped our visibility through our efforts.

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

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

2014-2015 Final Report

Our goal at the center is to service our visitors by providing information on options for lodging, entertainment, and dining. Our second goal is to present new ideas to attract visitors to our area via advertising in media that our other area partners are not. Our advertising budget has grown the most, and we have placed the largest number of ads and the widest reach ever before in 2014.

We accomplish this with a number of tools and advertising opportunities. We believe our web tools are our biggest aide in our efforts to educate outsiders of the benefits of a visit to our area. But getting travelers to our site is the biggest task. Our advertising reaches a wide variety of travelers outside 50 miles.

Our unique visitors to our site are solidly over 3,000 per month. Our most visited page each month is our accommodations page followed by restaurants and river sports. Our goal is to provide much more detailed information about our hotels with links to their main sites for reservations. We have a small write up about each of our restaurants describing the type of menu, décor, and links to, or menus on site. We promote a constantly updated “things to do” area which highlights local theater, concerts, and events which can be reached within 15 minutes from our area.

We started a project in conjunction with the Columbia CVB creating a Geo Caching tour through our area. Geo Caching is a world wide phenomenon where travelers seek unique sites through GPS locations and collect information on a trail. Once completing the trail they receive a medallion. These trails have shown tremendous success in drawing travelers all over the world and many in South Carolina.

*** Our Initial weekend of the Geo Caching:

280 attended the Saturday event.

- 100+ zip codes collected (can provide spreadsheet listing all per request).
- 115 coins have been handed out (as of Monday afternoon).
 - o Out of those 115 people, 67 reported that they stayed in hotels, many listed that they stayed several nights.
 - o 37 of those people reported that this was their first time visiting Columbia.
 - o \$17,624 was spent on food, gas, hotels, and other expenses while in Columbia.

The Columbia Time Machine Facebook page has 142 Likes with a total reach of 6,287 and 792 people engaged. Many people have posted that they loved the kick off event, the trail, and the

coin. Others have posted that they plan to come do the trail at another time since they could not make it this weekend. Here is the link if you want to see some posts & pictures: <https://www.facebook.com/civilwarcointrail>

We continued two large ad campaigns in 2014 targeting our river sports with outstanding success. Our two contracts for Internet ads were with Canoe & Kayak web and Paddling.net running banner ads. We ran a week as the Site sponsor for paddling .net in August. We received over 6,300 hits during that week alone from the site. Both sites provided solid traffic during the ad periods. Most of the visitors toured more than three pages on our site per visit. We believe that the river sports are a sellable commodity. The success we had reported from Palmetto Outdoors and Adventure Carolina outfitters was a great report that these ads are producing real dollars in our community.

We continued an area of success in 2014 by helping in promote local festivals outside our area. We provide out of state newspaper advertising (Charlotte Observer and Atlanta Journal Constitution) for Cayce's Blue Grass Festival and the West Columbia Riverwalk Music Festival. Those events pulled in over 7,000 attendees with an estimated 1,000 being from out of the area. We worked this year with Tartan Day South that drew visitors from 13 states and an estimated 2,600 from outside 50 miles.

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

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

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

We added our first Billboards on 1-95 heading up from Florida. We hope they will stay on the west side of the river on a stay in our area.

Ads and Reach:

Newspaper Ads: 11

Charlotte Observer 3 Ads Supporting the Bluegrass Festival

9/29/2014, 10/1/2014, 10/2/2014

The Charlotte Observer quotes 275,000 readers per day

Charlotte Observer 3 Ads Supporting the Riverwalk Music Festival

4/7/2014, 4/9/2014, 4/11/2014

The Charlotte Observer quotes 275,000 readers per day

Atlanta Journal Constitution 4 Ads Supporting the Riverwalk Music Festival

4/4/2014, 4/6/2014 (Sunday), 4/8/2014, 4/10/2014

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

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

Sunday Sumer Travel Feature Section 7/27/2014

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

Magazine Ads: 8

Charlotte Observer Living Here Annual Magazine ¼ page Ad

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

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

Canoe and Kayak Magazine ½ Page ad in June 2014 Issue

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

Kayak Fish Magazine ½ Page ad in Summer 2014 Issue

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

Southern Travel & Lifestyles 3 Full Page Bi-Monthly ads

December/January , February/March, April/May

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

Website Ads: 8

Charlotteobserver.com 40,000 Impressions run of site (Bluegrass Festival) One Week

540,000 page views per day

Charlotteobserver.com 40,000 Impressions run of site (Riverwalk Music Festival) One Week

540,000 page views per day

Southerntravelusa.com 200,000 Impressions front page

6 Month Banner ad on their Web Site December - May

42,456 Unique Visitors Per Month

Canoekayak.com 60,000 Banner Impressions front page all of June and July

210,00 Unique Visitors Per Month

Paddling . net Title Sponsor for site for 1 full week August 25th – 31st

Banner ad on all pages for the entire week

340,000 Unique Visitors Per Month

Paddling.net 100,000 geo-targeted banner ads (July 1 to Aug 31)

geo-targeted to FL, GA, SC, NC, VA, TN, AL

340,000 Unique Visitors Per Month

Ajc.com 100,000 Impressions on the Living Channel page for two weeks in 7/27 -8-10

3,000,000 page views per day

Ajc.com 50,000 Impressions (Riverwalk Music Festival) Run of Site one week 4/6 – 4/12

3,000,000 page views per day

West Metro Visitor's Center 2013-2014 Final Financial

2013-2014 Year End

Final Financial 6/30/2014

Expenses	Budgeted	Expenses	Revenues Committed	
Visitors Center Sign Maintanance			Cayce	\$18,000.00
Printing Cost (Brochures)	\$ 2,500.00			
Airport Lighted Signage			West Columbia	\$ 19,652.02
Airport Brochure Locations			Lexington County * 13,500	\$ 14,000.00
Social Media Consultant	\$ 500.00	\$ 500.00	Total Commitments	\$51,652.02
Advertising TV			Carry Over from 6/30/ 2013	\$ 7,185.13
Web Advertising	\$ 7,000.00	\$ 6,269.00		
Print Advertising	\$ 6,000.00	\$ 6,442.50		
Yellow Pages			Deposits	
Internet Amount (Website)	\$ 1,068.00	\$ 1,154.94	Lexington Cty	16-Jul \$3,375.00
Food and Entertainment		\$ 168.54	Refund Clear Channel	25-Jul \$ 719.00
Promotional Products	\$ 300.00		City of Cayce	16-Aug \$ 18,000.00
Postage	\$ 500.00	\$ 165.78	Lexington Cty	16-Aug \$3,375.00
Directors Pay	\$ 28,600.00	\$ 29,150.00	City of West Columbia	20-Aug \$ 5,500.00
Assistants Pay	\$ 2,080.00	\$ 2,080.00	Lexington Cty	21-Nov \$ 3,500.00
Taxes, Payroll Fees, 401K	\$ 3,700.00	\$ 4,237.45	City of West Columbia	31-Dec \$ 3,952.02
Membership Fees			Lexington Cty	27-Feb \$3,500.00
Computer			City of West Columbia	29-Apr \$10,200.00
Office Supplies	\$400.00	\$ 355.47	Lexington Cty	16-May \$3,500.00
Bank Charges			Total Deposits	\$55,621.02
Trade Show Expense	\$1,000.00			
Totals	\$ 53,648.00	\$ 50,523.68	Carry Over from 6/30/ 2013	\$ 7,185.13
Carry Over from 2013-2014		\$12,282.47	Total for 2013-2014	\$62,806.15
			Deposits plus Carry Over	

West Metro Visitor's Center 2014-2015

2014-2015 Year End

Current Financial

Expenses	Budgeted	Expenses	Revenues Committed	
Visitors Center Sign Maintenance			Cayce	\$18,000.00
Printing Cost (Brochures)	\$ 5,000.00	\$ 2,000.00		
Billboard	\$ 5,000.00	\$ 5,824.32	West Columbia	\$ 18,000.00
Web Upgrade	\$ 5,000.00			\$ 10,000.00
Signage Office	\$ 1,000.00	\$259.32	Lexington County * 13,500	\$ 13,000.00
Social Media Consultant	\$ 500.00		Total Commitments	\$59,000.00
Rent	\$ 600.00	\$ 600.00	Carry Over from 6/30/ 2014	\$ 12,282.47
Web Advertising	\$ 8,000.00	\$ 3,245.00		\$71,282.47
Print Advertising	\$ 6,000.00	\$ 4,890.00		
Yellow Pages				
Internet Amount (Website)	\$ 2,500.00	\$ 1,068.00		
Food and Entertainment				
Promotional Products				
Postage	\$ 500.00	\$ 171.41		
Directors Pay	\$ 28,600.00	\$ 19,250.00		
Assistants Pay	\$ 2,080.00	\$ 2,080.00		
Taxes, Payroll Fees, 401K	\$ 4,200.00	\$ 2,607.56		
Membership Fees				
Computer				
Office Supplies	\$1,200.00	\$ 1,094.26		
Bank Charges				
Trade Show Expense	\$1,000.00	\$ 940.49		
Totals	\$ 71,180.00	\$ 44,030.36		

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

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

FEB 04 2015

NONPROFIT CORPORATION
ARTICLES OF AMENDMENT

Mark Hammond
SECRETARY OF STATE OF SOUTH CAROLINA

TYPE OR PRINT CLEARLY WITH BLACK INK

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

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

4. By checking this paragraph #4 the applicant represents that (a) approval of the amendment by the members was not required, (b) the amendment was approved by a sufficient vote of the board or directors or the incorporators. (Do not check this paragraph #4 if member vote was required or if the required vote of directors or incorporators was not obtained.)

5. If the approval of the members was required to adopt the amendment(s), provide the following information:

(a) Designation (Classes of Membership) _____

(b) Number of memberships outstanding _____

(c) Number of votes entitled to be cast by each class entitled to vote separately on the amendment _____

(d) Number of votes of each class indisputably voting on the amendment _____

(e) Complete one of the following as appropriate

(i) Total number of votes cast for and against the amendment by each class entitled to vote separately

MEMBERSHIP NOTIFIED BY EMAIL AND VOTED BY MEMBERS AT CHAMBER MEETING

(ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class

160209-0103 FILED: 02/04/2015
GREATER CAYCE-WEST COLUMBIA CHAMBER OF COMMERCE

Filing Fee: \$10.00 ORIG



Mark Hammond

South Carolina Secretary of State

WEST METRO CHAMBER OF COMMERCE
Name of Corporation

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

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

1/9/2015
Date

WEST METRO CHAMBER OF COMMERCE
Name of Corporation

[Signature]
Signature of Officer

GREGG PINNER
Type or Print Name

PRESIDENT / CEO
Position of Officer

FILING INSTRUCTIONS

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

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization Cayce Events Committee – Guided Nature Tours

Federal ID No. _____ Non-Profit Status: _____

Contact Person Danny Creamer, Chair Telephone 206-3279

Address 1101 M Ave., Cayce, SC 29033

Email dannycreamergmail.com

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

Guided Nature Tours of the Cayce Riverwalk Park. Each tour will include two sessions—one for children and one for adults.

4. Project Period: Begin Spring 2016 End Spring 2016

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

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

Have contacted all motels in the area and working with the West Metro Chamber of Commerce & Visitors Center to promote motels in area for overnight stays.

Total number of visitors expected to attend your event? 200 each event


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

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

The Cayce Riverwalk Park has demonstrated its ability to draw visitors from outside the area since it opened in 2000. All four phases have been completed. The park is 8 miles round trip. Approximately 1000 people visit the park each day. The Guided Nature Tours will be hosted by noted naturalist, Dr. Rudy Mancke and tours are limited to size. The event would attract more visitors to the area.

6. Estimated Cost of Project \$2,950 per tour - \$5,900 total

7. Total Accommodations Tax Funds Requested for FY15-16 \$ 500.00


Signature of Applicant

3-1-15
Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
3. Copy of your IRS 501 (C) (3) or 501 (d) certification letter.

4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

City of Cayce
ATTN: Mendy Corder
mcorder@cityofcayce-sc.gov
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization Cayce Events Committee – Guided Nature Tours

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

Type of Revenue	FY2015-16
Cayce Accommodations Tax Funds	\$500.00
City of Cayce	\$5,015.00
TOTAL *	\$5,515.00

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

Organization Cayce Events Committee – Guided Nature Tours

List all expenses associated with this event.

Type of Expenditure	FY2015-16
Honorarium	600
Signs	400
Advertising and Marketing Plan	2,100
Labor and Overtime	1,365
Refreshments	200
Posters and Flyers	600
Advertising Specialties	250
TOTAL*	\$5,515

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



**CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016**

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

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

Applicant/Organization Museum Aide – Cayce Historical Museum

Federal ID No. _____ Non-Profit Status: _____

Contact Person Leo Redmond, Director Telephone 796-9020

Address 1800 12th St., Cayce, SC 29033

Email lredmond@cityofcayce-sc.gov

- 2. Project Category (check one)**

Tourism Advertising and Promotion

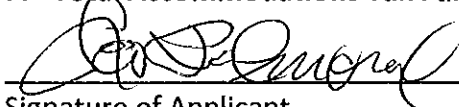
Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

Tourism-Related Expenditures

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

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

7. Total Accommodations Tax Funds Requested for FY15-16 \$ \$11,500



Signature of Applicant

3-5-15

Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Mendy Corder
mcorder@cityofcayce-sc.gov
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 6, 2015

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

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

Organization Museum Aide – Cayce Historical Museum

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

Type of Revenue	FY2015-16
Cayce Accommodations Tax Funds	\$11,500
TOTAL *	\$11,500

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2015-2016

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

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

Applicant/Organization _____The River Alliance (Tartan Day Sotuh)

Federal ID No. _57-1024824 Non-Profit Status: _____501 C 3

Contact Person _John Banks/ Mike Dawson Telephone__803-765-2200

Address ___ 420 Rivermont Dr. Columbia, SC 29210

Email ____johnbanks@columbiaspeedway.com

2. Project Category (check one)

___ Tourism Advertising and Promotion

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

___X___ Tourism-Related Expenditures

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

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

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

This themed festival draws a genre of people who follow these events around the country. The bands we bring in have international and regional followings that also bring tourists. We have had a tremendous success in drawing from outside our area. By collecting Zip Codes at last year's event we captured visitors from 51 cities in 13 states. We also captured 136 South Carolina Zip Codes that are located outside 50 miles from Lexington County. This festival opens new eyes to what Cayce has to offer.

The total attendance has grown each year. The event celebrated the fourth year in April of 2014. The attendance of the 2014 reached over 8,400. Through the data collected we estimate that over 1,200 visitors were from out of state and another 1,400 South Carolina visitors were from outside of 50 miles from Lexington. This indicates over 30% of the attendees would be considered tourists.

The economic impact for the festival is far reaching from restaurants, hotels, pubs, and gas stations. Based on figures provided by SCPRT for estimating economic impact the festival conservatively provides over \$1.2 million dollars on the main event day alone. A local business right down the road from the speedway states that it is their busiest day of the year over the last three years.

Accommodations Tax allow us to expand our advertising further and more saturated outside our area. This brings people to our hotels and restaurants.

6. Estimated Cost of Project _____\$64,000.00

7. Total Accommodations Tax Funds Requested for FY15-16 \$____5,000.00

John R. Banks
Signature of Applicant

3-5-2015
Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Mendy Corder
P.O. Box 2004

Cayce, SC 29171-2004

or

Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 6, 2015

Complete application form and attachments can also be dropped of at

City Hall

1800 12th Street

For Office Use Only

Date Received _____

Council Action Date _____

Recommendation _____

Amount Approved _____

Date of Recommendation _____

Organization _____ The River Alliance (Tartan Day South)

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

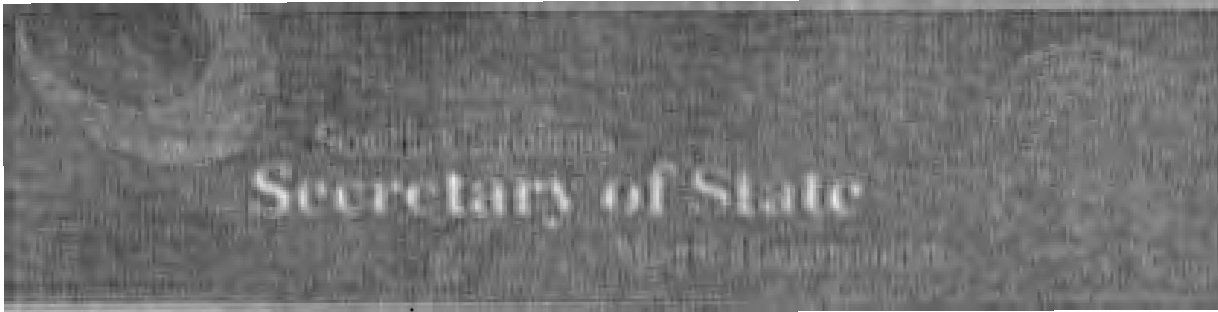
Type of Revenue	FY2015-16
City of Cayce A-Tax	\$5,000.00
City of West Columbia A-Tax	\$5,000.00
City of Cayce H Tax	\$10,000.00
Corporate Sponsors	\$10,000.00
Lexington County Beverage and Tobacco Fund	\$3,000.00
Ticket Sales	\$25,000.00
Vendor Income	\$5000.00
Beverage Income	\$1000.00
TOTAL *	\$64,000.00

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

Organization _____ The River Alliance (Tartan Day South)
 List all expenses associated with this event.

Type of Expenditure	FY2015-16
Advertising & Marketing	\$25,000.00
Logistics Expenses	\$12,000.00
Entertainers & Exhibitors	\$14,000.00
Highland Athletics	\$1,500.00
Sound	\$3,500.00
Room for Bands and Judges	\$1,600.00
Event Insurance	\$1,600.00
Photographer and Awards	\$300.00
Miscellaneous Labor	\$2,000.00
Admission Taxes	\$1,500.00
Taxes and Fees	\$1,500.00
Sales Commissions	\$1,000.00
TOTAL*	\$64,000.00

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



RIVER ALLIANCE, THE

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

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

REGISTERED AGENT INFORMATION

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

Corporation History Records

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

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

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

DEPARTMENT OF THE TREASURY

Date: OCT 17 2000

RIVER ALLIANCE
506 GERVAIS STREET
COLUMBIA, SC 29201

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

Dear Applicant:

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

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

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

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

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

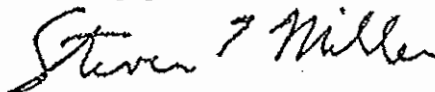
Letter 1050 (DO/CG)

RIVER ALLIANCE

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

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

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller". The signature is written in dark ink and is positioned above the typed name.

Steven T. Miller
Director, Exempt Organizations

Visitors from 13 States and the District of Columbia

1,432 Zip Codes Collected

232 Out of State 16%
410 Different SC Codes
136 SC Codes were outside 50 Miles from 29033
33% of SC Codes Collected were outside 50 Miles

Out of State Zip Code Locations

Ohio

Mount Gilead, OH
Macedonia, OH
Springboro, OH

Alabama

Mongomery, AL
Pell City, AL
Opelika, AL

North Carolina

Asheboro, NC
Newport, NC
Cartersville, NC
Charlotte, NC
Advance, NC
Flat Rock, NC
Chapel Hill, NC
Raleigh, NC
Belmont, NC
Melbourne, NC
Matthews, NC
Whittier, NC
Hickory, NC
Greensboro, NC

Florida

Orlando, FL
Port St. Lucie, FL
Silver Springs, FL

Wisconsin

Union Grove, WI

Tennessee

Ashland, TN
Harriman, TN

New Mexico

Ruidoso, NM
Albuquerque, NM

Georgia

Hephzibah, GA
Hinesville, GA
Cumming, GA
Grovetown, GA
Thomas, GA
Decata, GA
Wilmington Island, GA
Savannah, GA
Ellabell, GA
Lawrenceville, GA

Michigan

St. Clair Shores, MI
Sterling Heights, MI

Illinois

Palatine, IL

New York

Niagara, NY
Canteberry, NY
Buffalo, NY

Virginia

Portsmith, VA
Virginia Beach, VA

Washington

Moses Lake, WA
Washington, DC

District of Columbia

Washington, DC

2014 Tartan Day South Final Budget

Revenues

Sponsors	\$	14,100.00
A-Tax (Cayce \$3,000 WC \$5,000)	\$	8,000.00
Vendor & Clan Registration	\$	4,585.00
Tent Rentals	\$	836.75
Beverage Sales	\$	2,921.48
Car Show Registrations	\$	500.00
Ticket Sales	\$	25,434.00
Program Sales	\$	462.00

Total Revenues \$ **56,839.23**

Expenses

Logistics Expenses	\$	10,966.36
Entertainors and Exhibitors	\$	13,250.00
Athletics	\$	1,300.00
Sound	\$	3,300.00
Rooms for Bands & Judges	\$	1,531.80
Event Insurance	\$	1,494.60
Photographer	\$	100.00
Awards	\$	218.90
Miscelanous Labor	\$	2,120.00
Ammusement Taxes	\$	1,206.80
Sales Commissions	\$	1,550.00
Advertising and Marketing	\$	19,735.01

Total Expenses \$ **56,773.47**

Expenses Breakout

Logistics		
Tent Rentals	\$	8,261.02
Vip Tent Expenses	\$	211.00
Golf Carts	\$	642.00
Volunteer T-Shirts	\$	291.04
Restroom Services	\$	1,068.00
Misc Equipment Ropes, Cones, etc.	\$	493.30
Total Logistics	\$	10,966.36

Entertainors & Exhibitors		
Music Artists	\$	9,500.00
Pipe Bands	\$	1,500.00
Herding & Falconry	\$	1,300.00
Story Teller, Face Painting, Axe Throwing	\$	650.00
Dancers	\$	300.00
Total Entertainors & Exhibitors	\$	13,250.00

Advertising & Marketing

Advertising: Billboard, TV, Radio, Publications, Web	\$	13,781.75
Traveling Coordinator (13 Events)	\$	2,800.00
Printed Marketing Materials	\$	2,653.26
Social Media Consultant	\$	500.00
Total Advertising & Marketing	\$	19,735.01

**APPROVED MINUTES
BEAUTIFICATION BOARD
Tuesday February 10 at 5:30 p.m.
City Hall**

I. CALL TO ORDER

John Winn called the meeting to order at 5:34pm. Members present were Sue Miles, Sue Perry, John Winn and Morgan Hanes. Sherree Thompson was absent.

II. APPROVAL OF MINUTES

A motion to approve the meeting minutes from January 2015 was made by Sue Miles. Morgan Hanes seconded the motion. The decision was unanimous.

III. OLD BUSINESS

- a. We need to order (3)M, (3)L, (3)XL red t-shirts and (5)M navy shirts.
- b. Morgan Hanes sent another potential new member a note and City Committee application.
- c. Josh Call's official removal from Board by City Council?

IV. NEW BUSINESS

- a. The Lawn and Turf Care seminar with Sam Cheatam had about 15 attendees. We view our first seminar as a success!
 1. Ideas/Date for next seminar?
 2. Better modes of advertising?
- b. The Spring Plant Exchange date has been set for Saturday April 18th at 10:00am out front of City Hall.
- c. Morgan Hanes submitted the online SCDOT Encroachment Permit to Harriet Moore and Kristina LeVan for the Frink & 12th St. Ext. project.
 1. When would we like to begin work on this project?
 2. Morgan has stored in her garage left-over project supplies and materials.
- d. Morgan Hanes got in touch with past member, Joe Long who supplied her with A LOT of design and historical files of items still in use by the board today. This is a large zip file which should be stored on a flash drive and given to a member of the Board who will ensure it gets passed along to current members each year.

V. ADJOURNMENT

A motion to adjourn was made by John Winn. Sue Perry seconded the motion. The decision was unanimous.

Meeting Agenda/Summary

Cayce Event Planning Committee

Subject	Event Planning Committee	Date/Time	February 12, 2015 at 5:45 PM		
Location	Cayce City Hall – Council Chambers				
Attendees					
Event committee	Y/N	GUEST SPEAKERS	Y/N	City Staff	Y/N
Danny Creamer	Y			Kara Carmine	Y
Rachel Scurry	Y			Mendy Corder	Y
Cindy Pedersen	Y			James Denny	Y
Dave Capps	Y				
Kimberly Christ	Y				
Brenda Cole	Y				
Ellen Mancke	Y				
Jason Munsell	Y				
Frankie Newman	Y				

MINUTES			
No.	Motion	First/Second	References/handouts/notes
1.	Call to Order	Danny, Chair	
	Introduction of new city staff	Mendy	Mendy Corder introduced Ms. Kara Carmine as a new city staff member. Kara will eventually be the city member staffing the Event Planning Committee. Introductions were made by all.
2.	Approval of minutes	Rachel – Motion Jason- second unanimous	City Manager made the decision that all committee and boards should have an elected Secretary to take the minutes of meetings. This will not be a task assigned to city staff.
3.	CBF – Contracted and potential performers	Danny	Danny Creamer presented the committee with the list of performers for the 2015 BGF. See attached list. A brief description of each of the bands was presented. There will be sets performed by each group. Some information has been posted to the City/BGF website. Danny pointed out that the committee will eventually have to book bands at least two years prior to festivals because of successful bands' schedules.
4.	Discussion of Hospitality Tax Fund Request for CBGF	Committee	Mendy reported on the applications that were approved to date. After much discussion regarding advertising opportunities and costs as well as other considerations, the motion was made by Brenda to request \$30,000. Jason seconded the request. Mendy announced she would have the H tax application ready for the March meeting.
5.	Budget Review and	Committee	After the H-Tax discussion was completed. Mendy reported that

Meeting Agenda/Summary Cayce Event Planning Committee

	Discussion - CBGF		the Accommodations Tax application is due 3/6/15 and the application would be submitted on the committee's behalf. In recent years the Committee has requested \$13,000. Cindy made the motion to request \$13,000 for the 2015 festival. Jason seconded the motion. Unanimous vote carried the motion.
6.	Review of "To do List" for the CNGF		As discussed during the January meeting, the committee shall begin to cross train members in all areas of the CBGF planning. As suggested, Danny developed the attached list of assignments of committee staff. Each committee member agreed to his/her assignment. All agreed to complete tasks by the March 12 th meeting.
7.	Budget Review and Discussion - CBGF		Danny also challenged every committee member to get at least \$250 in sponsorships. With our advertising budget expected to be so much larger than the previous 7 years, it was suggested that sponsors may be easier to find and recruit. A new Sponsorship Packet needs to be developed to reflect the new advertising capabilities of the committee. The committee members had several suggestions regarding improvements. Rachel Scurry asked for a status update on the electrical problems in Granby Park and the City Hall complex. James Denny reported that a plan was in place but no timetable had been set.
9.	Future Event Dates announced by Mendy		The Guided Nature Tours with Dr. Rudy Mancke will be Saturday April 25, 2015 10am Tour: Geared toward Children 1pm Tour; all ages Congaree BGF: Saturday, October 3, 2015 Caroling along the Riverwalk: Friday, December 4, 2015
10.	Adjournment		Cindy made motion to adjourn. Kim seconded the motion.

Action Items		
No.	Action Item	Owner/ Target Completion Date
1.	Accommodation Tax Application	Mendy will submit A-Tax request for \$13,000 on 3/6/15
2.	H-Tax Request	Mendy will have the H-Tax application prepared for review by the committee

Meeting Agenda/Summary

Cayce Event Planning Committee

		in preparation for immediate submission.	
3.	Committee member assignments	Each committee member agreed to his/her assignment. The Sponsor Challenge will begin once new sponsor Packets have been developed.	
4.	Mendy will distribute her list of preparation activities for each of the committee's events	Mendy will bring the "to do" list for discussion and/or delegation. There is a need for the committee to take responsibility for some tasks from city staff. The committee will review the list and discuss delegation.	
5.	Nature Tour	Mendy and Kara will ensure adequate supplies for the nature tours.	

Next Meeting: Thursday, April 16, 2015

**BLUEGRASS PERFORMERS
2015**

Headliner

THE CROWE BROTHERS , *KS* \$2250.00

**CURTIS BLACKWELL AND
THE DIXIE BLUEGRASS BOYS , *VA*** \$1500.00

THE FLOWERS FAMILY , *Charlotte, NC* \$850.00

THE DROVERS , *Seneca area* \$650.00

**THE LADIES OF THE PICKIN'
PARLOR** \$400.00

STAGE RENTAL \$1400.00---???

SOUND—BRUCE CROUT \$1800.00---???

EST. COST OF PRODUCTION \$8850.00

ACCOM. FOR CROWE BROTHERS \$400.00---???

\$ 9,250.00

ASSIGNMENTS
EVENTS COMMITTEE
BLUEGRASS FESTIVAL

- RACHEL** **SEND BAND CONTRACT, EXCEPT HEADLINER MENDY CORDER WILL CONTRACT THIS BAND FOR THE.**
ASSURE BANDS GET CONTRACTS, BIO's, AND PHOTOS (good quality), FOR PRINTED MATERIAL
- CINDY** **CHECK MAJOR INTERSTATES THAT PASS THRU STATE AND GET TRAFFIC COUNT, AND GIVE STRATEGIC LOCATIONS OF BILLBOARDS,ETC.**
- ELLEN** **ASSIST RACHEL WITH BAND MATERIAL.**
- BRENDA** **IN CHARGE OF VENDOR'S. GETTING INFRO. ON OTHER EVENTS, VENDOR FEE'S, NUMBER OF VENDOR'S, ETC.**
- FRANKIE** **IN CHARGE OF SECURING STUDENTS orSTUDENT TO PERFORM THE NATIONAL ANTHEM**
- DAVID** **ASSIST. CINDY IN INTERSTATE TRAVEL NUMBERS GET SOUND IDEAS ON STAGE DECORATIONS AND PREP.**
CONTACT LOCKLAIR FEED AND GARDEN ABOUT STRAW, HAY, ETC.
CONTACT CAYCE FARMERS MARKET ON MUMS, AND PUMPKINS, CORNSTALKS.
- CHALLENGE EVERY COMMITTEE MEMBER TO GET AT LEASE \$250 IN SPONSORSHIP MONIES.**
-



**APPROVED MINUTES
PLANNING COMMISSION
COUNCIL CHAMBERS
CITY OF CAYCE, 1800 12TH STREET EXTENSION, CAYCE SC
Monday, February 23, 2015
6:30 PM**

I. CALL TO ORDER

Chair Ed Fuson called the meeting to order at 6:30 pm. Members present were Robert Power, Chris Kueny, John Raley and Larry Mitchell. Maryellyen Cannizzarro was absent excused. Butch Broehm was absent excused. Staff present was Shaun Greenwood and Monique Ocean.

II. APPROVAL OF MINUTES- January 26, 2015

A motion was made by Mr. Kueny to approve the minutes with the following changes:

- Co-Chair should be listed as Vice-Chair,
- Include wording that Mr. Power recused himself from the public hearing and the vote, and
- Correct spelling for the US Army Corps of Engineers.

Mr. Raley seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Mr. Fuson asked if the public and media were duly notified of the public hearing. Ms. Ocean affirmed that everyone was notified.

IV. PUBLIC HEARING – Text Amendment [A request by the Zoning Administrator to amend the *City of Cayce Zoning Ordinance Section 7* to include the addition of regulations for “Group Developments”].

a. Opening Statement

Shaun Greenwood addressed the Commission to discuss the proposed text amendment. Mr. Greenwood explained that the Land Development Regulations give a definition of group developments but the City Ordinance is not written to facilitate subdividing a group development with interior property lines. Mr. Greenwood described that the issue has come up where owners requested to subdivide existing multi-use structures and “condominium-out” each unit. Mr. Greenwood pointed out that the requests have been denied because the City does not allow zero lot line development in most zoning districts. Mr. Greenwood specified the object of the text amendment is to allow a group development to be subdivided internally as the owner sees fit but under conditions required by the Ordinance. Mr. Greenwood explained the conditions of the text amendment

would call for a plan to dictate shared responsibility for storm water requirements, signage, landscaping maintenance, and parking. Mr. Greenwood reviewed the draft ordinance included in the packets and provided a visual example to demonstrate a group development with internal property lines. Mr. Greenwood responded to inquiries from the Planning Commission by stating the ordinance may apply to: existing structures, structures with more than one street frontage and multiple buildings on the same lot. Mr. Greenwood pointed out that any request must meet all requirements and is subject to approval by the Administrative Official.

b. Testimony

No one was present to speak.

c. Adjourn Hearing

With no further discussion, the hearing was adjourned.

V. MOTION- Text Amendment [A request by the Zoning Administrator to amend the *City of Cayce Zoning Ordinance Section 7* to include the addition of regulations for "Group Developments"]

Mr. Kueny made a motion to recommend the text amendment to Council for approval. Mr. Raley seconded the motion. All were in favor. The vote passed unanimously.

VI. OTHER BUSINESS-Continued Discussion of the 5 year update of the City of Cayce Comprehensive Plan

Ms. Ocean gave updates on the Comprehensive Plan. Ms. Ocean indicated that the Community Facilities Element, Transportation Element, and Economic Element were included in the update. Ms. Ocean explained that information was revised with updated data to express how the elements may have changed over the years. The Planning Commission discussed the following issues pertaining to the Comprehensive Plan:

- The past drought has possibly affected the capacity of the waste water treatment plant.
- The City's current CRS rating for Public Safety has improved.
- The proposed recreational area in the Riverland Park subdivision is not listed because construction has not started.
- Research Lexington Medical Park Otarre Pointe to determine if it should be listed as a medical facility.
- Improved bus service could be obtained if the City was willing to pay.
- Research ideas to prohibit cars parked on sidewalks.

VII. ADJOURNMENT

A motion was made by Mr. Kueny to adjourn. Mr. Raley 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.**

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

COUNCIL ACTION REQUIRED

MUSEUM COMMISSION – TWO (2) POSITIONS

Ms. Lynn Summer' term expired in April and she would like to serve again. Ms. Summer has served on the Commission since 2008 and consistently attends the meetings. Her application is attached for Council's review. There is one open position on the Commission since Scott Morgan resigned. We have received a potential member application from Mr. Dale Gaskins and the Museum Commission recommends him for appointment. His application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

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

ACCOMMODATIONS TAX COMMITTEE – THREE (3) POSITIONS

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

BEAUTIFICATION BOARD – TWO (2) POSITIONS

Ms. Joanne Wilson resigned from the Board in January. Her resignation letter is attached. The Board has no recommendation at this time. Mr. Joshua Call was removed from the Board in March due to three or more consecutive unexcused absences.

CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received. Mr. Frank Strange and Mr. Lemuel Knight both passed away recently. There are no recommendations at this time.

EVENTS COMMITTEE – TWO (2) POSITIONS

Mr. Jay Thompson resigned from the Events Committee in September due to an increased workload. There is also another open position on the Committee since the membership increased from nine members to eleven. There are no recommendations at this time.

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

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

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

CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION



Name: HARRY DALE GASKINS

Home Address: [REDACTED] KAYLARKY AVE City, State, Zip CAYCE, SC 29033

Telephone: 803-[REDACTED] E-Mail Address [REDACTED]

Resident of Cayce: Yes { No Number of Years 15

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

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

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

Work Address

Company: Adjutant General of SC Position ENAVY CLERK

Address: 1 NATIONAL GUARD RD.

City, State, Zip Columbia SC 29201 Telephone: —

Fax: — E-Mail [REDACTED]

Work Experience: 31 YEARS OTAG

Educational Background: 4 YEARS USC POLY SCI

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

TREASURER - SARA GOtha HISTORICAL SOCIETY

Volunteer Work: COMPTROLLER SOUTH CAROLINA STATE GUARD

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



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

MAR 10 2015

Name: Lynn Connor Summer
Home Address: [Redacted] Honeysuckle St. City, State, Zip Cayce, SC 29033
Telephone: [Redacted] E-Mail Address [Redacted]
Resident of Cayce: Yes No Number of Years 57

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 No If yes, specify below:

Work Address
Company: Lexington Dist #2 BCMS Position Teacher
Address: 1300 State Street
City, State, Zip Cayce SC 29033 Telephone: [Redacted]
Fax: _____ E-Mail same

Work Experience: Education for a lifetime

Educational Background: B.S. degree from Lander University

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

Volunteer Work: Nehemiah Project

Hobbies: floating in Lake Murray

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