

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 May 6, 2014

The May 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, 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.

Council Member James made a motion to move Executive Session to follow after agenda item IV. A. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Call to Order

Mayor Partin called the meeting to order. Council Member Skip Jenkins gave the invocation. Mayor Partin introduced Mr. Clifton Carr, a Cayce resident and Veteran, to lead the assembly in the Pledge of Allegiance. Mr. Carr entered the United States Marines while still in high school. He graduated from high school June 14, 1965 and on June 30, 1965 he was at Parris Island. Mr. Carr did 4 tours of duty in Vietnam. He was a radio operator which was one of the more dangerous jobs. He was wounded 3 times and received the Purple Heart with Stars. Mr. Carr went off of active duty in 1969 and his career in the Marines ended in 1971.

Approval of Minutes

Council Member Jenkins made a motion to approve the minutes of the April 1, 2014 Public Hearing and Regular Meeting and the April 16, 2014 Special Meeting as submitted. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Presentations and Proclamations

A. Approval of Proclamation – Women’s Lung Health Week

Council considered for approval a Proclamation designating the second full week in May as Women’s Lung Health Week. Council Member Almond made a motion to approve the Proclamation as presented. Council Member James seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No public comment was given.

Other

A. Discussion and Approval of Engineering Firm for State Street Sewer Line

Ms. Vance stated that Council's approval is needed in order to accept the Request for Qualifications from ICA Engineering for the engineering and construction management of the State Street Sewer Line Upgrade, and to execute a contract between the City of Cayce and ICA Engineering. She stated the City of Cayce received \$173,381 in Community Development Block Grant funds for a sewer line upgrade on State Street and professional engineering services are needed for this project. A request for qualifications was placed in SCBO and on the City's website, 7 firms responded. After the scores were tallied, ICA Engineering was ranked the highest.

Ms. Vance explained that the firms were scored on the following criteria:

1. Experience in design and construction management;
2. Experience with local governments and public works related projects;
3. past performance with The City of Cayce and/or other local governmental agencies;
4. Ability to provide "real time" service to client and projects;
5. Ability to meet schedule deadlines and budget constraints;
6. Ability to provide working CAD data and or PDF's;
7. Quality of submittal;
8. Familiarity with State and/or Federally funded projects and requirements.
9. Engineering design & construction observation cost estimate

Council Member Jenkins made a motion to authorize the City Manager to execute the contract with ICA Engineering. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

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 personnel matter relating to the completion of the City Manager's evaluation

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 Almond 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

No action by Council was taken in follow up to Executive Session.

Other

B. Discussion of Proposed FY/2014-2015 Budget

Mayor Partin stated Ms. Vance in her professional capacity as the City Manager offered the following suggestions on how to balance the General Fund Budget:

- Completely eliminate the purchase of capital items for a savings of \$107,623
- Cut the three new firefighter positions for a savings of \$167,730
- Consolidate the City's Dispatch operations with that of Lexington County for a savings of \$239,980
- Reduce the hours of the City of Cayce Museum to part time for a savings of \$73,762.50
- Elimination of the City of Cayce Museum or find another funding source for these operations for a savings of \$147,525
- Change Police Officers in Park to just Park Rangers for a savings of \$40,000
- Raise property taxes by the allowed amount which is currently just 1.46% (.64 mills or \$28,633.19) because we have not received the growth numbers from the Budget and Control Board
- Apply deficit millage of 5.27 mills. The City's millage rate is currently 44.17. One mill is worth \$44,400 and our overall deficit for 2013-2014 was \$234,184.

- Hospitality Tax
- Pay for the gap in funding with the increased fund balance from the settlement of a lawsuit

Mayor Partin asked Council what their thoughts were in covering the gap in the budget. She stated it was possible to cut the three new firefighter positions for a savings of \$167,730 and use the settlement from a lawsuit to add funding for the general budget. She stated with the possibility of the cost of health insurance for employees increasing by \$300,000 funding will need to be found for that increase as well.

Mayor Partin stated she and Ms. Vance had discussed increasing the sanitation fees to \$13.50 monthly. Last year Council implemented a plan to increase the residential sanitation fee every year for five years so that service will eventually be self sustaining. Initially the residential sanitation fee was \$1.50 a month. Currently it is now \$4.50 a month and with the planned increase for FY14-15 the fee will be \$7.50 a month. If Council decides to increase the fee to \$13.50 a month that will be an extra \$340,000 for the general budget.

Mayor Partin stated staff needs to hear from everyone on Council what they do not want to cut and what is a possibility. Council Member Corley stated the City did not need to eliminate the City of Cayce Museum. Mayor Partin and the rest of Council agreed with her. Council Member Almond stated raising property taxes would not raise enough revenue to come close to balancing the budget.

Council Member James stated that the City has purchased good equipment for the Fire Department in the last few years and he would hate to not fund the three new firefighters since that would be a huge step backwards for the City. He stated he likes the idea of having Park Rangers in the Cayce Riverwalk Park rather than certified Public Safety Officers. He stated it is a perfect time to do the hospitality tax. Council Member James stated that Dispatch is the first point of contact with the City's residents. He explained every emergency call comes through Dispatch and the City should not give up control of its dispatch. He stated he would strongly advise against consolidating the City's dispatch operations with that of Lexington County.

Council Member James stated he would like to eliminate all capital equipment if it would save a job position. Ms. Vance stated the only capital equipment left in the budget is equipment that is required by OSHA, computer hardware, the vertical lift for the Parks Department and roll carts for the Sanitation Department.

Council Member James stated that Mayor Partin's email to Council regarding contacting the City's legislatures about the Local Government Fund is very important. Mayor Partin explained that currently the fund is \$100,000 less than it should be.

Mayor Partin stated this year's budget process has been the most disheartening thing she's ever been involved in. She explained when she first became Mayor in 2008 the budget was appalling but this is even worse because so many improvements have been made since then. She explained that better equipment has been purchased for staff so they can do their job more effectively. Council Member James agreed that the City has come a long way to have to start taking steps backwards now.

Council Member Jenkins stated he would like further documentation showing the need for three additional fire fighters. He suggested hiring three new fire fighters mid-year to save money if it can be shown that they are needed. Ms. Vance explained that Council decided at the Council Retreat last year to hire three new fire fighters every year for four years. With the increase in personnel each shift would have four personnel on the truck whenever they go out on a call and this could possibly improve the City's ISO rating. Ms. Vance stated that at the Council Retreat it was discussed consolidating with Lexington County, consolidating with the City of West Columbia or increasing the City's fire fighter personnel numbers and Council chose to increase the number of fire fighters.

Council Member Jenkins stated he was in favor of the Park Rangers and the hospitality tax. Council Member Corley stated that since Council had agreed to the additional fire fighters they need to stick to that plan and not cut the fire fighters out of the budget. Mayor Partin asked her what should be cut out of the budget. Council Member Corley explained that she did not know much about Dispatch but consolidating with the County would save the most money out of all the suggestions. She stated she liked the idea of increasing the sanitation fees to the full amount.

Council Member Almond stated she agreed with Council Member Corley that Council had made a commitment to increase the amount of fire fighters and stated she did not feel comfortable going back on that commitment. She explained that she also agreed with Council Member Corley regarding Dispatch but said she did not have enough experience with that department to truly weigh in on the discussion.

Council Member Almond asked Ms. Vance if the City passed a hospitality tax when it would start impacting the City's budget. Ms. Vance explained that it would bring in approximately \$350,000 a year for operations and another \$350,000 a year for capital. Mr. Greenwood explained the hospitality tax is collected monthly. Council Member Almond stated she would encourage Council to revisit the hospitality tax quickly. Ms. Vance explained it would take two readings and a public hearing to pass the hospitality tax. Council Member Almond stated she got more feedback from people who supported the hospitality tax than people who opposed it. She stated she heard from a lot of young professionals who were disappointed that Council did not move ahead with it.

Council Member Almond stated she also supports raising the residential sanitation fees. She stated it may be better to not raise the fees to the full amount since that is a large increase for the residents. Council Member Corley asked if it was possible to later lower the fee once the budget was balanced. Ms. Vance stated the fees could be changed at any time but the goal is to make the Sanitation Department self sustaining. Council Member Jenkins asked if staff was going to inform the residents before the increase in fees goes into effect. Ms. Vance explained once Council makes a final decision on how to balance the budget staff will over communicate to the City's residents. Council agreed to have staff look into increasing the residential sanitation fees by half and hiring the three new fire fighters midyear.

Ms. Vance explained to Council that if the fire fighters are hired midyear then next year's budget will be even worse than this year's since the City will have to budget to pay for them for a full year in that budget. She stated that the City currently has over \$386,000 in lease purchases on the books. Ms. Vance stated that until the City finds more reliable revenue sources or cuts some services then next year's budget will be just as bad as this years. She explained that the City's normal revenue sources are not going up enough to even handle the normal increase in cost. She stated if Council and staff do not make some of the choices that need to be made; the budget will be like this every year. Ms. Vance explained that the General Fund needs to just fund core services. The City's core services are police and fire, administration, finance, planning and development and parks. The sanitation department needs to be self sustaining. Ms. Vance stated that the City's health care cost have increased over 45% to 50% in the past three years. The City pays \$650 a month per person for health care.

Mayor Partin asked Council how soon they would like to move on the hospitality tax. Council all agreed they would like to move forward with it as soon as possible. Council Member Corley stated she received a lot of negative feedback when the hospitality tax was brought up previously. Mayor Partin stated that she heard the Museum Commission is strongly in favor of a hospitality tax since it could be used to fund the Museum. Council Member James stated he also received comments from realtors and residents against the hospitality tax but he feels that at this point it is necessary.

Council Member James asked Ms. Vance how much money the hospitality tax would generate for the general fund. She explained that it would bring in approximately \$669,000 a year. Ms. Vance reminded Council that half of those funds could be used for operating expenditures that are related to tourism and half can be spent on capital items related to tourism. Mr. Greenwood explained that the businesses affected by the hospitality tax will receive a coupon book and staff will explain the process of remitting the tax funds to each business. After discussion, it was decided that Council will direct staff at the May 21, 2014 Special Council Meeting on whether to move forward with the

hospitality tax. Ms. Vance stated the Public Hearing for the budget and the hospitality tax will be held at the second Council Meeting in June.

City Manager's Report

Ms. Vance stated the Septage and Grease Facility is scheduled to open the following Monday. She explained that the bids for Riverwalk Park Phase IV came in very high so it will have to be re-bid. She stated that City staff will do some of the grading and clearing for Phase IV to save money. She explained that currently the City only has two Penny for Progress Projects on List 1. List 1 means that five to six of the Commissioners ranked the project. The Stormwater Drainage project for \$6,141,464.60 is on List 1. The Avenues, Broad Acres and N. Frink Street Water Distribution System (including Glenn Street Water Tank) is also on this list but the Commissioners asked that the cost be reduced from \$16,000,000 to \$10,000,000.

Ms. Vance explained that List 2 means that one to four of the Commissioners ranked the project. Three of the City's projects are on List 2. The Riverwalk Capital Improvements for \$1,204,660, the Knox Abbott Pedestrian and Safety & Traffic Calming Project for \$6,148,233 and the City Hall Renovations for \$1,388,654. The City's remaining projects are on List 3 which means that none of the Commissioners ranked these projects.

Ms. Vance explained that staff will be working on a presentation for Council regarding Sunday alcohol sales in the City. She asked Mr. Crowe to draft an Ordinance for this. She explained that the Blue Laws have changed but it has to be put on the November ballot if Council wants to change the Sunday alcohol sales. Council Member James asked why the City would want to allow Sunday alcohol sales. Ms. Vance explained that currently the City's grocery and convenience stores are losing money to Richland County who does allow Sunday alcohol sales. She stated that a large chain restaurant such as Outback Steakhouse will never locate in the City as long as they cannot sell alcohol on Sundays.

Mayor Partin asked Ms. Vance to update Council on the upcoming meeting with Lexington County regarding the City's animal shelter. Ms. Vance explained that the bids for the shelter came in very high. The City committed to spend up to \$150,000 for the shelter and has already given the County \$100,000. Ms. Vance stated that if the County requests more funds she will bring that back to Council for their decision.

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:

Museum Commission – March 4, 2014
Beautification Board – March 12, 2014
Cayce Events Committee – March 13, 2014
Board of Zoning Appeals – March 17, 2014
Planning Commission – March 17, 2014

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

B. Appointments and Reappointments

Beautification Foundation – Two (2) Positions

Ms. Joyce Coleman's term expired in April. Ms. Maryellyn Cannizzaro's term expired in May. They would both like to serve again and the Foundation has recommended them for reappointment. Council Member James made a motion to reappoint both members. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Consolidated Board of Appeals – One (1) Position

Ms. Maryellyn Cannizzaro's term expired in May. She would like to serve again. Council Member Jenkins made a motion to reappoint Ms. Cannizzaro. Council Member James seconded the motion which was unanimously approved by roll call vote.

Events Committee - -Two (2) Positions

Ms. Brenda Cole and Ms. Rachel Scurry's terms both expired in May. They both would like to serve again and the Committee has recommended them for reappointment. Council Member Almond made a motion to reappoint Ms. Cole and Ms. Scurry. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Public Safety Foundation – One (1) Position

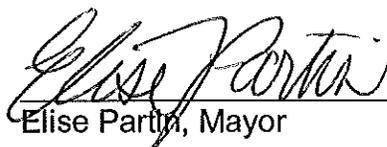
Mr. Randy Summer's term expired in May. He would like to serve again and the Foundation has recommended him for reappointment. Council Member James made a motion to reappoint Mr. Summer. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member James asked if the July Council Meeting will be rescheduled since it is the week of July 4th. Ms. Vance stated it probably would be rescheduled

since the Council Retreat is the following week. Mayor Partin stated they would discuss this further at the Special Council Meeting in May.

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



Elise Partin, Mayor

ATTEST:



Mendy C. Corder, Municipal Clerk

