

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland



**City of Cayce
Regular Council Meeting
Tuesday, June 7, 2022
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. May 9, 2022, Special Council Meeting
May 10, 2022, Regular Council Meeting
May 18, 2022, Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation by Mr. Lee Tant with Eau Claire Cooperative Health Center re Services Offered

IV. Ordinances

- A. Discussion and Approval of Ordinance 2022-03 to Establish a Consent Fee or Franchise Fee for Certain Uses of Public Streets or Public Places in the Absence of a Consent Agreement or Franchise Agreement with the City – Second Reading
- B. Discussion and Approval of Ordinance 2022-08 to Adopt an Annual Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2023, and To Adopt and Establish Certain New Fees and Charges with Amounts – First Reading
- C. Discussion and Approval of Ordinance 2022-09 Amending City Code Section 38-37 (“Through Trucks Traveling on Certain Streets”) to Include Cupstid Street in the Through Truck Prohibition – First Reading

V. Items for Discussion and Possible Approval

- A. Discussion and Approval of Intergovernmental Agreement for Regional Gateways Project
- B. Discussion and Approval of a Contract with BambooHR for Payroll and Human Resources Software

VI. Committee Matters

- A. Approval to Enter the following Committee approved Minutes into the City's Record
 - Planning Commission – February 28, 2022
 - Museum Commission – March 9, 2022
 - Museum Commission – April 6, 2022
 - Planning Commission – April 18, 2022
- B. Appointments
 - Planning Commission – One (1) Position

VII. City Manager's Report

VIII. Council Comments

IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of Dominion's proposed Franchise Agreement

X. Reconvene

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

XII. Adjourn

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



Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland

**City of Cayce
Special Council Meeting
Budget Work Session
Monday, May 9, 2022**

A Special Council Meeting was held this afternoon at 2:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, and Council Members Phil Carter and Tim James. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder and IT Director Jamie Beckham.

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 gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Discussion Items

A. Discussion of Proposed FY2022/2023 Utility Fund and General Fund Budget and Potential American Rescue Plan Act (ARPA) Projects

Mayor Partin stated that she and Council were excited to be with staff. She stated that they look forward to this time with staff every year to learn from them and to hear from them. She stated that they trust and appreciate staff's expertise and were really thankful that everyone was part of a team of excellence that has a culture of customer service and caring and taking care of the City.

Ms. Hegler stated that the budget meeting with staff and Council was her favorite meeting of the year. She stated that she asked staff to go over their budget requests for the next year and to hit the points of new fees or new items that they are requesting. She stated that she would then weave that into any ARPA requests that they may have that Council can consider and can be adopted as part of the budget. She stated that Kenny Bingham and his daughters, Kaylin and Kelly, had been helping the City with finding matching Federal and State money for the larger projects that the City could go after with ARPA funding. She stated that they were familiar with these projects and she thought it would be a great idea for them to hear the rest of what staff does and what staff was requesting because it might trigger a funding source they've heard of. She stated that Ms. Kay Hutchinson was first with Utilities Billing.

Ms. Hutchinson stated that she would like to discuss two (2) of her department's many accomplishments first. She stated that she had a great team of people in Water Billing. She stated that her staff fields over 1,300 phone calls a month, set up over 100 new accounts per month, read over 11,700 meters, completed over 275 Work Orders

and bill and collect over \$1.5 million dollars a month. She stated that a member of her team was the 2021 Employee of the Year, Mr. Robert Haynes. She stated that he always had a smile on his face and gave wonderful customer service.

Ms. Hutchinson stated that the second accomplishment she wanted to point out was the water meter location project. She stated that Mr. Bob Hawks had been instrumental in that project but it was a team effort. She stated that one of the Field Crew members, Mr. Tony King, assisted a lot with the project. She stated that Mr. King and the City's Meter Technicians had collected over 8,500 meters in less than a year. She stated that pictures had been taken of each meter and the information and data was there as well. She stated that it was the first step for the City to completely reroute the system which was something she had wanted to do since she first started working for the City. She stated that currently meters were scattered out so getting them located would get the department closer to being more efficient and it would help the meter techs do more than just read meters and change meters out. She stated that they could actually work on the City's system that had already been replaced.

Ms. Hutchinson stated that the largest budget item she was requesting was a rate study which was also something she had been wanting to do since she started with the City. She stated that it would cost approximately \$65,000 and would give staff a really good idea of where the City compared with other cities rates. She stated that all the costs, whether it was the Water Treatment Plant or the Wastewater Plant but everything done in Utilities would be evaluated. She stated they could then make sure that the right rate was assigned to inside City customers and outside water and sewer customers. She stated that there were several proposals that might be presented to Council in the upcoming year. She stated that one was a flat rate sewer which was for outside city residential customers only. She stated that the thought process was to phase that in gradually, possibly with new subdivisions first. She stated that the meter techs walk over 145 miles just to read sewer-only accounts. She stated that the meters that could be read electronically, staff had to rely on other people's technology, like West Columbia, the Lexington Joint Municipal Water and Sewer Commission and Blue Granite. Ms. Hutchinson stated that the City of West Columbia was currently transitioning to a new system which affected the City greatly because staff would have to change out all the meter information in the City's system to be able to read it.

Ms. Hutchinson stated that looking towards a different structure in the future would be helpful. She stated that the meter replacement project that was done a few years ago replaced over 4,000 meters but there were still 4,500 left in the system to be replaced. She stated that was part of her five-year plan and would cost approximately \$2 million dollars. She stated that she also had new meters proposed in her budget. She stated that the price of everything had gone up. She stated that she had asked for 300 new meters and that would only replace the meters that quit working.

Council Member Carter asked Ms. Hutchinson if she could expand a little more on the capabilities the City has for reading meters outside of the City. Ms. Hutchinson stated that there were a couple of different ways meters were read. She stated for example the neighborhood she lives in the meters are read electronically because Lexington Joint Municipal Water and Sewer Commission has the same technology that the City does. Council member Carter asked if it was water or sewer meters that were being read. Ms. Hutchinson stated that it was water meters. She stated that currently customers have the option of getting what Joint Municipal Water and Sewer Commission calls a sewer meter which only reads the water going into the home, instead of what they're watering their lawn with. She stated that the Commission was looking into a new system and if they did get a new system the City's meter techs would have to walk those areas too and that was over 1,000 meters.

Council Member Carter asked if Ms. Hutchinson's recommendation would be a fixed price for every out of city sewer customer. She stated that was the way she was leaning but the City would need the right rate. She stated that the City currently had a rate from when the City took over the old Midland sewer system, which is \$56.41 a month. She stated that could be a starting point. Council Member Carter asked if there were any antiquated meters inside the City. Ms. Hutchinson stated that all the areas that were not part of the meter replacement project did have older meters but the rate study would include these areas. Ms. Hegler stated that the City's Bond Attorney did recommend a rate study as well for the City's bonding decisions.

Mr. Vince Osborne presented the budget for the Water Treatment Plant. He stated that he was really proud of the SCADA replacement project. He stated that new input output PLCs were installed which replaced 22 year old equipment since the original upgrade was done in 2000. He stated that the Water Plant did not have any time where it was down during the project which was impressive. He stated that the latest upgrade should get the Water Plant through 15 or 20 years as a user lifespan of these components. He stated that Chlorine gas replacement and a new high service pump could hopefully be funded with ARPA monies. He stated that the gas Chlorine replacement was something he had on his capital improvement plan for 15 - 20 years but money had always been an issue.

Mr. Osborne stated that one thing he really needed was people. He stated that he needed certified operators. He stated that in the next four (4) years staff was retiring which equaled 128 years of experience walking out the door, himself included, if he chose to retire. He stated that he needed to get some young people hired that could be trained to run the plant. Mayor Partin asked if he needed more positions or just people to fill the positions he had. He stated he needed people to fill the current positions. Mr. Osborne stated that unfortunately in his business Utility Operators was one of those niche businesses you really don't know about unless you know someone in it or had some exposure to it. He stated that he had an opening for an Operator for eight (8) months with no applicants which illustrated how tight the labor market is for certified

operators. Mayor Partin asked if it was possible to hire someone that was not certified and then train them. Mr. Osborne stated that it was a catch 22. He stated that he would have to hire someone as a trainee, get them a trainee certificate, and then train them and then hopefully they could pass the certification test. He stated that Central Carolina had an online program that cost approximately \$2,000 and once one completes the program, they can take a test and they will give you one year experience and an entry level certification. He stated that he had been touching base with staff at Central Carolina to see if there was any interest but short of that and word of mouth it was kind of hard to get people. Ms. Hegler stated that staff had contacted Midlands Tech as well. Mr. Crosland stated that staff was working on a recruitment video and a PowerPoint to get the word out.

Ms. Betsy Catchings presented the Water Administration and Water Distribution and Collections budgets. She stated that she appreciated Council giving staff the opportunity to talk to them regarding their budgets. She stated that the Water Admin budget was pretty straightforward since there were just five (5) employees in that department. She stated that one of their biggest accomplishments over the last year had to do with their GIS capabilities and what they had been able to accomplish in the last year with mapping. She stated that their digital work order system which Mr. Bob Hawks was able to oversee the transition from a fully paper work order system to fully electronic digital work order system. She stated that now all the Utility Field Crews had apps on their phones where when a work order comes in, it goes to their phone, staff is able to see it through location devices and see where the field crew members are and who can respond to it the quickest. Ms. Catchings stated that had been a really big step for Utilities and several other departments as well. She stated that Mr. Hawks had done an excellent job with that project. She stated that she wanted to point out that Mr. Hawks was the recipient of the SAG award this past year which is a very prestigious award in the GIS community. She stated that Mr. Hawks was graduating that weekend with his Master's Degree in Geographic Information Systems. She stated that they were very excited for him and very proud of all that he had accomplished.

Ms. Catchings stated that next she was going to discuss the Water Distribution and Water Collection budgets. She stated that the Water Distribution Department was made up of approximately 14 positions and the Wastewater Collections Department was made up of approximately 16 positions. She stated that there was staff in both departments that responded to all of the City's emergencies in water and sewer in the system itself. She stated that they installed taps, monitor the City's pump stations, perform locates for water and sewer lines and utilities that come in. She stated that in addition, there were several employees that over the last year had continued to grow their professional careers by getting additional certifications and licenses. She stated that was something that their supervisor, Mr. Ben Wright, encouraged and tried to keep staff continuing their education to ensure that the City has enough qualified people to continue throughout the future with us. Ms. Catchings stated that there was only one (1) capital item in Water Distribution which was a street sweeper. She stated that the

street sweeper was needed for cleaning the roadways from the debris when the field crews were doing water and sewer line repairs so they could clean up after themselves. She stated that it would also be used to clean the asphalt that is around the Utility Field Operation Center. She stated that they estimated the cost for a new street sweeper to be about \$27,000. She stated that there were a couple of items in both of department's budgets that had been moved over to the ARPA project list.

Mr. Legrand June presented the Wastewater Treatment Plant's proposed budget. He stated that the staff at the Plant was fantastic. He stated that he had experienced issues filling his open positions as well. He stated that they lost three (3) people due to retirement and lost all that experience but the people that were hired to replace them had been fantastic. He stated that however they did not have as many licensed people as they used to and did not have a complete crew for either shift.

Mr. June stated that he was requesting a portable sampler for pretreatment since there were times where staff needed to do intermittent samples. He stated that he was requesting some safety railing in the centrifuge building that would be four (4) sided with one (1) that could be removed and railing for the membranes. He stated that one (1) of the membrane tanks staff would like to operate it without the covers on top so they can actually see the process as its happening. He stated that it was currently covered up so much that staff could not actually see what was happening. He stated that if the equipment gets damaged on the inside the operator could not tell since they could not see it. Mr. June stated that staff wanted to put a railing around the outside so the top could be left off and they could see the equipment as it operates and do that safely.

Mr. June stated that according to the manufacture membranes need to be replaced about every eight years but staff was getting a little longer life out of them than that. He stated that as they are replaced they also want to upgrade them at the same time. He stated that the existing membranes were packed in closely together which required getting a crane truck every time to do to maintenance. He stated that rather than just replace them with something existing that was the same cost, staff can use that same cost to replace it with something that has better maintenance on it and better maintenance ability.

Mr. June stated that he was requesting that they get their own electrician. He stated that they desperately need an electrician that has some controls experience that can actually be there on site, actually work on site and be familiar with the site and stay with the site. He stated that currently they have to depend entirely on contractors but could really use a full time electrician within the plant who could still be available to work within the City. Mr. June stated that his last request was for a fats, oil and grease inspector. He stated that this position would actually be used to get the fog program in place and in this case inspecting grease traps in restaurants which would help protect the plant since it keeps grease from making it to the plant.

Mr. Neal Klimek presented the proposed Treatment Facilities budget. He stated that he had a lot to brag about. He stated that he worked with a great staff. He stated they were low on staff but were making it work. He stated that they were adding another lane to the receiving station which would be a gravity-based lane instead of a pump assist lane. He stated that some of the equipment that he was asking to be replaced had been in operation since 2014. He stated that the lift stations had some pumps that really needed replaced. He stated that hopefully the ARPA money could be utilized for that. Mr. Klimeck stated that it was a very aggressive environment with a lot of sand, grit, trash, septic waste, grease trap, and other garbage. He stated that the main pumps that pumps to the belt filter press, which is the bottleneck since everything has to go through the belt filter press to get to the landfill, and the filter to the head plant. He stated that staff was having a second belt filter press installed in the near future that would reduce some of that bottleneck. He stated that the pumps that pump the waste were really worn out and difficult to clean. He stated that was one of the proposed projects to possibly be funded with ARPA money that Ms. Catchings would talk about later in the meeting.

Mr. Klimeck stated that they needed to increase their fees. He stated that the Landfill Waste Management had some issues with the plant's waste not being solid enough. He stated that it was a statewide problem but Waste Management required the waste would have to get to a certain percentage or they could no longer accept it. He stated that staff was doing a study with American Engineering to look at the best way to do that. He stated that staff did find an alternative landfill so now they had two (2) landfills instead of one that they could utilize. Mr. Klimeck stated that however, the other landfill was much more expensive so they were doing the study to determine if it was cheaper to put in a new system or pay a little more and haul it off.

Mr. Klimeck stated that Mr. Erone Edmonds was the belt filter press operator and does fantastic work. He stated that Mr. Edmonds was the mastermind on operating the press to make sure it operates properly and keeps things going smoothly. He stated that if the belt press broke down they could not haul solids to the landfill and the tanks would fill up with septage being received from various companies. He stated that the additional belt filter press would be designed in such a manner that staff could operate both presses at once if needed pulling from separate tanks or use one so they were not alternating it back and forth. Mr. Klimeck stated that he and his staff appreciated that Council approved the funding so they could do these wonderful things.

Ms. Mendy Corder presented the proposed budgets for Legislative, Community Relations and Public Buildings. She stated that there were not any increases in those three departments so she wanted to touch on the recently held Soiree on State. She stated that so many people worked so hard on the Soiree so she wanted to thank them and say how successful it was and how much everyone seemed to really enjoy it. She stated that after the Soiree Ms. Rowan contacted all the food vendors that participated and they were thrilled with the event. One vendor stated that everyone was so helpful

and people kept stopping by to check on them. She stated that another vendor thought the marketing was great and felt that it was a huge part of the event's success. Ms. Corder stated that a lot of hard work went into the Soiree and she wanted to thank all the staff that did such an amazing job.

Mr. Crosland presented the proposed Administration budget. He stated that the only increase in the Administration Department was moving the Assistant City Manager position from the planning budget over to the administration budget. He stated that some of those numbers would fluctuate with training, dues and memberships for that purpose.

Ms. Rachel Stuckey presented the proposed Municipal Court budget. She thanked Council for approving using ARPA funds to replace the audio visual in the courtroom. She stated that she was currently working off of a system that was halfway broken that IT staff had cobbled together as best as they possibly could. She stated that it was so old that parts were not made for it anymore. She stated that she only had two microphones instead of the four (4) to six (6) that she was supposed to have. She stated that she was recording on SD cards and the person in the clerk's office did not have access to the courtroom when court was in session.

Ms. Stuckey stated that the Police Department was going to a new system and the system most compatible with it for the Court was CJT. She stated that CJT had put together an amazingly mobile platform to where Court staff could pick what they needed and what they would not utilize. She stated that there was a one-time fee of \$10,000 that would come out of the capital budget and then it would be a service contract for \$1,000 a month. She stated that Mr. Beckham was also working on getting a report to CJT that might lower the monthly price to \$500 which could be passed on to the ticket holders instead of the City having to pay it. Ms. Stuckey stated that they were hoping to purchase two (2) counterfeit detectors/money counters. She stated that West Columbia and South Congaree had both been given counterfeit money in the last six (6) months. She stated that she had a counterfeit pens but court days were so busy that it was not possible to pen each and every single bill that comes through.

Council Member James asked if all the information in the current system would be able to be transferred to CJT. Mr. Beckham stated that CJT thought they would be able to. Ms. Stuckey stated that there was data from Law Track from the previous system in the current system. Mr. Beckham stated that there was 24 years of data in Law Track because about three (3) years of data was actually imported into it when it was purchased so they had Law Track for almost 20 years. Ms. Hegler asked him how often they had to deal with maintenance on the system. Mr. Beckham stated fairly regularly since there was a lot that had to be done to keep that program running.

Ms. Stuckey stated that Cayce Municipal Court was the only municipality still caught up. She stated that they were caught up on all jury trials. She stated that the

Municipal Judges thanked Council for updating their contracts to where they could be scheduled on other days since she was having a bit of trouble trying to fit all the jury trials that were needed to be scheduled. She stated that as of that day she was current in the timeframe South Carolina Court Administration required for all cases. She stated that her assistant Justin Wise was amazing.

Mr. Jamie Beckham presented IT's proposed budget. He stated that he wanted to give Council an overview of what IT was currently doing. He stated that he had been reviewing his last five year plan to see where his department was a couple years ago. He stated that the department currently had two (2) full time people. He stated that they were in the middle of quite a few projects and were rebuilding the network. He stated that they currently support around 200 users and have 275 workstations including laptops and Surface devices. He stated that they had started adding a lot of iPads to the network and had 20 Managed switches, 15 access points, 30 network printers, and were running approximately 15 servers. Mr. Beckham stated that they were looking at adding several new servers and were adding one at the Wastewater Treatment Plant. He stated that the new Police Department software, Axon, was going to add about 50 cradle one devices to the network. He stated that the City had 195 email accounts, 168 cellular devices, 105 VoIP phones, and he and his staff member worked approximately 1,400 helpdesk tickets a year currently.

Mr. Beckham stated that he had asked to hire a third person who would basically be a help desk type person. He stated that with the current security posture in the world he needed someone to sift through logs, look at the firewall and look at the City's virus reports. He stated that the City's network had become a lot more complex than it used to be. He stated that he had found that a lot of the switches over the years were additions that were made quickly to support stuff as it grew but things were not necessarily managed. Mr. Beckham stated that he felt that the City had hit a point where he needed to tier the City's services out. He stated that he needed to have sort of a lower tier, a tier one support. He stated then he needed someone more focused on the network, and then somebody who was a security type person. He stated that he and Mr. Elkins were doing everything and were in the middle of a network rebuild and were still keeping up the help desk and spending time poring through the security stuff. He stated that they regularly work well beyond 40 hours every week trying to keep a lid on everything.

Mr. Beckham stated that Edmunds had a service where they move all the confidential information to the Amazon Cloud and have a secure perimeter that they dropped their servers in. He stated that they had security people that are keeping a constant eye on that information. He stated that it also makes it a little more accessible for IT staff because once it's there then we can actually roll that access out to our users on their city devices, even if they're not on site. He stated that the additional cost would be an extra \$7,000 a year but he thought it was absolutely worth it. He stated that he had also requested a software programs called PDQ Inventory that would basically let

them see anything that touches the network and allow them to pull in an inventory on it and see exactly what kind of machine it is and if it had any problems. He stated that he had also requested Monstery 60 Mobile Device Management. He stated that the City did not have a good mobile management solution for its iPads and other mobile equipment. He stated that the City had 168 mobile devices that it would manage as well as all the phones. Mr. Beckham stated that it actually integrated with KNOX mobile enrollment and Apple Business Manager.

Ms. Kelly McMullen presented the Finance Department budget. She stated that she had recently reclassified a position and just like the IT department, Finance was constantly evolving and leveraging new products to be more electronic, and less by paper as much as the State retention schedule allowed. She stated that they had moved from needing less lower level and payment postings and more higher level working on the City's CAFR, working on budgets, bringing more stuff in house. She stated that Ms. Hegler did ask that she go through a couple of the accomplishments in Finance. She stated that she started with the City in January 2020 and the first thing she did was issue a banking RFP. She stated that the City was being inundated with about \$16,000 a year in fees with BB&T and losing the ability to earn interest on the majority of its bank accounts. She stated that several banks responded to the RFP and the City awarded it to Synovus which actually resulted in zero fees. Ms. McMullen stated that the City did not have any fees, even with the addition of a lockbox. She stated that they had leveraged the bank to accept payments on the City's behalf. She stated that the bank sends staff a file, they upload it in what used to probably take one (1) person four (4) hours to do and it now uploads in about five seconds. She stated that the City's fees no longer exceed its compensated balances so the City actually had about an extra \$4 to \$5 million dollars a year to invest and try to earn interest off of. She stated that instead of spending \$16,000 the City could probably make probably \$5,000 to \$10,000 in interest every year. Ms. McMullen stated that that price was also locked for seven (7) years, which was the length of the contract request that includes the contract itself and the renewals that staff asked for so it'll exceed all seven years. She stated that additionally the City receives a \$1,500 credit per year on any supplies that might be needed.

Ms. McMullen stated that she also put out an RFP in June 2021 for the City's external auditors. She stated that prior to the RFP being issued, the City was averaging about \$140,000 a year in expenditures related to the audit. She stated that cost is now \$57,000 for a decrease of \$83,000. She stated that Finance was actually bringing a lot in house. She stated that Finance calculated the purchaser's rates instead of having the auditor do it which saves a ton of money. She stated that the CAFR was also coming back in house so all of the calculations in the CAFR and presenting that to the public would be back with staff. She stated that Finance was also looking for interactive phone payments for utility billing because they had requested that. She stated that they were working with the bank and the City's vendors to process more of payments, less by check, and more by electronic ACH. She stated that the payments would get to

Finance much faster. Ms. McMullen stated that she was looking at integrating the City's credit cards into Edmunds which would allow the credit cards through Synovus to talk to Edmunds allowing staff to log in and check their own balances. She stated that they could actually upload a copy of their receipt and code it with the expense account and all that information was downloadable and then uploadable into the Edmunds software.

Ms. McMullen stated that one of the pain points that she had been discussing with the Grants Manager was grant tracking and reporting. She stated that currently all grants information was on nothing but spreadsheets and it took a lot of organization to keep up with. She stated that a future project was at least trying to explore the opportunity of finding a good grant tracking software so staff could look at their grants and it would help her to be able to export that information for the audit. Ms. Hegler stated that Ms. McMullen was being modest about the RFPs she wrote. She stated that they were 30 pages each and they were flawless. Mr. Crosland stated that Synovus uses that RFP as a template that they send out. Ms. Hegler stated that Ms. McMullen had done really good work on behalf of the City's taxpayers. She stated that the City had better service and more accounts with the new bank and everything was a better product which Ms. McMullen recognized immediately.

Police Chief Chris Cowan presented the Police Department's proposed budget. He stated that he was extremely proud of the City and the Police Department over the last couple of weeks. He stated that the team at the Police Department, the Fire Department and the City Administration and City staff had all rallied around each other. He stated that the City's budget process was much different than what he was used to. He stated that he liked it because everyone was obviously on the same page and looking out for each other.

Chief Cowan stated that the team at the Police Department had been working very hard. He stated that in October they started absorbing a budget and a system that needed some changes and they had made those changes and were making more changes every day. He stated that he was extremely proud of the command staff and the department. He stated that they had created a steering committee, a new mission and vision statement which basically shows that they are trying to be more transparent and a more community-oriented department while at the same time being very proactive in their policing efforts. He stated that he wanted to list the high points and successes the department had over the last seven or eight months. He stated that they had created the School to Squat Program with Benedict College, had a full time Victims Advocate, outsourced the different ways that they do things to be more productive and more efficient and effective. He stated that their business partnerships and alliances and those things they were doing to try to make personnel more successful in their roles, creating what he calls a talent silos where we're assigning talents and resources and responsibility so that people are not being stretched, and painted with broad strokes.

Chief Cowan stated that he had been working with Ms. Hegler, Mr. Crosland and Ms. McMullen on what the Police Department budget was going to look like for the next year. He stated that he wanted to make sure the department had a five-year strategic plan for what the department should look like to be competitive and to be able to continue to provide Cayce as the great place that it is to work, live and play. He stated that they wanted to create transparent budget centers with Finance who he had been working with very closely on cleaning up the budget and creating special revenue budget centers with reimbursable costs. He stated that he was trying to create some revenue that would cover their costs such as increasing the department's special duty costs that is passed on to the venues they are providing those services to. He stated that would put more money in the pockets of the Officers while at the same time the City was getting compensated for the services they were providing. He stated that he would also like to change some fee structures so that they were more competitive. He stated that they had to create competitive pay grades so the only ask for the next budget year was to create a competitive market for the City's Officers because the only real issue the department has was losing people to higher pay.

Chief Cowan stated that Mr. Beckham was doing everything he possibly could to make the department functional but things had been piecemealed in the past. He stated that they could not keep putting things together with super glue and duct tape. He stated for example, the City's Officers currently could not communicate directly with Lexington or Richland County because the department does not have encryption. He stated that they had put together a comprehensive way that under ARPA, they could cover those costs so the City taxpayers did not have to. He stated that they needed to get consistent and make sure the City's Officers have the tools that they need. He stated that some items could be supplemented through 911 tariff funds so some things would be reimbursable. Chief Cowan stated that Motorola had some requirements, where every 10 years every single radio has to be replaced and Mr. Beckham had been doing a very good job of getting set up for that and his budget requests over the next several years would allow the department to get to that point.

Chief Cowan stated that the Police Department currently did not have a health and wellness budget and the department needs defibrillators and needs to be able to provide different wellness items to the Officers, whether it's at the range or whether it's on patrol. He stated that additional cameras were needed in the community but the biggest ask was that they had to get competitive salaries. He pointed out a document that he distributed to Council that had a comparison between the City and four other agencies, including a fifth and sixth one which are State agencies. He stated that they were the agencies that the department lost people to and are presently in the process of losing people to. He stated that they had staff that were turning in their notices in the next few weeks that were leaving because they were going for 10 to 15% higher salaries. He stated that they had worked out a process that they believed they could do over the next several budget years in order for the department to be even more

competitive than the other agencies, because the City was providing a better quality of life than a lot of agencies.

Chief Cowan stated that he and his staff had created a five-year projection of what they believed the department would need in order to grow as an agency. He stated that next year they were not asking for any new positions and would look at grants to try to provide the services that they feel is needed. He stated that in fiscal years 2024 through 2027 they mapped out where they thought they needed to be as an agency while trying to provide more preventative and proactive policing. He stated that their goal was education, awareness, and then proactive enforcement in that order. He stated that they were being very proactive on social media and out in the community and would continue that but were now moving to a stretch where they were going to start being more proactive with enforcement. He stated that he had to give credit to Assistant Chief Grant, Captain Merrill, Captain Wilcox and several others in command staff, who had spent a lot of time trying to research and put something together that would be comprehensive.

Council Member Carter asked how many patrol cars were on a normal shift. Chief Cowan stated that the department was in a situation where they were providing staffing at the necessary level and to continue to do that they would have to look at and continue to change the strategic plan of the department and continue to build that and fill open positions, then he could answer that question in a more comprehensive way. Council Member Carter asked how many he needed. Chief Cowan stated that each shift should have nine Officers, not including the Lieutenant, to be at full strength and to be able to answer the calls for service, handle traffic accidents, prevention and proactive policing. Ms. Hegler stated that to be clear on the staffing and what Chief Cowan had brought with him was the strategy for a truly proactive and perfectly functioning Police Department. She stated that the department currently had the numbers to make the splitting of the Police and Fire Department work. She stated that Chief Cowan was referring to the next level to answer Council Member Carter's question.

Mr. Crosland stated that there was no way to know that SLED and the Department of Public Safety were going to give \$10,000 pay increases. Mayor Partin asked Chief Cowan to elaborate on the City of Cayce welcome center or other visible places. Chief Cowan stated that their goal was to decentralize their services meaning that patrol and investigations would move out of the current police headquarters and be put in a facility. Possibly a partnership with the business community where they would have their squad meetings, they would have office space, they would have meeting space. He stated that he and Ms. Hegler had discussed the 12,000 Year History Park Visitor Center for the Parks Officers and the Community Policing Units to have an office in that space or another facility where they could be out and be very visible in the community.

Assistant Fire Chief Cole Lanigan presented the Fire Department's proposed budget. Chief Lanigan thanked Council for the new tower truck. He stated that the fire crew loved it and morale was really high because of it. He stated that they were looking into possibly changing to a 24 hour pay system. He stated that the current pay system was a 14 hour pay and was confusing for Human Resources sometimes because of the way it was built out. He stated that they would like to send seven (7) firefighters through Midlands Tech for EMT training since it was free per the Governors order that he signed in earlier this year. He stated that each would receive a 5% pay raise after completing the course. He stated that they were proposing a 3% pay increase for the Engineer positions. Chief Lanigan stated that they currently just had a Captain and Battalion Chief position but would like to have three (3) positions for the Engineers for each shift. He stated that they were also requesting a 2% increase for a Senior Firefighter role to have the same type of ranking as Lexington County and the City of West Columbia.

Assistant Fire Chief Lanigan stated that they were requesting new gear storage since their current gear storage was the old lockers from the former Busbee Middle School. He stated that they were also requesting new Swift water gear. He stated that they currently had five (5) sets that were in decent condition but they were 10 years old and were starting to wear down and wear out. He stated that they were requesting some AVL computers for the apparatuses since they were possibly going to the Lexington County dispatch and one of their requests was for AVL computers so that they can edit notes and it comes right to the computers in the fire trucks. He stated that the technology would tell the firefighters exactly where the hydrants were and gives up to the minutes updates on the situation. Chief Lanigan stated that they were requesting a console for the rescue truck since currently they were using a milk crate velcroed to the center console to keep all their books in and it is a safety concern. He stated that lastly they were requesting two (2) more computers. He stated that they had seven (7) people per shift and currently only have one (1) computer to use for training.

Council Member Carter asked if the EMT training was standard or were they going over and above. Chief Lanigan stated that they did not currently have EMTs. He stated that it was not a requirement but 75% of their calls are EMS calls. He stated that fire service as a whole was moving in that direction. He stated that currently the department staff were Emergency Medical Responders which is a step under EMT. He stated that basically allows them to put a Band-Aid on somebody. He stated that often there was quite a long wait time on EMS because the ambulances were so busy so they were requesting to train staff to the same level so they can provide that type of care to the citizens before the ambulance got there since the Fire Department almost always arrive before the ambulance. He stated that once they were trained they would receive 5% pay increase since it is so competitive at other departments. Ms. Hegler stated that it was morale issue too because it was so frustrating when they go to a scene and have to wait for someone to arrive to do what they know they could have done. She stated that it was a huge morale booster for them to have that capability. Council Member

James asked what the salary was for someone with EMT training. He stated that he was asking if a 5% pay increase was enough to be competitive.

Mr. Thomas White presented the Sanitation Department's proposed budget. He stated that they had recently hired an Administrative Assistant who was a real asset to the department. He stated that he was requesting a truck load of roll carts so they could replace the ones that were purchased in 2008 that were falling apart. He stated that he had been requesting a street sweeper for 10 years and now that the City was purchasing one they were going to start a full time sweeping program. He stated that he was requesting to replace a rundown and barely running garbage truck. He stated that he had good drivers that were not being paid the most but they like working for the City but they should be accommodated with better equipment.

Council Member Carter asked if they were purchasing more recycling roll carts to replace the small recycle bins. Mr. White stated that grants for the recycle roll carts were few and far between. He stated that they were trying to bring the City to the place where everyone had a recycling roll cart. He stated that the last grant they received only allowed them to purchase 195 recycling roll carts and they were trying to figure out which area to place them in now. He stated that every route had the roll carts except Tuesday's route so he was trying to find some kind of way to incorporate some on Tuesday. He stated that the recycle roll carts help with less wear and tear on the equipment, and saved with fuel costs since they are emptied bi-weekly.

Mr. Crosland presented the Planning and Development Department's proposed budget. He stated that they were requesting one (1) additional personnel to assist in the office and on the code enforcement routes. They are requesting replacing a 2008 truck that has 140,000 miles on it. He stated that the Building Official had requested new codebooks since every two years they come out with a new code. He stated that the P&D staff were doing really well and really working as a good team. Mayor Partin stated that they had done a great job keep things running without a Planning Director so kudos to Administration staff and that team for navigating that.

Mr. Andy Thomas presented the Museum's proposed budget. He thanked Council for the opportunity to come before them. He stated that the Museum had seen an increase in visitor numbers over the last year and he expected those numbers to go up during the summer when more people are traveling. He stated that the Museum had several very successful programming events, including the African American Legends event, the Colonial Village at Tartan Day South, and also the reception they hosted for the Confederation of South Carolina local historical societies. He stated that the Museum had a 1749 cabin that was a real jewel for the Museum and the roof needs to be replaced. He stated that there were seven (7) windows upstairs in the Museum showing significant rot and mold and they needed to be replaced. He stated that to keep with the period style of the house the windows would need to be wood. Mr. Thomas stated that very few people still continue to sell wooden windows. He stated

that he would also be requesting funds from the City's Accommodations Tax monies. He stated that those funds would go towards programming and exhibits to include a new African American exhibit in the Museum. He stated that work would continue on the Police and Fire exhibit. He stated that he would also like to expand the exhibit that he did at Tartan Day South and make it even better. He stated that he was researching creating a 501 C 3 organization for the Museum's Friends of the Museum. He stated that he hoped to be able to fundraise through that organization so they could fund programming issues and exhibit issues. He thanked Council for their support.

Mr. James Denny presented the Parks Department's proposed budget. He stated that his department was one of the few departments that had benefited from the growth of the City due to Hospitality Tax and ARPA funds. He stated that he had created an event staff within his staff that worked all City events. He stated that he chose staff that were really interested in showing up at the events, being appointed as event staff and they really pride themselves on being there for the whole event. He stated that they got a small salary increase for the additional responsibilities. He stated that the first event they worked was the Soiree on State and it went great. He stated that his department now had an event trailer that will be stocked with all equipment needed for City events. He stated that it would really save staff time not having to gather everything together and everything would be in place.

Mr. Denny stated that he had requested to replace the toilets at the Riverwalk entrance since they were 22 years old. He stated that some of the railings at the Riverwalk need to be replaced. He stated that he had 14 staff members and the crews take pride in their sections of the City that they're responsible for. He stated that the department's ATV's would need to be upgraded in the next year or so. Mr. Denny thanked management and Council for raising the minimum salaries. He stated that it really stabilized his department because he was losing one or two employees a year to other departments within the City that paid more.

Council Member Carter stated that under service contracts it stated that the monthly cost of security systems was \$10,890. He stated that he thought that was meant to be annually, not monthly. Mr. Denny stated that it was a typo. He stated that there was a security system at the Public Works building at the Riverwalk and at Kelly Jones Park as well as Burnette Park and he would add one more once the ADA kayak ramp was completed. Council Member Carter asked where the camera footage went to be reviewed. Mr. Denny stated that each building had a base on his monitor and everything was recorded to there. So if needed he could look at the feed as far back as necessary.

Mr. Mike Clayborn presented the Fleet Maintenance Department's proposed budget. He stated that his department consisted of five (5) mechanics including him and maintained approximately 350 pieces of equipment for the City. He stated that he was requesting an awning over the tire building and when getting quotes discovered

that the roof needed to be replaced. He stated that the money set aside for that was going to be used to put a new roof on the shop. He stated that he was requesting an additional generator to be used to keep the shop still operational if it lost power. He stated that the only generator he currently had was used to run the fuel pumps and it was 20 to 30 years old. He stated that the current software system he used for work orders was really old and only one person could use it at a time. He stated that he found a new software system that cost \$21,000 initially and then \$21,000 annually. He stated that all the data would be in the Cloud and it would really help with keeping better track of the inventory list.

Mr. Clayborn stated that fuel tank was 25 years old. He stated that it was a 10,000-gallon gas tank and the diesel tank is a 2,000 gallon tank. He stated that currently he received diesel at 1,500 gallons every 10 days or two weeks and received 6,000 to 7,000 gallons of gas about every month. He stated that he could not receive more diesel because the tank was so small. He stated that it was a fiberglass lined tank that had a leak detection device on it. He stated that it had come to the point where the City could either put a new one under the ground or put one above ground.

Ms. Hegler stated that next they were going to discuss potential American Rescue Plan Act projects. She stated that Phase 3 would consider funding larger infrastructure projects. She stated that some of these projects had, for years, been on the Utility's Capital Improvement Plan and have been constrained by budget. She stated that others were projects staff had been working to secure funding partners for, since they were not part of City-owned assets, such as storm drainage improvements. She stated that most projects in this phase were expected to qualify for Federal and State ARPA grants and the City's legislative team was tracking ARPA funding from multiple sources.

Ms. Catchings stated that the Utility Fund departments requested very little capital in their budgets except the Wastewater Treatment Plant which was a shared cost with the Joint Municipal Water and Sewer Commission and the Town of Lexington. She stated that the other capital items had been moved over to ARPA. She stated that if the ARPA funding for those items was not approved they would have to be cut and not done for this year. She stated that the first project on the list was the Railroad Avenue sewer line repair project. She stated that it was an emergency situation that occurred at the end of last year where the line that goes under the railroad under the Norfolk Southern Railroad collapsed. She stated that they were currently having to bypass around that line that is in place until they could get all the necessary permits through Norfolk Southern which is a lengthy process. She stated that it was anticipated to be ready for construction hopefully within the next four or five months, and staff was requesting funding for that, in order to complete that project. Mayor Partin asked if staff was getting support from Norfolk Southern to move the permit process forward. Ms. Catchings stated that staff was in the beginning stages of that process. She stated that initially staff did not get a lot of support from Norfolk Southern, because they outsource

all of their permitting to a private company. She stated that they were not a lot of help in trying to assist staff with alternatives that they wanted to look at. She stated that it was going to require a new bore under the railroad and it takes a lot time to get those approvals.

Ms. Catchings stated that the second item on the list was the high service pump for the Water Treatment Plant. She stated that an additional high service pump would help staff increase their ability to fill the tanks and the reliability in the distribution center system. She stated that the last items on the list were kind of a miscellaneous category that includes the monitoring equipment, hoist and pumps and some replacement vehicles for Distribution and Collection. She stated that these were the items that they were not able to do because of loss of revenue this past year. She stated that some of the items that they were looking at for the second tranche included the chlorine gas conversion for the Water Treatment Plant. She stated that it had been an item in the City's Capital Improvement Plan since it was developed in 2010, it was a top five project then, but there was never funding to complete it. She stated that it was a very big safety concern both to the neighborhood that surrounds there and the City's staff. She stated that it was a very high priority for staff to try to get that completed.

Ms. Catchings stated that the next item on the list was the Platt Springs Road pump station. She stated that it was also a project that was in the 2010 Capital Improvements Plan and was in the top 10 in 2010. She stated that it was one of the City's older stations and was in really poor condition. She stated that it needed upgrading both pumps, and an overhaul of controls and in order for the City to have a reliable system out there. She stated then there was pump station one, which was the largest and most critical pump station in the City's sewer system. She stated that it currently contains three pumps but a spare pump was needed so that when something happens to one, the City would still have the capability to keep up with everything. She stated that they also needed three (3) new variable frequency drives, the controls that basically make it work smoothly. She stated that the ones that were there currently were old and staff could not find spare parts for them.

Ms. Catchings stated that next was a Platt Springs Road water service replacement project that was actually something initiated through DOT. She stated that the City had some services along a portion of Platt Springs Road that have had trouble leaking and DOT said the City had to do something with it. She stated that the project was simple from the standpoint that it was just going in and replacing services and putting in new services but DOT was requiring the City to pave two (2) lanes of Platt Springs Road where those services were located because the City's line is in the road. She stated that the last project was something that the City could possibly apply for the State ARPA money to fund. She stated that over the last few months there had been a couple of incidents with the City's concrete sewer pipe just basically disappearing. She stated that they had a situation currently in Moss Creek, where there were collapsed sewer lines because the concrete is getting eaten away and turning into powder. She

stated that one of the projects that was in the 2010 Capital Improvement Plan, which was the last time the City had a thorough plan done, included rehabilitation of a good portion of the City's sewer system. She stated that the City had made a lot of strides with improving the water lines, especially in the older parts of the City but there were still sewer lines from the original system before there was a Wastewater Treatment Plant. She stated that those lines had never been rehabbed and some of them dated back to the early 1900's.

Ms. Hegler stated that she knew Council had asked that ARPA money be spent on transformative projects and they could look at the proposed projects Ms. Catchings mentioned in two (2) ways. She stated that some of the projects had been in the City's Capital Improvements Plan for a long time and they were transformative in the sense that they have to be done and the ARPA funds was an opportunity that they had never had. She stated that some of the items Ms. Catchings alluded to that typically would be in their normal routine, smaller level maintenance items but because of the loss of revenue over the last couple of years ARPA also allows funding them. She stated that as Council thought about balancing the budget these items would still be transformative since these projects have to be done and the Utility Department does not have the money to do them otherwise.

Ms. McMullen stated that she was requesting payroll and HR software combined. She stated that it was a full service portal capable of a lot. She stated that on top of managing employee records, it will manage their benefits, any certifications they have, any training they have, education they have and any assets that IT has assigned to them. She stated that it enabled staff to track employee job expenses and reimbursements. She stated that the City could get away from the paper training that it currently used because it would all be on the portal and then HR would get reports back if people don't complete training. She stated that the software has the ability to store all of the City's documents including employee handbooks, all HR forms and insurance forms. Ms. McMullen stated that the software has a phone app so basically staff could clock in and out on their phone. She stated that the software would also be a complete onboarding and hiring process. She stated that employment applications would be online in a portal and staff could manage every applicant with it. Staff can actually talk to each other if they were on the hiring panel and make notes to each other and ask for additional information right there in the portal. She stated one button could be clicked and the software would send an offer letter immediately and if they accept the job, you literally click a button that says they've accepted the position and it turns them into an employee and sets them all up. Staff can then send them all the information that they need to become a new hire, they can electronically digitally sign it and send it back.

Ms. McMullen stated that the software also has a City calendar so everyone can see an event going on or post an event that is coming up. She stated that it also had a satisfaction survey about the employee's position and they can also do one for their supervisor. She stated that it was all confidential but HR could find out what staff are

wanting from them. She stated that the software could do performance management so the evaluation process would be imported into it. She stated that it would also do all of the City's payroll so basically it will pay staff, do the timekeeping, file taxes and process W2s. She stated that it would basically save the Finance Department three (3) days every two (2) weeks.

Ms. McMullen stated that there was no contract required with the software system so it is a month to month service and it is billed per month. She stated that they do allow a discount if the City prepays so the plan was to hopefully pay for two (2) years which would cost about \$72,000. She stated that after six (6) months if it was decided that staff did not like it the City would be reimbursed.

Mr. Beckham stated that the IT Department was literally in the process of rebuilding the network but the City had a lot of unmanaged switches and other items that need to be replaced. He stated that the amount of switches the City needed was really expensive and staff was looking at moving over to Fortinet. He stated that they would replace the firewall, replace the switches and the City could buy items at about a two or three to one ratio and get the same level of support they offer. He stated that it would allow staff more remote access and it supports the software rolling out for the police department. Mr. Beckham stated that it would give IT staff better access to the network and visibility and gives them a single pane of glass where they can manage the whole network from one place. He stated that the City had some servers that were pretty old and he got a little behind on things when COVID hit since the City lost a lot of its capital that first year. He stated that he really needed to replace at least two of those servers and the City needs a shared storage array. He stated that currently storage is tied to the individual servers which creates a lot of single points of failure. He stated whereas he could get a storage array that is dynamically expandable and could add storage as needed.

Council Member Carter asked Mr. Beckham how many servers he said the City had. Mr. Beckham stated he was running about 15 and was looking at adding probably four (4) to five (5) over the next year. Council Member Carter asked if Mr. Beckham used an offsite backup or the Cloud. He stated that it was on site and cloud backup. He stated that he backups to a local appliance at City Hall which gets encrypted and shipped off to the Cloud therefore the City has three (3) copies of its data. Council Member James asked if only two (2) of the 15 servers needed to be replaced this year. Mr. Beckham stated that what he was looking at was not a wholesale replacement of natural host servers that all those other ones were built on. He stated that he was trying to replace the base that they are all run on. He stated that because they were virtual they could be transferred over to the new infrastructure fairly quickly. He stated that there seven (7) years old and he usually tried to roll them out at five (5) years. He stated that Dell only gives warranties through eight years.

Mr. Crosland stated that American Engineering had done a comprehensive study in 2015 on some stormwater upgrades and now would be the proper time to do that. Ms. Hegler stated that staff did submit to Senator Graham's office an earmark request to help the City with the stormwater work that would offset any numbers Council sees in the budget. She stated that they also advised that an infrastructure project and a police related project would be a good idea. She stated that staff submitted the next few years of payments on the Axon project that had been approved so that would be money right back into the City coffers that would not have to be spent if that went through. She stated that the legislative team could look for matching grants for the infrastructure projects since it appears the State and Federal government will put some things out for those kinds of projects. She stated that they want to improve water systems and sewer infrastructure. Ms. Hegler stated that the projects the City had that were related to that should match up to something.

Council Member James asked Ms. Hegler when she thought the City might hear about the grant monies. She stated that she hoped to hear within the next few weeks and as soon as she heard anything she would let Council know. She stated that the City was also working with Michael Person who was based out of Alabama that works in DC who is very close to Senators Scott and Graham's offices. She stated that a lot of the agencies who have gotten money like the City got are developing grant programs and as they get developed and written and published staff is following them and trying to match it up to something the City has going on. She stated that the City had a really good chance of matching up the Visitor Center work that's ongoing with current PRT grants. She stated that money was coming out in different stages for different agencies, and they are determining what to do with that.

Council Member Carter thanked everyone for their wonderful presentations. He stated that Council heard staff today and knew they had something they needed to do. Council Member James thanked staff for continuing to do an awesome job and thanked them for working their magic. He stated that what staff does continues to be a miracle. Mayor Partin stated that she wanted to share a few things she heard during the budget workshop - belt filter press, centrifuge, preventive maintenance, exceptional team members, so many people worked so hard, customer service, huge part of our success, accommodating and polite, studying to make the best decision that resulted in zero fees and is even more efficient, we used to get charged for and now we don't so that saves a ton of money, muffins, we try to make it enjoyable, that company now uses our staff's work as their template, proactive and preventative, currently, we have a milk crate, their morale is high, they like it here, we came up with solutions, they pride themselves on being there, since 2008, since 2000, since 1996, since 1980, culture here makes the employees want to stay. She thanked staff for doing a great job of explaining to Council what they do so well every day. She stated that they did not know how staff does what they do every day with the expertise and the excellence that they bring to their job. She stated that council was beyond thankful for staff.

Adjourn

Council Member James made a motion to adjourn. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:00 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland

**City of Cayce
Regular Council Meeting
Tuesday, May 10, 2022**

The May Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham 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 Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Sox made a motion to approve the April 5, 2022, Regular Council Meeting minutes and the April 20, 2022, Regular Council Meeting minutes as written. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Proclamations and Ordinances

A. Approval of Proclamation - Declaring May 1 - May 7 Municipal Clerk's Week

Council Member James made a motion to approve a Resolution declaring May 1 – 7 Municipal Clerk's Week. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2022-03 to Establish a Consent Fee or Franchise Fee for Certain Uses of Public Streets or Public Places in the Absence of a Consent Agreement or Franchise Agreement with the City - Second Reading

Ms. Hegler requested that Council defer this item again. She stated that City staff received an amended agreement from Dominion after meeting with them. She stated that staff would like more time to review the amended agreement to ensure that they were advising Council properly. She asked that it be deferred to the June 7, 2022, Council Meeting.

Council Member Sox made a motion to defer Ordinance 2022-03 to the June 7, 2022 Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2022-07 Amending the Zoning Map and Rezoning Property Located at 2222 Taylor Road (Tax Map Number 005759-07- 005) from C-2 to RS-3 - First Reading

Ms. Hegler stated that the applicant was asking to rezone the property from a Commercial Zoning to Residential. She stated that the property was surrounded by both uses. She stated that the property was designated in the City's Future Land Use Map as residential conservation and infill, therefore the request would be compliant with the City's Comprehensive Plan. Ms. Hegler stated that the property had a residential structure on it but it had not been used as such therefore in its current state as in the commercial zoning district, it had a legal nonconformity. She stated that the owner wanted to use it residentially. She stated that the Planning Commission did hear the request at their April 18, 2022, meeting. She stated that no one spoke in favor or against the request and the Planning Commission unanimously recommended that Council give First Reading approval to that rezoning.

Mayor Pro Tem Jenkins made a motion to approve Ordinance 2022-07 on First Reading. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval of Intergovernmental Agreement for Regional Gateways Project

Ms. Hegler stated that the Regional Gateways Project was a really exciting project. She asked that Council defer any action on it to the June 7, 2022, Council Meeting. She stated that a lot of work had been put into the project and she had learned the day before that there was one (1) additional amendment that one of the City's partners would like to make to the agreement. She stated that she would not want to ask Council to vote on something that she knew was going to change. She stated that she was thrilled about the progress that had been made. She stated that she would let Council know the status of the agreement at the June 7, 2022, Council Meeting.

Council Member James made a motion to defer this item to the June 7, 2022, Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

B. Consideration and Approval of an Agreement for Mutual Aid and Support with Various Surrounding Law Enforcement Agencies

Ms. Hegler stated that the City had a number of mutual aid agreements in existence already however Police Chief Cowan wanted to get the agreements standardized and put under one umbrella. She stated that the proposed agreement did that and included a few other agencies that Chief Cowan would like to work with and included some of the tasks that he knows the City needs from its partners.

Council Member James made a motion to approve the agreement. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of the Purchase of Two (2) Replacement Police Vehicles

Ms. Hegler stated that one of the City's Police Officers had an accident where the car was totaled. She stated that thankfully the Officer was fine. She stated that staff would like to retire Officer Barr's vehicle. She stated that neither replacement of vehicles were in the current budget but staff did anticipate some revenue from sales, insurance and other items this year. She stated that if Council approved the purchase of two (2) vehicles she asked that they give staff permission to use General Fund balance to pay for the two (2) vehicles at \$73,864. She stated that the vehicles would be purchased outright and not with a lease purchase.

Council Member James made a motion to authorize the purchase of two (2) vehicles using General Fund balance funds. Council Sox seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of a Successive Agreement with the River Alliance for Project Management of the Design of the 12,000 Year History Park Visitors Center

Ms. Hegler stated that the City had been awarded a million dollar grant from the South Carolina Department of Parks, Recreation and Tourism to develop and plan for the 12,000 Year History Park Visitor Center. She stated that staff had already started some of that work and had engaged the Land Plan Design Group to help with site planning. She stated that the next step was to actually do the architecture and design of the building itself. She stated that the City had an existing agreement with the River Alliance for something similar and they had really started the process with the City

several years ago. Ms. Hegler stated the process included the conceptual designs that staff had and that they were trying to achieve with this project. She stated that the proposal was asking the River Alliance to manage the process which was helpful since they were part of the original concept and were very familiar with what the design was intended to be. She stated that the River Alliance thought it was a natural and really logical extension of the work that they do for the Riverwalk. She stated that the cost to actually develop the design and the architectural drawings would be \$94,000. Ms. Hegler stated that this was just an extension of an existing agreement to allow them to manage the project for the City and not to exceed the amount of \$94,000.

Council Member James made a motion to approve the agreement with the River Alliance. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that City staff really had a wonderful time with Council at the budget workshop. She stated that she was sorry that a few of the Council Members were not able to attend. It's fun to watch staff get face to face time with Council because they cannot hide their enthusiasm for what they do. She stated that the joy and dedication staff has to the City makes the budget workshop her favorite meeting of the year. She stated she was excited to announce that Michael Conley would be joining the City that week as the new Assistant City Manager. She stated that Leila Williams would be starting as the new staff accountant in the Finance Department and two (2) firefighters including one from the Innovation Center were joining the City as well. Ms. Hegler stated that staff had a lot of great success with the City's online portal for business license renewals and that was allowing staff to work on other things and catch up on their other day to day things. She stated that the portal had worked really well and kudos to staff for that. Ms. Hegler stated that Jamie and John, the City's IT gurus had been working really hard over the last few days reconfiguring the City's network. She stated that they caught some minor exposure recently and worked all weekend to ensure that the City was safe. She stated that the Employee Appreciation Day was the following Wednesday and was going to be held on the lawn by police headquarters. Ms. Hegler stated that Firehouse Subs was coming along on Knox Abbot Drive as well as the Starbucks on Charleston Highway. She stated that the City's GIS Analyst, Bob Hawks, had a lot of accolades under his belt and another one she wanted to share with Council. She stated that Mr. Hawks had been published in Volume Three of *Measuring Up, The Business Case for GIS*. She stated that his article was titled *Building a Cohesive GIS Structure in Cayce, South Carolina*. She stated that Mr. Hawks was getting Cayce known in the GIS world. Ms. Hegler stated that Mr. Curtis Richardson worked in the City's Sanitation Department and recently attended a Riverland Park Neighborhood meeting. She stated that multiple people called her to say what a great job he had done. She stated that he answered some

good tough questions and was very professional. She stated that Mr. Richardson clearly loved his job and when multiple people call her to tell her that she definitely wanted to share those comments with Council.

Council Comments

Mayor Pro Tem Jenkins stated that he wanted to thank everyone for all the kindness that they extended to him and his family after the passing of his sister. He stated that it was greatly appreciated.

Council Member James stated that he wanted to touch base on the City's last three (3) weeks. He stated that the City of Cayce had to face something that many cities, many mayors, city managers and police chiefs would never have to face - a tragedy and a murder of a Police Officer, a public servant. He stated that he was so proud of how the City reacted and he was so proud of the men and women that work here every single day. He stated that on that particular night he was so happy to know that a public servant had gone to heaven and here on earth the City had people like Jim and Tracy and Chief Cowan and the Mayor responding and to be with the with men and women and how they tempered strength with compassion and love. He stated that how Mayor Partin did that over that week he stood impressed and thankful for what she did and how she did it. Council Member James stated that people see the strength of Mayor Partin every day but it was tempered with such a loving compassion for the City. He stated that he just prayed that no other city would ever have to endure losing an Officer. He stated but if they did, he also prayed that they have a leadership like what the City of Cayce had because it helps you through that time. Council Member James stated that he was so happy that Chief Chris Cowan was there. He stated that God puts people in places like they did Chief Cowan and Jim Crosland. He stated that Ms. Hegler heard him say all the time that she had pixie dust and a little magician about her when she puts a team together. He stated that Mayor Partin and the team she put together was just awesome. He stated that he was proud to be able to serve at Cayce with his Council Members who recognized that this particular time was a time that unity was the most important thing they could do. He stated that he was proud to serve with his fellow Council Members and proud to call Cayce home. Council Member James thanked Drew's family for allowing him time to be with the City and stated that the City would never forget or allow his memory to be forgotten.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of Dominion's proposed Franchise Agreement

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

Reconvene

After the Executive Session was concluded, Council Member James made a motion to reconvene the Regular meeting. Mayor Pro Tem Jenkins 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 was taken in follow up to Executive Session.

Adjourn

Council Member Sox made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:16 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland

**City of Cayce
Regular Council Meeting
May 18, 2022**

The May Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham 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 James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

- A. Presentation by Mr. Guillermo Espinosa, Principal Environmental Planner with Central Midlands Council of Governments, re the 2021 Update to the Central Midlands Hazard Mitigation Plan

Mr. Espinosa stated that he was there to talk about the City of Cayce's Hazard Mitigation Plan. He stated that his PowerPoint presentation was titled the Central Midlands Hazard Mitigation Plan but in practice it was a regional planning process that involved all the member organizations jurisdictions within the circle of eligibility of service to include Fairfield, Lexington, Newberry and Richland counties. He stated that he communicated with the City of Cayce staff to get some updated information in terms of natural hazard emergency management. He stated that he wanted to give a brief summary of how the planning process worked and the information that could be found in it and answer any questions Council might have. He stated that when it came to the plan, purpose and organization, Central Midlands Council of Governments was involved because they are the steward of the regional planning process, specifically the Disaster Mitigation Act of 2000. He stated that the process was really a proactive process since the purpose of the document was to specifically do something before something horrible happens. He stated that proactive action saved lives. Mr. Espinosa stated that according to the COVID 19 national report on Hazard Mitigation grant funding every \$1 invested in federal housing, education, or opportunity saves \$6 down the line, and that depends on the actions taken. He stated that something as simple as something in

building codes to be able to protect against natural hazards can save \$11 for \$1 invested. He stated that another requirement was that when applying for asset mitigation grant funds a Hazard Mitigation Plan was required. He stated that local governments were eligible for these grant opportunities.

Mr. Espinosa stated that there were five (5) basic requirements to have a hazard mitigation plan. He stated that one of the requirements was to have a historical record. He stated that in this case, they had one from 1960 to about 2018 with different natural hazards. He stated that the plan must be jurisdictional specific and the plan must be updated every five years. He stated that areas of high risk and vulnerability had to be determined and actions had to be recommended to mitigate impacts. Mr. Espinosa stated that something new in the plan was that FEMA recently shared a nationwide dataset on how these grants had been utilized throughout the whole nation. He stated that most grant applications when it comes to FEMA grant opportunities, Hazard Mitigation Assistance, are usually done after a disaster strikes.

Resolutions and Proclamations

A. Consideration and Approval of Resolution Adopting the All Natural Hazard Risks Assessment and Mitigation Plan for the Central Midlands Region of South Carolina

Ms. Hegler stated that Council just received a great presentation from Mr. Espinosa explaining what the All Natural Hazard Risks Assessment and Mitigation Plan for the Central Midlands Region of South Carolina was and why it existed. She stated that it was necessary for the City to be a part of it, not only for the health and safety of its citizens but to be proactive in planning for these hazards. She stated that it also enabled the City to go after grant funding with FEMA being the prime source. She stated that the City had received grants from FEMA for items such as emergency backup generators to make sure that the City's water and wastewater plants continued to function. She stated that those were proactive grants. She stated that the City had also consistently gone after Hazard Mitigation grants to help address areas of the City that continuously flood. She stated that the City had gone after that for stormwater in the Avenues every opportunity it could to assist their partners, State and Federal, to help address stormwater in the Avenues. She stated that was one of the reasons it was so important, as well as the health and safety of the City's citizens.

Council Member James made a motion to approve the Resolution. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

B. Approval of Proclamation – National Safe Boating Week May 21 – 27, 2022

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

Ordinances

- A. Discussion and Approval of Ordinance 2022-07 Amending the Zoning Map and Rezoning Property Located at 2222 Taylor Road (Tax Map Number 005759-07-005) from C-2 to RS-3 – Second Reading

Council Member James made a motion to approve Ordinance 2022-07 on Second Reading. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

- A. Bid Award – Construction of a Sidewalk at the Intersection of Frink and State Street

Ms. Hegler stated that the existing sidewalk ended at the area where Railroad Street and State Street crossed up to Frink Street, mostly in front of the Martin Marietta property. She stated that the City had secured \$50,000 towards the sidewalk project from Lexington County and its CTC transportation funds. She stated that \$50,000 was the maximum award they gave. She stated that staff had used the City's on-call landscape architecture consultant, Land Plan Group, to do the design. She stated that they put the bid documents together and reviewed them. Ms. Hegler stated that AOS, Bullock General Contracting and 3D Dirt Works responded to the bid. She stated that the use of C funds required that the City select the lowest, most responsible and responsive bidder, which was AOS. She stated that staff recommended that Council approve the project with AOS as the most responsive contractor for the amount of \$33,720 with funding for the project being reimbursable through the County's C funding program.

Council Member James made a motion to approve the project with AOS for the amount of \$33,720. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Committee Matters

- A. Reappointments
 - Beautification Foundation – Four (4) Positions
 - Museum Commission – One (1) Position
 - Planning Commission – One (1) Position
 - Zoning Board of Appeals - One (1) Position

Mayor Partin stated that there were several appointments and reappointments. She stated that there were four (4) open positions on the Beautification Foundation. She stated that Ms. Joyce Coleman's term on the Beautification Foundation expired in April and she had served on the Foundation since 2010 and consistently attended meetings. She stated that Council had her reappointment application for review. She stated that Mr. Butch Kelly's term on the Beautification Foundation expired in May and he had served on the Foundation since 2010. She stated that he had missed six (6) out of the last 12 meetings. She stated that Mr. Ross Shealy's term on the Beautification Foundation expired in May and he had served on the Foundation since 2010 and consistently attended the meetings. She stated that Council had his reappointment application for review. She stated that Ms. Kim Wells' term on the Beautification Foundation expired in April and she had served on the Foundation since 2010. She stated that she had missed eight (8) out of the last 12 meetings. She stated that Council had her reappointment application for review. Mayor Partin stated that the City had received three (3) new potential member applications for the Beautification Foundation – Ms. Barbara Lawson, Ms. Allison Johns and Mr. Alex Bybee.

Council Member Carter made a motion to appoint Ms. Barbara Lawson to one (1) of the open positions on the Beautification Foundation. Council Member James seconded the motion which was unanimously approved by roll call vote.

Council Member James made a motion to reappoint Ms. Joyce Coleman since she had served on the Foundation since 2010 and consistently attended the meetings and had requested reappointment. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Member James made a motion to reappoint Mr. Ross Shealy since he had served consistently since 2010 and attended meetings and he had requested to be reappointed by submitting his application. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Member Sox made a motion to appoint Ms. Allison Johns to the Beautification Foundation as her application was next in line that was received. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that Mr. Garrett Creasman's term on the Museum Commission expired in May and he had served on the Commission since 2021, fulfilling an unexpired term. She stated that he consistently attended meetings and Council had his reappointment application for review. She stated that the City had also received a new potential member application from Mr. Miles Fisher. Council Member James made a motion to reappoint Mr. Garrett Creasman as he requested reappointment and served an unexpired term since 2021 and consistently attended meetings. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that Mr. Robert Powers' term on the Planning Commission expired in April and he had served on the Commission since 2009 and consistently attended meetings. She stated that Council had his reappointment application for review. She stated that the City had also received a new potential member application from Ms. Patty Foy. Council Member Carter made a motion to reappoint Mr. Powers to the Planning Commission. Council Member James seconded the motion and stated that it was great that there were additional people wishing to serve. He stated that hopefully positions would become available for them. Mayor Partin called the question which was unanimously approved by roll call vote.

Mayor Partin stated that Mr. Jason Simpson's term on the Board of Zoning Appeals expired in April. She stated that he had served on the Board since 2013 and consistently attended the meetings. She stated that Council had his reappointment application for review. Council Member James stated that for the aforementioned reasons he would make a motion to reappoint Mr. Jason Simpson. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that first and foremost, she would like to introduce Assistant City Manager Michael Conley to the group. She stated that he was less than a week in and had definitely hit the ground running. She stated that they really appreciated having him on board. She stated that he came from Kershaw County and other cities before that and he had a wealth of local government management experience. She stated that the Employee Appreciation lunch was that day and was thankful that staff could attend and really thankful to Lynn and Beth in Human Resources for putting it on. She stated that she thought it was really nice to show staff how much they are appreciated and they did a great job every day. She stated that they really truly could not thank staff enough and she appreciated every chance to do so. She stated that staff had received a lot of calls and emails lately about the Planning Commission meeting that was held that Monday night and that was related to the F Avenue rezoning request. She stated that she definitely wanted to relay a few things to Council and the public that hopefully would clear up some incorrect assumptions that she had seen. She stated that it was important to explain the deferral itself. She stated that the applicant reached out to staff the morning of the meeting asking to defer the item. She stated that it was so close to the meeting time that staff advised the applicant that it had to go before the Planning Commission since they needed to be able to act on that. She stated that in the past and in other situations, if there was time for staff to administratively do so, such as being able to make notes on the signs, being able to not publish an agenda and make it clear to the public that the meeting was not going to occur, they did so but the day of the meeting, they could not. She stated that they advised the applicant it would have to go before the Planning Commission and they would have to either approve or reject the deferral. She stated that she understood that the applicant was not comfortable

attending the meeting but it appeared he did attend the meeting that night. She stated that it was shocking to staff that he was there and he did in fact even sign up to speak, but was never asked to, so there was no opportunity to be called upon. She stated that she wanted to note that the Planning Commissioners were not meeting with developers so they did not know what the applicant looked like and they did not know he was in the room which was a good thing. She stated that City staff might have seen him once or twice but did not know that he had entered the room so there was no way for staff to know or to advise the Planning Commission that he was there. Ms. Hegler stated that the sign-up sheet that he had signed up on never got to the level of being looked at so there was never a point at which staff knew he was in the room. She stated that she received a question about a Planning Commissioner who had an expired term being at that meeting. She stated that Council had just reappointed him that evening and the City's Ordinance clearly states that a member can stay appointed on a board or commission or foundation until they are either reappointed or replaced so that is not a concern of staffs. Ms. Hegler stated that there was some conversation that occurred amongst the Planning Commissioners and that certainly was made public that she did not find appropriate. She stated that she was not saying it was illegal or wrong but certainly wasn't necessary and probably could have helped staff avoid a couple of the questions that they have encountered. She stated a lot of the anger towards staff to the Planning Commissioners and to the developer could have been avoided had that conversation not occurred which it didn't need to for deferral. She stated that she thought it set in motion a few things that otherwise could have simply been avoided by acting on the deferral or acting on the item and moving on. She stated that she had an opportunity the next week to speak with Chairman Fuson about that and the City Attorney was going to attend the meeting with her to make sure that staff is giving the Commissioners the best tools to run a meeting as well as they can. Ms. Hegler stated that she had a really exciting announcement regarding something Mayor Partin had wanted for over a decade. She stated that she was pleased to announce that the City had been awarded its first ever EPA Brownfield Grant. She stated that the City got a brownfield assessment grant which provides funding for Brownfield Inventories planning, environmental assessments and community outreach. She stated that the City had received a \$500,000 community wide assessment grant which was appropriate when a specific site was not identified. She stated that staff had often gone after site specific grants and never won them so knowing that they did not know where the sites were, staff would like to spend the funds to identify them, to research them, survey them and do the appropriate studies needed to do for them and get the sites on a list. Ms. Hegler stated that this grant would help staff assess those sites for any contamination and get them on a list for cleanup. She stated that it was the first time staff had applied for this specific type of grant and it was massive kudos since only 227 were awarded across the country. She stated that staff had three (3) years to do the project and had a contractor helping with that. Ms. Hegler stated that she had one staff kudo to present. A gentleman wrote Chief Cowan through the police department's new website. He said that he was riding his bicycle on the Cayce Riverwalk and swerved to avoid some joggers and lost control of his bike, resulting in having to be transported by ambulance

to Lexington Hospital for stitches. He wrote ... "please note that Officer Strum went above and beyond being helpful when he offered to maintain control of my bike until I was able to contact him and then later retrieve my bike. He got my cell phone number and confirmed that I had his info upon release from the hospital, I contacted him and got the address of where I parked my van enabling me to tell the taxi where I needed to go. He delivered the bike back to me in that parking lot. And assisted me in loading the bike into my van his courtesy and assistance is greatly appreciated." Ms. Hegler stated that she really appreciated it when people took the time to applaud and celebrate the City's really hard working staff. She stated that it was easy to complain and it took a lot for people to take time out of their busy days to let staff know they did a good job. She stated that the City received more good comments than bad.

Council Comments

Council Member James stated that Chief Cowan put on the Blossoms and Bows Prom for some local students recently and the kids made Chief Cowan and the department a card to say thank you. He stated that he thought it was so special that he wanted Council to have a copy as well. Chief Cowan stated that some of the parents teared up seeing how happy their kids were. Mayor Partin stated that one of the comments in the card said that they loved dancing with the Police Officers because they were their favorites.

Council Member Carter stated he wanted to apologize to staff for missing the Employee Appreciation lunch. He stated that he had something that was supposed to happen the prior day get moved to that day. He stated that he always looked forward to having fun with staff with the door prizes.

Mayor Pro Tem Jenkins thanked Council and staff for their support during the passing of his sister and showing their support by attending her funeral. He stated that it meant a lot and went a long way so he really wanted to thank them for showing their love.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of Dominion's proposed Franchise Agreement

There were not any items to discuss in Executive Session.

Adjourn

Council Member Carter made a motion to adjourn the meeting. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:31 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

STATE OF SOUTH CAROLINA)	ORDINANCE 2022-03
)	
COUNTY OF LEXINGTON)	AN ORDINANCE TO ESTABLISH A CONSENT
)	FEE OR FRANCHISE FEE FOR CERTAIN USES
CITY OF CAYCE)	OF PUBLIC STEEETS OR PUBLIC PLACES IN
)	THE ABSENCE OF A CONSENT AGREEMENT
)	OR FRANCHISE AGREEMENT WITH THE CITY

WHEREAS, the City Council, pursuant to the State statutory and State Constitutional authorities granted to and in favor of municipalities, including but not limited to, Article VIII, Sections 15 and 17 of the State Constitution and S.C. Code section 5-7-30, desires to establish by Ordinance a consent fee or franchise fee for certain uses of public streets and public places within the City to apply in the absence of a valid consent agreement or franchise agreement,

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

1. Section 17 ("Consent, franchise, or license required for use of streets") of the 2022 Business License Ordinance adopted by the Council by second reading on November 9, 2021, of Ordinance 2021-23, is hereby amended to read as follows:

Section 17. Consent or franchise agreement or fee required for use of streets for certain purposes.

A. It shall be unlawful for any person, business or organization to construct, install, maintain, operate, or continue to operate, in, on, above, or under any public street or public place under control of the City, any line, pipe, cable, pole, structure, or facility for utilities, communications, cablevision, or other purposes without (1) a valid consent agreement or franchise agreement pursuant to S.C. Code sections 58-9-2230 or 58-12-5 et seq. or issued by the Council by ordinance that prescribes the term, fees, and conditions for such use, or without (2) timely payment of any consent fee or franchise fee that is required in the absence of a valid consent agreement or franchise agreement as described in subsection C of this section or by other ordinance.

B. The fee for use of public streets or public places authorized by a consent agreement or franchise agreement by ordinance shall be set by the ordinance approving the agreement and shall be consistent with limits set by state law. Existing consent agreements or franchise agreements shall continue in effect until the expiration dates in the agreements. Franchise or consent fees shall not be in lieu of or be credited against business license taxes unless specifically so provided by the franchise or consent agreement. The consent fee or franchise fee that is required in the absence of a valid consent agreement or franchise agreement by ordinance shall be as provided in subsection C of this section or by other ordinance.

C. (1) Any utility or other person, business or organization providing electric energy service or natural gas service by use of any public street or public place as described in subsection A of this section within the City that does not have a valid consent

agreement or franchise agreement in effect with the City shall pay a consent fee or franchise fee to the City, on a calendar quarterly basis as described below, equal to five (5) percent of its gross revenue (without deductions) from the sale or distribution within the City of electric energy or natural gas to all residential, commercial, and industrial customers, for the preceding calendar quarter. Payment of the fee shall be made within thirty (30) days after the end of each calendar quarter.

(2) Any utility or other person, business or organization providing any service through communication lines and facilities by use of any public street or public place as described in subsection A of this section within the City that does not have a valid consent agreement or franchise agreement in effect with the City shall pay a consent fee or franchise fee to the City, on a calendar quarterly basis as described below, equal to five (5) percent of its gross revenue (without deductions) from the sale or distribution of its service through communication lines and facilities to all residential, commercial, and industrial customers, for the preceding calendar quarter. Payment of the fee shall be made within thirty (30) days after the end of each calendar quarter.

(3) This subsection is reserved.

2. Section 12-52 ("Permission to use streets required") in Article II ("Licenses") of Chapter 12 ("Businesses") of the City Code is hereby amended to read:

Sec. 12-52.- Consent or franchise agreement or fee required for use of streets for certain purposes.

A. It shall be unlawful for any person, business or organization to construct, install, maintain, operate, or continue to operate, in, on, above, or under any public street or public place under control of the City, any line, pipe, cable, pole, structure, or facility for utilities, communications, cablevision, or other purposes without (1) a valid consent agreement or franchise agreement pursuant to S.C. Code sections 58-9-2230 or 58-12-5 et seq. or issued by the Council by ordinance that prescribes the term, fees, and conditions for such use, or without (2) timely payment of any consent fee or franchise fee that is required in the absence of a valid consent agreement or franchise agreement as described in subsection C of this section or by other ordinance.

B. The fee for use of public streets or public places authorized by a consent agreement or franchise agreement by ordinance shall be set by the ordinance approving the agreement and shall be consistent with limits set by state law. Existing consent agreements or franchise agreements shall continue in effect until the expiration dates in the agreements. Franchise or consent fees shall not be in lieu of or be credited against business license taxes unless specifically so provided by the franchise or consent agreement. The consent fee or franchise fee that is required in the absence of a valid consent agreement or franchise agreement by ordinance shall be as provided in subsection C of this section or by other ordinance.

C. (1) Any utility or other person, business or organization providing electric energy service or natural gas service by use of any public street or public place as described

in subsection A of this section within the City that does not have a valid consent agreement or franchise agreement in effect with the City shall pay a consent fee or franchise fee to the City, on a calendar quarterly basis as described below, equal to five (5) percent of its gross revenue (without deductions) from the sale or distribution within the City of electric energy or natural gas to all residential, commercial, and industrial customers, for the preceding calendar quarter. Payment of the fee shall be made within thirty (30) days after the end of each calendar quarter.

(2) Any utility or other person, business or organization providing any service through communication lines and facilities by use of any public street or public place as described in subsection A of this section within the City that does not have a valid consent agreement or franchise agreement in effect with the City shall pay a consent fee or franchise fee to the City, on a calendar quarterly basis as described below, equal to five (5) percent of its gross revenue (without deductions) from the sale or distribution of its service through communication lines and facilities to all residential, commercial, and industrial customers, for the preceding calendar quarter. Payment of the fee shall be made within thirty (30) days after the end of each calendar quarter.

(3) This subsection is reserved.

3. Section 12-53 ("Consent, franchise or business license fee required") in Article II ("Licenses") of Chapter 12 ("Businesses") of the City Code is hereby repealed.

4. If any section, subsection, or clause of this Ordinance shall be deemed or determined to be unconstitutional or otherwise invalid, the validity of the remaining section, subsections, and clauses shall not be affected thereby.

This Ordinance shall become effective upon approval on second and final reading.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2022.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
Jim Crosland



Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: June 7, 2022

Subject: First Reading of the FY2022-2023 General Fund and Utility Fund Budgets and ARPA Spending

General Fund Budget

The 2022-2023 General Fund Budget is currently balanced at \$16,747,065.

Projected **Revenues** include the following:

- \$320,000 from an increase of 4.37 mils in property taxes, per the allowed amount within the look back and current CPI (calculated at 4.7%). One mil is valued at \$62,475. Our current millage is 53.73 mils and this increase would bring it to 58.10 mils. The proposed mil increase would cost the average \$100,000 home an additional \$1.35 per month. The City's last millage increase was in FY19-20.
- A minimal 5% increase for all fees in the Master Fee Schedule, consistent with the CPI.
- \$110,000 from a \$2.00 per month increase in hydrant fees (out of city).
- \$2,150,000 transfer from Utility Fund for Indirect Costs.
- \$1,150,000 in Hospitality Tax Revenue.
- A conservative estimate of Accommodations Taxes.
- \$740,000 from Lexington School District Two for School Resource Officers (SRO) cost sharing at 75% and three SROs at 100% through the State.
- \$488,000 in lease revenue for (9) vehicles.

The General Fund Budget includes:

- Capital Expenditures totaling \$484,500; included in this are the following:
 - (5) New replacement patrol vehicles (2) Investigator replacement vehicles, (1) Police Parks Replacement vehicle, and (1) Replacement Fire Department Vehicle (lease Purchase)

- A 4% cost of living increase for General Fund employees - \$392,300.
- One part time position in January for a Help Desk Assistant for IT.

The City also funds a variety of projects through grants. The City is managing approximately \$1.6M in grant funding from various sources for multi-year projects such as the Avenues Phase 1 Stormwater upgrades; Art District improvements; Art Lot improvements; State Street Sidewalk; 12,000 Year History Park Visitors Center Planning and Design; Riverwalk Signage; and a Tree Assessment Study.

Utility Fund Budget

The 2022-2023 Utility Fund Budget is currently balanced at \$36,669,106.

The Utility Fund Budget includes:

- Controlled Area Cleaner/Sweeper
- (1) Fats, Oils, and Grease (FOG) Inspector Position
- Capital Expenditures totaling \$313,275; included in this are the following:
 - Small Street Sweeper
 - (1) Replacement Vehicle for FOG Inspector
 - Sampler, Safety Railings, Gantry, Controls, and MBT
- A 4% cost of living increase for Utility employees - \$205,264.
- 15% debt coverage for the City's utility fund debt.
- The bond payment for all bonds: 2002, 2016A, 2016B, 2017, and 2020.
- Approximately \$80,000 in convenience fees for credit card payments.
- No rate increases for water or sewer.
- Includes a 25.00 increase for increased labor (\$50.00 to \$75.00) for sewer plug removal in the Master Fee Schedule and 5% increase for all permitting and review fees, consistent with the CPI.

ARPA Budget

Many of the Capital items requested by Departments are one-time purchases and are being requested to be funded by ARPA. The list are as follows:

1. *GPS/Maintenance Tracker for City Vehicles* \$30,000

The City currently has 130 City vehicles that are compatible for this system. This system will track all vehicle diagnostics along with future service requirements. The system also contains real time GPS future that tracks location, speed, harsh events, collisions and a geofencing option. The information is stored in the cloud which can be retrieved at any time adding full accountability and transparency to all City vehicles.

2. *Fleet Maintenance Software* \$20,000

This new software package is able to track all the fleet's maintenance records, complete work orders, and generate reports for annual budgets.

3. *Information Technology (Security Upgrades)* \$230,000

With cybersecurity as the utmost importance, now is the time to upgrade several of the City's infrastructure components to ensure the confidentiality of our information. This upgrade will consist of new programs, servers, and monitoring devices to protect our information. This will also include replacement computers for staff under the General Fund. Software packages for Court are included.

4. *Fire Department Cascade System* \$95,000

The Fire Department is needing to replace their aging air cascade system that refill their personal air tanks. The old system is outdated and very difficult to repair due to the lack of parts to be found. A new up to date system will last the Fire Department another 20 years.

5. *City Hall Security Improvements* \$65,000

The security upgrades to City Hall would include closing off public access to staff offices in the Planning building and installing key card access to all buildings.

6. *Sewer Line Repair* \$300,000

The sewer line that crosses the railroad tracks at Railroad Avenue and State Street has collapsed. The line is old and it's the only one left in that area that the City has not relined. The line is unable to be fixed or removed but with the cooperation with Norfolk Southern, a new bore will be drilled in the same area as the old line and a new pipe will be laid.

7. *Sewer Line Repair* \$300,000

Major Sewer Line repair on Charleston Highway due to a collapsed concrete line.

8. *Miscellaneous Pumps/ Vehicles/ Equipment (Utilities)* \$360,000

This includes replacement of end of service pumps for various pump stations throughout our service area along with a hoist system for our raw water station. It also includes several trucks with high idling hours.

9. *Miscellaneous Equipment*

- New Employee Lockers for the Fire Department \$8000.00
- New Digital Cameras for Patrol Officers \$14,000.00
- Mobile Data Terminals (14) and Mounts \$60,000.00
- Equipment Vaults for SUVs \$12,000.00
- Police Department Improvements (Jail) \$35,000.00
- Weapon Range Improvements \$25,000.00
- New Canopy for Garage \$22,000.00
- Replacement Roll Carts for Sanitation \$33,000.00
- Replacement Bunker Gear \$15,000.00
- New Replacement Fire River Boat and Trailer \$30,000.00
- Replacement Fire Swift Water Rescue Gear \$10,000.00

Total Requested	\$1,659,000.00
Expended	\$1,786,175.00
Total	\$3,445,175.00
First Allocations of Funds from ARPA	\$3,487,148.02
Remaining Balance	\$36,973.02

Recommendation

Staff recommends approval of First Reading of the FY2022-2023 General Fund and Utility Fund Budgets. Staff also recommends Council approve the Master Fee Schedule along with the additional APRA purchases.

and the attachment to the original of this Ordinance is hereby incorporated and made a part hereof as fully as if stated word for word herein.

Section 3. That the billing dates, the penalty dates, and the amount of penalty that shall be levied for delinquent taxes shall be the same as those established by the County in which the taxed property is situated and pursuant to State Law.

Section 4. That the City Manager shall administer the Budget and, in doing so and in order to achieve the goals of this Budget, may, among other things, do the following:

- a. Transfer appropriated funds within and between departments and funds as necessary,
- b. Implement controls by fund appropriation, and
- c. Designate continuing projects from fund balances.

Encumbrances will be carried over to the next fiscal year as a reserve to the fund balance. Expenditures approved by Council shall automatically carry amendments to fund appropriations when necessary.

Section 5. As a part of the revenue portions of this Budget, the Council hereby establishes and adopts certain new fees and charges, as identified and set out as proposed fees and charges in the attached exhibits to this Ordinance. The attached Master Fee and Charges Schedule and the attached 2022-2023 Utility Master Fee and Charges Schedule, including any new fees and charges amounts, are hereby incorporated into and adopted as a part of this Ordinance. All fee and charges amounts set out therein or adopted shall continue in effect from year to year until revised or modified by subsequent Council action.

Section 6. If for any reason any sentence, clause or provision of this ordinance shall be declared invalid, such shall not affect the remaining provisions hereof.

This Ordinance shall take effect on the later of second reading approval by Council or June 22, 2022.

DONE IN MEETING DULY ASSEMBLED, this _____ day of June 2022.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

First Reading: _____

Public Hearing held: _____

Second and Final Reading: _____

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

WATER SERVICE RATES							
TYPE	USAGE (IN GALLONS)	INSIDE CITY RESIDENTIAL & COMMERCIAL			OUTSIDE CITY RESIDENTIAL & COMMERCIAL		
Residential Water	Base Rate	W1	3/4"	\$11.92	W50	3/4"	\$23.84
	Per 1,000 gallons	W1	3/4"	\$3.75	W50	3/4"	\$7.50
	Residential Flat Rate Water	N/A			W68		\$24.14
Residential Water with Irrigation	Base Rate	W2	3/4"	\$11.92	W51	3/4"	\$23.84
	Per 1,000 gallons	W2	3/4"	\$3.75	W51	3/4"	\$7.50
Commercial Water	Base Rate	W10	3/4"	\$11.92	W60	3/4"	\$23.84
	Per 1,000 gallons	W10	3/4"	\$4.60	W60	3/4"	\$9.20
	Base Rate	W11	1"	\$29.76	W61	1"	\$59.52
	Per 1,000 gallons	W11	1"	\$4.60	W61	1"	\$9.20
	Base Rate	W12	1 1/2"	\$59.54	W62	1 1/2"	\$119.08
	Per 1,000 gallons	W12	1 1/2"	\$4.60	W62	1 1/2"	\$9.20
	Base Rate	W13	2"	\$95.26	W63	2"	\$190.52
	Per 1,000 gallons	W13	2"	\$4.60	W63	2"	\$9.20
	Base Rate	W14	3"	\$178.61	W64	3"	\$357.22
	Per 1,000 gallons	W14	3"	\$4.60	W64	3"	\$9.20
	Base Rate	W15	4"	\$476.29	W65	4"	\$952.58
	Per 1,000 gallons	W15	4"	\$4.60	W65	4"	\$9.20
	Base Rate	W16	6"	\$714.45	W66	6"	\$1,428.90
	Per 1,000 gallons	W16	6"	\$4.60	W66	6"	\$9.20
	Base Rate	W17	8"	\$893.05	W67	8"	\$1,786.10
	Per 1,000 gallons	W17	8"	\$4.60	W67	8"	\$9.20
	Cayce Non-Billed Fireline	W30 W31	Monitored Monthly Monitored		N/A Monitored		
Hydrant Meter	Base Rate	W18		\$178.61	W69		\$357.22
	Per 1,000 gallons	W18		\$4.60	W69		\$9.20
Outside City Hydrant Fees Square footage over 10,000 sq. ft. will be assessed \$1.01 per thousand sq. ft. Private and Public Flat Fee Each additional unit \$1.39 each Per Unit Each additional unit \$4.00 each Per Station Each additional unit \$4.00 each Flat Fee Flat Fee	Residential				W80	Per Unit	\$12.00
	Industrial, Manufacturing, Warehouses, Truck Terminals				W80		\$100.00
	Schools				W80		\$100.00
	Auto Freight Terminals				W80		\$120.00
	Motels				W80		\$6.00
	Restaurants				W80		\$40.00
	Apartments				W80		\$6.00
	Service Stations				W80		\$40.00
	Trailer Parks				W80		\$6.00
	Small Retail or Wholesale RV and Camping Parks				W80		\$40.00

SEWER SERVICE RATES							
TYPE	USAGE (IN GALLONS)	INSIDE CITY			OUTSIDE CITY		
Residential Sewer	Base Rate	S1	3/4"	\$12.93	S50	3/4"	\$25.86
	Per 1,000 gallons	S1	3/4"	\$2.51	S50	3/4"	\$5.02
	Base Rate				S51	3/4"	\$25.86
	Per 1,000 gallons				S51	3/4"	\$5.02
	Base Rate				S52	3/4"	\$25.86
	Per 1,000 gallons				S52	3/4"	\$5.02
	Cedarwood Flat Rate				S53	3/4"	\$85.98
	Midlands Sewer Flat Rate				S71	Per Unit	\$56.41
	Midlands Sewer Flat Rate				S72	Per Unit	\$42.31
	No Meter				S73	Per Unit	\$85.97
Residential - Monthly	Flat Rate Sewer				S74	Per Unit	\$56.41
Residential Mobile Home - Monthly	Lloydwood Sewer Capacity				S85		\$20.00
Residential - Monthly							
Residential Sewer	Flat Rate	S2	3/4"	\$42.99			
Unmetered	Flat Rate	S3	3/4"	\$42.99			
Commercial Sewer	Base Rate	S10	3/4"	\$12.93	S60	3/4"	\$25.86
	Per 1,000 gallons	S10	3/4"	\$3.15	S60	3/4"	\$6.30
	Base Rate	S11	1"	\$32.30	S61	1"	\$64.60
	Per 1,000 gallons	S11	1"	\$3.15	S61	1"	\$6.30
	Base Rate	S12	1 1/2"	\$64.62	S62	1 1/2"	\$129.24
	Per 1,000 gallons	S12	1 1/2"	\$3.15	S62	1 1/2"	\$6.30
	Base Rate	S13	2"	\$103.34	S63	2"	\$206.68
	Per 1,000 gallons	S13	2"	\$3.15	S63	2"	\$6.30
	Base Rate	S14	3"	\$193.79	S64	3"	\$387.58
	Per 1,000 gallons	S14	3"	\$3.15	S64	3"	\$6.30
	Base Rate	S15	4"	\$516.72	S65	4"	\$1,033.44
	Per 1,000 gallons	S15	4"	\$3.15	S65	4"	\$6.30
	Base Rate	S16	6"	\$775.09	S66	6"	\$1,550.18
	Per 1,000 gallons	S16	6"	\$3.15	S66	6"	\$6.30
	Base Rate	S17	8"	\$968.87	S67	8"	\$1,937.74
	Per 1,000 gallons	S17	8"	\$3.15	S67	8"	\$6.30
SMI Industrial Rate Sewer	Base Rate	S21		\$516.72		N/A	
SMI Industrial Rate Sewer	Per 1,000 gallons	S21		\$3.15		N/A	

TAP FEES							
TYPE	BASIS	INSIDE CITY			OUTSIDE CITY		
Water Tap Fees	Per Tap		3/4"	\$1,500.00		3/4"	\$1,500.00
	Per Tap		1"	\$1,700.00		1"	\$1,700.00
	Per Tap		2"	\$3,500.00		2"	\$3,500.00
	Per Tap		3" +	Market Price		3" +	Market Price
Sewer Tap Fees	Per Tap			\$1,250.00			\$1,250.00

CAPACITY FEES							
TYPE	BASIS	INSIDE CITY			OUTSIDE CITY		
Water Capacity	Per REU			\$465.00			\$930.00
Sewer Capacity	Per REU			\$1,570.00			\$2,500.00

Fire Line Fees					
TYPE	BASIS	INSIDE CITY		OUTSIDE CITY	
Fire Line Fees	Per Line	6"	\$5,000.00	6"	\$10,000.00
	Per Line	8"	\$1,000.00	8"	\$20,000.00
	Per Line	10"	\$15,000.00	10"	\$30,000.00
	Per Line	12"	\$20,000.00	12"	\$40,000.00

Backflow and Misc. Work Orders					
TYPE	BASIS	INSIDE CITY		OUTSIDE CITY	
Check Read Leak	Per Occurrence		\$50.00		\$50.00
Set Meter - No Backflow Device	Per Occurrence - 1st Offense		\$25.00		\$25.00
Set Meter - No Backflow Device	Per Occurrence - 2nd Offense		\$50.00		\$50.00
Set Meter - No Backflow Device	Per Occurrence - 3rd Offense		\$100.00		\$100.00
Non-Compliant Backflow Test	Per Test		\$125.00		\$125.00
Trip Charge	Per Trip		\$75.00		\$75.00
Hydrant Flow Test	Per Test		\$150.00		\$150.00

Processing / Set-Up / Misc. Fees					
TYPE	BASIS	INSIDE CITY		OUTSIDE CITY	
Water/Sewer Set-Up Fee	Per Account		\$50.00		\$75.00
Hydrant Meter Set-Up Fee	Per Account		\$250.00		\$250.00
Late Payment Fee	Per Account		10%		10%
Non-Payment Fee	Per Notice		\$40.00		\$50.00
Non-Payment Fee (After Hours)	Per Notice		\$45.00		\$60.00
Non-Payment Sewer Plug Fee	Per Notice		\$75.00		\$75.00
Water/Sewer Online Payments	Per Payment		\$1.00		\$1.00
Water/Sewer Telephone Payments	Per Payment		2.95%		2.95%
Returned Check Fee	Per Check		\$32.00		\$32.00
Credit Card Dispute Fee	Per Disputed Charge		\$30.00		\$30.00
By-Pass Assembly 2" or Less	Per Assembly		\$300.00		\$300.00
By-Pass Assembly 3" and Larger	Per Assembly		Varies		Varies
By-Pass Administrative Fee	Per Assembly		\$200.00		\$200.00

Plan Review Fees		
TYPE	BASIS	CHARGES
DRP Review Fee - Water	Per Review	\$420.00
DRP Review Fee - Sewer	Per Review	\$210.00
Non-DRP Review Fee - Water	Per Review	\$80.00
Non-DRP Review Fee - Sewer	Per Review	\$80.00

Water Distribution Charges		
TYPE	BASIS	CHARGES
New Line Sample (Restest Only)	Per Sample Tested	\$80.00

Pretreatment Charges - Sewer Capacity		
TYPE	BASIS	CHARGES
Ammonia	Per Pound	\$1.50
Silver	Per Pound	\$500.00
Cadmium	Per Pound	\$150.00
Copper	Per Pound	\$150.00
Lead	Per Pound	\$325.00
Zinc	Per Pound	\$100.00
TSS	Per Pound	\$0.40
BOD	Per Pound	\$0.25
COD	Per Pound	\$0.13

Pretreatment Charges - Industrial User Fees			
TYPE	BASIS	INSIDE CITY	OUTSIDE CITY
Annual Industrial User Charge	Budget Year	\$2,100.00	\$4,200.00
Non-Discharge Permit Fee	Budget Year	\$210.00	\$420.00
Waste Load Application Fee		Varies	Varies
Wastewater Discharge Fee		Varies	Varies
Non-Domestic Waste Survey	New Industry	\$150.00	\$150.00

Pretreatment Charges - Food Service Establishments		
TYPE	BASIS	CHARGES
First Inspection (Violation) Fee	Per Inspection	\$250.00
Successive Reinspection Fees	Per Inspection	\$500.00

Pretreatment Charges - Septic/Oil & Grease Receiving Station			
TYPE	BASIS	CHARGES	
Septic Waste Disposal Fee	Per Gallon	SG1	\$0.09
Oil & Grease Disposal Fee	Per Gallon	SG2	\$0.16
Hauler Truck Cleaning Fee	Per Truck	SG3	\$150.00
Silt/Debris Disposal Fee	Per Cubic Yard	SG4	\$80.00
Waste Hauler Permit Fee	Annual		
Waste Testing Charge	Per Truck		\$300.00
Late Fee	% of Charges		10%
Non-Payment Fee	Per Notice		\$50.00

Administration (1110) Fees and Charges			
TYPE	BASIS		
Printing, Reproduction, Documents ¹		FY 21/22	FY 22/23
Search/Prep ²	Per Hour	\$25.00	\$26.00
Copies (B&W) 8 1/2" x 11"	Per Page	\$0.25	\$0.26
Copies (Color) 8 1/2" x 11"	Per Page	\$0.30	\$0.32
Copies (B&W) larger than 8 1/2" x 11"	Per Page	\$0.30	\$0.32
Maps 11" x 17" or smaller	Per Page	\$2.50	\$3.00
Maps larger than 11" x 17"	Per Page	\$5.00	\$5.00
Video, Audio, CD	Per Disc	\$10.00	\$11.00
Digital, Video Copy on DVD	Per Disc	\$20.00	\$21.00
Postage	Per Parcel	Current Rate	Current Rate
Large Envelope for FOIA Response	Per Envelope	\$1.00	\$1.12
Election Fees			
Council	Per Election	\$50.00	\$53.00
Mayor	Per Election	\$100.00	\$105.00
Pavilion Key Deposit Fee	Per Key	\$5.00	\$5.00
Returned Check Fee	Per Item	\$30.00	\$32.00
¹ Unless otherwise specified, the fees listed above apply to all departments			
² Research time involved to locate requested documents			

Municipal Court (1121) Fees and Charges			
TYPE	BASIS		
Printing, Reproduction, Documents		FY 21/22	FY 22/23
Fax Services (up to 20 pages)	Per Fax	\$7.00	\$7.00
Certified Copies	Per Page	Cost + \$1.00	Cost + \$1.00
Audio Transcripts (if CD provided)	Per Request	No Cost	No Cost

Sanitation (1337) Fees and Charges			
TYPE	BASIS		
Bags and Containers		FY 21/22	FY 22/23
Black Garbage Bags	Per Roll	\$10.00	\$12.00
Yard Debris Bags	Per Bag	\$5.00	\$7.00
Recycle Bins	Per Bin	\$12.00	\$15.00
Rollcart ¹	Per Rollcart	Actual Cost	Actual Cost
Garbage and Debris			
Residential Garbage & Recycling	Per Month	\$13.50	\$15.50
Tires (with or without rims) ²	Per Tire	\$5.00	\$5.00
Constructions Debris ³	20 Yard Container	\$200.00	\$220.00
	30 Yard Container	\$300.00	\$330.00
Non Residential Rollcart Pickup	Per Rollcart/Month	\$13.50	\$14.50
Excessive Residential Yard Debris ⁴	Per Request	No Cost	No Cost
¹ To replace damaged or destroyed rollcars			
² Payment required in advance			
³ Service provided upon request. Payment required in advance. Large rocks and dirt cannot be collected by			
⁴ Fee will be determined by Supervisor on site according to apportionment based on a per truck load basis.			

Planning and Development (1463) Fees and Charges - Residential Permits			
TYPE	BASIS		
Building Permit		FY 21/22	FY 22/23
\$2,999 and under	Minimum Fee	\$25.00	\$26.00
\$3,000 to \$49,999.99	First \$3,000	\$25.00	\$26.00
	Per \$1,000 thereafter	\$5.00	\$5.00
\$50,000 to \$499,999.99	First \$50,000	\$260.00	\$273.00
	Per \$1,000 thereafter	\$4.00	\$4.00
\$500,000 and Up	First \$500,000	\$1,800.00	\$1,890.00
	Per \$1,000 thereafter	\$3.00	\$3.00
Plumbing Permit (Fixtures)			
	First 3 Fixtures	\$30.00	\$32.00
	Per Fixture After 3	\$5.00	\$5.00
Plumbing Permit (No Fixtures)			
	First \$3,000	\$30.00	\$32.00
	Per \$1,000 thereafter	Building Permit Rates Apply	
HVAC, Electrical, Gas (Mechanical) Permits			
\$2,999.99 and Under	Minimum Fee	\$30.00	\$32.00
\$3,000 and Up	First \$3,000	\$30.00	\$32.00
	Per \$1,000 thereafter	Building Building Fees Apply	
Plan Review Fee	Per Plan	10% of Building Permit Fee + Direct Costs	

Planning and Development (1463) Fees and Charges - Commercial Permits			
TYPE	BASIS		
Building Permit		FY 21/22	FY 22/23
\$2,999 and under	Minimum Fee	\$50.00	\$53.00
\$3,000 to \$49,999.99	First \$3,000	\$50.00	\$53.00
	Per \$1,000 thereafter	\$7.00	\$7.00
\$50,000 to \$99,999.99	First \$50,000	\$330.00	\$347.00
	Per \$1,000 thereafter	\$6.00	\$6.00
\$100,000 to \$499,999.99	First \$100,000	\$600.00	\$630.00
	Per \$1,000 thereafter	\$5.00	\$5.00
\$500,000 to \$999,999.99	First \$500,000	\$2,000.00	\$2,100.00
	Per \$1,000 thereafter	\$4.00	\$4.00
\$1,000,000 to \$9,999,999.99	First \$1,000,000	\$3,500.00	\$3,675.00
	Per \$1,000 thereafter	\$3.00	\$3.00
\$10,000,000 and up	First \$10,000,000	\$20,000.00	\$21,000.00
	Per \$1,000 thereafter	\$2.00	\$2.00
Plumbing Permit (Fixtures)	First 3 Fixtures	\$30.00	\$32.00
	Per Fixture After 3	Use Commercial Permit Fees	
Plumbing Permit (No Fixtures)	First \$3,000	\$30.00	\$32.00
	Per \$1,000 thereafter	\$5.00	\$5.00
HVAC, Electrical, Gas (Mechanical) Permits			
\$2,999.99 and Under	Minimum Fee	\$30.00	\$32.00
\$3,000 and Up	First \$3,000	\$30.00	\$32.00
	Per \$1,000 thereafter	Commercial Building Fees Apply	
		50% of Building Permit Fee +	
Plan Review Fee	Per Plan	Direct Costs	

Planning and Development (1463) Fees and Charges - Business License Rates		
RATE CLASS	INCOME \$0 - \$2,000 MINIMUM TAX	INCOME OVER \$2,000 RATE PER \$1,000
Class 1	\$20.00	\$1.20
Class 2	\$25.00	\$1.25
Class 3	\$30.00	\$1.30
Class 4	\$35.00	\$1.35
Class 5	\$40.00	\$1.40
Class 6	\$45.00	\$1.45
Class 7	\$50.00	\$1.50
Class 8.1 - Contractor *	\$30.00	\$1.30
Class 8.2 - 8B Railroad	\$410.00	
Class 8.3 - Telephone	\$30.00	\$1.30
Class 8.4 - Insurance **		
Class 8.51 - Amusement	\$12.50 License Fee	\$12.50 Per Machine
Class 8.52 - Non-Payout	\$12.50 License Fee	\$180 Per Machine
Class 8.6 - Billiard/Pool Rooms	\$25.00	\$1.85
Class 9.1 - Junk/Scrap *	\$60.00	\$2.50
Class 9.2 - Pawn Brokers	\$400.00	\$1.75
Class 9.3 - Automotive/Boats/Farming	\$20.00	\$1.00
Class 9.41 - Peddlers *	\$135.00	\$3.10
Class 9.42 - Peddlers Seasonal *	\$20.00	\$3.10
Class 9.5 - Bingo	\$300.00	\$3.10
Class 9.6 - Carnivals/Circus	\$200.00	\$5.10
9.6 - Amusement Gross Receipts *	\$200.00	\$5.10
9.6 - Coin Machine Gross Receipts *	\$200.00	\$5.10
Class 9.7 - Drinking Place	\$265.00	\$5.60
Class 9.91 - Special Events (2+ days)	\$200.00	\$5.10
Class 9.92 - Special Events (1 day)		
Up to \$2,000 Gross Income	\$50.00	\$50.00
\$2,000 to \$10,000 Gross Income	\$100.00	\$100.00
\$10,000 and Up Gross Income	\$200 First \$10,000	\$5.10 (over \$10,000)
* Non-Resident Rates Apply		
** NAICS 52411 - Life, Health and Accident: 0.75% of Gross Premiums		
NAICS 524126 - Fire and Casualty (Licensed in SC): 2% of Gross Premiums		

Planning and Development (1463) Fees and Charges - Business License Declining Rates	
GROSS INCOME IN \$ (Millions)	PERCENT OF CLASS RATE FOR EACH ADDITIONAL \$1,000
0-5	100%
5-7	95%
7-9	90%
9-110	85%
Over 110	45%

Planning and Development (1463) Fees and Charges - Inspection Fees			
TYPE	BASIS		
		FY 21/22	FY 22/23
Residential			
1st Re-Inspection	Per Inspection	\$25.00	\$28.00
2nd Re-Inspection	Per Inspection	\$50.00	\$55.00
3rd Re-Inspection	Per Inspection	\$75.00	\$80.00
Re-Inspection of Building Final	Per Inspection	\$0.00	\$0.00
Safety Inspection (No Permit)	Per Inspection	\$15.00	\$18.00
Failure to Obtain Inspection Approval	Per Inspection	\$50.00	\$55.00
Commercial			
1st Re-Inspection	Per Inspection	\$50.00	\$55.00
2nd Re-Inspection	Per Inspection	\$100.00	\$115.00
3rd Re-Inspection	Per Inspection	\$150.00	\$160.00
Re-Inspection of Building Final	Per Inspection	\$0.00	\$0.00
Safety Inspection (No Permit)	Per Inspection	\$15.00	\$20.00
Failure to Obtain Inspection Approval	Per Inspection	\$50.00	\$55.00

Planning and Development (1463) Fees and Charges - Misc. Fees and Permits			
TYPE	BASIS		
		FY 21/22	FY 22/23
Garage Sale Permit	Per Day	\$25.00	\$28.00
Mobile Home Permit	Per Mobile Home	\$50.00	\$55.00
Demolition Permit	Per Structure	\$75.00	\$80.00
Communication Tower Permit	Per Tower	\$0.00	\$0.00
Deposit for Tower Removal	Per Tower	\$15.00	\$18.00
Land Disturbance	Per Property	\$50.00	\$55.00
Zoning Permit	Per Property	\$50.00	\$55.00
Zoning Ordinance (Copy) - Picked Up	Per Copy	\$20.00	\$25.00
Zoning Ordinance (Copy) - Mailed	Per Copy	\$25.00	\$30.00
Board of Appeals - Appeal Application	Per Application	\$150.00	\$160.00
Fees for Legal Services	City Incurred Costs	Actual Charges	
Fees for Demolition	City Incurred Costs	Actual Charges	
Fees for Lot Clearing		Actual Charges	
Fees for Environmental Clean Up ¹		Actual Charges	
Unsafe Structure Inspection	1st Inspections	No Cost	No Cost
Unsafe Structure Re-Inspection	Per Inspection	\$50.00	\$55.00
Condemnation Resulting in Demolition	Per Property	\$250.00	\$265.00
Water/Sewer Shutoff & Meter Removal	Per Property	\$50.00	\$55.00

¹ Includes reseeding and any other measures required for proper soil stabilization or other stormwater requirements

Planning and Development (1463) Fees and Charges - Sign Permits			
TYPE	BASIS		
Sign Permits		FY 21/22	FY 22/23
\$1,999.99 and Under	Per Sign	\$25.00	\$28.00
\$2,000.00 to \$2,999.99	Per Sign	\$50.00	\$55.00
\$3,000.00 and Up	Per Sign	Commercial Building Permit Fees Apply	
Temporary Sign Permit	Per Sign	\$25.00	\$28.00
Permanent Sign Deposit Fee	Per Sign	N/A	N/A

Planning and Development (1463) Fees and Charges - Zoning Plan Review Fees			
TYPE	BASIS		
Small Wireless Facility		FY 21/22	FY 22/23
Single Facility		\$100.00	\$100.00
Multiple Facilities		\$50.00	\$50.00
On City-Owned Pole (wooden)		\$50.00	\$50.00
On City-Owned Pole (non-wooden)		\$200.00	\$200.00
Site Plan Review		\$100.00	\$105.00
Site Plan Revision		\$50.00	\$55.00
Infill Development Survey Review		\$100.00	\$105.00
Subdivision Review			
Minor Subdivision		\$50.00	\$55.00
Preliminary Plat review	Per Plat	\$100.00	\$105.00
	Per Lot	\$15.00	\$18.00
Preliminary Plat Revision	Per Plat Revision	\$50.00	\$55.00
	Per Lot	\$5.00	\$5.00
Final Plat review	Per Plat	\$100.00	\$105.00
	Per Lot	\$10.00	\$12.00
Final Plat Revision	Per Plat Revision	\$100.00	\$105.00
	Per Lot	\$10.00	\$12.00
PUD and plat amendments	Per Amendment Req	\$100.00	\$105.00
		Plus Attorney Fees	
Annexation *			
100% petition	Per Request	\$150.00	\$160.00
75% petition	Per Request	\$250.00	\$265.00
20% Petition	Per Request	\$350.00	\$370.00
* Annexations initiated at the request of the City of Cayce may have fees waived.			

Planning and Development (1463) Fees and Charges - Zoning Requests and Appeals			
TYPE	BASIS		
		FY 21/22	FY 22/23
Zoning Map amendments	Per Request	\$200.00	\$210.00
BZA appeals	Per Request	\$125.00	\$130.00
Other PC requests	Per Request	\$150.00	\$160.00
PUD Development	Per Request	\$250.00	\$265.00
		Plus Attorney Fees	
Plotter/Large format copies	Per Copy	\$10.00	\$12.00

Police and Fire Fees and Charges			
TYPE	BASIS		
Police Services		FY 21/22	FY 22/23
Fingerprinting, Civilian – Resident	Per Set	\$20.00	\$25.00
Fingerprinting, Civilian – Non-resident	Per Set	\$30.00	\$35.00
Extra-Duty Police Officer	Per Hour, Per Officer	\$42.50	\$45.00
			(\$135 min/3 hr min) extra duty rate per hour
Funeral Escorts	Extra Duty	\$100.00	
Records			
Photos/Videos to CD	Per Report	\$20.00/hr	\$21.00/hr
Video/Audio to CD/DVD	Per Report	\$20.00/hr	\$21.00/hr
CAD Report	Per Report	\$20.00/hr	\$21.00/hr
Postage	Per Mailing	Current Rate	
Search/Prep/Research	Per Hour	\$20.00/hr	\$21.00/hr
Yellow case jacket	Per Jacket	\$5.00	\$10.00
copies	Per Copy	\$0.25	\$1.00
Police Report Copy Fee (No fee for victim)	Per Report/Page	\$ 5.00 + \$0.25/page above 3	
Accident Report, Incident Report, Collision Report	Per Report/Page	\$15.00 + \$0.25/page above 3	
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$20.00	\$25.00
Lexus Nexus	Convenience Fee	\$8.00	\$8.00
Animal Services			
Impoundment Fees	1st Offense	\$40.00	\$50.00
	2nd Offense	\$80.00	\$100.00
	3rd Offense	\$160.00	\$250.00
Fire Department			
CPR Class (Up to 10 Students)	Per Instructor	\$100.00	\$105.00
First Aid Class (UP to 10 Students)	Per Instructor	\$100.00	\$105.00
CPR Certification Cards	Per Card	\$7.00	\$7.00
First Aid Certification Cards	Per Card	\$21.00	\$22.00
Blue Sign Program (Address Markers)			
Sign with Numbers only	Each	\$15.00	\$17.00
Sign on 2"x 4" Post	Each	\$18.00	\$20.00
Sign on 2"x 4" Post (INSTALLED)	Each	\$20.00	\$25.00
Sign on 4"x 4" Post	Each	\$20.00	\$26.00
Sign on 4"x 4" Post (INSTALLED)	Each	\$25.00	\$30.00
Police Permits			
Precious Metal Permit	Per Permit, As Allowed by State Law	\$50.00	\$55.00

Police and Fire Fees and Charges			
TYPE	BASIS		
Rotation Wrecker Services (per City Ordinance)			
Vehicle Towed that is abandoned/parked unlawfully	Per Vehicle	\$85.00	\$85.00
Vehicle Towed for Violation	Per Vehicle	\$85.00	\$85.00
Vehicle Towed as a Result of Collision or Mechanical Breakdown	Per Vehicle	\$135.00	\$135.00
Heavy Duty Vehicle Towed as Result of Collision or Mechanical Breakdown	Per Hour	\$110.00	\$110.00
“No Tow” fee if owner claims vehicle before towing company leaves scene	Per Vehicle	\$35.00	\$35.00
Roadside Assistance (Tire Changes / Jump Starts)	Per Occurrence	\$35.00	\$35.00
Storage for All Vehicles (No Charge if vehicle claimed during same calendar day)	Per Day	\$20.00	\$20.00
Sprinkler Plan Review (New Systems)			
Less than 20 heads	Each Plan	\$50.00	\$53.00
21-50 heads	Each Plan	\$75.00	\$79.00
101 – 200 heads	Each Plan	\$100.00	\$105.00
Over 200 heads	Each Plan	\$200.00	\$210.00
	Each Additional 100 heads or fraction thereof	\$50.00 (\$500.00 Max)	
* Same fees for renovated or remodeled systems			
Kitchen Hood Extinguishing System Plan Review			
System Plan	Per Plan	\$75.00	\$79.00
Construction Plan Review *			
Commercial (New)	Per 1,000 sq. ft.	\$25.00 (\$500.00 Max)	
Commercial Alterations	Per 2,500 sq. ft.	\$50.00 (\$200.00 Max)	
Residential (Multi-Family)	Per 1,000 sq. ft.	\$25.00 (\$500.00 Max)	
* Fees only applicable when Building Official Review is not required.			
Fire Alarm Systems Plan Review			
< 20 devices	Each plan	\$25.00	\$26.00
21 – 50 devices	Each plan	\$50.00	\$53.00
51 – 75 devices	Each plan	\$75.00	\$79.00
76 – 100 devices	Each plan	\$100.00	\$105.00
> 100 devices	Each plan	\$100.00	\$105.00
	Each Device above 100	\$25.00 (\$300.00 Max)	
Other plans not specifically listed	Each plan	\$75.00	\$79.00

Police and Fire Fees and Charges			
TYPE	BASIS		
New Sprinkler System Permit Fees			
1 – 10 heads	Each permit	\$110.00	\$116.00
11 – 25 heads	Each permit	\$165.00	\$173.00
26 – 200 heads	Each permit	\$220.00	\$231.00
> 200	Each permit	\$220.00	\$231.00
	Each head > 200	\$0.50	\$0.53
		(\$2,000.00 Max)	
Sprinkler Modification Permit Fees			
2 -20 heads	Each permit	\$35.00	\$37.00
21 – 100 heads	Each permit	\$75.00	\$79.00
101 – 200 heads	Each permit	\$150.00	\$158.00
> 200 heads	Each permit	\$150.00	\$158.00
	Each head > 200	\$0.25	\$0.26
		(\$2,000.00 Max)	
*Permit not required when modifying less than 2			
New Alarm System Permit Fees			
1 – 10 devices	Each permit	\$100.00	\$105.00
11 – 25 devices	Each permit	\$165.00	\$173.00
26 – 200 devices	Each permit	\$220.00	\$231.00
> 200 devices	Each permit	\$220.00	\$231.00
	Each device above 200	\$0.50	\$0.53
		(\$1,000.00 Max)	
Fire Alarm System Remodel Permit Fees			
1 – 5 devices	Each permit	\$35.00	\$37.00
6 – 25 devices	Each permit	\$75.00	\$79.00
26 – 100 devices	Each permit	\$150.00	\$158.00
101 – 200 devices	Each permit	\$220.00	\$231.00
> 200 devices	Each permit	\$220.00	\$231.00
	Each device > 200	\$0.50	\$0.53
		(\$1,000.00 Max)	
Clean Agent Extinguishing System Permit Fees			
1 – 50 heads	Each Permit	\$150.00	\$158.00
> 500 heads	Each Permit	\$150.00	\$158.00
	Each head above 50	\$0.50	\$0.53
		(\$2,000.00 Max)	
Misc. Fire Permit Fees			
Dry and Wet Chemical Systems	Each Permit	\$75.00	\$79.00
Standpipe Systems	Each Permit	\$75.00	\$79.00
Radio Repeaters (BDA's)	Each Permit	\$150.00	\$158.00
Carbon Dioxide Tanks (> 100 lbs)	Each Permit	\$75.00	\$79.00
Re- Inspection (New Construction, Remodel, No Show/Missed appointments)	Each Permit (Per Building)	\$50.00	\$53.00
*All other permits per IFC Section 105	Each Permit	\$75.00	\$79.00

Police and Fire Fees and Charges			
TYPE	BASIS		
Fire Marshall Fees			
Fire Pump Test	Per Test	\$150.00	\$158.00
Standpipe Flow Test	Per Test	\$100.00	\$105.00
(additional test at same location)	Per Test	\$50.00	\$53.00
Spray Paint Booth	Per Inspection	\$200.00	\$210.00
Kitchen Hood Extinguishing System			
Test	Per Test	\$150.00	\$158.00
Occupancy Card Request	Per Card	\$30.00	\$32.00
Duplicate Occupancy Card	Per Card	\$10.00	\$11.00
Property or Insurance Request	Each Request	\$15.00	\$16.00
Special Duty Rate for Fire Marshal	Per Hour	\$42.50	\$45.00

ITEM IV. B.

**City of Cayce
Capital Equipment and Personnel Schedule
Utilities Budget FY22-23**

	FY23 Request
O & M Fund	
1909 Billing	
0	\$0
Total 1909 Utilities - Billing	\$0
1910 Utilities - Administration	
0	\$0
Total 1910 Utilities - Admin	\$0
1911 Water Treatment Plant	
Total 1911- Water Plant	\$0
1912 Water Distribution	
Controlled Area Cleaner/Sweeper	\$27,000
Total 1912-Water Distribution	\$27,000
1916 Wastewater Plant	
Sampler	\$6,500
Safety Railing	\$20,100
Gantry	\$16,000
Controls	\$15,000
MBT	\$146,800
Truck	\$32,000
New Electrician	\$0
FOG Inspector	\$49,875
Total 1916-Wastewater Plant	\$286,275
1917 Wastewater Collection	
Total 1917-Wastewater Collection	\$0
1920 Septage & Grease	
0	\$0
0	\$0
Total 1920-Septage & Grease	\$0
Total O&M Fund	\$313,275

ITEM IV. B.

**City of Cayce
Capital Equipment and Personnel Schedule
General Fund Budget FY22-23**

General Fund	FY23 Request
1121 Recorders Court	
Criminal Justice Software	
Total 1121 Court	
1216 Public Safety Dispatch	
Replacement 911 Recorder	\$ 15,000
Total 1150 Court	\$ 15,000
1211 Police Investigations	
(1) Drone	\$ 5,000
(2) Investigator Replacement Vehicles	\$ 100,000
Total 1211 Investigations	\$ 107,000
1212 Police Traffic	
(5) Patrol Vehicles (Replacements)	\$ 250,000
Total 1212 PS Traffic	\$ 250,000
1213 Public Safety Fire	
Replacement Bunker Gear	
Replacement Swift Water Rescue Gear	\$ -
Automatic Vehicle Locator Equipment for three Vehicles	\$ 9,500
(1) Replacement Vehicles	\$ 47,000
Replacement Gear Lockers	\$ -
Total 1213 PS Fire	\$ 56,500
1214 Parks	
(1) Replacement Truck	\$50,000
Total 1214 Parks	\$50,000
1337 Sanitation	
(500) Replacement Roll Carts	
Total 1337 Sanitation	
1720 Planning and Development	
	\$ -
Total 1720 P&D	\$ -
1110 Administration	
Office Furniture	\$ 6,000
Total 1110 Admin	\$ 6,000
1750 Garage	
Canopy for Tire Building	
Total 1750 Garage	
TOTAL	\$ 484,500

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: June 7, 2022

Subject: First Reading of an Ordinance to Amend City Code 38-37 Through Trucks Traveling on Certain Streets to Include Cupstid Street

Issue

Approval is requested to give First Reading to an Ordinance amending City Code 38-37 “Through trucks traveling on certain streets,” to specifically add “Cupstid Street” to the list that the City has deemed as “no through trucks.”

Discussion

The City has received several complaints from the residents about large commercial trucks using Cupstid Street as an alternate route to travel from Airport Boulevard to Charleston Highway. This is a small residential street which was not intended for large commercial vehicles to travel. Working with concerned citizens, the City’s Chief of Police has identified safety issues for citizens walking or bicycling on the street because of the presence of these large trucks. There are other routes that commercial traffic can use, which includes Interstate 26, Memorial Drive, Glenn Street, and Charleston Highway at Airport Boulevard.

Recommendation

Staff recommends Council give First Reading approval to amending City code 38-37 “Through trucks traveling on certain streets,” to specifically add “Cupstid Street” to the list that the City has deemed as “no through trucks.”

STATE OF SOUTH CAROLINA)	ORDINANCE 2022-09
)	Amending City Code Section 38-37
COUNTY OF LEXINGTON)	("Through Trucks Traveling on
)	Certain Streets") to Include
CITY OF CAYCE)	Cupstid Street in the Through
)	Truck Prohibition

WHEREAS, the City desires to amend City Code section 38-37 ("Through Trucks Traveling on Certain Streets") to include Cupstid Street as a designated street on which through trucks are prohibited,

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

Subsection (a) of Section 38-37 ("Through Trucks Traveling on Certain Streets") of Article II ("Operation of Vehicles Generally") of Chapter 38 ("Traffic and Vehicles") of the Cayce City Code is hereby amended to include Cupstid Street, so that subsection (a), as amended by this Ordinance, shall read:

(a) It shall be unlawful for a through truck to travel on any of the following streets within the City:

- (1) Axtell Drive**
- (2) State Street.**
- (3) Cupstid Street**

The remainder of City Code Section 38-37 shall remain in effect.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2022.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

**INTERGOVERNMENTAL AGREEMENT
FOR
REGIONAL GATEWAYS PROJECT**

The AGREEMENT, made the _____ day of _____, 20____, by and among the following units of local government: Richland County, Lexington County, City of Columbia, City of Cayce, City of West Columbia, Town of Springdale, City of Forest Acres; and Central Midlands Council of Governments.

WHEREAS, the parties to the Agreement have the authority pursuant to the South Carolina Home Rule Act, to enter into intergovernmental agreements for the purpose of providing any service or performing any function which they can perform individually;

WHEREAS, the parties to this Agreement desire to cooperate in developing and carrying out the Regional Gateways Project, hereinafter referred to as the PROJECT, the purpose of which is to beautify key regional gateways with unified landscaping and signage, within a ten-mile radius of the South Carolina State House;

WHEREAS, the local government parties to this Agreement desire to engage Central Midlands Council of Governments (CMCOG) to assist with managing the project;

WHEREAS, the parties to this Agreement desire to clearly define each parties' roles, responsibilities, and expectations necessary to successfully implement the project;

NOW, THEREFORE, in consideration of the representations set forth herein, the parties hereby mutually agree as follows:

1. Project Definition. The purpose of the PROJECT is to beautify key regional gateways with unified landscaping and signage in highly trafficked areas within a ten-mile radius of the South Carolina Statehouse. The PROJECT will consist of both construction and ongoing maintenance of the selected project sites.

- a. Project Sites.** The PROJECT will include the construction and ongoing maintenance of the initial eight (8) regional gateway sites, listed in no particular order: Airport Boulevard Gateway: One-mile stretch beginning at I-26 & S.C. 302 continuing to the Airport Expressway; Fort Jackson Gateway: I-77 & Forest Drive; Lexington Gateway: I-20 & U.S. 1; Harbison Gateway: I-26 & Harbison Boulevard; Downtown Connector Gateway: I-20 & S.C. 277; I-20 & I-26; I-20 & I-77; I-77 & I-26.
- b. Project Implementation.** The Airport Boulevard Gateway will be the first site to be beautified. The Fort Jackson Gateway will be the second site to be beautified. The order of implementation of the remaining sites will be determined by funding and a project advisory committee as defined in Section 2(a). The order of implementation of the remaining projects shall not otherwise be explicitly defined by this Agreement.
- c. Funding Obligation.** Each site must be fully funded for both construction and ongoing maintenance for no less than the term required by the SCDOT encroachment permit, before it will be bid for construction. The local government where a specific project is located will be responsible for executing the required SCDOT encroachment permit for that project. All parties duly understand, in the event this agreement is terminated, per SCDOT policy all ongoing maintenance responsibilities for completed projects will revert to the jurisdiction holding the associated encroachment permit.
- d. Additional Sites.** After the eight (8) sites listed above are implemented and duly funded for both beautification and ongoing maintenance, the parties to this agreement may choose to construct and maintain additional sites by amending this Agreement with the written consent of all parties.
- e. Additional Partners.** At any time, the parties to this agreement may choose to invite additional local government partners to participate in the project and enter into this

agreement, so long as they accept all the terms and conditions provided herein, including a cost share commitment.

2. Advisory Committees - Duties and Obligations. Each unit of local government party to this Agreement shall, in coordination and collaboration with CMCOG, assign representatives to each of the following advisory committees to assist in the performance of the identified responsibilities. Each unit of local government agrees to designate and ensure the participation of such representatives for no less than the term of this agreement. If a designated representative is no longer able or willing to participate, the unit of local government will promptly designate a new representative. Each unit of local government may also designate an alternate for each primary designee, who may serve on the relevant committee with full voting rights in their absence.

a. **Project Steering Advisory Committee.** Each unit of local government party to this agreement will designate one elected official and/or administration staff to actively serve on a Project Steering Advisory Committee (PSAC) that will be responsible for overseeing the general direction and scope of the PROJECT. The PSAC may include other stakeholders not party to this agreement, to include one representative from the Midlands Business Leadership Group (MBLG).

- The PSAC will be responsible for ensuring adequate funding for construction and maintenance, coordinating stakeholder outreach, determining implementation priorities, and other services as needed.
- The PSAC shall delegate all procurement actions to CMCOG.
- The PSAC shall select the order of implementation for the projects and designate when the implementation process will begin.
- The PSAC shall not participate in the procurement process.
- The PSAC will authorize CMCOG to negotiate a contract with the selected contractor for each project.
- The PSAC will meet no less than bi-annually to receive updates on the progress of the overall program.

b. **Procurement Advisory Committee.** Each unit of local government party to this agreement will designate one procurement staff member, or other staff member with knowledge and expertise of local government procurement practices, to actively serve on a Procurement Advisory Committee (PAC) that will be responsible for assisting CMCOG with the

implementation of the procurement process. Per this IGA, CMCOG will have the responsible of procuring the projects identified in this agreement.

- The PAC will assist CMCOG in developing standardized procurement document templates and customizing these templates to address the unique requirements of each project.
- The PAC will assist CMCOG in the solicitation for each project. Each solicitation will be posted at a minimum in the South Carolina Business Opportunities. Other solicitation sources will be used as determined by the committee and CMCOG.
- The PAC will assist CMCOG in receiving and reviewing bid proposals/packets to determine responsiveness to the bid packet/request for qualifications and/or proposals.
- The PAC will assist CMCOG in releasing the intent to award notification to successful and unsuccessful proposers.
- The PAC will assist CMCOG in managing the appeals process and procedures.
- The PAC will assist CMCOG in the development of contract materials to negotiate and execute a contract with the selected consultant.
- Other duties may be assigned to the PAC as determined and requested by CMCOG.

c. **Technical Advisory Committee.** Each unit of local government party to this agreement will designate one staff member to actively serve on a Technical Advisory Committee (TAC) that will be responsible for assisting CMCOG with the implementation of the procurement, project selection, and technical assessment process for each project. The designated staff member must have demonstrated technical expertise in one or more of the following areas: civil engineering, public works, landscape design, and/or construction management. Per this IGA, CMCOG will have the responsibility for administrative management for the projects identified in this agreement.

- The TAC will assist CMCOG in the development of technical specifications, bid forms, and selection criteria that will be included in solicitation documents.
- The TAC will assist CMCOG in the development of an independent cost estimate (cost/price analysis) for each project. If the TAC is unable to perform this service, then CMCOG will include these services as part of their procurement responsibilities.
- The TAC will receive bid documents from CMCOG that have been reviewed and approved by the PAC.

- The TAC will assist CMCOG in review of the technical specifications of the bid proposals for accuracy.
 - The TAC will assist CMCOG with the evaluation and scoring of the bid proposals as part of the procurement process.
 - The TAC will assist CMCOG with participating in pre-bid and pre-construction conferences.
 - The TAC will assist CMCOG in reviewing and approving design and construction plans, as well as developing construction bid specifications.
 - For each project, the TAC shall designate a site manager for that specific project. The site manager will serve as the primary point of contact and technical liaison to CMCOG.
 - Other duties may be assigned to the TAC as determined and requested by CMCOG.
- d. **Contract Management Advisory Committee.** Each unit of local government party to this agreement will designate one staff member to actively serve on a Contract Management Advisory Committee (CMAC) that will be responsible for assisting CMCOG with the day-to-day management of the contractor and implementation of the overall contract. Once a contract has been executed with the selected contractor, the TAC shall service in the capacity as the Contract Management Advisory Committee. Per this IGA, CMCOG will have the responsibility for managing the implementation of the projects identified in this agreement.
- The CMAC will assist CMCOG in managing the day-to-day activities associated with project implementation.
 - For each project, the CMAC shall designate a site manager for that specific project. The site manager will serve as the primary point of contact and technical liaison to CMCOG.
 - The site manager will be empowered to make day-to-day decisions, in coordination with CMCOG, to ensure continuous project implementation.
 - The site manager will receive and approve no cost or minor change order requests in coordination with CMCOG. Major change order requests shall be approved by the CMAC and/or the PSAC depending on the nature of the request. The CMAC, in consultation with the PSAC, will establish a threshold for determining what constitutes a major or minor change order.
 - The site manager will review and approve contractor invoices before payment will be authorized and released for payment by CMCOG.
 - The site manager will assist CMCOG with providing updates to the PSAC.

- The CMAC will assist CMCOG in assessing the maintenance needs (report) for each project on an annual basis.
- The CMAC will assist CMCOG to ensure that maintenance and upkeep are completed at a satisfactory level.
- The CMAC and CMCOG will coordinate with SCDOT to ensure all construction and maintenance activities are in compliance with SCDOT standards.
- Other duties may be assigned to the CMAC as determined and requested by CMCOG.

3. **Central Midlands Council of Governments Duties and Obligations.** Central Midlands Council of Governments (CMCOG) shall act as the project manager for coordinating the PROJECT on behalf of the other parties to this agreement. As project manager, CMCOG shall be responsible for the following:

a. **Procurement**

- CMCOG will manage the procurement of construction and maintenance services for the PROJECT.
- CMCOG will determine the procurement process, which is intended to be uniform for each project included in the PROJECT.
- CMCOG procurement responsibilities will include developing and soliciting RFQs/RFPs, facilitating advisory committee meetings for the purpose of developing bid specifications, and evaluating proposals, and coordinating the contract award and appeals process.
- If procurement services for independent cost are performed, vendor and/or contractors who provide independent cost estimates will be unable to participate in the procurement of construction and/or maintenance services.
- CMCOG procurement actions will be consistent with the CMCOG procurement policy and may accommodate specific provisions of applicable local government procurement policies when mutually agreed upon by the other parties to the agreement. CMCOG shall reserve the right to reject such provisions if they conflict with CMCOG's procurement policy or other directives that may impact the development of the project.
- CMCOG will develop all RFPs with consistent selection criteria.
- CMCOG will ensure a competitive procurement process to the maximum extent possible. All parties to the Agreement will adhere to CMCOG's procurement process and will support CMCOG in ensuring maximum competition.

- Projects may be procured using a “design/build” method of project delivery.
- Other duties may be assigned as determined and requested by CMCOG.

b. Contract Administration. CMCOG will assist and facilitate the contract administration for all construction and maintenance contracts executed for the PROJECT.

- Construction and maintenance activities will be managed in coordination and collaboration with the PSAC, PAC, TAC, and CMAC.
- CMCOG will serve as the administrative agent for each unit of local government party to this agreement for construction services.
- CMCOG will serve as the administrative agent for each unit of local government party to this agreement for maintenance services.
- Local units of governments directly impacted by the performing project shall execute the agreement with the selected contractor and designate CMCOG as their administrative agent to perform the maintenance administrative duties.

c. Financial Management. CMCOG will provide financial management services for the PROJECT to include receiving and holding donated funds, paying invoices, providing financial reports, and providing other general accounting services as needed.

- Funds for construction and maintenance will be accounted for separately.
- Donated construction funds will be held in a capital account that will remain in effect until such time as all construction activities are complete and all funds have been expended.
- Annual maintenance funds will be held in a separate account that will only be used to pay for ongoing maintenance costs, including repairs and replacements.
- Private donations and local government funds for this project may be accepted and held by the Central Midlands Development Corporation (CMDC).

4. Project Funding/Cost Share. Each unit of local government party to this agreement will provide funding to support the construction and ongoing maintenance and administration of the PROJECT based on the following cost allocations:

a. Construction. Funding for construction will be provided on a site by site basis through a combination of local government contributions and private donations. Local government

funding contributions for construction projects may be earmarked or dedicated for a specific project by the entity making the financial contribution. Each site must be fully funded for both construction and ongoing maintenance for no less than the term required by the SCDOT encroachment permit, before it will be bid for construction.

b. Maintenance. Funding for ongoing maintenance will be provided through annual contributions from each unit of the local government party to this agreement.

- The cost share for each participating unit of local government will be based upon their percentage share of the IGA area's total population.
- Each county government's share will be based on their full county population less the population of any participating municipalities, less the population of the unincorporated area of the county.
- The total annual maintenance cost for each project, from which the pro rata shares will be calculated, will include a repair and replacement contingency fee reflecting 10% of the original construction contract price.
- CMCOG will invoice local governments for their annual contribution after the start of each fiscal year.
- Maintenance costs will be reassessed on an annual basis.

c. Administration. Funding for project administration by CMCOG will be included in the construction and maintenance budgets for each site project and will be paid for from the construction and maintenance allocations described above. CMCOG will be paid a lump sum construction administration fee not to exceed 10% of the total cost of construction for the first project, the Airport Blvd./Hwy 302 Gateway. CMCOG will use these initial administrative fees to cover the costs of CMCOG services across multiple projects. CMCOG will provide regular updates to the PSAC on the use of these funds. Additional administrative fees shall be negotiated with the PSAC as needed after the second, fourth, and sixth projects. CMCOG will use this administrative fee to address the project administration and services outlined in the Agreement, to include procurement management and administration, contract administration, fiscal sponsorship/financial management, and project coordination and support. CMCOG reserves the right to use these funds to secure any deficiencies in addressing the needs of the overall PROJECT.

- 5. Pursuit of Federal Funds.** If the PSAC decides to pursue federal or state funding for any phase of the PROJECT, the parties agree to work with CMCOG to evaluate and ensure eligibility and compliance with all applicable laws and regulations.
- 6. Term and Termination.** This Agreement shall commence upon execution by all parties and shall remain in full force and effect until such time as the PSAC agrees to present a request for termination to each of their respective councils, and each respective council approves such termination. This agreement shall not be terminated as long as a contract, grant, or other mutual obligation is in effect, in which case the Agreement will remain in full force until all such mutual obligations are satisfied. Upon such termination, all maintenance responsibilities for completed projects will revert to the jurisdiction holding the associated encroachment permit.
- 7. Amendments.** This Agreement may be amended at any time with the written consent of all parties.
- 8. Insurance.** Each party shall maintain insurance, whether commercial or self-funded, in amounts sufficient to fulfill its obligations and potential liabilities under this Agreement, but in no event shall such amounts be less than the limits of claims arising under the South Carolina Tort Claims Act.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first above written.

FOR Richland County

By: «Name»

Position: *(Chief Elected or Administrative official)*

FOR Lexington County

«Name»

By:

Position:

(Chief Elected or Administrative official)

FOR City of Columbia

«Name»

By:

Position:

(Chief Elected or Administrative official)

FOR City of Cayce

«Name»

By:

Position:

(Chief Elected or Administrative official)

City of West Columbia

FOR

«Name»

By:

Position:

(Chief Elected or Administrative official)

FOR Town of Springdale

«Name»

By:

Position: _____
(Chief Elected or Administrative official)

FOR Town of Lexington
«Name» _____

By: _____
Position: _____
(Chief Elected or Administrative official)

FOR Town of Irmo
«Name» _____

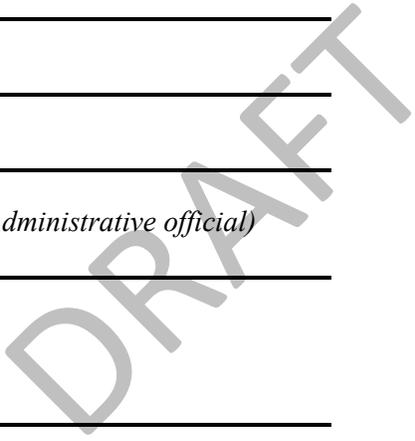
By: _____
Position: _____
(Chief Elected or Administrative official)

FOR City of Forest Acres
«Name» _____

By: _____
Position: _____
(Chief Elected or Administrative official)

FOR Central Midlands Council of Governments
«Name» _____

By: _____



Position:

(Chief Elected or Administrative official)

DRAFT

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: June 7, 2022

Subject: Discussion and Approval of a Contract with BambooHR for Payroll and Human Resources Software

Issue

Council approval is needed for the acceptance of service for BambooHR Software and the prepayment of services for one year.

Discussion

As the City of Cayce grows, the Finance Department and Human Resources Department are routinely spending a large amount of time correcting and processing payroll. On average, the two departments devote at least two personnel for three days bi-weekly to complete the payroll process.

The Finance department researched four software solutions:

PayClock	\$9,500.00 annual	Timekeeping only
NovaTime	\$15,370.00 annual	Timekeeping only
Paychex	\$25,084.00 annual	Timekeeping, Payroll, Year End Forms
BambooHR	\$26,201.19 annual	Timekeeping, Payroll, Year End Forms, Online Application Portal, Onboarding, Offboarding, Employee Evaluations, Tax Filings, Asset Tracking, etc.

The Finance Department is requesting permission to contract with BambooHR, as they presented the most capable and unique solution to several individual project scopes. This will enable the City to take advantage of a comprehensive software and ensure compatibility between all City departments. The Finance Department is requesting the following allocation from the current fiscal year's budget:

One Year Software Prepayment	\$26,201.19	(General Fund 66% / O&M 34%)
One-Time Implementation Fee	\$3,237.91	(General Fund 66% / O&M 34%)

The Finance Department is able to cover the General Fund costs of \$19,429.80 under the current budget allocation for FY2022 for Service Contracts (10-1181-226) in the amount of \$2,000 and Audit Expense (10-1181-265) in the amount of \$17,429.80. The remaining \$10,009.30 would be paid from the current budget allocation for FY2022 for O&M Professional Services for Audit Expense (30-1910-226).

The BambooHR software will allow the City to divert personnel time to other duties, as well as to make the Finance Department and Human Resources Department function more efficiently. This software is a full-service suite that allows the City to streamline multiple manual processes, while making the most

efficient use of budgeted expenditures. This amendment of the FY 2021-2022 budget represents the reallocation of savings from the issuance and award of the City's External Auditor RFP.

The Finance Department, in conjunction with Human Resources and Information Technology, conducted research on four software providers in total to ensure that the services offered by BambooHR are considered unique for the needs of the City. The City's need for comprehensive software to provide electronic timekeeping for employees, an online employment application portal, streamlined onboard/offboard, asset security/tracking, year-end tax filings, confidential employee satisfaction surveys, and streamlined Employee/Manager Evaluations, justifies a unique request for providers. As seen on the quotes above, the research found that BambooHR's comprehensive software would best fit the unique needs of the City and serves as the most responsive quote.

Recommendation

Staff recommends Council approve the initiation of the BambooHR project in the amount of \$29,439.10 for one year of service. This payment does not denote a contract, as the City is not entering into a long-term engagement. The service is provided on a month-by-month basis and the City can choose to cancel the engagement at any time without recourse. If the City were to choose to cancel, any unused portion of this prepayment will be refunded and all data will be returned to the City.



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12th Street Extension
Monday, February 28, 2022
6:30 PM**

I. CALL TO ORDER

The meeting was called to order at 6:30 pm by Chair Ed Fuson. Commissioners present were Robert Power, Richard Boiteau, Stockton Wells and Michael Mahoney. Chris Kueny and Chris Jordan were absent excused. Staff present were Jarrett Epperson and Monique Ocean.

II. APPROVAL OF MINUTES

Richard Boiteau made a motion to approve the minutes from the January 24, 2022, meeting. Michael Mahoney seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

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

IV. PUBLIC HEARING

Map Amendment 002-22

A request, by the owner, Alex Snipe, to rezone two split zoned properties from M-1 (Light Industrial)/RS-3 (Single Family Residential) to C-4 (Highway Commercial). The properties are located at 1810 Airport Boulevard, Lot A & B (Tax Map Number 005717-07-020 and 005717-07-013).

a. Opening Statement

The Planning Commission clarified that the subject properties should be corrected to reflect that they are lots B & C rather than A & B. Ms. Monique Ocean came before the Planning Commission to discuss the rezoning request. Ms. Ocean stated that the properties consist of dual zoning (M-1 and RS-3). Ms. Ocean stated that staff is not knowledgeable of why the split zoning exists. Ms. Ocean stated that at staff's best guess, the split zoning was used as a way to buffer the adjacent residential area from potential allowable uses in the light industrial zoning district. Mr. Alex Snipe came before the Planning Commission as the applicant and the owner to discuss the request for the rezoning. Mr. Snipe gave a brief history on his ownership of the property. Mr. Snipe stated he has owned the properties since 1997 and it was once the location of his Christian radio station. Mr. Snipe explained that he was never aware of the split zoning for the properties. Mr. Snipe stated that it would be in his best interest to combine the zoning into one.

b. Public Comment

Two residents near to the subject properties came before the Planning Commission to inquire about the rezoning request. Ms. Judy Aughtry and Ms. Carolyn Phillips inquired about future plans for the property and stated what uses they would prefer not to see at the location.

c. Adjourn Public Hearing

With no further comment from the public, the Planning Commission adjourned the public hearing.

d. Motion

Stockton Wells made a motion to recommend approval to Council. Robert Powers seconded the motion. All were in favor.

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Stockton Wells made a motion to adjourn. Michael Mahoney 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.**

Cayce Historical Museum Commission March 9, 2022, Meeting Minutes

The March 9, 2022, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 4:04 by Chairman Archie Moore. The following individuals attended the meeting:

Name	Status
Archie Moore	Chairman
Mary Sharpe	Vice Chairman
James Stewart	Secretary
A.G. Dantzler	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner
David Brinkman	Commissioner
Marcy Hayden	Commissioner, absent - excused
Andy Thomas	Cayce Museum Office and Communications Associate
Tracy Hegler	City of Cayce Administrator
Caitlyn Lorick -	Museum Intern

ACTION ITEMS from the February Meeting:

Upcoming Events:

March 24, 2022 6:00 – South Carolina Railroad History, the Midlands, and Cayce presentation by Roger Stroup

March 30, 2022 4:30 – Bylaws Committee meeting.

April 2, 2022 – Tartan Day Colonial Fair

April 28, 2022 – South Carolina Confederation of South Carolina Local Historical Societies Reception

Invocation: Commissioner Dantzler

February Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Sulton noticed that City Attorney Danny Crowe was listed as attending the February meeting. That was an error. Commissioner Sulton motioned that the meeting minutes be accepted with the attendance roll corrected. This motion was approved by the Commission.

Bylaws Committee Report

The committee has made great strides toward a new set of bylaws. The next meeting of the Committee is scheduled for March 30 at 4:30.

General Discussion

The Commissioners discussed the implications of the Certified Local Government plan for the city and examples of cultural resources or events from the past that would benefit from the protections afforded by a historic preservation ordinance. Commissioner Sulton also suggest that we begin to record oral histories of elderly community members. She had positive experiences using the StoryCorps program to record the life experiences of several veterans.

Commissioner Brinkman brought the Commissioners' attention to the history of the St. John's church. They have expressed interest in developing some digital content, possibly a story map, to publicize the history of this long-running congregation.

Museum Staff Report

The Museum has added a new staff member, Caitlyn Lorick. She was hired on a 25-hour per week schedule. A plaque honoring David Frame's contributions to the museum was made. It will be installed near the upstairs Native American exhibit.

Mr. Thomas is coordinating the Colonial Fair at Tartan Day South. That event will be open from 9:00 – 5:00 on April 2. He has also developed an exhibit on the Columbia Speedway that will be on display within the next several months.

The African American Legends of Cayce event occurring on February 17, 2022, had an estimated 75 participants. Commissioner Creasman filmed the event for the Museum. WLTX News also recorded the event and included it in that evening' news report.

Mr. Thomas also noted that visitor counts are on the rise.

With no additional items on the Agenda, Commissioner Sulton motioned to adjourn the meeting, the motion was seconded, and the CHMC voted to adjourn the meeting at

5:05 PM.

Cayce Historical Museum Commission April 6, 2022, Meeting Minutes

The April 6, 2022, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 4:00 by Chairman Archie Moore. The following individuals attended the meeting:

Name	Status
Archie Moore	Chairman
Mary Sharpe	Vice Chairman
James Stewart	Secretary
A.G. Dantzler	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner
David Brinkman	Commissioner
Marcy Hayden	Commissioner
Andy Thomas	Cayce Museum Curator
Tracy Hegler	City of Cayce Administrator

ACTION ITEMS from the February Meeting:

Upcoming Events:

April 23, 2022 – Cayce Soiree

April 28, 2022 – South Carolina Confederation of South Carolina Local Historical Societies Reception

May 19, 2022 – Sweetgrass Baskets Lecture 6:00

Invocation: Commissioner Dantzler

March Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Sulton motioned that the meeting minutes be accepted with the attendance roll corrected. This motion was seconded by Commissioner Creasman and approved by the Commission.

Museum Commission Bylaws

The Bylaws Committee met on March 30, 2022, to complete a draft of the new bylaws for review by the rest of the Commission. During the Commissioners' meeting, there was some discussion of regarding the wording of specific bylaws. That discussion focused on the Commission's capacity to collaborate on the development of museum-related job descriptions and offer an opinion regarding qualifications should the need arise. Once the phrasing of that bylaw was settled, the Commissioners also added the City Council's protocols for public involvement at Commission Meetings. Commissioner Stewart motioned that the revised bylaws be adopted by the Commission. The motion was seconded by Commissioner Hayden and approved by the Commission.

Museum Donations

The Commissioners voted to add Mr. Lake High's collection of twentieth century Catawba pottery to the Museum. A donation of a precontact ceramic bowl was also considered during the meeting, however, more information was needed to ascertain whether the vessel was part of a Native American burial assemblage. In keeping with the new bylaws, the Museum will not accept ancestral remains, funerary objects, sacred, or items of cultural patrimony without documented consent from the descendant community.

Museum Staff Report

Mr. Thomas provided his report for the Commission. He also and asked for help with the upcoming April and May Museum events. At the end of his report, Mrs. Hegler announced that Mr. Thomas was promoted to the position of Museum Curator.

With no additional items on the Agenda, Chair Moore motioned to adjourn the meeting, the motion was seconded. The CHMC voted to adjourn the meeting (Commissioner Creasman voting no, all other Commissioners voting yes) at:

5:39 PM.



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12th Street Extension**

**Monday, April 18, 2022
6:00 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Ed Fuson. Members present were Stockton Wells, Robert Power, Michael Mahoney, and Chris Kueny. Robert Boiteau and Chris Jordan were absent excused. Staff present were Monique Ocean and Jarrett Epperson.

II. APPROVAL OF MINUTES

Robert Power made a motion to approve the minutes from the February 28, 2022, meeting. Stockton Wells seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Ms. Ocean confirmed that the media and public were made aware of the meeting and public hearing.

IV. PUBLIC HEARINGS

Map Amendment 003-22

A request, by the owner, Sandra Meetze, to rezone property from C-2 (Neighborhood Commercial) to RS-3 (Single-Family, Small lots). The property is located at 2222 Taylor Road (Tax Map Number 005759-07-005).

a. Opening Statement

Ms. Ocean gave a brief explanation on the rezoning request. Ms. Ocean explained that the subject property is currently zoned commercial but it is occupied by a residential structure. Ms. Ocean explained this creates a legal nonconformity. Ms. Ocean stated legal nonconformities have different requirements concerning remodeling and replacement. Ms. Meetze came forward as the applicant to discuss the request for rezoning. Ms. Meetze stated that she wants to rezone the property in order to comply with residential codes and that she does not want to come across any problems because of the nonconformity status. Ms. Meetze stated that she has been aware of the property's zoning since she purchased it.

b. Public Comment

Kimberly Price came forward to speak in favor of the rezoning request. There was no one to speak against the request.

c. Adjourn Public Hearing

With no further discussion, the public hearing was closed.

d. Motion

Michael Mahoney made a motion to recommend approval for the request to rezone the property from C-2 to RS-3. Chris Kueny seconded the motion. All were in favor. Stockton Wells stated he would like to add that he is favor of the recommendation because: 1.The subject property is adjacent to other RS-3 properties, 2.The request is in

compliance with the Comprehensive Plan, and 3. The address is currently being used as residential.

V. NEW BUSINESS

Chair Ed Fuson stated that the Beautification Board had openings for new members. Mr. Fuson told the Commission if anyone is interested to please contact the City Clerk, Mendy Corder.

VI. ADJOURNMENT

Robert Power made a motion to adjourn. Chris Kueny second 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.**

COUNCIL ACTION REQUIRED

PLANNING COMMISSION – ONE (1) POSITION

Mr. Chris Jordan recently resigned from the Planning Commission.

The City has received potential member applications for the Planning Commission from Mr. Michael Wuest, Mr. Danny Creamer, Mr. Miles Fisher, Ms. Patty Foy and Ms. Nancy Stone-Collum in that order. The applications are attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions remain open until receipt of potential member applications.

PUBLIC SAFETY FOUNDATION – THREE (3) POSITIONS

This Foundation is a 501(c) (3) organization that raises funds to provide the members of Cayce Public Safety with equipment and resources to make their jobs and the community safer. There are no recommendations at this time.

STANDARD TECHNICAL CODES BOARD OF APPEALS – TWO (2) POSITIONS

Reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

APPOINTMENT PROCESS

Cayce citizens have an opportunity to actively participate in the City through their services on a number of advisory boards, commissions, foundations and committees. These groups help shape and carry out policy.

Applications are accepted at any time for all City of Cayce boards, commissions, foundations and committees. Cayce citizens wishing to apply for appointment may submit a potential member application to the Municipal Clerk, P. O. Box 2004, Cayce, SC 29171. More information and a copy of the application can be found on our website at <https://www.caycesc.gov/boards.php> or by calling City Hall at 803-796-9020.

City Council considers applications at a meeting immediately following an opening.



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Michael Wuest
Home Address: Abbott Rd City, State, Zip: Cayce, SC 29033
Telephone: E-Mail:
Resident of Cayce: [X] Yes [] No Number of Years: 6

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

- Accommodations Tax Committee
Cayce Housing Authority
Events Committee
Consolidated Board of Appeals
Municipal Election Comm
Museum Commission
[X] Planning Commission
Standard Technical Codes Bd of Appeals
Board of Zoning Appeals

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

[] Yes [X] No If yes, specify below.

Work Address

Company: SC DEW Position: Regional Manager for the Midlands
Address: 700 Taylor St City, State, Zip: Columbia, SC 29201
Telephone: 803-737-4365 E-Mail: mwuest@dew.sc.gov

Work Experience: SC DEW (2019-present), SC State Museum (2014-2019)

Educational Background: Masters of Arts in History from FSU (2007), Bachelor of Arts in Humanities from FSU (2005)

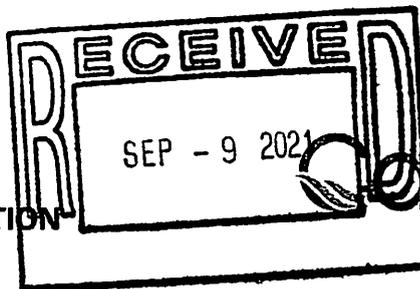
Membership Information (Professional, Neighborhood and/or Civic Organizations):

Midlands Workforce Development Board, SETA

Volunteer Work: formerly Harvest Hope

Hobbies: running, roller derby, cooking

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



CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION

Name: Danny Creamer
Home Address: M Ave City, State, Zip Cayce, SC 29033
Telephone: _____ E-Mail Address _____
Resident of Cayce: Yes No Number of Years Life

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 Retired

Company: _____ Position _____

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: 31 yrs SERVICE dept. Jim Hudson Automotive
P.T. DRIVER ENTERPRISE Holding Company

Educational Background: BC #2, BC J.R.H. BC HS CLASS '72

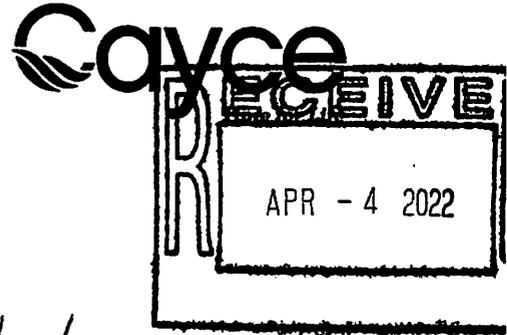
Membership Information (Professional, Neighborhood and/or Civic Organizations):

CHAR - Events Committee

Volunteer Work: MASONIC Lodge # 382, Cayce Events
Committee. Municipal Election Commissioner

Hobbies: RACING, MUSIC, GARDENING.

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 POTENTIAL MEMBER APPLICATION

Name: Miles J. Fisher Date 3/31/22
Home Address N. Eden Dr. City, State, Zip Cayce, SC 29033
Telephone: _____ E-Mail: _____
Resident of Cayce: Yes No Number of Years: 11

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

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

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

Yes No If yes, specify below.

Work Address

Company: Sandlot Power Systems LLC Position: President
Address: 107 N. Eden Dr. City, State, Zip Cayce, SC 29033
Telephone: (803) 730-9079 E-Mail: sandlotpower@outlook.com

Work Experience: I've worked in the electrical business for the last 8 years

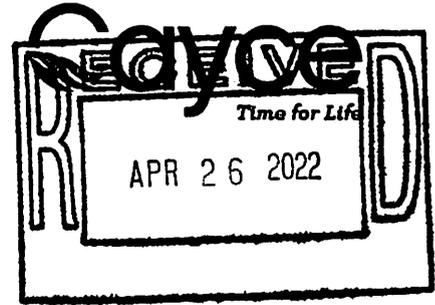
Educational Background: College Level - Midlands Tech

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

Volunteer Work:

Hobbies: Work, Baseball, Family, Fishing, Golf

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



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Patty Foy Date 4-3-22
 Home Address: Blake Dr. City, State, Zip Cayce SC 29033
 Telephone: _____ - Mail: _____
 Resident of Cayce: Yes No Number of Years: 1

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

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

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

Yes No If yes, specify below.

Work Address

Company: Thrive Pet Healthcare Position: Director of Operations Pet Care
 Address: 600 Cesar Chavez City, State, Zip Austin, TX 78701 Onsite
 Telephone: Remote worker E-Mail: As above

Work Experience: Operations & Human Resource Management
in the veterinary field 20+ years

Educational Background: USC BA Psychology
USC M.Ed. - Masters in Personnel Management

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

Volunteer Work: Richland Co. K-9 officers - Riverbanks Zoo -
multiple rescue organizations

Hobbies: Running, event planning - gym/fitness

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



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: NANCY STONE-COLLUM Date 5/27/22
Home Address: HAVE City, State, Zip W. COLA, SC 29169
Telephone: E-Mail:
Resident of Cayce: [X] Yes [] No Number of Years: 45

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

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

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

Work Address

Company: Richland Co. Govt, Retired Position: Conservation Program Analyst
Address: City, State, Zip
Telephone: E-Mail:

Work Experience: Conservation, State Administration, Plan review
Grant writing, legislative budgeting + policy, lobbying, trail development
Educational Background: Master of Public Health - Environmental Science

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

Historic Columbia, Friends of Congaree, Congaree Land Trust, Congaree Riverkeeper
Volunteer Work: Church choir and committees, RCCC events,
Palmetto Trail work events, Christmas in Cayce
Hobbies: Travel, kayaking, hiking, gardening, reading

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