CITY OF CAYCE
Special Council Meeting
March 19, 2014

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, James Jenkins, City Manager Rebecca Rhodes, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk, Blake Bridwell, Director of Utilities, Garry Huddle, Municipal Treasurer and Danny Crowe, City Attorney. The Department Heads and Managers over the General Fund departments were also in attendance to discuss their budgets. 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 the Pledge of Allegiance.

Other

A. Approval of Ordinance Amending Land Development Regulations and City Code Section 42-3 – First Reading

Mayor Partin explained that the proposed Ordinance amending the City's Land Development Regulations is a lot to digest since it has been completely rewritten. She stated that if Council is ok with the Ordinance in concept then they can approve it on first reading and then set up a time to meet with Mr. Greenwood so he can explain it to them in detail before the second reading. She stated that the Planning Commission's draft minutes from the previous night and Mr. Crowe's suggested wording changes were also available for Council to review.

Mr. Greenwood explained that over the past 6 months, staff and the Planning Commission have been working to revise the City's Land Development Regulations. He stated due to the age of the existing regulations, staff believed that completely rewriting the entire document was the best approach. The last amendment of the City's Land Development Regulations was completed in 1996. Staff partnered with the Central Midlands Council of Governments (COG) to create a draft document that ensures harmonious, orderly and progressive land development within the City. The draft provides guidelines to specify each step of the land development process and clearly identifies the responsibilities of all parties involved. Mr. Greenwood stated that staff

considers the guidelines to be essential in ensuring that the development process is clear, concise and seamless.

Mr. Greenwood stated that after staff researched the traffic impact study section of the Land Development Regulations it was decided to delete that section. The City does not own many roads and if the road is owned by DOT or the County then there is already a threshold where those two entities require a traffic impact study to see how potential development will affect traffic on that road.

Mr. Greenwood stated that the previous Land Development Regulations did not allow the City to let anyone who built a subdivision have a private road. Staff has changed the Regulations so private roads are allowed as long as they meet the County's requirements for building a private road and the developer can show that there will be future funding to maintain the road forever. Mr. Greenwood explained that in the past private roads were built and the expectation was that the City or County would eventually take them over.

Mr. Greenwood explained that Mr. Crowe's changes to the Land Development Regulations were basically wording changes. For example, the document refers to itself as an Ordinance whereas technically it should be referred to as Regulations. Also there is a definition of affordable housing in the Regulations that has all the key elements required but Mr. Crowe recommended copying and pasting directly from the State's definition for affordable housing.

Council Member James made a motion to approve the Ordinance amending the City's Land Development Regulations on first reading. Council Member Corley seconded the motion. Mr. Greenwood explained that there would not be any additional changes made to the Ordinance by the Planning Commission or staff. The only changes made will be if Council recommends any changes after meeting with Mr. Greenwood. After discussion, the motion to approve the Ordinance amending the Land Development Regulations on first reading was unanimously approved by roll call vote.

B. Discussion of Proposed FY/2014-2015 General Fund Budget

The department heads and managers were in attendance to discuss any significant increases or changes in their respective department's budget. Ms. Vance reviewed the proposed Legislative budget which is the Council Members budget and includes their salaries. She stated that Mayor and Council's salaries are not changing unless they want to recommend an increase. She explained that a salary increase would not go into effect until after the November election. Ms. Vance stated Council's salaries are very low compared to surrounding municipalities. Council Member James

commented that the Mayor's salary should be significantly higher than the rest of Council's since she has so many more duties and responsibilities.

Ms. Vance stated she would e-mail Council the comparisons of their salaries and other municipalities so they can discuss it at the next Council Meeting. Council Member James stated the Mayor's salary should at least cover her expenses and travel but commented that her current salary probably did not cover these costs. Mayor Partin stated Council being reimbursed for their expenses could be addressed with an Ordinance. Ms. Vance stated she would e-mail Council the Ordinance that governs their reimbursements so they can review it to see if they would like to make any changes to it.

Ms. Corder reviewed the Administration budget with Council. She explained that the Risk Manager position was moved to the Administration budget which caused the salaries and training line items to increase. She stated two cars were included in the FY14/15 budget for staff to drive for work events.

Ms. Corder stated the only increase in the Legal budget was for prosecutor fees since the City is holding more trials in an effort to reduce the docket. Ms. Vance explained that this cost should eventually go down once the caseload is caught up.

Ms. Corder reviewed the Community Relations budget. This budget includes various dues the City pays to other agencies, the Christmas drop-in, the Employee Christmas Party, the City newsletter and community programs. Girls and Boys State is one of the community programs that the City gives to every year. After discussion, it was decided to add parameters to ensure that the $1,200 given every year to Girls and Boys State goes to Cayce children in need. A letter will be sent to the American Legion informing them the funds have been budgeted and will be distributed once staff receives proof of residency and proof of financial need. Council Member Almond suggested requesting the two students that receive these funds to attend a Council Meeting so they could let Council know what they learned. The Consultant for Public Relations line item went up to reflect the increased amount of current PR work load. Ms. Vance stated the PR contract renewal will be discussed at the April Council Meeting.

Mr. Marini reviewed the proposed IT budget with Mayor and Council. He explained that he had included funds in the IT budget for a Fleet Management Program for the Garage to assist with keeping up with inventory and how much gas is used. The program will help to control costs and increase efficiency. Council Member James stated that staff is more efficient and effective when they have the equipment and software they need. He explained that he feels it is advantageous for the City to spend the extra funds to have enough computers and workstations for employees.

Ms. Vance explained that the City now has a four year replacement plan for all its computers so a third of the City's hardware is replaced every year. She stated that when the VC3 study was done sixty of the City's eighty computers needed to be replaced but that has since been taken care of. Council Member James asked if the City has all the software it needs. Mr. Marini explained that the City now has an agreement with Microsoft Office so the software cost is distributed throughout the year and is the same amount every year. The City is now using Office 365 so staff has the best and the newest software and the cost is the same ever year. Ms. Vance stated that the City is now in a great place with the new software, the replacement plan, the new phone system and all the City buildings offsite now have fiber connections.

Mayor Partin asked why the website maintenance cost is just now kicking in this year. Mr. Marini explained that 18th Street Design, the web designer, gave staff some tools to update certain pieces of the website but staff does not have the ability to make any major changes to the website. The City is saving money by having a maintenance agreement with 18th Street Design so they pay a set price rather than paying different amounts monthly for the web designer to work on the site. Ms. Vance explained that there was not a maintenance cost for the previous website. She stated that the maintenance cost for the current website came from creating web pages for Council since this was not something staff could do.

Mayor Partin asked what the City's emergency site is for backup. Mr. Marini explained that currently most of the City's information is being backed up to tape and the tape is stored at Mr. Marini's home. Once the City completely implements Microsoft Office 365 then the City's data will be stored on the Microsoft government secured Cloud. Mayor Partin asked when Office 365 would be implemented. Ms. Vance explained that the City just switched to Office 365 e-mail and the new software should be online by July 1, 2014. At that time, the rest of the City's data will be moved to Office 365. Mayor Partin inquired about the City's servers security. Mr. Marini explained that all of the City's servers are behind locked doors and Public Safety's servers are on a generator.

Mr. Huddle reviewed the Finance Department's proposed budget. He stated that Jane Smoak is retiring this May after being with the City for twenty years. Mr. Huddle explained that he is retiring in three to five years and part of his succession plan is to change Ms. Smoak's position from a Bookkeeper to a Staff Accountant once she retires. He stated that currently no one knows how to do every aspect of his job but the staff accountant will be thoroughly trained.

Mr. Huddle stated he will need assistance from the City auditors to set up two new funds once the new software is installed. He explained that the current software does not keep track of the City's assets or its long term debt so the auditors keep track

of it. It will be a one-time expense for the auditors to assist with creating the accounts. Mayor Partin asked why there was money budgeted for Harris Computer Maintenance. Ms. Vance explained that it was recommended that staff keep a maintenance agreement with both systems for one year in case there are any issues during the data transfer.

Mr. Huddle reviewed the proposed street lighting budget. He explained there is a proposed 40% increase in electric & gas expense. Ms. Vance stated that the City pays for all the lights in the Cayce Riverwalk and all the lights in the City's neighborhoods. Also every time the City adds a new lighting contract with SCE&G and every time a resident requests a new street light be installed for security reasons this budget increases. Mr. Huddle stated the cost for street lighting is approximately $17,000 a month and the City is already over budget for FY13/14.

Mayor Partin asked if there was anything the City could do to be more green and conserve energy. Mr. Huddle stated the lights that are being installed are LED lights and are very efficient. Council Member James suggested having an article in the next newsletter about the fact that the City pays for all streetlights, not SCE&G. He stated most citizens probably think SCE&G pays for the lights.

Mr. White reviewed the proposed Sanitation Department budget with Council. He stated that he proposed purchasing a supply of roll carts since the City does not have any useable ones in stock and staff is constantly repairing them. Mayor Partin suggested researching a deposit or fee for the roll carts so the City would not incur costs if the roll cart is damaged by the resident. Ms. Vance stated staff would research it and bring it back before Council.

Mr. White stated he also included a 2014 rear loader truck in the budget. He explained that over the years the sanitation routes have expanded. With the introduction of roll carts and more areas being annexed, the City's trucks are being challenged to keep up with the growth. A full size new truck is needed to keep the pressure off from the old front line trucks. This truck would take the place of truck #1081 which is a 2006 Mack with 11,000 running hours on it. He would put this truck on yard trash, and it would still back up the two front line trucks when either goes in for service. The other trash truck is #1085, a 2002 Mack with 15,000 running hours on it. This truck would be put on recycling and be a spare for everything. Mr. White explained that he tries to keep the sanitation fleet on a 5- 7 year program which saves the City on fuel, maintenance and repair.

Mr. White stated he included a used truck chassis and remount roll off body from Truck #1088 on it. Truck #1088 is one of the City's roll off trucks and is 23 years old.

He stated it is difficult to find parts for it and expensive to keep it running. The truck has 23,000 running hours on it.

Mr. Greenwood reviewed the Planning and Development proposed budget. He explained that the salaries and wages line item increased because several employees are expected to obtain new certifications and staff is currently advertising for a new Planning and Development Director.

Mr. Greenwood explained that $47,000 is currently budgeted for the NPDES Phase II permit but thinks that cost will go down approximately $20,000 - $25,000. NPDES is the City's stormwater public outreach and education program.

Mr. Redmond reviewed the Museum's proposed budget with Council. He stated he tries to be very conservative with the Museum's budget so there are not any significant increases. Ms. Vance explained that the increase in the telephone expense is because the Museum has a security system and it was previously being charged to the wrong account. Mr. Redmond stated the vehicle insurance expense decreased since the truck was moved to Public Buildings. Mayor Partin asked Mr. Redmond if he had access to a City vehicle. He stated he was sure he could drive any of the Administration cars if he asked to. Mr. Redmond explained that when he needs to go somewhere he does not want to take the time to sign a car out.

Mr. Redmond stated most of his expenses have not changed in years. He explained that he does spend more money then what is in the budget but he tries to ask the Saxe Gotha Foundation for assistance with expenses so the budget won't increase. Council Member Jenkins stated the Museum needs to ask for more money. Council Member James stated the Museum is one of the nicest things the City has and in the past three years Mr. Redmond has not asked for anything in his budget. He stated he would like for Mr. Redmond to see where he would like the Museum to be next year and budget accordingly. Ms. Vance explained that the Museum does have access to other funding sources that the rest of the General Fund does not. The Museum receives Accommodation Tax funding and money from the Saxe Gotha Foundation.

Mr. Redmond stated he does try to keep his budget conservative but he does think every year that the inside of the Museum needs to be painted and now the outside needs to be painted as well. Mayor Partin asked Mr. Redmond about the City's upcoming centennial anniversary which is September 7, 2014. He explained that he is requesting Accommodation Tax funds for various events to celebrate the centennial. Ms. Vance explained that the Events Committee and Museum Commission have met and have a list of proposed events.

Council Member Jenkins asked Mr. Redmond to go back and look at his budget and see what else he can add to his budget. Council Member James stated that he agreed and felt that the Museum is the City's crown jewel. Ms. Vance asked Mr. Redmond to look into any projects or improvements he would like and it will be included in the next version sent to Council.

Mr. Denny reviewed the proposed Parks budget with Council. He explained that the Parks Department now has ten employees. The additional employee will be assigned to the Riverwalk Park Phase IV. He stated an older model diesel vehicle was transferred into the Parks department from another department so the auto operating expenses will increase slightly. The service contracts line item also increased for removal of dead and dangerous trees on the City's right-of-ways and property.

Mr. Denny requested a vertical lift platform to use when repairing the lights in Riverwalk Park. Currently staff uses an A-frame ladder to change out the bulbs and to repair the lights. He also requested a metal building to store the Riverwalk Park equipment in. Currently the equipment is stored in a building that Parks shares with the Riverwalk Public Safety Officers who store their bicycles and 4-Wheeler's there as well. This building is too small and equipment has been damaged due to the tight space.

Mr. Denny explained that a new line item has been added to the Parks budget to reflect the costs to maintain the Riverwalk Park. He stated the Riverwalk is now over ten years old and the City is going to need to spend more money to maintain it. Currently funds are used from other line items to pay for anything in the Riverwalk.

Mr. Clayborn reviewed the Garage budget with Council. He explained that the electric and gas expense line item has decreased due to more efficient lighting. Ms. Vance stated that the City's electrician worked through the SCE&G's Grant Program to upgrade to LED lighting for the Garage. Council Member Jenkins asked if the City can ask for Federal funding to upgrade the lighting in other City buildings. Ms. Vance explained that the City has received funding in the past and most lights were upgraded at that time. Council Member Jenkins stated he would forward Ms. Vance the information he has on available grants for energy efficiency. Mr. Clayborn stated he requested an increase in the tools and supplies line item because many of the new cars require specialty tools that most mechanics would not normally have.

Executive Session

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

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 concerning proposed contractual arrangements as it relates to the design firm for Riverland Park and Andrew J. Burnette Park

C. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

Reconvene

After the Executive Session was concluded, Council Member Almond made a motion to reconvene the Regular meeting. Council Member James 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

III. B.
Council Member Jenkins made a motion to approve the contract with the design firm for Riverland Park and Andrew J. Burnette Park and authorize the Mayor or City Manager to sign it. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Adjourn

There being no further business, Council Member Almond 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 7:35 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk