



CITY OF CAYCE

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ELISE PARTIN

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CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Special Council Meeting
January 21, 2015
5:00 p.m. – Council Chambers – 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

A. Invocation and Pledge

II. Presentation

A. Presentation by Mr. Tom Wollow regarding a Sanitation Issue

III. Public Comment Regarding Items on the Agenda

IV. Other

A. Approval of Ordinance 2015-01 to Amend the City of Cayce FY2014/2015 General Fund & O&M Budget – Second Reading

B. Discussion and Approval of Engineering/Design Firm for Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

V. Council Comments

VI. 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 for a sewer line project

C. Personnel Matter – City Manager's Annual Evaluation and Salary Review

D. Discussion of City Manager's Employment Contract Renewal

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

VIII. Adjourn

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

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager

Date: January 16, 2015

Subject: Approval of an Ordinance amending the City's Fiscal Year 2014-2015 Budget to increase and decrease certain anticipated Gross Revenues and certain anticipated expenditures

ISSUE

Council approval is needed for the Second Reading of an Ordinance amending the City's Fiscal Year 2014-2015 Budget to increase and decrease certain anticipated Gross Revenues and certain anticipated expenditures.

BACKGROUND/DISCUSSION

In light of increased revenue and grant funds in the City's General Fund, the 2014-2015 budget is required to be amended to account for these revenues and the desired expenditures correlated with these funds.

For the Utility Fund, the 2014-2015 budget is required to be amended to account for a decreased projection of revenues and the correlated reduction in expenditures to make up for this decrease. The amendment is also needed to account for the revenue from the SRF Debt Reserve Fund reimbursement.

These changes in revenues and expenditures are outlined in the attached spreadsheet.

RECOMMENDATION

Staff recommends Council approve Second Reading of an Ordinance amending the City's Fiscal Year 2014-2015 Budget to increase and decrease certain anticipated Gross Revenues and certain anticipated expenditures.

2014-2015 General Fund Fund Budget Amendment

Revenues

Line Item	Current Budgeted Amount	Proposed Budget Amount	Difference
Business License	\$3,770,000	\$4,562,217	\$792,217
State/Other Grants	\$5,000	\$105,000	\$100,000
State Parks Grant	\$0	\$150,000	\$150,000
Total			\$1,042,217

Expenditures

Department	Line Item	Current Budgeted Amount	Proposed Budget Amount	Difference
Legislative				
	Council Salaries	\$23,700	\$60,900	\$37,200
	FICA	\$1,813	\$4,659	\$2,846
	SC Retirement	\$1,682	\$5,839	\$4,157
	SCRS Pre-Ret			
	Death Benefit	\$33	\$106	\$73
Public Safety - Traffic				
	Salaries	\$1,722,111	\$1,753,277	\$31,166
	FICA	\$142,655	\$145,039	\$2,384
	SC PORS	\$217,960	\$222,042	\$4,082
	SC PORS PRE- Retirement Death Benefit	\$3,351	\$3,413	\$62
	SC PORS Accidental Death Benefit	\$3,351	\$3,413	\$62
	Medical Insurance	\$341,442	\$346,736	\$5,294

	Service Contracts	\$7,348	\$7,528	\$180
	Machines & Equipment	\$0	\$268,931	\$268,931
Public Safety - Fire				
	Machines & Equipment	\$22,463	\$528,398	\$505,935
Sanitation				
	Machines & Equipment	\$27,000	\$161,555	\$134,555
Parks				
	Salaries & Wages	\$290,947	\$315,037	\$24,090
	FICA	\$22,942	\$24,785	\$1,843
	SC Retirement	\$31,445	\$34,035	\$2,590
	SCRS Pre-Ret			
	Death Benefit	\$439	\$475	\$36
	Medical Insurance	\$79,405	\$84,699	\$5,294
	Safety Supplies	\$3,000	\$3,600	\$600
	Uniforms	\$3,300	\$4,350	\$1,050
	Machines & Equipment	\$8,000	\$17,787	\$9,787
Total		\$2,954,387	\$3,996,604	\$1,042,217

2014-2015 Utility Fund Budget Amendment

Revenues				
	Line Item	Current Budgeted Amount	Proposed Budget Amount	Difference
	Pretreatment Plant Revenue	\$1,535,500	\$263,598	\$1,271,902
Total				\$1,271,902

Expenditures				
Department	Line Item	Current Budgeted Amount	Proposed Budget Amount	Difference
Water Dist.	Salaries	\$544,975	\$499,975	-\$45,000
	FICA	\$44,651	\$41,209	-\$3,442
	SC Retirement	\$62,745	\$57,908	-\$4,837
	SC - Pre Death Benefit	\$876	\$809	-\$67
	Medical Insurance	\$119,108	\$111,168	-\$7,940
WWTP	Salaries	\$561,180	\$543,680	-\$17,500
	FICA	\$45,576	\$44,238	-\$1,338
	SC Retirement	\$64,044	\$62,163	-\$1,881
	SC - Pre Death Benefit	\$894	\$859	-\$35
	Medical Insurance	\$103,227	\$100,581	-\$2,646
WW Collection	Salaries	\$532,512	\$520,012	-\$12,500
	FICA	\$43,981	\$43,025	-\$956
	SC Retirement	\$61,803	\$60,460	-\$1,343
	SC - Pre Death Benefit	\$862	\$844	-\$18
	Medical Insurance	\$119,108	\$116,462	-\$2,646
	Lease Purchase Principle	\$104,929	\$0	-\$104,929
	Interest	\$5,720	\$0	-\$5,720
	2009 Debt Payment	\$2,170,210	\$1,085,106	-\$1,085,104
	Machines & Equipment	\$39,700	\$65,700	\$26,000
	Total		\$4,626,101	\$3,354,199

Memorandum

To: Mayor and Council

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

Date: January 15, 2015

Subject: Bid Approval for landscape architect and civil engineering services for Phase I of Knox Abbott Drive

Issue

Council's approval is needed in order to accept the Request for Qualifications proposal from Landplan Group South for landscape architectural and civil engineering services for Phase I of Knox Abbott Drive Pedestrian Safety and Traffic Calming redevelopment, and to execute a contract between the City of Cayce and Landplan Group South

Discussion

The City of Cayce is moving forward with the pedestrian safety and traffic calming redevelopment of the Knox Abbott Drive corridor. Professional landscape architectural and civil engineering services are needed for this project. A request for qualifications was placed in SCBO and on the City's website. Six (6) firms responded. The selection committee chose the top three (3) firms that met the RFQ criteria to interview and conduct a presentation on their experience with similar projects. After scores were tallied the firms are ranked as follows:

1. Landplan Group South
2. Michael Baker Jr.
3. Mead & Hunt

Firms were scored on the following criteria:

1. Firm qualifications and experience on similar projects;
2. Key staff qualifications and experience on similar projects;
3. Input from client reference;
4. Firm location, with preference to firms that are familiar with Cayce and locations that minimize travel time and costs;

5. Proposal completeness and organization;
6. Project understanding, creativity, innovation;
7. Project management approach;
8. Schedule for completing services.

Recommendation

Staff recommends Council approve and authorize the City Manager to execute a contract with Landplan Group South for landscape architectural and civil engineering services for Phase I of Knox Abbott Drive Pedestrian Safety and Traffic Calming redevelopment.