

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



**City of Cayce
Council Meeting
Tuesday, April 2, 2019
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
 - March 5, 2019 Special Meeting
 - March 5, 2019 Regular Meeting
 - March 19, 2019 Special Meeting
 - March 20, 2019 Special Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentation

- A. Presentation of the Tnemec People's Choice Award for Tank of the Year

IV. Proclamation and Other

- A. Approval of Proclamation – 2020 Census
- B. Discussion and Approval of the Accommodations Tax Committee's Recommendation for Distribution of Funding for FY19/20
- C. Discussion and Approval to Proceed with an Agreement with Central Midlands Council of Governments for Technical Assistance with the City's Comprehensive Plan
- D. Discussion and Approval of a Research and Preservation Plan Development Agreement Related to the American Battlefield Protection Program Grant Project

V. Ordinances

- A. Discussion and Approval of Ordinance 2019-02 Amending City Code Sections 12-45 and 12-47 Concerning Inspections, Audits and Penalties Related to Business License Taxes – First Reading

VI. City Manager's Report

VII. Committee Matters

- A. Approval to enter the following Committee approved Minutes into the City's Record
Museum Commission – February 6, 2019
Events Committee – February 7, 2019
- B. Appointments and Reappointments
Beautification Foundation – Two (2) Positions
Events Committee – One (1) Position

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 negotiations incident to proposed contractual arrangements regarding proposed redevelopment of 800 Lexington Avenue (Cayce Grammar School)
- C. Discussion of negotiations incident to proposed contractual arrangements regarding proposed Project Eiffel

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.



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**CITY OF CAYCE
Special Council Meeting
March 5, 2019**

A Special Council meeting was held at 5:00 p.m. at City Hall. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. Municipal Clerk Mendy Corder was also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Mayor Partin gave the invocation and led those in attendance in the Pledge of Allegiance.

Executive Session

A. Discussion of Appointment for Municipal Judge Position

Council Member Almond made a motion to move into Executive Session to discuss the matter above. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Recess of Executive Session

Council Member Carter made a motion to recess so Council could attend the March 5, 2019 Regular Council Meeting in Council Chambers. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Reconvene of Executive Session

After the Regular Council Meeting was concluded, Council Member Almond made a motion to reconvene Executive Session of the Special Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Possible Actions by Council in follow up to Executive Session

Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Special meeting. There was no action taken in follow up to Executive Session.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 8:47 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



CITY OF CAYCE
Regular Council Meeting
March 5, 2019

The March Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Utilities Director Blake Bridwell, Director of Public Safety Byron Snellgrove, Deputy Director Jim Crosland 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 Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation. Mayor Partin stated that the City is proud to honor military veterans by inviting them to lead the assembly in the Pledge of Allegiance at every regular Council Meeting. She stated that Lieutenant Colonel Justin Schaeffer graduated with a Bachelor of Science degree in Economics from the U.S. Military Academy at West Point, New York and commissioned as a Second Lieutenant in the U.S. Army, Infantry Branch in 1998. He later earned a Master of Business Administration degree from the University of South Carolina's Darla Moore School of Business in 2007. He's been assigned to Army units at Fort Stewart Georgia, Fort Jackson South Carolina, Fort Drum New York, Fort Campbell Kentucky, and Arlington National Cemetery. He's deployed to Bosnia, Kuwait, Iraq, and Afghanistan. Lt. Col. Schaeffer's final assignment was as a Battalion Commander where he deployed his unit to Baghdad in support of Operation Inherent Resolve. He retired in May 2018 and is currently the Director of Government Contracts at Boyer Commercial Construction.

Lt. Col. Schaeffer stated that he was nominated as a candidate for the Leukemia & Lymphoma Society's (LLS) Man of the Year. Candidates across the county form powerful fundraising teams to raise the most funds for blood cancer research and compete in honor of two local children who are blood cancer survivors. He stated that he had three initiatives; 1) to highlight the Leukemia and Lymphoma Society, 2) be a part of the Cayce community and showcase how giving the local community is and 3) show that retired military Veterans still have a lot to give and can be leaders in the community. Lt. Col. Schaeffer stated that his father was diagnosed with Non-Hodgkin's Lymphoma 10 years ago right before he was deployed. He stated that if anyone was

interested in being a member of his Team of Angels and raise as much money as possible to support finding a cure they could join him at teamwedid.com. He stated that "teamwedid" comes from when the next generation asks who cured cancer one can state we did. He stated that his first fundraising event is being held March 31, 2019 from 1pm to 4pm at Steel Hands Brewery in Cayce.

Approval of Minutes

Council Member Corley made a motion to approve the February 5, 2019 Regular Council Meeting minutes, the February 20, 2019 Special Council Meeting minutes, the February 26, 2019 Special Council Meeting minutes and the February 27, 2019 Special Council Meeting minutes as written. Council Member Almond 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.

Presentation

A. Presentation by Mr. James Brown of Brookland Cayce High School Student's Food Desert Project

Mr. Brown stated that his environmental students at Brookland Cayce High School completed a project involving food deserts and food swamps in the local area. The students noticed that DHEC had maps of these locations throughout South Carolina, but nothing tailored to the needs in Cayce, and Lexington. They decided to focus on one aspect of food deserts (transportation), and determine the locations and walkable distances for food choices within the interstate corridor. The students mapped grocery stores, convenience stores, farmers markets, and community gardens to identify places within the city region that potentially are inaccessible for people without vehicle access. They also looked for places where fresh food existed however these places were way outnumbered by fast food options (i.e. food swamp).

Mr. Brown stated that his students discovered that there are large portions of residents who have limited access to vehicles, are underserved and have extremely limited access to fresh food. Furthermore, even when fresh food options were available the sheer number of fast food options made it easier to understand why our region is under an obesity epidemic. The students created the maps as a way for people to re-evaluate the way we understand the food landscape and to maneuver the conversation toward healthier eating, as well as increasing access to fresh food sources for those most in need.

Mr. Brown stated that he is partnering with his Principal, the Superintendent of Lexington 2 School District and the University of South Carolina to initiate a Farm-to-School Program. The program will increase student's access to nutritiously dense fruits and vegetables for school breakfast and lunch while simultaneously providing a platform to develop new STEM-based curriculum based on horticulture and sustainability. Mayor Partin thanked Mr. Brown for his and his student's hard work.

B. Presentation of Outstanding Business Awards by Cayce Public Safety

Director of Public Safety Byron Snellgrove stated that he and his staff would like to recognize three Cayce businesses for their support of the department and the community. Corporal Josh Addy and Officer Eddie West of the City's Community Outreach Policing Service Unit joined Chief Snellgrove to recognize the local businesses for their contributions over the last year to the Cayce Department of Public Safety. Corporal Addy stated that he has always thought local businesses are the backbone of their community. He stated that three businesses supported the department in 2018 both financially and with moral support. Their continued commitment of support to the Department is an example of the spirit and pride evident within the City of Cayce. These contributions were used primarily for continuation of several community projects. For example, \$3,000 was donated for Shop with a Cop and the Department took 10 kids to Walmart for a shopping spree for Christmas. These children would not have had a Christmas without the generosity of the businesses that donated money. The Department also had a Back to School Supply Drive where school supplies were donated and given to students in need. Lizard's Thicket hosted Coffee with a Cop which is instrumental in the City's Officers getting to know the community in a comfortable setting. The Bi-Lo on Knox Abbott Drive contributed a large amount of food for the Thanksgiving and Christmas food baskets. The Manager of Bi-Lo also gave a grocery shopping spree to one of the families in need. The owners of La Estrella contributed to the Shop with a Cop and the Back to School Supply Drive. Corporal Addy said that the food at their restaurant is amazing authentic Mexican food. He thanked the Outstanding Business Award recipients for their dedication, loyalty and commitment to the citizens of Cayce. He also thanked the Cayce Public Safety Foundation for all they do for the Department.

Resolutions

A. Consideration and Approval of Resolution Approving Financing Terms for General Fund SCBA Purchases

Council Member Almond made a motion to authorize the City Manager to negotiate and sign a lease purchase agreement to purchase the SCBA units; and utilize the General Fund to make the lease purchase payments, which will be allocated in the

appropriate fiscal years for the term of the lease agreement. Council Member Jenkins asked if the new air packs would be compatible with the surrounding community's equipment. Ms. Hegler confirmed that they would be compatible. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that she did not have anything to report.

Committee Matters

- A. Approval to enter the following Committee approved Minutes into the City's Record
 - Cayce Housing Authority – October 16, 2018
 - Museum Commission – January 2, 2019
 - Events Committee – January 10, 2019
 - Planning Commission – January 28, 2019

Council Member Almond made a motion to enter the approved Cayce Housing Authority, Museum Commission, Events Committee and Planning Commission meeting minutes into the record. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

- B. Appointments and Reappointments
 - Accommodations Tax Committee – One (1) Person

Mayor Partin stated that the Accommodations Tax Committee has one open position that has to be filled by someone that works in the hotel industry in the City. She stated that the City has received a potential member application from Mr. Neal Patel, the General Manager of the Country Inn & Suites. Council Member Carter made a motion to appoint Mr. Patel to the Accommodations Tax Committee. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

Mayor Partin stated that Council was conducting interviews for the City's Municipal Judge position before the 6pm Council Meeting and after the meeting once it adjourns. She stated that Council usually start the Council Meetings on time but they were running a few minutes late that evening due to the interviews. Mayor Partin showed the assembly a picture of Council Member Jenkins when he was a senior at Lakeview High School. He was voted Most Handsome and Most Serious in 1965 and featured in the 2019 Lakeview Commemorative Calendar.

Council Member Carter stated that it was a pleasure to meet Lt. Col. Schaeffer and hear about his Man of the Year nomination. He stated that he knows all three of the nominees for Man of the Year. He stated that they raise very large amounts of money for the Leukemia & Lymphoma Society. Mayor Partin stated that Lt. Col. Schaeffer's fundraising information and video will be on the City's Facebook page. She stated that when he deployed he thought he would never see his father again since he was diagnosed with terminal cancer but thanks to advancements he is still alive ten years later.

Council Member Almond thanked the City's Public Safety Officers for all they do for the City and its residents.

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. Receipt of legal advice relating to and discussion of negotiations incident to proposed franchise agreements for SCE&G and Mid-Carolina Electric Cooperative

Mayor Partin stated that there were not any items to be discussed under Item VIII. A.

Council Member Jenkins made a motion to table Item X. A. until the Regular Council Meeting in April. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Council Member Almond made a motion to table Item X. B. until the Regular Council Meeting in April. Council Member Carter seconded the motion which was unanimously approved b roll call vote.

Adjourn

There being no further business, Council Member Jenkins made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 6:28 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



**City of Cayce
Special Council Meeting
March 19, 2019**

A Special Council Meeting was held this afternoon at 5:30 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle and Director of Utilities Blake Bridwell 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 for Council. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

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

Other

A. Discussion of Proposed FY2019/2020 Utility Fund Budget

Ms. Hegler stated that staff had updated the Budget White Paper since it was sent to Council on March 15, 2019. She stated that the 2019-2020 Utility Fund Budget is currently out of balance by \$1,597,651, with Projected Revenues of \$20,201,944, and Projected Expenditures of \$21,799,595. The Utility Fund Budget includes Capital Expenditures totaling \$1,523,774; included in this are the following:

- \$450,000 for a new SCADA panel for the Water Treatment Plant
- Items to improve the Septage and Grease operations
- \$585,000 raw water intake and generator transfer switch (which is also accounted for in grant revenue with a 75% reimbursement); a project that was budgeted for, but not completed in FY19
- Four (4) vehicles; 1 for new FTE and 3 replacements
- Two (2) new positions: One in Water Distribution (1912) and one in Wastewater Collection (1917)
- 15% debt coverage for the City's utility fund debt

- The bond payment for all bonds: 2002, 2009, 2012, 2015, 2016A, 2016B and 2017
- \$60,000 reduction of sewer sales revenue for a proposal to switch Pine Ridge sewer accounts from a flat rate to regular meter billing
- A 3.0% rate increase as required by the terms of the SRF Loan (This is the third and final year of that increase. Once the budget has been balanced, staff will need to send it to the Auditor to perform a rate analysis to determine if a rate increase is still needed.)
- \$350,000 decrease in septage and grease revenue
- Approximately \$80,000 in convenience fees for credit card payments
- Transfer to General Fund for Indirect Costs

Ms. Hegler stated that the Utility Budget does not include any COLA raises for the Utility employees or the lease/purchase payment options for Capital purchases. She stated that as of June 30, 2018, the Utility Fund had an Unrestricted Fund Balance of \$7,155,429.

Council Member Almond asked if staff had a dollar amount calculated for the cost of a COLA so Council will have that information for their discussions. Ms. Hegler stated that staff could have the calculations for the next Council Meeting. Council Member Almond stated that the projected cost of worker's compensation insurance expense almost doubled for most departments and asked if staff knew why. Mr. Huddle stated that the estimates for FY2018/2019 were lower than they should have been and the City's modifier was not very good. Mayor Partin asked if staff had been able to calculate the projected cost for the other purchasers. Ms. Hegler stated that the indirect cost for the General Fund had not been calculated yet so the projected cost for the City's partners was not known yet.

Ms. Hutchinson, the Customer Billing Manager, stated that on behalf of her department she wanted to say thank you for the meter replacement part of the waterline replacement and meter replacement project. She showed Council photos of the Julius Felder Street Apartments that prior to the project the water meters were behind a fence and the City's Meter Techs had to climb over the fence onto private property to read the meters. Ms. Hutchinson stated that the meters in the project area were meters that had to be manually read and were replaced with meters that could be electronically read from the Meter Tech's vehicle. The new meters provide daily readings and up to forty days of readings when a leak starts.

Ms. Hutchinson stated that her department was charged an auditor fee this year therefore increasing her service contracts line item. Mayor Partin asked why the auditor fee increased. Mr. Huddle stated that the auditor fee for this year and next year increased because a single audit has to be done. He stated that a lot of the funds the City receives through SRF loans are considered Federal funding and a major program and have to be audited at 100%. Mayor Partin asked if the audit still gets split among the purchases. Mr. Huddle confirmed that the audit was split among the purchasers.

Ms. Hutchinson stated that the collection expense by agencies and credit card fees line item includes all the companies that the City either pays a charge card fee or a bank fee. She stated that for example with SC.GOV the customer pays the one (1) dollar portal fee but the City absorbs the 1.7% fee which costs the City approximately \$75,000 annually. Mr. Huddle stated that the City is charged by the bank when customers pay their bill online. The bank accepts the payment and then mails the City a check for the payment. The City also pays a fee to provide auto draft for customers. Ms. Hutchinson stated that if the City did not allow online payments then a staff member would have to open all the checks received and manually key each one in. Mayor Partin asked if it was typical for utilities to absorb the 1.7%. Ms. Hutchinson stated that some do but not all. Ms. Hegler stated that she has seen where some utilities pass on the fee to their customers. Mayor Partin stated that the City's customers can currently pay their bill online, use the drop box or drive through at City Hall, pay in person or use auto draft for the amount of their bill. Mayor Partin stated that the City may need to consider not absorbing the 1.7% since people do have other ways to pay their bill. She asked Ms. Hutchinson her thoughts on the City no longer paying the 1.7%. Ms. Hutchinson stated that it would certainly save the City money but the City would receive a substantial increase in mail payments and walk up payments which requires more staff time. She stated that it would also have to be decided whether or not to charge walk in customers the credit card fee. Council Member Almond asked if it was possible to split the 1.7% fee. Ms. Hutchinson stated that she would have to check with SC.gov to see if that was possible. Council Member Carter asked if it was possible to bill online. Ms. Hutchinson stated that the city started online billing this year but currently everyone still receives a paper bill as well. She stated that the City's billing software does not offer an opt- out for paper bills but is eventually going to have that option. Mayor Partin suggested heavily advertising the auto draft option to save the City money in postage expenses. Ms. Hutchinson stated that with the City's billing being bi-monthly that option is not as budget friendly. Council Member Almond stated that she personally does not like auto draft. She stated it can be a nightmare if your identity is stolen or if a mistake is made.

Ms. Hutchinson stated that her budget includes 300 new meters for replacement meters, new construction and failing meters. She stated that she currently has 43 work orders for meters that are failing and need to be replaced. She stated that 300 new meters is a very conservative number. She stated that her budget also includes 200 new ERTS. Council Member Jenkins asked if the new software company told City staff that the meters would change in the future. Ms. Hutchinson stated that the company notified City staff 6 years ago that there would be an upgrade that would change the meter requirement.

Ms. Hutchinson stated that she has requested two (2) new trucks for the meter techs. One of her department's current trucks has a gas gauge that does not work. The City Garage has replaced the gauge, the gas tank, the electronics and the dash and it still does not work. She stated that the truck will probably be given to a department that staff only travels in the close vicinity of City Hall. She stated that her

department has another truck that is going to be given to the City electrician. She stated that it is a large truck that is not good on gas mileage and the meter techs drive more than any other staff members. Mayor Partin asked how many miles the trucks had on them. Ms. Hutchinson stated that one has 124,000 and the other has 156,000. Council Member Almond thanked Ms. Hutchinson for the photos of the meter replacements and for bringing the new meters so Council could see what they look like.

Mr. Bridwell, Director of Utilities, presented the budget for the Utility Administration Department. He stated that he was not requesting any capital equipment or new employees. He stated that the additional single audit fee was split between his department and Ms. Hutchinson's department. Mayor Partin asked if the City was just starting to have to pay the additional audit fee. Mr. Huddle stated that the regular audit cost increased as well because of the many SRF loans the City currently has which takes much more time to audit. He stated that there are additional Federal reports that the auditors have to do for the SRF loans. He stated that the City's water and sewer junior lien requires additional reporting as well. He stated that the auditing costs are now being split among various departments in Utilities.

Mr. Vince Osborne, the Superintendent of the Water Treatment Plant, thanked Council for the funds they have approved in past budgets to upgrade the water plant and keep it running well. He stated that his service contract line item increased quite a bit because of the painting of the plant with the City's new logo and various other items that were painted. He stated that he was requesting a new SCADA, Supervisory Control and Data Acquisition, system for the water plant. He stated that all the functions of the plant and all the outlying tanks go into the SCADA system. He stated that the system is 18 years old and has been running 24 hours a day every day since it was installed in 2001. He stated that in years past he has included replacing the SCADA on his 5 Year Plan but he was trying to put off the purchase for as long as possible because of the cost. Mr. Bridwell stated that the Water Plant is fully automated and if the SCADA System is down the Water Plant cannot be manually operated. He stated that it is a very complex system and if it is not working then the City cannot make water. Mayor Partin asked if there was only one company that makes the SCADA System. Mr. Osborne stated that there are three (3) companies that make them and they all cost about the same. He stated that the cost includes installation and rewiring using the current wiring. Council Member Jenkins asked if the current SCADA System could be used as a backup. Mr. Osborne stated that it might be possible but the system is so old that there are no longer replacement parts being made for it. He stated he would ask the vendor if any of the current system can be used for backup. Council Member Carter asked if the wiring was actual wire or fiber. Mr. Osborne stated that most of it is copper wire but there is some fiber optic.

Mr. Osborne stated that he requested funds to purchase a new sludge pump and funds to replace all the variable frequency drives. He stated that the new VFD's will be the culmination of all pumps, motors and VFD's being replaced in the last five (5) years. Mr. Bridwell stated that the pumps Mr. Osborne was referring to were the City's seven

(7) large main pumps that all cost between \$60,000 and \$90,000 each and now they have all been rebuilt. Council Member Almond asked if the old VFD's would be kept as backups. Mr. Osborne stated that usually the old VFD's are sold for scrap. He stated that since they are so old replacement parts are no longer made for them. Council Member Jenkins asked if the company that makes the VFD's has a rebuild program where the City could send them the old VFD's and they would rebuild them. Mr. Osborne stated that he did not think they did but said he would check.

Mr. Ben Wright, the Utilities Field Manager, presented the budget for Water Distribution and Maintenance. He stated that he was requesting an additional position, a Meter Tech, to help take some of the burden off of Ms. Hutchinson's Meter Techs. He stated that they are extremely busy with reading meters, re-checks, water turn ons and offs and reading elder valves. He stated that the proposed new position would be a preventative maintenance Meter Tech replacing meters, calibrating meters and repairing meters and repairing water leaks from the curb to the meter box. Mr. Wright stated that initially he was going to request two (2) new positions but it was decided to see how it goes with one (1) first.

Mr. Wright stated that he did request a building expansion. He stated that he and his staff have outgrown their current building and also need to make room for female employees. He stated that currently there are only two (2) bathrooms and one of them is a urinal only and there is only one dressing room. Council Member Jenkins asked Mr. Wright if he was referring to the building on Old Dunbar Road. Mr. Wright confirmed that was the building he was referring to. He stated that he and his staff did all the inside work in the building when it was purchased 10 years ago. He stated that there are more and more females working in the industry and he wants to get the facility ready. Council Member Carter asked if there was room on site to expand. Mr. Wright confirmed that there was plenty of room from the front of the building to the road to expand.

Mr. Wright stated that he requested new software to move away from paper work orders to a paperless work order system. He stated currently each work order is written by hand by Ms. Hall then given to a staff member who has to input the work orders into the computer, then the work orders are distributed to the correct staff members by hand and then given back to Ms. Hall. He stated that the new software maps out each work order and tracks where trouble areas are. Council Member Jenkins asked how the current work orders are closed out. Mr. Wright stated that they are all hand written so they are marked closed.

Mr. Legrand June, the Assistant Superintendent of the Wastewater Treatment Plant, stated that his salary line item is increasing not due to a new position but a reclassification of a current position. The position is being moved to a line item that is a shared expense with the City's partners since the position is the Assistant Superintendent of Septage and Receiving and works in Pretreatment which is related to

the Treatment Plant itself. Mr. June stated that the remaining increase is for salary increases when an employee gets new licensing.

Mr. June stated that he requested scales to measure the chlorine since currently the majority of the tanks are sitting on the floor but should be on scales. The scales are needed to tell how much gas is drawn off when it is taken out of the tank. He stated that this would keep the Plant in compliance with the EPA's risk management program. He stated that he has also requested a mobile gantry to move tanks from the inside of a building to a truck outside. Mr. June also requested a utility trailer and a scrubber dishwasher. The current dishwasher runs constantly six (6) days a week for the past six (6) years and needs to be replaced.

Mr. June stated that he requested new membrane panels. The membranes are torn down every year and usually at least 500 panels have to be replaced. He stated that there are several sample points around the plant and a new refrigerated sampler is requested since one of the existing samplers is six (6) years old and samples have to be done constantly to be in DHEC compliance. He stated that if a sampler goes down for even one (1) day then the plant is out of compliance and in violation. He stated that the sampler that is replaced will be rebuilt so it can be used as a spare.

Mr. Michael Paulchel, the Assistant Wastewater Fields Manager, presented the Wastewater Collection budget. He stated that the City has 68 pump stations and he has requested a new position since currently there are only three staff members checking the pump stations. Mayor Partin asked if all 68 pump stations were the City's or if some were the City's partners. Mr. Paulchel stated that they were all the City's and that the Wastewater Plant has a few additional pump stations for a total of 72. He stated that it is a safety concern since no one should ever check a pump station alone. He stated someone could be electrocuted to death or drown while checking a pump station. He stated that he needs someone who is qualified to do the job so the salary is higher than an entry level salary.

Mr. Paulchel stated that City staff built a new pump station at Steel Hands Brewery and saved the City a lot of money by doing it in-house. He stated that his overtime budget increased because it is getting harder to keep employees in the Utility field. Mayor Partin asked if the Innovation Center might be able to help with recruiting new employees. He stated that the Wastewater field is a hard field to work in.

Mr. Paulchel stated that he requested a new truck for his pump mechanics. He stated that they haul generators, pumps, trailers, etc. and need a truck with better towing capacity. The truck they are using currently has over 150,000 miles on it. He stated that he also requested a Kobota mower. He stated that his current mower was passed down to him from a different department and is on its last legs.

Ms. Hegler stated that the next department's budget to be presented was Wastewater Pretreatment. She stated that Mr. Neal Klimek, the Assistant

Superintendent of Septage and Grease, would present the budget to Council. Mr. Klimek was employed with the City 2014 – 2016 and was recently rehired. Mr. Klimek stated that he was with the City when the Septage and Grease Receiving Facility first opened. Mr. Bridwell stated that Mr. Klimek was recently rehired and was not part of the initial budget process so he would be assisting him with his budget presentation.

Mr. Bridwell stated that he requested a belt press service contract because the current belt press was part of the original Wastewater Treatment Plant and was restored for the Septage and Grease Receiving Facility. He stated that it breaks down often and will need maintenance. He stated that the main goal for the Facility is to keep it operational every day but currently there is no redundancy over the whole process. He stated that lack of redundancy has created tremendous problems during the current fiscal year.

Mr. Bridwell stated that he requested a sludge hauling trailer for an 18-wheeler truck that would be used to haul sludge that comes off the belt press. He stated that currently the only way to haul solids is over the belt press and dump them into a trailer. The existing trailer is old and has cracks so it leaks when going down the highway. He stated that the old trailer will be kept as a spare. Mr. Klimek stated that a new trailer would help with turnaround time and staff could haul more trucks during the day. Mr. Bridwell stated that he also requested a Muffin Monster which grinds the solids when they first come off the trucks. A SOG perforated screen was also requested to be used as part of the upfront process. Council Member Jenkins stated that on the budget sheet it states sludge trailer or belt filter press sludge auger. He asked if an auger could take the place of the sludge trailer. Ms. Hegler stated that that section should have been taken out before being added to the agenda packet. She explained that it was a note for her to choose between one or the other and it would be taken out before the next budget workshop.

Mr. Bridwell stated that he did request an additional \$50,000 in the equipment repair expense line item to cover the cost of equipment that needs to be repaired immediately to keep the Facility operational. He stated that the proposed budget for the department is \$861,295 but it is projected to make \$900,000 in revenues. He stated that the operation has slowed down due to both tanks filling up with solids that built up over the last few years. Both tanks had to be cleaned out one at a time which slowed down operations. Mr. Bridwell stated that he has full confidence in Mr. Klimek and his abilities to get the Facility back to its full potential.

Mr. Bridwell stated that DHEC wants the Facility back open as soon as possible. He stated that when he talked to DHEC he reminded them that when the Septage and Grease Receiving Facility first opened DHEC offered the City \$1,000,000 if they would open the Facility in Lexington County. DHEC also offered the City \$2,000,000 if they would open up regionally. Mr. Bridwell stated that the Facility is technically open to the entire state so it is definitely regional. He reminded DHEC that the City left \$1,000,000 on the table and DHEC agreed with that statement and told him to submit an application

for more grant money. He stated that he is currently working with AEC, Inc. on the application and it is due by March 22, 2019. Council Member Almond stated that the cost of illegal dumping for DHEC would far outweigh the cost that they may put into the City's Receiving Facility. Council Member Jenkins stated that he thought man holes were supposed to have locks on them. Mr. Bridwell stated that the City has locks on some of the man holes but that most of the lids weigh 150 pounds each and are very heavy so they rarely get stolen.

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

Mayor Partin asked if there was anything to be discussed in Executive Session. Ms. Hegler stated that there was not anything to be discussed.

Mayor Partin thanked staff for attending the meeting and said she and Council really enjoy the time to sit with staff and thanked them for everything they do for the City.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:01 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



**City of Cayce
Special Council Meeting
March 20, 2019**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Deputy Director of Public Safety Jim Crosland 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 Almond gave the invocation for Council. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

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

Presentations

- A. Presentation by Ms. Doris Glymph Greene, South Carolina Partnership Specialist United States Census Bureau, re the 2020 Census

Ms. Greene stated that the United States Constitution requires that each decade a count or census is taken of everyone that lives in the United States whether or not they are a citizen. She stated that the next census day is April 1, 2020. She stated that the census provides vital information and determines how many representatives each state gets in Congress. The census is also used to draw redistricting lines at the local level. Furthermore, each year the federal government distributes hundreds of billions of dollars to states and communities based on the U.S. Census Bureau data. Ms. Greene stated that the state of South Carolina receives \$1,499 per person per year based on the numbers from the 2010 census.

Ms. Greene stated that many municipalities are planning some type of recognition of April 1, 2020 as the one year date from the 2020 census to announce that they support the census. She stated some municipalities will do a Proclamation and others will do a Press Release stating their support of the census. She stated that the City becoming a census partner sends a strong message to the community about the importance of the census and the benefits of being counted. Partnering with the

Census Bureau assures people that it is important and safe to respond to the census. It ensures accurate census data, which guides funding decisions for the community.

Ms. Greene stated that it is very important that the City forms a Complete Count Committee to commit to increasing census participation. She stated that the purpose of the Committee is to look at the response rate from the last census. South Carolina had a great response rate in 2010 and earned another seat in the House of Representatives. She stated that when one state gains a new seat another state loses a seat. The states that lost a seat are very unhappy and have ambitious plans to make their citizens aware of the census in the hopes that they can get their seat back. Ms. Greene stated that a Complete Count Committee can look at its boundaries and see which areas have low response rates. Once that information is known the Committee can work with these areas to educate them on the importance of the census. She stated that any information that is given for the census is protected and would not be released. Ms. Greene stated that the information one puts on a census form is protected by law and cannot be released for 72 years.

Ms. Greene stated that there will be thousands of temporary job opportunities in the state during the census that will pay well. She stated that they are currently accepting applications however they need to be submitted online. Three (3) census offices will be opening in the state. They will be located in Charleston, Columbia and Greenville.

Mayor Partin asked if it was possible to get the response rate by City. Ms. Greene stated she would share that information with the City's staff liaison that she will be working with. Mayor Partin asked if Ms. Greene knew when the Supreme Court might make a decision on whether to include the citizenship question on the census. Ms. Greene stated that she did not know when the Court would make that decision. Mayor Partin stated that two of her students from her Political Science and Leadership class were in attendance. She introduced them to Ms. Greene and stated that one of the students leadership project is to work with Ms. Greene and City staff to put together a plan for the City to form a Complete Count Committee. Ms. Greene stated that the City could also raise awareness by including census information in newsletters, social media posts, mailings and on its web site. Mayor Partin thanked Ms. Greene for her presentation.

B. Presentation of Grant Award from Central Carolina Community Foundation for a Connected Communities Grant

Mayor Partin stated that Council was excited to have Ms. Erin Johnson, Vice President for Community Investment, from Central Carolina Community Foundation at the meeting to present the City a grant check and help announce an exciting project. Mayor Partin stated that the City was awarded a Connected Communities Grant from the Central Carolina Community Foundation. She stated that the City was selected as one of fourteen grant recipients to implement new projects that increase the livability of

the Midlands region. The City received \$54,000 for the creation of an Art Lot which is half parking lot, half community space. Mayor Partin stated that the city-owned lot at 1908 State Street will be transformed into a public space that will connect residents, local artists, and local government with arts-focused events. The lot will also provide additional free public parking to the area to encourage residents and tourists to park, shop and recreate. She stated that the actual design of the Art Lot will incorporate input from Cayce residents and artists.

Ms. Johnson stated that the Central Carolina Community Foundation was very excited about the Art Lot project. She stated that the Foundation is focused and invested in livability and that centers around whether or not communities are welcoming to everyone that lives there. That focus also looks at superb public spaces and vibrant social offerings. She stated that the Art Lot is going to have a gazebo, benches and public art and will be welcoming and invite people in. She stated that the Foundation was honored to work with the City on the project.

City Manager's Report

Ms. Hegler stated that she did not have anything to report.

Council Comments

No one on Council had any comments.

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. Receipt of legal advice relating to and discussion of negotiations incident to proposed franchise agreements for SCE&G and Mid-Carolina Electric Cooperative
- C. Discussion of possible appointment and employment of municipal court judge
- D. Receipt of legal advice and discussion of negotiations incident to proposed contractual arrangements with Lexington County concerning inclusion of certain property in Joint County Industrial Park
- E. Discussion of negotiations incident to proposed contractual arrangements regarding proposed redevelopment of 800 Lexington Avenue (Cayce Grammar School)

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

- A. Discussion and Approval of Ordinance 2018-15 Granting a Franchise to SCE&G for Electric Service, Gas Service, and Communication Lines - First Reading
- B. Discussion and Approval of Ordinance 2018-16 Granting a Franchise to Mid-Carolina for Electric Service and Communication Lines – First Reading

VIII. A.

Council Member Almond made a motion to reject the franchise Ordinance and agreement as proposed by SCE&G. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

VIII. B.

Mayor Partin stated that Council was notified by MCEC that they wish to withdraw their request for a franchise.

VIII. C.

Council Member Almond made a motion to authorize the City Manager to proceed as discussed in Executive Session with regards to the property at 800 Lexington Avenue. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Member Almond made a motion to authorize the Mayor to extend an offer for Municipal Judge as discussed in Executive Session. Council Member Corley seconded the motion. Council Member Carter and Mayor Partin voted yes. Council Member Jenkins voted no.

Adjourn

Council Member Corley 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 6:55 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

TANK OF THE YEAR



**Congratulations
Cayce, SC!**



Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



PROCLAMATION

WHEREAS, the U. S. Census Bureau is required by the United States Constitution to conduct a count of the population and provide a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS, more than \$800 billion per year in federal and state funding is allocated to states and communities based on census data; and

WHEREAS, an accurate census count is vital to determining where to locate schools, child care centers, roads and public transportation, hospitals and other facilities, and for making decisions concerning business growth and housing needs; and

WHEREAS, census data ensures fair Congressional representation in the U.S. House of Representatives and in redistricting state legislatures, county and city councils, and school and voting districts; and

WHEREAS, the 2020 Census will create jobs in communities; and

WHEREAS, the information collected by the census is confidential and protected by law; and

WHEREAS, a united voice from government, business, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens; and

WHEREAS, the City of Cayce is committed to ensuring every resident is counted;

THEREFORE, BE IT RESOLVED that I, Elise Partin, Mayor of Cayce, do hereby proclaim that the City of Cayce is committed to raise the overall awareness of the 2020 Census and increase participation, support Census takers as they help our City complete an accurate count and strive to achieve a complete and accurate count of all persons within our borders.

Dated this 2nd day of April 2019.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

ITEM IV. B.

**ACCOMMODATIONS TAX FUNDING REQUESTS
FY19-20**

Name	Request	Recomm	Approved	Notes	FY 18-19	
					Request	Received
Ad Specialties (replenish stock)	\$1,200	\$1,200			\$1,200	\$1,200
Airport High School Boys Soccer Tournament	\$2,500	\$2,500			\$2,500	\$2,500
Airport High School Girls Soccer Tournament	\$2,500	\$2,500			\$2,500	\$2,500
Airport High School Girls JV Tournament	\$2,500	\$2,500			N/A	N/A
Airport High School Tennis Fundraiser	\$0	N/A			\$3,410	\$500
Cayce Museum - Christmas Traditions	\$4,000	\$4,000			\$4,000	\$3,342
Cayce Museum Aide's Salary	\$15,000	\$15,000			\$11,500	\$11,000
Cayce Museum - Promotional Movie	\$2,500	\$2,500			N/A	N/A
Cayce Museum - Promotional Brochure	\$1,200	\$1,200			N/A	N/A
Cayce Music Festival	\$15,000	\$5,000			\$10,000	\$0
Christmas In Cayce Festival of Lights	\$20,000	\$20,000			\$8,000	\$8,000
Greater Cayce West Columbia Visitors Center	\$10,000	\$10,000			N/A	N/A
Guided Nature Tours	\$1,000	\$1,000			\$500	\$217
Soiree on State	\$10,000	\$10,000			\$5,000	\$5,000
The River Alliance/Tartan Day South	\$12,000	\$12,000			\$10,000	\$10,000
TOTAL FUNDS REQUESTED/APPROVED	\$99,400.00	\$89,400	\$0		\$58,610	\$44,259



CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020

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

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

Applicant/Organization A. Sport High School Boys Soccer

Federal ID No. _____ Non-Profit Status: _____

Contact Person Ryan Brazell Telephone (609) 467-5806

Address 1315 Boston Ave W. Columbia, SC 29170

Email ryanbrazell861@gmail.com

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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



City of Cayce

Accommodations Tax Fund Request

2

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

The Airport Select Invitational is a varsity Boys Soccer tournament, one of the largest in South Carolina. ASI 2019 will be held April 4th - 6th 2019 and feature 8 teams from South Carolina. The City funds will help supply referees, game balls, Field/Facility Maintenance, Concession Supplies, Teachers, Security, Customhouse, and other miscellaneous fees.

4. Project Period: Begin 4/4/19 End 4/6/19/19

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

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

Total number of visitors expected to attend your event? 1000 - 1200

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

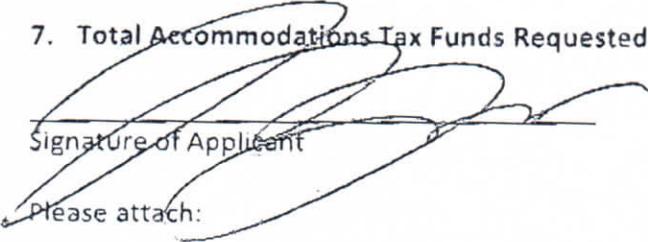
Describe how your project/event will attract and promote tourism, civic and cultural events, or help provide services and facilities that are needed to attract and provide for tourists, civic and cultural activities. (Attach a sheet, if necessary)

This tournament will bring hundreds of visitors to the City of Cayce for four days & 3 nights. Visitors will spend money at local Restaurants, hotels, and convenience stores in the City limits.



6. Estimated Cost of Project 12,500

7. Total Accommodations Tax Funds Requested for FY19-20 \$ 12,500

Signature of Applicant 

Date

03/11/2019

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
 ATTN: Katinia Taylor
 P.O. Box 2004
 Cayce, SC 29171-2004
 Or
 Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only

Date Received 3/11/19
 Recommendation \$ 2500
 Date of Recommendation 3.26.19

Council Action Date _____
 Amount Approved _____



Organization Airport Boys Soccer

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Custodians (3 days)	\$ 400
Tournament Director	\$ 250
Athletic Trainer (3 days)	\$ 500
Match officials	\$ 2000
Awards / Match Balls	\$ 600
Lighting for Night matches	\$ 500
Security	\$ 750
Field Paint	\$ 500
Gate / Score keepers	\$ 900
Assigner fee	\$ 200
T-Shirts	\$ 600
Canteen Supplies	\$ 1,760
Miscellaneous Supplies	\$ 500
Sanctuary Fees	\$ 150
Field Maintenance	\$ 750
TOTAL*	\$10,360

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020

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

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

Applicant/Organization Airport High School JV Girls

Federal ID No. _____ Non-Profit Status: _____

Contact Person Keith Morris Telephone 803-822-5600 ext 206

Address 1315 Boston Avenue W. Colo. Sc. 29176

Email Keith.m@lexj.org

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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



City of Cayce

Accommodations Tax Fund Request

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

The Cayce West Columbia girls JV challenge is a JV soccer tournament hosted by Airport High School. It is 12 teams making it 2nd largest JV tournament for High school s.c. Teams from all over the state (Easton, Greenwood Co, Marion county, Warren, North Augusta, etc) will attend. The city funds help supply items such as gear, balls, field repairs, security, custodial, towels etc

4. Project Period: Begin Feb 15th End 17th

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

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

Total number of visitors expected to attend your event? 800-1200

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

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

This JV tournament will bring hundreds of visitors to the Cayce Area for 3 days & 2 nights. Visitors will spend money at local hotels, restaurants, convenience stores & gas stations.



6. Estimated Cost of Project \$ 1,300

7. Total Accommodations Tax Funds Requested for FY19-20 \$ 2,500.00

T. Keith mini
Signature of Applicant

3-10-19
Date

Please attach:

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

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DEADLINE IS FRIDAY, MARCH 11, 2019

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 City Hall
 1800 12th Street

For Office Use Only	
Date Received <u>3/11/19</u>	Council Action Date _____
Recommendation <u>\$ 2,500.00</u>	Amount Approved _____
Date of Recommendation <u>3.26.19</u>	



City Of Cayce

Accommodations Tax Fund Request

Attachment 1, Page 2

Organization Airport High school girls soccer

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Catering	\$ 500
Gate / Ticket sales	\$ 500
Trainers	\$ 600
Security Parking	\$ 400
Officials	\$ 2,200
Score board	\$ 300
Field paint / maintenance	\$ 500
Game balls	\$ 200
Trophies	\$ 200
Lighting	\$ 400
Assignment fee for refs / scorers	\$ 400
Concession purchases	\$ 100
Miscellaneous supplies @	\$ 400
TOTAL*	\$ 7,300

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



**CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020**

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

Applicant/Organization A. Sport High School Boys Soccer

Federal ID No. _____ Non-Profit Status: _____

Contact Person Ryan Brazell Telephone (609) 467-5806

Address 1315 Boston Ave W. Columbia, SC 29170

Email ryanbrazell861@gmail.com

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

Tourism Advertising and Promotion

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City of Cayce

Accommodations Tax Fund Request

2

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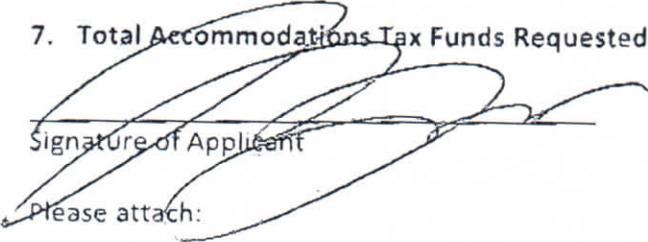
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Signature of Applicant 

Date

03/11/2019

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Organization Airport Boys Soccer

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Field Maintenance	\$ 750
TOTAL*	\$10,360

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020

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

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

Applicant/Organization Airport High School JV Girls

Federal ID No. _____ Non-Profit Status: _____

Contact Person Keith Morris Telephone 803-822-5600 ext 202

Address 1315 Boston Avenue W. Cole. Sc. 29176

Email Keith.m@lexj.org

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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



City of Cayce

Accommodations Tax Fund Request

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

The Cayce West Columbia girls JV challenge is a JV soccer tournament hosted by Airport High School. It is 12 teams making it 2nd largest JV tournament for High school s.c. Teams from all over the state (Easton, Greenwood Co, Marion county, Warren, North Augusta, etc) will attend. The city funds help supply items such as gear, balls, field repairs, security, custodial, towels etc.

4. Project Period: Begin Feb 15th End 17th

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

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

Total number of visitors expected to attend your event? 800-1200

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

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

This JV tournament will bring hundreds of visitors to the Cayce Area for 3 days & 2 nights. Visitors will spend money at local hotels, restaurants, convenience stores & gas stations.



6. Estimated Cost of Project \$ 1,300

7. Total Accommodations Tax Funds Requested for FY19-20 \$ 2,500.00

T. Keith mini
Signature of Applicant

3-10-19
Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
 ATTN: Katinia Taylor
 P.O. Box 2004
 Cayce, SC 29171-2004
 Or
 Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only	
Date Received <u>3/11/19</u>	Council Action Date _____
Recommendation <u>\$2500.00</u>	Amount Approved _____
Date of Recommendation <u>3.26.19</u>	



City Of Cayce
Accommodations Tax Fund Request

Organization Airport High school girls soccer

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Catering	\$ 500
Gate / Ticket sales	\$ 500
Trainers	\$ 600
Security Parking	\$ 400
Officials	\$ 2,200
Score board	\$ 300
Field paint / maintenance	\$ 500
Game balls	\$ 200
Trophies	\$ 200
Lighting	\$ 400
Assignment fee for refs / scorers	\$ 400
Concession purchases	\$ 100
Miscellaneous supplies @	\$ 400
TOTAL*	\$ 7,300

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020

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

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

Applicant/Organization Airport High school Varsity Girls

Federal ID No. _____ Non-Profit Status: _____

Contact Person Keith Morris Telephone 803-222-5600 ext 206

Address 1315 Boston Avenue W.C. Ga SC 29170

Email Keith m @ kc2.org

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020

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

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

Applicant/Organization Airport High school Varsity Girls

Federal ID No. _____ Non-Profit Status: _____

Contact Person Keith Morris Telephone 803-222-5600 ext 206

Address 1315 Boston Avenue W.C. Ga SC 29170

Email Keith m @ kc2.org

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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



City of Cayce

Accommodations Tax Fund Request

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

The Lady Eagle Classic (LEC) or Crescent Cup Soccer tournament hosted by Airport High School is a varsity girls soccer tournament. The tournament is one of the longest regular season tournaments in the state of SC for high school soccer. 12-16 teams from all over the state (Hilton Head, York Hampton Co, Waccamaw, Horry, Greenville, East York, Disley, England) will attend. The city funds help supply items such as generators, field ropes, security, custodians, trainers etc

4. Project Period: Begin March 28 End March 31st

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

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

Total number of visitors expected to attend your event? 1000-1500

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 60-80%

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

This tournament will bring hundreds of visitors to the Cayce Area for 4 days & 3 nights. Visitors (Parents, Players, Coaches) will spend money at local hotels in the city of Cayce. In addition visitors will spend money in restaurants. Car wash, shops & gas stations.



6. Estimated Cost of Project \$ 13,600

7. Total Accommodations Tax Funds Requested for FY19-20 \$ 2,500.00

Reth
Signature of Applicant

3-10-19
Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only

Date Received

3/11/19

Council Action Date _____

Recommendation

\$ 2500.00

Amount Approved _____

Date of Recommendation

3.26.19



Organization Airport High School Girls Soccer

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Custodians	\$850.00
Gate / Ticket sales	\$950.00
Trainers	\$1,200.00
Security Parking	\$500.00
officials	\$3900.00
Scoreboard operator	\$300.00
Field Agent	\$400.00
Field maintenance	\$500.00
Game balls	\$1600.00
Trophies	\$350.00
Lighting	\$500.00
Assigner fee for refs / scoreboard	\$400.00
T-shirt costs	\$1,150.00
concession purchases	\$1,000
Miscellaneous supplies (Programs, etc)	\$400
TOTAL*	\$13,600.00

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2019-2020

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

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

Applicant/Organization Cayce Fall Fest/Cayce Events Committee
Federal ID No. Non-Profit Status:
Contact Person Danny Creamer, Chair Telephone 803-206-3279
Address 1011 M. Ave. Cayce, SC 29033
Email dannycreamergmail.com

2. Project Category (check one)

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

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

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



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

The Events Committee would like to host a free one day concert featuring local bands at the Cayce Granby Gardens Park. They will be a kids area, dance floor, food vendors and other vendors. Advertising will be geared towards not only Cayce residents but all of the midlands and surrounding areas to boost tourism in our city.

4. Project Period: Begin October 2019 End October 2019

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

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

All hotels will be contacted.

Total number of visitors expected to attend your event? 700

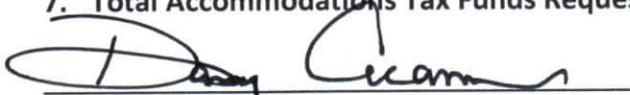
What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 25%

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

By use of advertising media outside our area, funds provided will be used to promote tourism, the city motels and hotels.

6. Estimated Cost of Project \$30,000.00

7. Total Accommodations Tax Funds Requested for FY18-19 \$ 15,000


Signature of Applicant

3/11/19
Date



Please attach:

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

Submit completed application form and required attachments to:

**City of Cayce
ATTN: Katinia Taylor
ktaylor@caycesc.gov
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only	
Date Received <u>03/11/2019</u>	Council Action Date _____
Recommendation <u>\$ 5000.00</u>	Amount Approved _____
Date of Recommendation <u>3.26.19</u>	



**City Of Cayce
Accommodations Tax Fund Request**

Organization Cayce Fall Fest/Cayce Events Committee

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Advertising (Signage, Billboard, Posters and Flyers)	\$4,550
Equipment (Stage, Port a johns, Golf Carts, Dance floor, Bounce houses)	\$8,000
Insurance & License (Liability & Weather Cancellation Policy, Music License)	\$3,250
Decorations	\$1,000
Entertainment (Sound & Bands)	\$8,000
Miscellaneous (staff shirts, food etc.)	\$4,800
Bartending	\$400
TOTAL*	\$30,000.00

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020

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

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

Applicant/Organization Greater Cayce West Columbia Visitors Center
Federal ID No. 57-0380729 Non-Profit Status: 501-C-6
Contact Person John Banks Telephone 803-794-6504
Address 1006 12th Street, Cayce, SC 29033
Email johnbanks@columbiaspeedway.com

2. Project Category (check one)

- Tourism Advertising and Promotion
Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.
X
Tourism-Related Expenditures
(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.

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



City of Cayce

Accommodations Tax Fund Request

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

The project that we are requesting funds for is Marketing our "Southern Time" video series project. These short videos based river sports, the riverwalk, the history park, fishing in our area, and the zoo. The goal of this project is to promote multi day stays in our area.

4. Project Period: Begin July 1, 2019 End June 30, 2020

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

One important factor in allocating these funds is that there should be more hotel/motel activity in our community due to the funding provided. Which hotels in the City of Cayce have you contacted to arrange rooms for your overnight visitors? Not Applicable

Total number of visitors expected to attend your event? not applicable

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

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

These short videos based on river sports, the riverwalk, the history park, fishing in our area, and the zoo. Each will be targeted toward specific audiences. We are able to target river fisherman, and water sports enthusiasts directly through their Facebook, Instagram and YouTube feeds. All the videos attack a sector of traveler while also sharing many of the other assets nearby introducing a larger package than just the segment we targeted.

The are comedic which we hope will make them go viral and reach even wider audience. Video is the top producing sales tool in the tourism industry. This campaign runs \$5,000 per month and Targets over 250,000 video impressions per month to targeted audiences. We would run from all months except November, December, January, and February.



6. Estimated Cost of Project \$40,000

7. Total Accommodations Tax Funds Requested for FY19-20 \$ 10,000

John R. Barbs
Signature of Applicant

3/11/2019
Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only	
Date Received <u>3/11/2019</u>	Council Action Date _____
Recommendation <u>\$10,000</u>	Amount Approved _____
Date of Recommendation <u>3.26.19</u>	



City Of Cayce

Accommodations Tax Fund Request

Organization Greater Cayce West Columbia Visitor's Center

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Internet Marketing	43,000
Print Advertising	3,000
Printing	2,000
Web hosting and Maintenance	1,500
Video Production	8,500
Rent	600
Continuing Education	400
Director, Admin Assistant Payroll Fees & Taxes	33,000
Budget Carryover	8,000
TOTAL*	100,000

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2019-2020

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

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

Applicant/Organization Christmas In Cayce/Cayce Events Committee

Federal ID No. _____ Non-Profit Status: _____

Contact Person Danny Creamer, Chair Telephone 206-3279

Address 1011 M Ave., Cayce, SC 29033

Email dannycreamergmail.com

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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



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

City of Cayce

Accommodations Tax Fund Request **2**

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

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

4. Project Period: Begin November 28, 2019 End December 31, 2019

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

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

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

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

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

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

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

6. Estimated Cost of Project \$57,950.00

7. Total Accommodations Tax Funds Requested for FY18-19 \$ 20,000



[Handwritten Signature]
Signature of Applicant

3/11/19
Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
ktaylor@caycesc.gov
P.O. Box 2004
Cayce, SC 29171-2004
 or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only	
Date Received <u>03/11/2019</u>	Council Action Date _____
Recommendation <u>20,000</u>	Amount Approved _____
Date of Recommendation <u>3-26-19</u>	



Organization Christmas In Cayce/Cayce Events Committee

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Lighting/Display Repairs	\$18,000
Carols Event	\$5,000
Advertising	\$6,000
ASCAP License Fee	\$325
Hardware (ties, electric, float materials, etc)	\$7,000
Tree Lighting equipment rental	\$500
Decorations (wreaths, ornaments)	\$3,175
New Christmas displays	\$17,950
TOTAL*	\$57,950.00

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



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2019-2020

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

Applicant/Organization Cayce Events Committee – Guided Nature Tours

Federal ID No. _____ Non-Profit Status: _____

Contact Person Danny Creamer, Chair Telephone 206-3279

Address 1101 M Ave., Cayce, SC 29033

Email dannycreamergmail.com

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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



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

City of Cayce

Accommodations Tax Fund Request

2

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

Guided Nature Tours at various parks in Cayce with Dr. Rudy Mancke. Each tour will include two sessions—one for children and one for adults.

4. Project Period: Begin Spring 2019 End Fall 2019

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

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

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

Total number of visitors expected to attend your event? 200 each event

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

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

The Timmerman trail, Guignard Park and Grandy Gardens Park have shown the ability to draw visitors from outside the area. The Guided Nature Tours will be hosted by noted naturalist, Dr. Rudy Mancke and tours are limited to size. The event will attract more visitors to the area.

6. Estimated Cost of Project \$6515.00

7. Total Accommodations Tax Funds Requested for FY19-20

\$ 1000.00

Signature of Applicant

3/11/2019
Date

Please attach:



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

Submit completed application form and required attachments to:

**City of Cayce
ATTN: Katinia Taylor
ktaylor@caycesc.gov
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 11, 2019

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

For Office Use Only	
Date Received <u>3/11/19</u>	Council Action Date _____
Recommendation <u>\$1000.00</u>	Amount Approved _____
Date of Recommendation <u>3-26-19</u>	



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

**City Of Cayce
Accommodations Tax Fund Request**

Attachment 1, Page 2

Organization Cayce Events Committee – Guided Nature Tours

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Honorarium	\$600
Signs	\$1000
Advertising and Marketing Plan	\$2,100
Labor and Overtime	\$1,365
Refreshments	\$400
Posters and Flyers	\$800
Advertising Specialties	\$250
TOTAL*	\$6515.00

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

Memo

To: Accommodations Tax Committee
From: Katinia Taylor, Administrative Coordinator
Date: February 21, 2019
Re: **FY19-20 Accommodations Tax Request**

We are requesting \$1,200 in funding for FY19-20 to replenish our supply of advertising specialty items. These imprinted items include t-shirts, hats, coffee mugs, pencils, pens, magnets, etc. The items are used to promote tourism to the City through distribution at the West Metro Visitors Center, events and other activities.

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

KT/

**CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020**

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

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

Applicant/Organization: Cayce Historical Museum – Museum Aide/Contractors

Federal ID No.:

Non-Profit Status:

Contact Person: Andy Thomas, Museum Assistant

Telephone: (803)-550-9530

Address: 1800 12th Street, Cayce, SC 29033

Email: athomas@caycesc.gov

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

6. Estimated Cost of Project: \$15,000

7. Total Accommodations Tax Funds Requested for FY19-20: \$15,000



Signature of Applicant

3/4/2019

Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

Complete application form and attachments can also be dropped off at

City Hall 1800
12th Street

For Office Use Only

Date Received	Recommendation	Date of Recommendation
<u>3/4/19</u>	<u>\$15,000</u>	<u>3.26.19</u>
Council Action Date	Amount Approved	

Organization: Cayce Historical Museum (Museum Aide/Contractors)

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

Type of Revenue	FY2019-20
Cayce Accommodations Tax	\$15,000
TOTAL*	\$15,000

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

**CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020**

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

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

Applicant/Organization: Cayce Historical Museum – Christmas Traditions

Federal ID No.:

Non-Profit Status:

Contact Person: Andy Thomas, Museum Assistant

Telephone: (803)-550-9530

Address: 1800 12th Street, Cayce, SC 29033

Email: athomas@caycesc.gov

2. Project Category (check one)

Tourism Advertising and Promotion

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

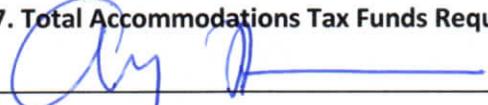
Tourism-Related Expenditures

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

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

6. Estimated Cost of Project: \$14,950

7. Total Accommodations Tax Funds Requested for FY19-20: \$4,000



Signature of Applicant

3/4/2019

Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

Complete application form and attachments can also be dropped off at

City Hall 1800
12th Street

For Office Use Only

Date Received	Recommendation	Date of Recommendation
<u>3/4/19</u>	<u>\$4000</u>	<u>3-26-19</u>
Council Action Date	Amount Approved	

Organization: Cayce Historical Museum (Christmas Traditions)

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

Type of Revenue	FY2019-20
City of Cayce	\$10,950
Cayce Accommodations Tax	\$4,000
TOTAL*	\$14,950

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

Organization: Cayce Historical Museum (Christmas Traditions)

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Labor	\$6,000
Overtime	\$350
Decorations	\$2,800
Food/Refreshments	\$1,400
Office Supplies/Paper	\$200
Printing Photos	\$400
Advertising	\$1,900
Entertainment	\$800
Printing/Copying	\$350
Lantern Tour Performers	\$750
TOTAL*	\$14,950

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

**CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020**

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

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

Applicant/Organization: Cayce Historical Museum – Promotional Brochure

Federal ID No.:

Non-Profit Status:

Contact Person: Andy Thomas, Museum Assistant

Telephone: (803)-550-9530

Address: 1800 12th Street, Cayce, SC 29033

Email: athomas@caycesc.gov

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

Tourism Advertising and Promotion

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

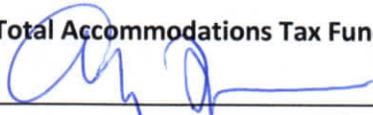
Tourism-Related Expenditures

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

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

6. Estimated Cost of Project: \$1,200

7. Total Accommodations Tax Funds Requested for FY19-20: \$1,200



Signature of Applicant

3/4/2019

Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

Complete application form and attachments can also be dropped off at

City Hall 1800
12th Street

For Office Use Only

Date Received	Recommendation	Date of Recommendation
<u>3/4/19</u>	<u>\$1200.00</u>	<u>3.26.19</u>
Council Action Date	Amount Approved	

Organization: Cayce Historical Museum (Promotional Movie/Video)

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

Type of Revenue	FY2019-20
Cayce Accommodations Tax	\$1,200
TOTAL*	\$1,200

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

Organization: Cayce Historical Museum (Promotional movie/video)

List all expenses associated with this event.

Type of Expenditure	FY2019-20
Creation of Promotional movie/video	\$1,200
TOTAL*	\$1,200

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

**CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020**

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

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

Applicant/Organization: Cayce Historical Museum – Promotional Movie/Video

Federal ID No.:

Non-Profit Status:

Contact Person: Andy Thomas, Museum Assistant

Telephone: (803)-550-9530

Address: 1800 12th Street, Cayce, SC 29033

Email: athomas@caycesc.gov

2. Project Category (check one)

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

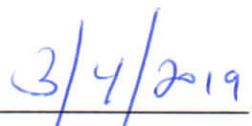
Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.

6. Estimated Cost of Project: \$2,500

7. Total Accommodations Tax Funds Requested for FY19-20: \$2,500



Signature of Applicant



Date

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

Complete application form and attachments can also be dropped off at

City Hall 1800
12th Street

For Office Use Only

Date Received	Recommendation	Date of Recommendation
<u>3/4/19</u>	<u>\$2,500</u>	<u>3-26-19</u>
Council Action Date	Amount Approved	

Organization: Cayce Historical Museum (Promotional Movie/Video)

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

Type of Revenue	FY2019-20
Cayce Accommodations Tax	\$2,500
TOTAL*	\$2,500

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



**CITY OF CAYCE
ACCOMMODATIONS TAX FUND
REQUEST FY 2019-2020**

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

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

Applicant/Organization Tartan Day South (The River Alliance)
Federal ID No. 57-1024824 Non-Profit Status: 501 (c) 3
Contact Person John Banks Telephone 803-665-7620
Address 300 Candi Lane Columbia, SC 29210
Email johnbanks@columbiaspeedway.com

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

Tourism Advertising and Promotion

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

Tourism-Related Expenditures

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

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

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

Tartan Day South is a four day celebration of Celtic Culture. It is built around the National Tartan Day Holiday. The event features Highland Athletics, live celtic music, intersting exhibiltons and more. The festival will be in it's 10th year in 2020 and it has grwon steadily. The funds recieved through Cayce A-Tax are used for marketing outside our area. Last year over 2,100 patrons visited from 28 states. Another 3,120 patrons came from cities in South Carolina outside 50 miles of Cayce.

4. Project Period: Begin April 2nd, 2020 End April 5th, 2020

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

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

Total number of visitors expected to attend your event? 17,000

What percentage of visitors outside the Cayce community (50 miles or more) will be attending your event? 37 %

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

This genred festival brings in people who have Celtic roots in their heritage. The Largest population of Scotts-Irish dependents outside New York is South and North Carolina. By collecting Zip Codes we are able to track where these patrons come from. By having over 5,200 patrons at our event in 2018 from outside the 50 mile radius, we are able to open new eyes to our Cayce community. These people eat in our restaurants and spend money with our other merchandisers. Using SCPRT matrices, we are able to calculate that Tartan Day South over the 4 days has a \$1.61 million dollar impact on our local economy.



\$111,000

6. Estimated Cost of Project _____

\$12,000

7. Total Accommodations Tax Funds Requested for FY19-20 \$ _____

John R. Banks
Signature of Applicant

Date

3/11/2019

Please attach:

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

Submit completed application form and required attachments to:

City of Cayce
ATTN: Katinia Taylor
P.O. Box 2004
Cayce, SC 29171-2004
 Or
Fax to 803-796-9072

DEADLINE IS FRIDAY, MARCH 11, 2019

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City Hall
1800 12th Street

For Office Use Only	
Date Received <u>3/11/2019</u>	Council Action Date _____
Recommendation <u>\$12,000</u>	Amount Approved _____
Date of Recommendation <u>3.26.19</u>	



Organization Tartan Day South (The River Alliance)

List all expenses associated with this event.

Type of Expenditure	FY2018-19
Event Insurance	\$2,000
Printed Marketing Materials	\$2,000
Entertainment, Exhibitions, Athletics	\$26,000
Tent Rentals	\$17,000
Restroom Rentals and Other Rentals	\$3,000
Advertising and Marketing	\$40,000
Facilities Rentals and Electrical Cost	\$12,000
Assorted Labor	\$3,000
Lodging for Bands and Judges	\$3,000
SC Amusement Taxes	\$3,000
TOTAL*	\$111,000

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

TARTAN DAY South

Highland Games & Celtic Festival

Tartan Day South 2018 by the Numbers

12,734 Total Attendees over 4 Days

**4,174 Zip Codes were collected
over 2 days (March 23rd and 24th)**

**Attendees from 122 Cities and Towns from
28 states outside of South Carolina**

**723 Zip Codes Collected from Outside of South Carolina
An estimated 2,100 visitors were from out of state**



**3,451 Zip Codes were collected from 165 Unique Zip Codes Areas
in and around 119 Unique Cities and Towns in South Carolina**

**1,378 Zip Codes from 84 Cities in South Carolina
outside of 50 Miles of Lexington County
Estimated 3,120 Patrons (Tourists)
from outside 50 Miles of Lexington County**

**Tartan Day South 2018 Economic Impact
\$1.61 Million dollars on the local Economy**

Tartan Day South 2018 122 Unique Cities Outside South Carolina

New Hampshire	New York	Georgia	Kentucky
DOVER NH ROCHESTER NH	WALDEN NY FORESTPORT NY WATERVILLE NY ELMIRA NY	ATLANTA GA BUFORD GA ATHENS GA ELBERTON GA EVANS GA GROVETOWN GA LAWRENCEVILLE GA MARIETTA GA ROSWELL GA LOCUST GROVE GA HARLEM GA HEPHZIBAH GA THOMSON GA FORT GORDON GA AUGUSTA GA SAVANNAH GA	LOUISVILLE KY LEXINGTON KY
Maine	West Virginia		Ohio
SOUTH BERWICK ME	PARKERSBURG WV ROCKPORT WV IVYDALE WV		OREGON OH KENT OH MOGADORE OH HAMILTON OH FAIRFIELD OH FINDLAY OH
Connecticut	North Carolina		Indiana
VERNON ROCKVILLE CT ENFIELD CT ROXBURY CT	JACKSON SPRINGS NC GREENSBORO NC CHAPEL HILL NC APEX NC RALEIGH NC DURHAM NC WILSON, NC CORNELIUS NC GASTONIA NC HARRISBURG NC KINGS MOUNTAIN NC CHARLOTTE NC SOUTHPORT NC ALBERTSON NC MORGANTON NC NEWTON NC PINEOLA NC ARDEN NC BLACK MOUNTAIN NC LEICESTER NC PENROSE NC ZIRCONIA NC ASHEVILLE NC		INDIANAPOLIS IN
New Jersey		Florida	Michigan
WOODSTOWN NJ VINELAND NJ		JACKSONVILLE FL VERO BEACH FL ROYAL PALM BEACH FL TAMPA FL PORT CHARLOTTE FL	ANN ARBOR MI STERLING HEIGHTS MI
Pennsylvania			Iowa
PITTSBURGH PA EIGHTY FOUR PA SUGAR GROVE PA WILLIAMSPORT PA BERWYN PA			LAUREL IA DUBUQUE IA
Maryland		Alabama	Wisconsin
CAPITOL HEIGHTS MD		KIMBERLY AL ATHENS AL MONTGOMERY AL COTTONWOOD AL	ONEIDA WI
Virginia			Oklahoma
MC LEAN VA ARLINGTON VA JEFFERSON MANOR VA ALEXANDRIA VA STAFFORD VA HENRICO VA NORFOLK VA CHESTERFIELD VA HOPEWELL VA GATE CITY VA GRUNDY VA		Tennessee	OKLAHOMA CITY OK
	Mississippi	JOHNSON CITY TN CLINTON TN MARYVILLE TN SEYMOUR TN KNOXVILLE TN MARTIN TN	Texas
	BRANDON MS JACKSON MS		HOUSTON TX MAGNOLIA TX TOMBALL TX BRENHAM TX GUERRA TX ABILENE TX
	Illinois	Arizona	Alaska
Arkansas	DANVILLE IL	FLORENCE AZ GREEN VALLEY AZ	ANCHORAGE AK
JACKSONVILLE AR			

2018 South Carolina Cities and Towns

BAMBERG SC	TIMMONSVILLE SC	TRAVELERS REST SC
BATESBURG LEESVILLE SC	WAGENER SC	WESTMINSTER SC
BLACKSTOCK SC	WEDGEFIELD SC	BOWLING GREEN SC
BLAIR SC	WEST COLUMBIA SC	FORT MILL SC
BETHUNE SC	WESTVILLE SC	CLOVER SC
BISHOPVILLE SC	WINNSBORO SC	FORT LAWN SC
BLYTHEWOOD SC	COLUMBIA SC	JEFFERSON SC
CAMDEN SC	SPARTANBURG SC	RICHBURG SC
CASSATT SC	BUFFALO SC	ROCK HILL SC
CAYCE SC	CLINTON SC	VAUCLUSE SC
CHAPIN SC	GLENDALE SC	AIKEN SC
CHAPPELLS SC	CHARLESTON SC	BEECH ISLAND SC
COPE SC	CHARLESTON AFB SC	BELVEDERE SC
DALZELL SC	MOUNT PLEASANT SC	CLEARWATER SC
EASTOVER SC	AWENDAW SC	EDGEFIELD SC
ELGIN SC	BONNEAU SC	LANGLEY SC
EUTAWVILLE SC	GOOSE CREEK SC	NORTH AUGUSTA SC
GADSDEN SC	MONCKS CORNER SC	CLEARWATER SC
GASTON SC	MOUNT PLEASANT SC	TRENTON SC
GILBERT SC	FLORENCE SC	EDGEFIELD SC
GREAT FALLS SC	CHERAW SC	WILLISTON SC
HOPKINS SC	CONWAY SC	BEAUFORT SC
IRMO SC	DARLINGTON SC	LADYS ISLAND SC
KERSHAW SC	EFFINGHAM SC	BLUFFTON SC
LAMAR SC	HARTSVILLE SC	OKATIE SC
LEESVILLE SC	MYRTLE BEACH SC	TAYLORS SC
LEXINGTON SC	SURFSIDE BEACH SC	
LITTLE MOUNTAIN SC	POWDERSVILLE SC	
LUGOFF SC	ABBEVILLE SC	
MC BEE SC	ANDERSON SC	
MONETTA SC	CENTRAL SC	
NEESES SC	EASLEY SC	
NEWBERRY SC	LANDO SC	
NORTH SC	EFFINGHAM SC	
ORANGEBURG SC	GREENVILLE SC	
PELION SC	RIVER HILLS SC	
PINEWOOD SC	LAKE WYLIE SC	
PROSPERITY SC	CENTRAL SC	
REMBERT SC	GREENWOOD SC	
RIDGEWAY SC	GREER SC	
SAINTE MATTHEWS SC	TEGA CAY SC	
SALLEY SC	MADISON SC	
SALUDA SC	IVA SC	
SUMTER SC	PICKENS SC	
SHAW AFB SC	PIEDMONT SC	
SWANSEA SC	SIMPSONVILLE SC	

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director

Date: March 27, 2019

Subject: Technical Assistance Agreement with Central Midlands Council of Governments for Assistance with Comprehensive Plan

Issue

Council's approval is needed to enter into a Technical Assistance Agreement with Central Midlands Council of Governments (CMCOG) to assist the City of Cayce with the update of its Comprehensive Plan.

Discussion

The City is required by South Carolina Code of Laws 6-29-510(E) to update its Comprehensive Plan and Future Land Use Map every ten years. The current Comprehensive Plan was completed in 2010 and last revised in 2015. According to the City's Procurement Policy, technical services agreements do not require bids. Therefore, the City requested this technical service agreement with the CMCOG.

The 2018-19 budget identified \$50,000 to pay for contract services to assist in the update of the City's Comprehensive Plan. CMCOG is requesting \$42,520 for the performance of this agreement.

The CMCOG will work closely with Staff and the Planning Commission during 2019 and 2020 to update all of the nine required elements of the Comprehensive Plan. Cayce citizens will be encouraged to provide their input at public meetings throughout this process. Staff anticipates having the plan completed and presented to Council for review and approval by August 2020.

Recommendation

Staff recommends Council enter into a Technical Assistance Agreement with CMCOG to assist with the City's next Comprehensive Plan.



March 22, 2019

Carroll Williamson
Planning and Development Director
City of Cayce
Cayce, SC 29033

Re: City of Cayce Comprehensive Plan Update - Proposed Scope of Work and Cost Proposal

Dear Mr. Williamson,

Thank you for the opportunity to provide you with a quote for technical assistance to prepare an update to the City of Cayce Comprehensive Plan. Central Midlands Council of Governments (CMCOG) is prepared to provide assistance with following tasks:

- Project management and administration to include five (5) onsite meetings with city staff, seven (7) of Council/Planning Commission work sessions, a final presentation to the planning commission for a recommendation, and a public hearing/first reading presentation to Town Council;
- An existing conditions inventory to include reviewing all relevant planning documents, holding additional staff/stakeholder interviews as needed, and updating all data tables and maps;
- A review and update of the goals and strategies for all nine (9) comprehensive plan elements as required by state law;
- Development of a final report to include a graphic format with updated text, data, and maps which reflect input and recommendations from town staff, the planning commission, and Council.

Based on this scope of services it is anticipated the total cost of this project will be \$42,520.00. The budgeted amounts shown below are based on a fixed priced cost determined by the estimated number of hours needed to complete each task.

Task 1: Project Management and Meeting Facilitation	\$8,611.00
Task 2: Existing Conditions Inventory	\$15,019.00
Task 3: Goals and Strategies	\$12,549.00
Task 4: Development of Final Report	\$6,341.00
Total Cost	\$42,520.00

If you should have any questions or need additional information please do not hesitate to give me a call at 803.744.5158. Thank you so much for your time and consideration.

Best Regards,

A handwritten signature in blue ink, appearing to read "Gregory Sprouse", written over a horizontal line.

Gregory Sprouse
Director of Research, Planning, and Development

TECHNICAL ASSISTANCE AGREEMENT
BETWEEN
CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS
AND
CITY OF CAYCE, SOUTH CAROLINA

THIS AGREEMENT, entered into on the day the contract is signed by and between the CITY OF CAYCE, SOUTH CAROLINA (hereinafter referred to as the CITY) and the CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS (hereinafter referred to as the CMCOG) witnesseth that;

WHEREAS, the CITY desires to engage the CMCOG to render certain professional and technical planning services as hereafter described;

NOW THEREFORE, the parties hereto mutually agree as follows:

EMPLOYMENT OF THE CMCOG:

The CITY hereby agrees to employ the CMCOG, and the CMCOG agrees to perform the services as herein set forth.

SCOPE OF SERVICES:

The CMCOG shall do, perform and carry out in a satisfactory manner an update to the CITY'S Comprehensive Plan in accordance with the South Carolina Local Government Comprehensive Planning Enabling Legislation to include:

- Project management and administration to include five (5) onsite meetings with city staff, seven (7) of Council/Planning Commission work sessions, a final presentation to the planning commission for a recommendation, and a public hearing/first reading presentation to City Council;
- An existing conditions inventory to include reviewing all relevant planning documents, holding additional staff/stakeholder interviews as needed, and updating all data tables and maps;
- A review and update of the goals and strategies for all nine (9) comprehensive plan elements as required by state law;
- Development of a final report to include a graphic format with updated text, data, and maps (including an updated Future Land Use Map) which reflect input and recommendations from City staff, the planning commission, and Council.

TIME OF PERFORMANCE:

The services of the CMCOG shall commence on *May 1st, 2019* and shall be undertaken in such a sequence as to assure their execution through *August 31st, 2020*.

METHOD OF PAYMENT:

The CITY agrees to pay the CMCOG a total sum not to exceed \$42,520.00 billed in six payments of \$7,086.60 for performance of this agreement as outlined above.

TERMINATION OF AGREEMENT:

It is understood by both parties that this agreement can be terminated by either party upon a thirty-day written notice to the Chief Executive Officer of either party. In the event of such termination, all finished or unfinished documents prepared by the CMCOG under this agreement shall, at the CITY's option, become the property of the CITY, and the CMCOG shall be entitled to receive just and equitable compensation for any work satisfactorily completed.

IN WITNESS WHEREOF, CMCOG and the CITY, by their authorized agents, have executed this agreement as of date written above.

ATTESTED:

CENTRAL MIDLANDS COUNCIL
OF GOVERNMENTS

CITY OF CAYCE

BY: _____
Benjamin Mauldin
Executive Director

BY: _____
Tracy Hegler
City Manager

Memorandum

To: Mayor and Council

From: Rachele Moody, Assistant to the City Manager

Date: April 2, 2019

Subject: Proposal Approval, Approval of a Contract for Research and Preservation Plan Development, and Spending Approval

Issue

Council's approval is requested to accept the proposal from New South Associates, Inc., authorize the City Manager to execute the contract for research and preservation plan development services for the Battle of Congaree Creek Historic Preservation Plan, and to spend up to \$23,000 from the General Fund for the project. All expenses are reimbursable by a federal grant.

Discussion

The City of Cayce received an American Battlefield Protection Program (ABPP) grant from the U.S. Department of the Interior, National Park Service for \$23,000. There is no cash match required for the grant. However, the City will provide in-kind match through staff grant management time and mapping resources. The purpose of the grant is to create a Preservation Plan for the Battle of Congaree Creek Battlefield Earthworks. The historic battlefield site is approximately 700 acres, but the project area for this grant project is 20 acres in and around the Timmerman Trail of the Cayce Riverwalk.

The objective of this project is to provide detailed documentation and mapping of the Battlefield earthworks by performing a condition assessment, measurement and evaluation of erosion and other degradation threats, and prepare an Earthworks Preservation Plan according to ABPP guidelines. This plan will inform the City how to best protect the earthworks from natural erosion from the meandering Congaree Creek, drainage erosion, periodic flooding and tree fall from storms. The Plan will provide long and short term conservation and preservation strategies. The project will be complete by March 2020.

Professional research and preservation plan development services are necessary to perform the project; a request for proposals was placed in SCBO on December 28, 2018 and while five (5) firms expressed interest, only one (1) firm responded: New South Associates. The proposed contract for services is attached for review and has been reviewed by the City Attorney.

Recommendation

Staff recommends that City Council approve the research and preservation plan development agreement, authorize the City Manager to execute the contract, and approve the reimbursable expenditures from the General Fund.

NEW SOUTH ASSOCIATES, INC.

CONTRACT AGREEMENT

PROJECT NAME: _____

NEW SOUTH PROJECT NO.: _____

THIS CONTRACT AGREEMENT, made as of the _____, by and between NEW SOUTH ASSOCIATES, INC., "Consultant" and _____ hereinafter call "Client," is for services described in Articles 1-8 and attached Exhibits of this Agreement as necessary.

CLIENT Company Name/POC: _____

Address: _____

Phone No.: _____ FAX No.: _____

The Consultant and Client agree as set forth below and in the Terms and Conditions:

BRIEF PROJECT DESCRIPTION: _____

AGREEMENT DURATION: This Agreement shall remain in effect until _____ unless terminated as provided herein, or extended by mutual agreement in writing.

COMPENSATION: The compensation to be paid Consultant for providing the services called for herein shall be:

- A. Direct personnel expenses plus a surcharge of _____ with a total cost not to exceed \$ _____; plus reimbursable costs. [See Exhibits A & B]
- B. A Lump-Sum Altogether Charge of \$ _____.
- C. Unit Cost/Time Charges as outlined in Exhibit B; total not to exceed \$ _____.

This Agreement entered into as of the date latest written below.

CLIENT

NEW SOUTH ASSOCIATES, INC.

Name:

Mary Beth Reed

Title:

President

Client:

New South Associates, Inc.

Date: _____

Date: _____

TERMS AND CONDITIONS OF AGREEMENT BETWEEN CONSULTANT AND CLIENT

ARTICLE 1 –CONSULTANT’S SERVICES AND RESPONSIBILITIES

The Consultant’s Basic Services are as described below and are referenced in Exhibit A, Task Order Award, and Performance Work Statement, and which is attached to this Agreement and incorporated herein.

1.1 Basic Services – Consultant shall perform all services described in Exhibit A of this Agreement, in a manner consistent with all applicable professional practices and standards. Basic Services shall include the specific services of consultants identified and described in Exhibit A of this Agreement.

1.2 Additional Services - Additional Services shall be provided if authorized or confirmed in writing by the Client, or if included in Article 7, and they shall be paid for by the Client as provided in this Agreement.

1.3 Time - The Consultant shall perform services as expediently as is consistent with professional skill and care and the orderly progress of the Work.

ARTICLE 2 - THE CLIENT’S RESPONSIBILITIES

The following services and responsibilities, and any others so indicated in Article 7, shall be undertaken by the Client.

2.1 If the Client observes or otherwise becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents, prompt written notice thereof shall be given by the Client to the Consultant.

2.2 The Client shall furnish required information and shall render approvals and decisions as expeditiously as necessary for the orderly progress of Consultant’s services.

ARTICLE 3 - PAYMENTS TO CONSULTANT

3.1 The Client will make payment to the Consultant for each invoice within 30 days of receipt of invoice. Consultant’s invoices shall indicate the percentage of work completed that month and the total value, less amounts previously invoiced. The Consultant shall provide a brief description of the work accomplished each month with the invoice.

ARTICLE 4 - TERMINATION OF AGREEMENT

4.1 This Agreement may be terminated by either party upon fourteen (14) days’ written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

4.2 This Agreement may be terminated by the Client upon at least fourteen (14) days’ written notice to the Consultant in the event that the Project is permanently abandoned.

4.3 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with Reimbursable Expenses then due and all Termination Expenses. Termination Expenses include expenses directly attributable to termination for which the Consultant is not otherwise compensated.

ARTICLE 5 - MISCELLANEOUS PROVISIONS

5.1 This Agreement shall be governed by the law of South Carolina.

5.2 As between the parties to this Agreement: as to all acts or failures to act by either party to this Agreement, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the relevant Date of Completion of the Basic Services.

5.3 The Client and the Consultant, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such party with respect to all covenants of this Agreement. Neither the Client nor the Consultant shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

5.4 This Agreement together with attached Exhibits represents the entire and integrated agreement between the Client and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and the Consultant. Directing or allowing the Consultant to commence work will constitute acceptance by the Client of this Agreement and all of its Terms and Conditions.

5.5 The Consultant makes no warranty, either expressed or implied, as to its findings, designs, recommendations, plans, drawings, calculations, specifications, or professional advice except that they have been prepared in accordance with the current generally accepted professional practices.

5.6 The Client will make no demand for liquidated damages for delays or actual damages for delays, and no liquidated damages may be assessed against New South for delays or causes attributed to other contractors or arising outside the scope of this Agreement.

5.7 In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, terms, condition, or covenant shall not be construed by the other party as a waiver or a subsequent breach of the same by the other party.

5.8 It is understood and acknowledged that the Client may provide the Consultant information which is proprietary and/or confidential during the term of this Agreement. The Consultant agrees to maintain the confidentiality of such information during the term of this Agreement and afterwards. All materials containing such confidential information shall be returned to the Client at the conclusion of the project as requested.

ARTICLE 6 - BASIS OF COMPENSATION

The Client shall compensate the Consultant for the Services provided, in accordance with Article 3, Payments to the Consultant, and the other Terms and Conditions of this Agreement, as follows:

6.1 BASIC COMPENSATION - As described in COMPENSATION, Paragraph 1.1, and Exhibit A and B. The assumptions and unit/day rates which form the basis of this fee are outlined in Exhibit B.

6.2 FOR ADDITIONAL SERVICES requested by the Client or necessitated by the Project, compensation shall be in addition to the above stated compensation for Basic Services, at the rates mutually agreed to by the Client and Consultant.

6.3 IF THE SCOPE of the Project or of the Consultant's Services is changed materially, the Client and Consultant agree in accordance with the Terms and Conditions of this Agreement that, the amounts of compensation shall be equitably adjusted.

ARTICLE 7 - OTHER CONDITIONS OR SERVICES

None.

ARTICLE 8 - SCHEDULE

8.1 The Consultant is expected to work diligently toward the completion of this project. The project schedule will be determined in consultation with the Client upon the execution of the Agreement.

8.2 The Consultant is not liable for impacts to the schedule due to inadvertent discoveries, weather, or Client delays.

EXHIBIT A: PROPOSAL

**TECHNICAL PROPOSAL AND COST FOR THE
CREATION OF A PRESERVATION PLAN FOR THE
BATTLE OF CONGAREE CREEK BATTLEFIELD
EARTHWORKS**

Cayce, South Carolina

Submitted to:

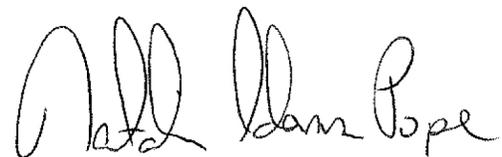
City of Cayce • 1800 12th Street • Cayce, South Carolina 29033

Prepared by:

New South Associates • 6150 East Ponce de Leon Avenue • Stone Mountain, Georgia 30083

And

New South Associates • 1819 Hampton Street • Columbia, South Carolina 29201



Natalie Adams Pope – Executive Vice
President and South Carolina Branch Manager

Revised - March 7, 2019

INTRODUCTION

New South Associates, in partnership with KCI Technologies, is pleased to present this proposal to prepare a Preservation Plan for the Battle of Congaree Creek Battlefield Earthworks. Our team has extensive experience with preservation planning, military sites and battlefields, American Battlefield Protection Program (ABPP) projects, and 3D survey as related to archaeological sites. Our highly qualified team has the expertise to provide the City of Cayce with a quality product that will meet the goals of preserving this important historic resource for its citizens.

STATEMENT OF UNDERSTANDING

We understand that the objective of this project is to provide an earthworks preservation plan consistent with “Sustainable Military Earthworks Management” adopted by the National Park Service. The following tasks will be performed in order to complete the preservation plan:

1. The City of Cayce will provide a series of GIS features to be used as the geographic source data for this project. A shapefile of the earthworks proper will be provided as well as 5 maps illustrating the project area. Aerial imagery, infrared imagery, and hillshade LIDAR raster data as produced by Lexington County will also be provided within the project area. This raster data will be provided with a model accuracy of no less than 10 centimeters. It is assumed that all data necessary for completing the survey will be provided to New South Associates and KCI for their use. As a result, it is assumed that no fieldwork will be performed by KCI.
2. Using the GIS data provided by the City of Cayce, KCI will use the associated raster datasets to generate a digital elevation model and 3-D surface mesh. These models will then be imported into an ArcGIS, or similarly precise geographic information system (GIS), geodatabase.
3. New South Associates will complete a comprehensive condition and threat-assessment for the earthworks. Threats to assess will include both natural and cultural effects. Natural effects would include flooding and erosion along Congaree Creek, as well as storm events and projected tree fall probability. The likelihood for tree falls and the resulting damage is based on tree size and species, whether or not it has a shallow root system, and its location on the earthworks.
4. The final task is the creation of an earthworks preservation plan. The plan will discuss the current condition of the earthworks, detail the various threats to the site, and provide the City of Cayce recommendations for short- and long-term preservation and management

strategies to ensure the physical integrity of the earthworks. Guiding documents will include: *Guide to Sustainable Earthworks Management* (National Park Service 1998); *Earthworks Landscape Management Manual* (Andropogon Associates 1989); *Earthwork Management at Petersburg National Battlefield* (Shockley 2000); *Managing Earthwork Monuments* (Rimmington 2004); and *Management Effects on Erosion of Civil War Military Earthworks* (Aust 2003).

REFERENCES AND PROJECT EXAMPLES

Three references are provided for past projects similar in nature to the Congaree Creek Battlefield Earthworks Preservation Plan. These three projects are also included as project examples, along with examples from KCI Technologies. Slipsheets are provided for each and summarize the work and findings. They can be found in Appendix A. In addition, we have provided a table showing a sample of projects of similar size and scope (Table 1).

HISTORIC PRESERVATION MASTER PLAN FOR THE HONEY HILL BATTLEFIELD, RIDGELAND, SOUTH CAROLINA

The Town of Ridgeland, South Carolina was awarded a grant from the American Battlefield Protection Program to prepare a preservation plan for a 75.33-acre tract that contains the core of the Honey Hill Battlefield. New South Associates and its team members completed the plan in 2015. The work was performed in collaboration with the Town of Ridgeland, the consultant team, and an Advisory Committee that included local interested citizens, members of heritage and preservation organizations, and local historians and archeologists with an interest in Civil War sites in South Carolina. The preservation plan provided an accurate summary of the significance of the battle, a KOCCOA analysis of the battlefield, a description of the existing conditions of the battlefield, and identified threats to its historical integrity; established priorities for preservation; provided lists of available preservation tools and potential preservation partners; and presented a prioritized action plan that can support the preservation goals of landowners, local, county, regional, and state governments, nonprofit conservation and preservation groups; and the general public. The work at Honey Hill Battlefield included LiDAR survey of the earthworks, along with 3D TIN modeling to create an interpretation of what the earthwork may have looked like during the battle. Mr. James Clay, currently of KCI technologies, was a member of the project team. He is also a member of the proposed team for the Battle of Congaree Creek Battlefield Earthworks Preservation Plan. Mr. Jason Taylor (Administrator for the Town of Ridgeland) was the grants administrator for the project. Currently, Mr. Taylor is the Fairfield County Administrator. His contact information is below:

Mr. Jason Taylor
Fairfield County Administrator
P.O. Drawer 60
Winnsboro, SC 29180
(803) 815-4002
email: Jason.taylor@fairfield.sc.gov

COLUMBIA CANAL HISTORIC CONTEXT

In 2017, New South Associates completed a historic context for the Columbia Canal in downtown Columbia, South Carolina. During the October 2015 flood, two breaches occurred in the canal wall, while the lock gates on the dam were broken, and the spillway was damaged. After years of relative stability, the Columbia Canal faced an evolving and dynamic situation. The circumstances are unique because the canal, the Hydro Plant, and the Water Plant are essential working components of Columbia's infrastructure. While the canal and associated buildings are on the National Register of Historic Places (NRHP), they are not static historic artifacts. The City of Columbia depends upon them, and therefore, they must operate on a level of accuracy and reliability that is rarely demanded of machinery upwards of 100 years old. A careful balance needed to be maintained between the desire to minimize further impacts on the historic fabric of these valuable resources and the practical need for equipment that performs at a modern level. Important decisions regarding the future of the canal needed to be made, and the historical context was written to lay the groundwork for these determinations. This work was performed under contract with Michael Baker International for the City of Columbia, South Carolina. Contact information is provided below:

Mr. Gordon Murphy, Environmental Planning Manager
Michael Baker International
700 Huger Street
Columbia, South Carolina
(803) 231-3876
email: gmurphy@mbakerintl.com

DOVEDALE HOUSE HISTORIC PRESERVATION PLAN

As mitigation for the removal of historic trees as part of a South Carolina Department of Transportation (SCDOT) road improvement project, a historic preservation plan was completed in 2013 for the Dovedale house in Darlington County, fulfilling a Memorandum of Agreement

between the SCDOT and the South Carolina State Historic Preservation Office. The plan was written for use by the house owners to provided guidance on preserving the historically significant building and property. The house was reportedly built around 1805, but may have actually been built a few decades later by Archibald Dove. Although the home has endured some physical changes in the twentieth century, it retains a high degree of historic integrity. The plan provided a description of the architecture and landscape. It also outlined maintenance procedures and treatment alternatives. Mr. Wayne Roberts, Archaeologist with SCDOT managed the project. Mr. David Kelly is the agency’s architectural historian and reviewed the findings. His contact information is provided below.

Mr. David Kelly, NEPA Coordinator/Architectural Historian
 SCDOT
 755 Park Street
 Columbia, SC 29201
 (803) 737-1645
 KellyDP@scdot.org

KCI TECHNOLOGIES EXAMPLE PROJECTS

Other project examples are those from KCI Technologies where 3D mapping was required. These include a 3D laser scanning survey of a rock shelter at a National Park in Red Elk, Idaho; the Schoharie Creek Aqueduct historic preservation project in New York State; and the Tuscumbia Landing historic preservation 3D laser scanning survey. In addition, a slipsheet is provided for Mr. Clay’s involvement in the Honey Hill Battlefield Historic Preservation Master Plan. The slipsheets attached to this proposal (Appendix A) summarize the goals and results of the projects.

Table 1. New South Associates Sample Projects of Similar Scope

Project Name	Project Description	Year Complete	Cost in \$1,000s	Client Name
Tennessee Historical Commission Preservation Plan	Create a comprehensive statewide preservation update (2019-2029) for the Tennessee Historical Commission; plan includes a summary of all federal programs, state programs, and public participation through an online public survey, as well as case studies and analytical information about social, economic, political, legal, and environmental trends that affect historic resources in influence preservation practice.	2019	83	Tennessee Historical Commission
Cotter Federal Building BPP	Prepare a Building Preservation Plan for the William R. Cotter Federal Building in Hartford, CT.	2019	31	General Services

				Administration (GSA)
Parkers Crossroads Battlefield Trail	Archaeological and Historic survey, research, reporting, Assessment of Effects, and potential 4(f) for Parkers Crossroads Battlefield Trail Extension, Parkers Crossroads	2019	32	Southwest Tennessee Development District
Watervliet Cemetery Preservation Plan	Cemetery preservation plan for Watervliet Arsenal.	2018	26	Tetra Tech (Salisbury)
TO 5 SR 1/US 27/LaGrange, PI 322250	Preservation Plan for the Hamilton Road Historic District, a historic community located in the City of LaGrange.	2017	26	Georgia Department of Transportation (GDOT)
Kettle Creek Battlefield	Kettle Creek Trail Phase I/II Archaeological Survey. Includes the Loop Trail to Bridges and the Loop Trail to the Monument.	2016	11	Wilkes County Board of Commissioners
Morrisville-Stadelmaier Tract	Archaeological assessment and metal detector survey of the Stadelmaier Tract in Morrisville, North Carolina. The primary goal was to locate and identify potential Civil War archaeological resources. Based on archival research, fieldwork, comparative information, and previous experience, the Stadelmaier Tract is in the area of Civil War activities associated with the Battle of Morrisville Station but does not appear to contain significant features or information potential from that period in its history.	2014	13	Smith Moore Leatherwood, LLP
9CH1205 Abercorn Data Recovery	New South Associates conducted an archaeological data recovery at Site 9CH1205, an African American slave and freed people settlement and portions of a Civil War Union Army camp. A highly successful public outreach program enabled visitors to tour the site during excavation and learn about archaeological research and procedures in a historic preservation context. Over 1,000 people visited the site during three months of fieldwork. A children's book about the history and archaeology was also produced.	2014	903	Atkins
Battle of Blountville District National Register Application and Update	Survey of all historically significant features within the Blountville Historical District and the Battle of Blountville area. Completion of a National Register Nomination Application and update of the existing National Register district.	2013	10	Generation Siting Engineer
Charleston County Parks and Recreation Commission CRMP	The Cultural Resource Management Plan summarized important cultural resources and historic themes on CCPRC owned property. This plan included ways to interpret the parks' history and archaeology to the public and how to care for the significant resources identified.	2013	42	Charleston County Parks and Recreation Commission
Battle of Bladensburg	Under a grant from the American Battlefield Preservation Program (ABPP) New South Associates gathered and analyzed the dated need to complete a National Register of Historic Places (NRHP) nomination and a preliminary battlefield preservation plan. The data collected were to	2013	12	URS Corporation

	bolster the argument that the battlefield is eligible under Criterion D NS to provide thorough preservation recommendations.			
Dovedale House Historic Preservation Plan	New South Associates prepared a Historic Preservation Plan (HPP) for the National Register eligible Dovedale House on US 52 in Darlington County, SC. This Historic Preservation Plan (HPP) was prepared for the SCDOT as one of the stipulations of an MOA to mitigate adverse effects. The HPP includes descriptions of the property's landscape and architecture as well as recommendations for maintenance, preservation, and restoration.	2013	7	SC Dept. of Transportation (SCDOT)

PERSONNEL QUALIFICATIONS

Natalie Adams Pope of New South Associates and Mr. James Clay of KCI Technologies are the proposed team personnel. Previously, they worked together on the Honey Hill Battlefield Historic Preservation Master Plan project, which is very similar in scope. Summary resumes are attached to this proposal as Appendix B.

PROJECT MANAGER AND PRESERVATION SPECIALIST – NATALIE ADAMS POPE

Ms. Pope holds an M.A. in Public Service Archaeology from the University of South Carolina and is a Registered Professional Archaeologist. She has nearly 30 years of experience in archaeology and historic preservation. As New South’s Director of Archaeology, she has extensive project management experience. In addition, she has authored Cultural Resource Management Plans (CRMP) for Berkeley County’s Cooper River Drainage and for Charleston County Parks and Recreation Commission’s (CCPRC) properties. As part of the CRMP for the Cooper River Drainage, meetings were held with Berkeley County officials and interested local citizens to get their input and insight, particularly in relation to threats to known significant resources. The CRMP for CCPRC properties was written with input from several heritage managers within their system. Ms. Pope was project manager and lead author for the ABPP funded Historic Preservation Master Plan for the Honey Hill Battlefield Site in Ridgeland, South Carolina. Ms. Pope has been involved in several studies of military sites, including limited excavation of the Revolutionary War tabby hornworks in Marion Square, Charleston; GPS survey of Union campsites in Pooler, Georgia; and data recovery of a Civil War encampment in Newport News, Virginia.

SURVEYOR – JAMES CLAY

The 3D survey aspect of the project will be directed by James Clay of KCI Technologies. Mr. Clay is a registered land surveyor with 30 years years of experience. At KCI, Mr. Clay has built a team of professionals in the field of 3D data capture and use. Some of his techniques are being used across America on many types of 3D scanning projects. In addition to his work in this field he is one of the leading geodetic control surveyors in the state of Georgia. Examples of fieldwork include hundreds of miles of 2nd order geodetic positioning surveys. While with the U.S. Army, Mr. Clay served with an Azimuth determining team servicing Operation Desert Storm.

PROPOSED PROJECT FEE

The cost of this project is \$22,848.40 on a fixed price basis. A detailed cost estimate outlining the components of this fee is provided on the following page.

BUDGET

ASSUMPTIONS

- Project Management - includes coordination with team members and client - 12 hours
- Meeting preparation - Assume preparing for 2 public presentations and one in-person meeting - 18 hours.
- Public meetings -2 hour
- On site current conditions analysis - 24 hours
- Threat identification - 12 hours
- Creation of preservation plan - 96 hours

PROJECT COSTS

1)		Hours	Rate	Subtotal
	LABOR			
	PLANNING AND ADMINISTRATION			
	Project Manager (Pope)	12	\$113.31	\$1,359.72
	PUBLIC MEETINGS			
	Project Manager (Pope)	20	\$113.31	\$2,266.20
	EXISTING CONDITIONS AND THREATS ANALYSIS			
	Project Manager (Pope)	24	\$113.31	\$2,719.44
	PRESERVATION PLAN			
	Project Manager (Pope)	96	\$113.31	\$10,877.76
	Graphics Specialist	20	\$59.44	\$1,188.80
	Editor	8	\$79.56	<u>\$636.48</u>
	TOTAL LABOR			\$19,048.40
	2) EXPENSES			
	KCI - Fee	1	fee @ \$3,800	<u>\$3,800.00</u>
	TOTAL EXPENSES			\$3,800.00
	3) PROJECT TOTAL			\$22,848.40

EXHIBIT B: CLIENT GRANT AGREEMENT

Grant Agreement P18AP00535

**Between
THE UNITED STATES DEPARTMENT OF INTERIOR
NATIONAL PARK SERVICE**

AND

**CITY OF CAYCE
DUNS No:0949935650000
1800 12th Street
Cayce, SC 29033-3719**

CFDA: 15.926

Project Title: Preservation Plan for the Battle of Congaree Creek Battlefield Earthworks

Amount of Federal Funds Obligated: \$23,000.00

Amount of Recipient Cost Share: \$9,640.00

Total Amount of Award: \$32,640.00

Period of Performance: Effective Date to 08/31/2020

This Grant Agreement (Agreement) is entered into by the U.S. Department of the Interior, National Park Service (NPS), and the City of Cayce (Recipient). This Agreement is effective after signature by the NPS Awarding Officer and the Recipient Authorized Representative.

ARTICLE I – BACKGROUND AND OBJECTIVES

The objective of this Agreement is to provide Federal financial assistance to State, local, and tribal governments, other public entities, educational institutions, and private nonprofit organizations to identify, evaluate, interpret, and protect historic battlefields and sites associated with wars on American soil.

This Agreement provides funds to document and map the Battle of Congaree Creek Battlefield earthworks for the purpose of creating an Earthworks Preservation Plan. The grant will help insure the preservation of the most prominent landscape feature of the Congaree Creek Battlefield.

ARTICLE II – AUTHORITY

NPS enters into this Agreement pursuant to the Battlefield Preservation Assistance provisions of the American Battlefield Protection Program within the National Park

Service and Related Programs (54 U.S.C. § 308102) and the Bipartisan Budget Act, 2018, enacted as P.L. 115-141.

ARTICLE III – STATEMENT OF WORK

The Recipient agrees to:

- A. Complete the following activities:
 - 1. Hire a qualified consultant and submit documentation to the NPS showing competitive selection or justification for single source procurement for contracted amounts greater than \$3,000, in accordance with 2 CFR 200.318-200.320;
 - 2. Develop comprehensive documentation, condition assessment, and recommendations for conservation for the battlefield earthworks of the Battle of Congaree Creek in a manner that meets, as applicable, the *Secretary of the Interior's Standards for Archeology and Historic Preservation* and any applicable state standards or guidelines; and
 - 3. Draft an Earthworks Preservation Plan and submit a draft to the South Carolina State Historic Preservation Office and NPS for review and comment.
- B. No substantial involvement on the part of the NPS is anticipated for the successful completion of the statement of work detailed in this Agreement. It is anticipated that involvement will be limited to actions related to monitoring project performance and technical assistance at the request of the Recipient.
- C. All Recipient financial and programmatic records, supporting documents, statistical records, and other grant-related records shall be maintained and available to NPS in accordance with 2 CFR 200.333-200.337.

ARTICLE IV – TERM OF AGREEMENT

The Agreement will become effective upon the date of the last signature in Article XIII (Effective Date) through August 31, 2020 (Expiration Date), unless terminated earlier per Article IX. The period from the Effective Date to the Expiration Date is the period of performance for the Agreement (Agreement Term). The period of performance may be extended, upon request, and with written approval by NPS.

ARTICLE V – KEY OFFICIALS

- A. Key officials are essential to ensure maximum coordination and communications between the parties and the work being performed. They are:

1. **For the NPS:**

Awarding Officer (AO):

Melanie O'Brien
American Battlefield Protection Program
National Park Service
1849 C Street, NW, MS 7228
Washington, DC 20240
(202) 354-2204
Melanie_o'brien@nps.gov

Agreement Technical Representative (ATR):

Battlefield Preservation Assistance Program
National Park Service
1849 C Street NW, MS 7228
Washington, DC 20240
(202) 354-2037
abpp@nps.gov

2. **For the Recipient:**

Authorized Representative (AR):

Rachelle Moody
Assistant to the City Manager
City of Cayce
1800 12th Street
Cayce, SC 29033-3719
(803) 550-9506
rmoody@caycesc.gov

- B. **Communications.** Recipient shall address any communication regarding this Agreement to the ATR with a copy to the AO. Communications that relate solely to technical matters may be sent only to the ATR.
- C. **Changes in Key Officials.** Neither the NPS nor Recipient may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

ARTICLE VI – AWARD AND PAYMENT

- A. NPS will provide funding to the Recipient in an amount not to exceed \$23,000.00 for the Statement of Work described in Article III and in accordance with the NPS approved attached budget. No supporting documents or agency approval of payments are required for this Agreement.
- B. Recipient shall request payment in accordance with the following:
1. **Method of Payment.** Payment will be made by advance and/or reimbursement through the Department of Treasury's Automated Standard Application for Payments (ASAP) system.
 2. **Requesting Advances.** Requests for advances must be submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the Recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.
 3. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.
 4. **Adjusting Payment Requests for Available Cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
 5. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the ASAP system by the Recipient.
 6. **Supporting Documents and Agency Approval of Payments.** Additional supporting documentation and prior NPS approval of payments may be required when/if a Recipient is determined to be "high risk" or has performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the Recipient when they submit a request for payment. The Recipient must then notify the NPS AO that a payment request has been submitted. The NPS AO may request additional information

from the Recipient to support the payment request prior to approving the release of funds, as deemed necessary. The Recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

- C. In order to receive a financial assistance award and to ensure proper payment, it is required that Recipient maintain their registration with the System for Award Management (SAM), accessed at <http://www.sam.gov>. Failure to maintain registration can impact obligations and payments under this Agreement and/or any other financial assistance or procurements documents the Recipient may have with the Federal government.
- D. **Allowable and Eligible Costs.** The Recipient shall be entitled to costs incurred on or after the Effective Date. In accordance with 2 CFR 200.458, such costs are allowable only to the extent that they would have been allowable if incurred after the beginning of the Agreement. Expenses charged against awards under the Agreement may be incurred only as necessary to carry out the approved objectives, scope of work and budget with prior approval from the NPS AO. The Recipient shall not incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities beyond the expiration date stipulated in the award.
- E. **Travel Costs.** For travel costs charged against awards under the Agreement, costs incurred must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Recipient in its regular operations as the result of the Recipient's written travel policy. If the Recipient does not have written travel policies established, the Recipient and its contractors shall follow the travel policies in the Federal Travel Regulation, and may not be reimbursed for travel costs that exceed the standard rates. All charges for travel must conform to the applicable cost principles.
- F. **Indirect Costs.** Indirect costs will only be allowable as indicated in the NPS approved attached budget.
- G. **Recipient Cost Share or Match.** Any non-Federal share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal share. Exceptions to this requirement may be granted by the AO based on sufficient documentation demonstrating previously determined plans for or later commitment of cash or in-kind contributions. In any case, the Recipient must meet their cost share commitment over the life of the Agreement.

ARTICLE VII – PRIOR APPROVAL

The Recipient shall obtain prior approval for budget, scope of work, and program revisions, in accordance with 2 CFR 200.308.

ARTICLE VIII – REPORTS AND DELIVERABLES

- A. **Required Reports:** The Recipient must submit the following reports to the NPS via email (abpp@nps.gov).
1. **Financial and Performance Reports.** Specific projects, tasks or activities for which funds are advanced or reimbursed will be tracked and reported by semi-annual (twice yearly) submission of a Federal Financial Report (SF-425) and a Periodic Performance Report (PPR). The reporting period end dates shall be March 31 and September 30. Reports are due to NPS 30 days after the reporting period end date on April 30 and October 31. Failure to submit acceptable reports may result in suspension of funds or other administrative action.
 2. **Final Financial and Performance Report.** A final SF-425 and Final PPR shall be submitted at the completion of the Agreement. The reporting period end date shall be the conclusion of the project or the end date of the Agreement, whichever is earlier. The Final Report is due to NPS within 90 days after the reporting period end date.
- B. **Required Deliverables:** The Recipient must submit the following deliverables (electronic copies preferred) to NPS within 90 days of the end date of the Agreement:
1. One copy of the final Earthworks Preservation Plan;
 2. One copy of any additional work products created under this Agreement, including brochures, maps, presentations, press releases, publications, or videos; and
 3. One copy of any GIS data produced or collected under the Agreement (shapefile (*.shp) or GeoDatabase format preferred with metadata).
- C. The Secretary of the Interior and the Comptroller General of the United States, or their duly authorized representatives, will have access, for the purpose of financial or programmatic review and examination, to any books, documents, papers, and records that are pertinent to the Agreement at all reasonable times during the period of retention in accordance with 2 CFR 200.333.

ARTICLE IX – MODIFICATION, REMEDIES FOR NONCOMPLIANCE, TERMINATION

- A. This Agreement may be modified only by a written instrument executed by the parties. Modifications will be in writing and approved by the NPS AO and the

authorized representative of Recipient. The Recipient agrees to promptly notify the NPS should conditions potentially requiring modifications become known, such as changes in key personnel or scope of work.

- B. NPS may impose additional conditions if it is determined that the Recipient is non-compliant with the terms and conditions of this Agreement. Remedies for non-compliance can be found in 2 CFR 200.338.
- C. This Agreement may be terminated consistent with applicable termination provisions for Agreements found in CFR 200.339 through 200.342.

ARTICLE X – INSURANCE AND LIABILITY

- A. Indemnification. The Recipient hereby agrees to indemnify the Federal government and NPS from any act or omission of the Recipient, its officers, employees, members, agents, or representatives, (1) against third party claims for damages arising from one or more identified activities carried out in connection with this financial assistance agreement and (2) for damage or loss to government property resulting from such an activity. This obligation shall survive the termination of this Agreement.
- B. The Recipient hereby agrees to cooperate with NPS in the investigation and defense of any claims that may be filed with NPS arising out of the activities of the Recipient, its agents, and employees.
- C. Flow-down. For the purposes of this clause, “Recipient” includes such subrecipients, contractors, or subcontractors as, in the judgment of the recipient and subject to the Government’s determination of sufficiency, have sufficient resources and/or maintain adequate and appropriate insurance to achieve the purposes of this clause.

ARTICLE XI – GENERAL AND SPECIAL PROVISIONS

- A. **General Provisions**
 - 1. **OMB Circulars and Other Regulations.** The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>):
 - a) **Administrative Requirements:**
2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;
 - b) **Determination of Allowable Costs:**
2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E; and
 - c) **Audit Requirements:**

2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.

d) **Code of Federal Regulations/Regulatory Requirements:**

2 CFR Part 182 & 1401, “Government-wide Requirements for a Drug-Free Workplace”;

2 CFR 180 & 1400, “Non-Procurement Debarment and Suspension”, previously located at 43 CFR Part 42, “Government-wide Debarment and Suspension (Non-Procurement)”;

43 CFR 18, “New Restrictions on Lobbying”;

2 CFR Part 175, “Trafficking Victims Protection Act of 2000”;

FAR Clause 52.203–12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;

2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and

2 CFR Part 170, “Reporting Subawards and Executive Compensation”.

2. **Non-Discrimination.** All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
3. **Lobbying Prohibition.** 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107–273, Nov. 2, 2002 – No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Members or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352(a) of title

31. In addition to the above, the related restrictions on the use of appropriated funds found in Div. F, § 402 of the Omnibus Appropriations Act of 2008 (P.L. 110-161) also apply.
4. **Anti-Deficiency Act.** Pursuant to 31 U.S.C. §1341 nothing contained in this Agreement shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, for the purposes of this Agreement for that fiscal year, or other obligation for the further expenditure of money in excess of such appropriations.
 5. **Minority Business Enterprise Development.** Pursuant to Executive Order 12432 it is national policy to award a fair share of contracts to small and minority firms. NPS is strongly committed to the objectives of this policy and encourages all recipients of its Cooperative Agreements to take affirmative steps to ensure such fairness by ensuring procurement procedures are carried out in accordance with the Executive Order.
 6. **Assignment.** No part of this Agreement shall be assigned to any other party without prior written approval of the NPS and the Assignee.
 7. **Member of Congress.** Pursuant to 41 U.S.C. § 22, no Member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or adopted by or on behalf of the United States, or to any benefit to arise thereupon.
 8. **Agency.** The Recipient is not an agent or representative of the United States, the Department of the Interior, NPS, or the Park, nor will the Recipient represent its self as such to third parties. NPS employees are not agents of the Recipient and will not act on behalf of the Recipient.
 9. **Non-Exclusive Agreement.** This Agreement in no way restricts the Recipient or NPS from entering into similar agreements, or participating in similar activities or arrangements, with other public or private agencies, organizations, or individuals.
 10. **Survival.** Any and all provisions which, by themselves or their nature, are reasonably expected to be performed after the expiration or termination of this Agreement shall survive and be enforceable after the expiration or termination of this Agreement. Any and all liabilities, actual or contingent, which have arisen during the term of and in connection with this Agreement shall survive expiration or termination of this Agreement.
 11. **Partial Invalidity.** If any provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such

provision to the parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

12. **Captions and Headings.** The captions, headings, article numbers and paragraph numbers appearing in this Agreement are inserted only as a matter of convenience and in no way shall be construed as defining or limiting the scope or intent of the provision of this Agreement nor in any way affecting this Agreement.
13. **No Employment Relationship.** This Agreement is not intended to and shall not be construed to create an employment relationship between NPS and Recipient or its representatives. No representative of Recipient shall perform any function or make any decision properly reserved by law or policy to the Federal government.
14. **No Third-Party Rights.** This Agreement creates enforceable obligations between only NPS and Recipient. Except as expressly provided herein, it is not intended nor shall it be construed to create any right of enforcement by or any duties or obligation in favor of persons or entities not a party to this Agreement.
15. **Foreign Travel.** The Recipient shall comply with the provisions of the Fly America Act (49 U.S.C. 40118). The implementing regulations of the Fly America Act are found at 41 CFR 301-10.131 through 301-10.143.

B. Special Provisions

1. **Public Information and Endorsements**
 - a) Recipient shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a business, product, service, or position which the Recipient represents. No release of information relating to this award may state or imply that the Government approves of the Recipient's work products, or considers the Recipient's work product to be superior to other products or services.
 - b) All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."

- c) Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.
 - d) Recipient further agrees to include this provision in a subaward to a subrecipient, except for a subaward to a State government, a local government, or to a federally recognized Indian tribal government.
2. **Publications of Results of Studies.** No party will unilaterally publish a joint publication without consulting the other party. This restriction does not apply to popular publications of previously published technical matter. Publications pursuant to this Agreement may be produced independently or in collaboration with others; however, in all cases proper credit will be given to the efforts of those parties contribution to the publication. In the event no agreement is reached concerning the manner of publication or interpretation of results, either party may publish data after due notice and submission of the proposed manuscripts to the other. In such instances, the party publishing the data will give due credit to the cooperation but assume full responsibility for any statements on which there is a difference of opinion.
3. **Rights in Data.** The Recipient must grant the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this Agreement by the Recipient, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.
4. **Retention and Access Requirements for Records.** All Recipient financial and programmatic records, supporting documents, statistical records, and other grants-related records shall be maintained and available for access in accordance with 2 CFR Part 200.333-200.337.
5. **Audit Requirements**
- a) Non-Federal entities that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and 2 CFR Part 200, Subpart F, which is available at http://www.ecfr.gov/cgi-bin/text-idx?SID=fd6463a517ceea3fa13e665e525051f4&node=sp2.1.200.f&rgn=d_iv6
 - b) Non-Federal entities that expend less than \$750,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).
 - c) Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial

audits. Additional audit requirements applicable to this agreement are found at 2 CFR Part 200, Subpart F, as applicable. Additional information on single audits is available from the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/>.

6. **Procurement Procedures.** It is a national policy to place a fair share of purchases with minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal:
 - a) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
 - b) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
 - c) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
 - d) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
 - e) Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.
7. **Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving.** Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, was signed by President Barack Obama on October 1. This Executive Order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment. Additional guidance enforcing the ban will be issued at a later date. In the meantime, please adopt and enforce policies that immediately ban text messaging while driving company-owned or -rented vehicles, government-owned or leased vehicles, or while driving privately owned vehicles when on official government business or when performing any work for or on behalf of the government.
8. **Seat Belt Provision.** The Recipient is encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and

other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

9. **Trafficking in Persons.** This term of award is pursuant to paragraph (g) of Section 106 of the Trafficking Victims Protections Act of 2000, as amended (2 CFR §175.15).
 - a) Provisions applicable to a recipient that is a private entity.
 1. You as the Recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity—
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
 - a. Associated with performance under this award; or
 - b. Imputed to you or the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non Procurement)," as implemented by our agency at 2 CFR part 1400.
 - b) Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:
 - i. Associated with performance under this award; or
 - ii. Imputed to the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non

Procurement),” as implemented by our agency at 2 CFR part 1400.

- c) Provisions applicable to any recipient.
 - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any sub award you make to a private entity.
- d) Definitions. For purposes of this award term:
 - 1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this awards;
 - or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - 2. “Forced labor” means labor obtained by any of the following methods: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. “Private entity” means:
 - i. Any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25; and
 - ii. Includes:
 - a. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - b. A for-profit organization.
 - 4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

10. Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

- a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239).
- b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.
- c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all subawards or subcontracts over the simplified acquisition threshold, 42 CFR § 52.203-17 (as referenced in 42 CFR § 3.908-9).

11. Reporting Subawards And Executive Compensation

- a) Reporting of first-tier subawards.
 - 1. Applicability. Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery Act funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph E. of this award term).
 - 2. Where and when to report.
 - i. You must report each obligating action described in paragraph A.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 - 3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.
- b) Reporting Total Compensation of Recipient Executives.
 - 1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. The total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. In the preceding fiscal year, you received—
 - a. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - b. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal

- financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. You must report executive total compensation described in paragraph A.1. of this award term:
 - i. As part of your registration profile at <https://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c) Reporting of Total Compensation of Subrecipient Executives.
1. Applicability and what to report. Unless you are exempt as provided in paragraph D. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - i. In the subrecipient's preceding fiscal year, the subrecipient received—
 - a. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - b. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
 2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on

any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d) Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
1. Executive means officers, managing partners, or any other employees in management positions.
2. Subaward:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term includes your procurement of property and services needed to carry out the project or program. The term does not include procurement of incidental property and services needed to carry out the award project or program.
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
3. Subrecipient means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
4. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical

reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

12. Conflict of Interest

- a) The Recipient must establish safeguards to prohibit its employees and Sub-recipients from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest. The Recipient is responsible for notifying the Awarding Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Recipient or its employees in a position of conflict, real or apparent, between their responsibilities under the agreement and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient and/or Recipient's employees and Sub-recipients in the matter.
- b) The Awarding Officer and the servicing Ethics Counselor will determine if a conflict of interest exists. If a conflict of interest exists, the Awarding Officer will determine whether a mitigation plan is feasible. Mitigation plans must be approved by the Awarding Officer in writing.
- c) Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR § 200.338, Remedies/or Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

13. Minimum Wages Under Executive Order 13658 (January 2015)

(a) *Definitions.* As used in this clause—

“United States” means the 50 states and the District of Columbia.

“Worker”—

- 1. Means any person engaged in performing work on, or in connection with, an agreement covered by Executive Order 13658, and
 - i. Whose wages under such agreements are governed by the Fair Labor Standards Act (29 U.S.C. chapter 8), the Service Contract Labor Standards statute (41 U.S.C. chapter 67), or the Wage Rate

Requirements (Construction) statute (40 U.S.C. chapter 31, subchapter IV),

- ii. Other than individuals employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in 29 C.F.R. § 541,
- iii. Regardless of the contractual relationship alleged to exist between the individual and the employer.
 1. Includes workers performing on, or in connection with, the agreement whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(c).
 2. Also includes any person working on, or in connection with, the agreement and individually registered in a bona fide apprenticeship or training program registered with the Department of Labor's Employment and Training Administration, Office of Apprenticeship, or with a State Apprenticeship Agency recognized by the Office of Apprenticeship.

(b) *Executive Order Minimum Wage rate.*

1. The Recipient shall pay to workers, while performing in the United States, and performing on, or in connection with, this agreement, a minimum hourly wage rate of \$10.10 per hour beginning January 1, 2015.
2. The Recipient shall adjust the minimum wage paid, if necessary, beginning January 1, 2016 and annually thereafter, to meet the Secretary of Labor's annual E.O. minimum wage. The Administrator of the Department of Labor's Wage and Hour Division (the Administrator) will publish annual determinations in the Federal Register no later than 90 days before the effective date of the new E.O. minimum wage rate. The Administrator will also publish the applicable E.O. minimum wage on www.wdol.gov (or any successor Web site) and on all wage determinations issued under the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute. The applicable published E.O. minimum wage is incorporated by reference into this agreement.
3.
 - i. The Recipient may request a price adjustment only after the effective date of the new annual E.O. minimum wage determination. Prices will be adjusted only if labor costs increase as a result of an increase in the annual E.O. minimum wage, and for associated labor costs and relevant subaward costs. Associated labor costs shall include increases or decreases that result from changes in social security and unemployment taxes and workers' compensation insurance, but will not otherwise include any amount for general and administrative costs, overhead, or profit.
 - ii. Subrecipients may be entitled to adjustments due to the new minimum wage, pursuant to paragraph (b)(2). Recipients

shall consider any Subrecipient requests for such price adjustment.

- iii. The Awarding Officer will not adjust the agreement price under this clause for any costs other than those identified in paragraph (b)(3)(i) of this clause, and will not provide duplicate price adjustments with any price adjustment under clauses implementing the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute.
 4. The Recipient warrants that the prices in this agreement do not include allowance for any contingency to cover increased costs for which adjustment is provided under this clause.
 5. The Recipient shall pay, unconditionally to each worker, all wages due free and clear without subsequent rebate or kickback. The Recipient may make deductions that reduce a worker's wages below the E.O. minimum wage rate only if done in accordance with 29 C.F.R. § 10.23, Deductions.
 6. The Recipient shall not discharge any part of its minimum wage obligation under this clause by furnishing fringe benefits or, with respect to workers whose wages are governed by the Service Contract Labor Standards statute, the cash equivalent thereof.
 7. Nothing in this clause shall excuse the Recipient from compliance with any applicable Federal or State prevailing wage law or any applicable law or municipal ordinance establishing a minimum wage higher than the E.O. minimum wage. However, wage increases under such other laws or municipal ordinances are not subject to price adjustment under this subpart.
 8. The Recipient shall pay the E.O. minimum wage rate whenever it is higher than any applicable collective bargaining agreement(s) wage rate.
 9. The Recipient shall follow the policies and procedures in 29 C.F.R. § 10.24(b) and 10.28 for treatment of workers engaged in an occupation in which they customarily and regularly receive more than \$30 a month in tips.
- (c) 1. This clause applies to workers as defined in paragraph (a). As provided in that definition—
- i. Workers are covered regardless of the contractual relationship alleged to exist between the Recipient or Subrecipient and the worker;
 - ii. Workers with disabilities whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(c) are covered; and
 - iii. Workers who are registered in a bona fide apprenticeship program or training program registered with the Department of Labor's Employment and Training Administration, Office of

Apprenticeship, or with a State Apprenticeship Agency recognized by the Office of Apprenticeship, are covered.

2. This clause does not apply to—
 - i. Fair Labor Standards Act (FLSA) – covered individuals performing in connection with contracts covered by the E.O., *i.e.* those individuals who perform duties necessary to the performance of the agreement, but who are not directly engaged in performing the specific work called for by the agreement, and who spend less than 20 percent of their hours worked in a particular workweek performing in connection with such agreements;
 - ii. Individuals exempted from the minimum wage requirements of the FLSA under 29 U.S.C. § 213(a) and 214(a) and (b), unless otherwise covered by the Service Contract Labor Standards statute, or the Wage Rate Requirements (Construction) statute. These individuals include but are not limited to—
 - (A) Learners, apprentices, or messengers whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(a).
 - (B) Students whose wages are calculated pursuant to special certificates issued under 29 U.S.C. § 214(b).
 - (C) Those employed in a bona fide executive, administrative, or professional capacity (29 U.S.C. § 213(a)(1) and 29 C.F.R. § part 541).
- (d) *Notice.* The Recipient shall notify all workers performing work on, or in connection with, this agreement of the applicable E.O. minimum wage rate under this clause. With respect to workers covered by the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute, the Contractor may meet this requirement by posting, in a prominent and accessible place at the worksite, the applicable wage determination under those statutes. With respect to workers whose wages are governed by the FLSA, the Recipient shall post notice, utilizing the poster provided by the Administrator, which can be obtained at www.dol.gov/whd/govcontracts, in a prominent and accessible place at the worksite. Recipients that customarily post notices to workers electronically may post the notice electronically provided the electronic posting is displayed prominently on any Web site that is maintained by the Recipient, whether external or internal, and customarily used for notices to workers about terms and conditions of employment.
- (e) *Payroll Records.* 1. The Recipient shall make and maintain records, for three years after completion of the work, containing the following information for each worker:
 - i. Name, address, and social security number;
 - ii. The worker's occupation(s) or classification(s);
 - iii. The rate or rates of wages paid;

- iv. The number of daily and weekly hours worked by each worker;
 - v. Any deductions made; and
 - vi. Total wages paid.
1. The Recipient shall make records pursuant to paragraph (e)(1) of this clause available for inspection and transcription by authorized representatives of the Administrator. The Recipient shall also make such records available upon request of the Contracting Officer.
 2. The Recipient shall make a copy of the agreement available, as applicable, for inspection or transcription by authorized representatives of the Administrator.
 3. Failure to comply with this paragraph (e) shall be a violation of 29 C.F.R. § 10.26 and this agreement. Upon direction of the Administrator or upon the Awarding Officer's own action, payment shall be withheld until such time as the noncompliance is corrected.
 4. Nothing in this clause limits or otherwise modifies the Recipient's payroll and recordkeeping obligations, if any, under the Service Contract Labor Standards statute, the Wage Rate Requirements (Construction) statute, the Fair Labor Standards Act, or any other applicable law.
- (f) *Access.* The Recipient shall permit authorized representatives of the Administrator to conduct investigations, including interviewing workers at the worksite during normal working hours.
- (g) *Withholding.* The Awarding Officer, upon his or her own action or upon written request of the Administrator, will withhold funds or cause funds to be withheld, from the Recipient under this or any other Federal agreement with the same Recipient, sufficient to pay workers the full amount of wages required by this clause.
- (h) *Disputes.* Department of Labor has set forth in 29 C.F.R. § 10.51, Disputes concerning Recipient compliance, the procedures for resolving disputes concerning an Recipient's compliance with Department of Labor regulations at 29 C.F.R. § 10. Such disputes shall be resolved in accordance with those. This includes disputes between the Recipient (or any of its Subrecipients) and the contracting agency, the Department of Labor, or the workers or their representatives.
- (i) *Antiretaliation.* The Recipient shall not discharge or in any other manner discriminate against any worker because such worker has filed any complaint or instituted or caused to be instituted any proceeding under or related to compliance with the E.O. or this clause, or has testified or is about to testify in any such proceeding.
- (j) *Subcontractor compliance.* The Recipient is responsible for Subrecipient compliance with the requirements of this clause and may be held liable for unpaid wages due Subrecipient workers.
- (k) *Subawards.* The Recipient shall include the substance of this clause, including this paragraph (k) in all subawards, regardless of dollar value, that are subject to the Service Contract Labor Standards statute or the

Wage Rate Requirements (Construction) statute, and are to be performed in whole or in part in the United States.

ARTICLE XII – ATTACHMENTS

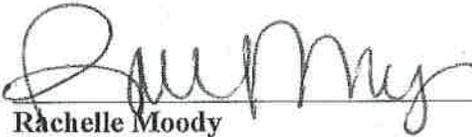
The following completed documents are attached to and made a part of this Agreement:

- A. SF-424 – Application for Federal Assistance
- B. SF-424 B – Assurances – Non-Construction Programs
- C. NPS approved budget

ARTICLE XIII – SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below.

FOR THE CITY OF CAYCE



Rachelle Moody
Authorized Representative

10-1-18

Date signed

FOR THE NATIONAL PARK SERVICE



Melanie O'Brien
Awarding Officer

10-1-2018

Date signed

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: 01/18/2018	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Cayce		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 57-6001008	* c. Organizational DUNS: 0949935650000	
d. Address:		
* Street1: 1800 12th Street	_____	
Street2:	_____	
* City: Cayce	_____	
County/Parish:	_____	
* State:	SC: South Carolina	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code: 29033-3719	_____	
e. Organizational Unit:		
Department Name: _____	Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	* First Name: Rachelle	
Middle Name: _____	_____	
* Last Name: Moody	_____	
Suffix: _____	_____	
Title: Assistant to the City Manager		
Organizational Affiliation: City of Cayce		
* Telephone Number: 803-550-9506	Fax Number: _____	
* Email: rmoody@caycesc.gov		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

National Park Service

11. Catalog of Federal Domestic Assistance Number:

15.926

CFDA Title:

American Battlefield Protection

*** 12. Funding Opportunity Number:**

P18AS00003

*** Title:**

FY 18 American Battlefield Protection Program Battlefield Preservation Planning Project Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Creation of a Preservation Plan for the Battle of Congaree Creek Battlefield Earthworks, including Comprehensive Documentation, Condition Assessment, and Recommendations for Conservation.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="24,800.00"/>	<i>23,000.00</i>	<i>MOB 10-1-2018</i>
* b. Applicant	<input type="text" value="-0.00"/>	<i>9,640.00</i>	<i>MOB 10-1-2018</i>
* c. State	<input type="text" value="0.00"/>		
* d. Local	<input type="text" value="0.00"/>		
* e. Other	<input type="text" value="0.00"/>		
* f. Program Income	<input type="text" value="0.00"/>		
* g. TOTAL	<input type="text" value="24,800.00"/>	<i>32,640.00</i>	<i>MOB 10-1-2018</i>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Rachelle Moody
10-1-18

Revised based on supplemental budget information provided to NPS

City of Cayce

P18AP000535

18. Estimated Funding	
a. Federal	\$23,000.00
b. Applicant	\$9,640.00
c. State	\$0.00
d. Local	\$0.00
e. Other	\$0.00
f. Program Income	\$0.00
g. TOTAL	\$32,640.00

NPS Approved Budget

**American Battlefield Preservation Grant Program
CFDA 15.926**

City of Cayce

P18AP000535

Object Class Categories	Federal Funds	Non-Federal Funds	Total Project Costs
a. Personnel	\$0.00	\$9,640.00	\$9,640.00
b. Fringe Benefits	\$0.00	\$0.00	\$0.00
c. Travel	\$4,060.00	\$0.00	\$4,060.00
d. Equipment	\$0.00	\$0.00	\$0.00
e. Supplies	\$0.00	\$0.00	\$0.00
f. Contractual	\$18,440.00	\$0.00	\$18,440.00
g. Construction	\$0.00	\$0.00	\$0.00
h. Other	\$500.00	\$0.00	\$500.00
i. Total Direct Charges (sum a-h)	\$23,000.00	\$9,640.00	\$32,640.00
j. Indirect Charges	\$0.00	\$0.00	\$0.00
k. TOTALS (sum i and j)	\$23,000.00	\$9,640.00	\$32,640.00

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Assistant to the City Manager
APPLICANT NAME City of Cayce	DATE SUBMITTED 10-1-18

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager
Carroll Williamson, Planning and Development Director

Date: March 29, 2019

Subject: Amendments to City of Cayce Business License Ordinance concerning inspections and audits and penalties for nonpayment of business license taxes

Issue

Council's approval is needed to amend the City's Business License Ordinance to clarify the language concerning inspections and audits and to allow business license tax penalties to be waived by the City Manager to address situations of extraordinary hardship or of inequitable consequences of previous program enforcement.

Discussion

The language concerning inspections and audits is amended to comply with the language in the Municipal Association of South Carolina Model Business License Ordinance Section 12-45, which clarifies the authority of the business license official or his designee to make inspections and conduct audits.

The current business license ordinance states that the penalties for delinquent license taxes shall not be waived. The proposed amendment to Section 12-47 will give the City Manager the authority to waive penalties only under certain circumstances if there is an extraordinary hardship or if the enforcement of the penalty requirement creates inequitable consequences relative to previous enforcement of the business license tax.

Recommendation

Staff recommends Council approve these amendments to the City's Business License Ordinance on First Reading.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

ORDINANCE 2019-02
Amending City Code Sections 12-45
and 12-47 Concerning Inspections,
Audits and Penalties Related to
Business License Taxes

WHEREAS, City Council has determined that it is appropriate, in order to improve and aid efficiency and administration of the business license tax system, to amend City Code section 12-45 concerning inspections and audits for compliance with the business license article and to amend City Code section 12-47 concerning penalties for nonpayment of business license taxes,

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

1. The first sentence of subsection (b) of Section 12-45 (“Inspections and audits”) of Article II (“Licenses”) of Chapter 12 (“Businesses”) of the Cayce City Code is hereby amended to read:

“The license official or his designee shall have the authority to make inspections and conduct audits of businesses subject to this article to insure compliance with this article.”

2. The second sentence of subsection (a) of Section 12-47 (“Delinquent license taxes, partial payment”) of Article II (“Licenses”) of Chapter 12 (“Businesses”) of the Cayce City Code is hereby amended to read:

“Penalties may be waived in the discretion of the City Manager to facilitate resolution of contested claims for monies owed or to address situations of extraordinary hardship or of inequitable consequences of previous program enforcement.”

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2019.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Cayce Museum Commission Meeting Minutes
Wednesday February 6, 2019

Members present: Archie Moore, Marion Hutson, Leo Redmond, Alice Brooks, Mary Sharpe, Cyndy Peake, Judy Corbitt, and A. G. Dantzler

Also Present: City Manager, Tracy Hegler, Municipal Clerk, Mendy Corder, Museum Curator, Jerry Kirkland and Museum Assistant Andy Thomas

Absent: Dale Gaskins excused

- Commission Chairman Archie Moore called the Meeting to order.
- Commissioner Dantzler offered the invocation.
- Minutes of the Meeting of January 2, 2019 were presented for review. Commissioner Hutson moved to accept and Commissioner Brooks seconded the motion. The motion to accept was approved by unanimous vote.

Report from Museum Staff:

- Museum Curator, Jerry Kirkland
 - A. Jerry reported that progress is being made on the restoration of the fire truck. He has enlisted the help of Commissioner Gaskins and other volunteers to assist in this work and they have had some success in moving forward.
 - B. Jerry reported on the progress of the celebration on August 16, 2019 to commemorate the 1964 Dixie Youth Championship win by the team sponsored by the City of Cayce. Jerry reported that all the living members of the team have been located and contacted with the exception of Tommy Mack and Tommy Grant.

Alice Brooks volunteered to ask Joe Pinner to Emcee this event.

- C. Jerry reported on two new acquisitions: A WWII Tommy Gun and a Marine uniform donated by Sue Miles.

- Museum Assistant, Andy Thomas
- A. Andy reported on the Kitchen Building repairs needed. The decision was made to make the needed repairs to the Kitchen Building.
- B. Andy presented a Visitors Center Use Application for the Commission's consideration. After review and discussion the Commission approved the Application unanimously.
- C. Andy discussed the need for volunteers to work at the Dixie Youth Program at the Fireflies Stadium on August 16.
- D. Andy reported on the dates of the upcoming events/programs, security camera quotes, Security Checklist, and a Key inventory of all who have keys for the Museum.
- E. Andy presented a monthly Museum Expenditure Report as well as a Visitor Numbers Report for the month of January, 2019.

Motion was made by Commissioner Brooks, seconded by Commissioner Dantzler. The meeting was adjourned at 5:36 PM.

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
February 7, 2019**

Present: Maxine Creamer, Alexis Moore, Johnathon Moore, Cindy Pedersen, Rachel Scurry, Frank Dickerson, Tevin Spruill, Danny Creamer

Absent, Excused: Dave Capps

City Representatives Present: Mendy Corder and James Denny

Review of Minutes – January 10, 2019

Chairperson Danny Creamer called the meeting to order. Tevin Spruill made a motion to approve the January 10, 2019 Events Committee Meeting minutes as written. Maxine Creamer seconded the motion which was unanimously approved.

Election of 2019 Officers

Tevin Spruill nominated Danny Creamer as Chairperson which was unanimously approved by the Committee. Mr. Creamer nominated Mr. Spruill as Vice Chairperson which was also unanimously approved. No one volunteered to serve as Secretary. Ms. Pedersen suggested that a different committee member could serve as the Secretary each month so there would be a rotating Secretary. Mr. Dickerson stated that he thought it was best to have one person serve as Secretary for consistency. Ms. Corder stated either she or the other City staff liaison, Katinia Taylor, would serve as the Secretary for up to six months. After that time a committee member will have to be appointed as Secretary.

Spring Guided Nature Tour

Ms. Corder stated that the spring 2019 Guided Nature Tour is May 4, 2019. The spring tours will be held at Granby Gardens Park and the Museum grounds. The tour will start on the Museum grounds. Ms. Corder stated that Ms. Taylor did get quotes on larger signs for the Nature Tours but the sign company quoted on aluminum instead of corrugated plastic signs therefore staff will have the correct quotes at the March meeting. Ms. Pedersen asked that City staff get a quote on feather banners for the Nature Tours as well.

Discussion of Future Cayce Event

Attached are suggestions for a future event/s that were submitted by the Committee. At an earlier Events Committee Meeting Dave Capps suggested closing Foreman Street and having a street party there. Event attendees could visit Steel Hands Brewery located on Foreman Street and Southern Essence Distilling at the end of Foreman Street at Frink Street. City staff asked the City Attorney about the possibility of holding an event at Steel Hands but he advised against having a public

event on private property. Tracy Hegler, the City's new City Manager, suggested having a music festival at the City's Municipal Complex and have a trolley to shuttle people to Southern Essence Distilling and Steel Hands Brewery. The Committee liked that idea and Johnathan Moore made a motion for the Committee to hold an event in the fall of 2019. Maxine Creamer seconded the motion which passed unanimously.

Mr. Creamer suggested forming a sub-committee to come up with ideas for the fall event including what type of bands to have, a date and time, a name for the event, etc. Mr. Moore volunteered to head up the sub-committee and Mr. Spruill, Mr. Dickerson, Mrs. Moore, Ms. Pedersen and Mrs. Creamer volunteered to serve on the sub-committee.

Alexis made a motion to request \$10,000 in Accommodations Tax funds for the new event. Cindy seconded the motion which passed unanimously. Ms. Corder stated that City staff would fill out the application for Accommodations Tax funds and submit it on behalf of the Committee.

Other Business

The Committee discussed possibly having an event in the City's Riverwalk. Ms. Corder stated that when the Guignard's donated the land to the City it was with certain restrictions. One of the restrictions is that the City cannot hold events in the Riverwalk and charge a fee for the events. Also, items for sale are not permitted in the Riverwalk so no food vendors are permitted in the Riverwalk.

The Committee asked if it is possible to hold smaller events that may not attract large numbers of people to the City. If so, what funds could be used for these events? Is it possible to use Hospitality Tax funds for these events?

The Committee asked City staff to invite potential committee member Teresa Mitchell to the March 7 Events Committee meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Mendy Corder

Katinia B. Taylor

From: Cindy Pedersen <Pedersen@scdhhs.gov>
Sent: Wednesday, February 20, 2019 10:27 AM
To: Mendy Corder; Danny Creamer (dannycreamer@gmail.com); Rachel; Rachel Scurry; imluvu@aol.com; Cindy Pedersen; Alexis Moore; Dave Capps (cfffshow@yahoo.com); Johnathon Moore ; Maxine Creamer
Cc: Katinia B. Taylor; James Denny
Subject: Suggestion for a small event: Cayce Loves dogs

I always tell people that "Cayce loves dogs" when they say they love the fact that we allow dogs at our events.

I would like to propose a dog event: Cayce Dog Day of Summer – in July or August. There aren't many events in July or August and it is the best time to treat for fleas and ticks.

We can do a "dog dip" – that just takes a big water trough , water and a big jug of flea/tick dip treatment and people can come and dip their dogs for free. I don't think it would be hard to find a sponsor for the trough and jug of dip stuff. You can dip at least a hundred dogs in a batch of that stuff.

I've done this before and had a great turnout. Even though the owner has to put the dog in the dip, I got soaked. But it was fun and a great way to meet all sorts of dog owners.

We can also get DHEC to do a Rabies clinic so we can get all of our dogs up to date on their shots.

The fenced Pavilion at the City Complex would be a great/safe place. The walk back to the parking lot would give dogs time to dry off before getting in their cars.

This is just a suggestion for the time of year when there are very few events and when fleas and ticks are at their worst.

Cindy Pedersen
Program Coordinator
Pedersen@scdhhs.gov
803-898-2033
1801 MAIN STREET
COLUMBIA, SC - 29201
www.scdhhs.gov



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From: Mendy Corder [mailto:MCorder@cityofcayce-SC.gov]
Sent: Monday, February 11, 2019 3:49 PM
To: Danny Creamer (dannycreamer@gmail.com) <dannycreamer@gmail.com>; Rachel <rrscurry@aol.com>; Rachel Scurry <rscurry@scana.com>; imluvu@aol.com; Cindy Pedersen <Pedersen@scdhhs.gov>; Cindy Pedersen <pedersen4th@gmail.com>; Alexis Moore <afoltz@g.clemson.edu>; Dave Capps (cfffshow@yahoo.com)

Katinia B. Taylor

From: Alexis Foltz <afoltz@g.clemson.edu>
Sent: Wednesday, February 6, 2019 9:47 PM
To: Katinia B. Taylor
Cc: Mendy Corder
Subject: Event Idea

Hi Katinia,

Are we looking to plan multiple events or just one large event to replace the Bluegrass festival? It was my understanding initially that we were planning one, but with the recent ideas/emails, I just wanted to clarify. Maybe that is something we can talk about at the meeting.

As far as event ideas go. If we were to do one big event, my idea is listed below:

Cayce Art Walk

- Sort of a cross between the Soiree and Artists along the Riverwalk.
- Have a few bands (2-3) spread out along the Riverwalk or at both ends (Because of the carols event, I think more than that and we would have an issue hearing the other bands - since they would be much louder, presumably than carolers)
- Have the Riverwalk reserved for this event (for ID checks/wristbands at the ends)
- Maybe Steel Hands could serve beer and some food vendors to have food (especially at the bigger spaces and ends)
- Then along the Riverwalk to have Artists and vendors spread out (maybe similar to the Soiree or Soda City) and maybe even some street performers/kids that sing/perform at Soda City (since they don't take up much space, but keep it interactive).

Hope that helps!

Sorry I'm getting this to you so late. See you tomorrow!

Alexis

--

Clemson University
Department of Bioengineering
afoltz@g.clemson.edu

City of Cayce

Events Committee

There are numerous activities that the city of Cayce can hold in order to better the city and surrounding communities. The purpose of these activities is to better the school systems, better the communities, and better ourselves which will eventually better the City of Cayce.

In order to better the school systems we need to enter the school systems in hopes of better graduating seniors' lives. This event will include a sponsored 3 on 3 basketball tournament. This basketball tournament will not only allow the City of Cayce to get involved it would also involve the City of Columbia and graduating seniors of Cayce, South Carolina. The purpose of this event is to provide school supplies and a scholarship for books for low income seniors.

In order to better the city I believe we need to reach a community that is less fortunate than us. This community includes the homeless. The homeless is a big issue that many cities over look. I challenge the City of Cayce to take part in feeding and clothing the homeless within the city and Columbia.

Lastly would be have a street festival for the citizens of Cayce. For the street festival the City of Cayce would need to invite food vendors, bouncy houses, and various games the citizens would be able to participate in.

I understand that each event takes time, however I believe with hard work and dedication, we would be able to achieve each event.

All open positions will be advertised on the City's website and Facebook page.

COUNCIL ACTION REQUIRED

BEAUTIFICATION FOUNDATION – TWO (2) POSITIONS

Ms. Joyce Coleman and Ms. Kim Wells' terms on the Beautification Foundation have expired. Ms. Coleman and Ms. Wells have both served on the Foundation since 2010. Their reappointment applications are attached for Council's review.

EVENTS COMMITTEE – ONE (1) POSITION

The Events Committee has two open positions and has received a potential member application from Ms. Teresa Mitchell. Ms. Mitchell attended a recent Events Committee Meeting and the Committee recommends her for appointment. Her potential member application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION

The open position must be filled by someone from the motel industry in Cayce.

CONSOLIDATED BOARD OF APPEALS – TWO (2) POSITIONS

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

EVENTS COMMITTEE – TWO (2) POSITIONS

Mr. Vi'Dual Futch and Ms. Sarah Donnelley no longer live in the City.

MUSEUM COMMISSION – ONE (1) POSITION

Mr. Leo Redmond resigned therefore there is one open position.

BEAUTIFICATION FOUNDATION – TWO (2) POSITIONS

The Foundation has no recommendation at this time.

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

The Foundation has no recommendations at this time.



CITY OF CAYCE
BEAUTIFICATION FOUNDATION
RE-APPOINTMENT APPLICATION

Name: Joyce H. Colburn

Home Address: 97 Apple Tree Lane City, State, Zip 29170

Telephone: West Columbia, SC E-Mail Address

Cell Phone: 803-397-6944

Resident of Cayce: [X] Yes [] No Number of Years 50+ years

Business Located in Cayce: [] Yes [X] No Number of Years Retired

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 Retired Company: Retired Position

Address:

City, State, Zip Telephone:

Fax: E-Mail

Work Experience: Production, Banking, Administration, Sales, self-employed and promoter

Educational Background: High School Diploma and Midland Rec

Membership Information (Professional, Neighborhood and/or Civic Organizations): CB7

Meals on Wheel, Scooter Scott Project, SC Gay and Lesbian Business Guild

Volunteer Work: Deliver Meals to Seniors, Raise Funds, Promote Products etc

Hobbies: Old Music

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



**CITY OF CAYCE
BEAUTIFICATION FOUNDATION
RE-APPOINTMENT APPLICATION**

Name: Kim Wells
 Home Address: Bissell Loop City, State, Zip Columbia, SC 29229

Telephone: 803 E-Mail Address _____
 Cell Phone: _____

Resident of Cayce: Yes No Number of Years _____
 Business Located in Cayce: Yes No Number of Years 70+

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: CMC Steel SC Position Director of Purchasing
 Address: 310 New State Rd.
 City, State, Zip Cayce, SC 29 Telephone: 803 227 7858
 Fax: _____ E-Mail _____

Work Experience: 23 years w/ CMC, Finance 20 years, 4 year Supply Chain

Educational Background: MBA, Univ of SC. International Business

Membership Information (Professional, Neighborhood and/or Civic Organizations):
AWMI (Assoc of Women in Metals Ind.), ISM.

Volunteer Work: CBF 2010 - present

Hobbies: Travel, Yoga & reading

Return to:
 Mendy Corder, Municipal Clerk
 City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
 Telephone: 803-796-9020 • Fax: 803-796-9072

**CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION**



Name: Teresa Mitchell

Home Address: Grandy Rd City, State, Zip Cayce SC 29033

Telephone: 803 781 6262 E-Mail Address _____

Resident of Cayce: Yes No Number of Years 11 yrs

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

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Housing/Constr Board of Appeals
- Board of Zoning Appeals

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

Work Address

Company: Allied Universal Position Security Officer

Address: 140 Stoneridge Dr #140

City, State, Zip Columbia, SC 29210 Telephone: 803 781 6262

Fax: _____ E-Mail _____

Work Experience: Security

Educational Background: Some college

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

Volunteer Work: former Event Committee member

Hobbies: _____

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