

Mayor  
Elise Partin

Mayor Pro-Tem  
Tim James

Council Members  
Phil Carter  
Hunter Sox  
Byron Thomas

Interim City Manager  
James Crosland

Interim Deputy City Manager  
Michael Conley



**City of Cayce  
Regular Council Meeting  
Wednesday, August 21, 2024  
5:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
[www.caycesc.gov](http://www.caycesc.gov)**

**To Access Council Meeting Livestream, click  
<https://www.youtube.com/@cityofcayce1137/streams>**

**I. Call to Order**

A. Invocation and Pledge of Allegiance

**II. Public Comment Regarding Items on the Agenda**

**III. Items for Discussion and Possible Approval**

- A. Discussion and Approval of Procedures of the City Public Information Officer regarding Council
- B. Discussion and Acceptance of Bid from State Utility Contractors for the Pump Station One Improvements
- C. Discussion and Approval of Award for Budgeting, Grants and Procurement Software as Approved by Council in the FY24-25 American Rescue Plan Funding Budget

**IV. Committee Matters**

A. Reappointment  
Cayce Housing Authority – One (1) Position

**V. City Manager's Report**

**VI. Council Comments**

**VII. 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

**VIII. Reconvene**

- IX. Possible actions by Council in follow up to Executive Session
- X. Adjourn

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



**CITY COMMUNICATION GOALS:**

The City of Cayce seeks to work cooperatively with the members of the media and on City produced social media outlets as a means of disseminating information of public interest in an accurate, appropriate, and timely manner.

1. Promote the City as a whole.
2. Promote Mayor, Council, and staff.
3. Promote Cayce businesses, incoming businesses, new ordinances and ...
4. Promote the local culture of Cayce: History, Art, Recreation

**PROCEDURES FOR COUNCIL AND CITY PUBLIC INFORMATION OFFICER:**

1. Beginning on July 30, City PIO will work from City Hall; she will attend Department head and staff meetings with City Management to garner additional information that can be utilized to accomplish the City Communications Goals.
2. Beginning on August 1, City PIO will add a contract with the Westmetronews.com on a quarterly trial basis as an additional means of accomplishing the Council Communications Goals. PIO and partnership will produce and redistribute up to 16 stories monthly at the direction of the City PIO and City Management. The city will also retain and have access to all photos, videos and other digital collateral.
3. Beginning on August 1, City PIO will add a contract with a local videographer on a quarterly trial basis as an additional means of accomplishing the Council Communications Goals. PIO and partnership will produce videos for the city not to exceed \$500 monthly. This will be at the direction of the City PIO and City Management. The city will also retain and have access to all photos, videos and other digital collateral.
4. Annual Birthday Posts for Mayor, Council and Executive Management.
5. Monthly Department highlights for social media and city website to include interviews, facts, and accolades from residents. We will begin in August with the Water Treatment Plant.
6. Increase in Free and Earned Media
7. At no cost to the city, City PIO will send a survey citywide on citizens communications preferences:
  - a. Do you prefer an electronic newsletter or mailed newsletter?
  - b. How often would you like to receive city updates?
  - c. How likely are you to use our City Ap to get information?
  - d. How likely are you to use our city website to get information?

- e. How likely are you to use our city social media to obtain information?
  - f. Other
8. City PIO will produce a monthly Newsletter for the Mayor, Council and all City staff and will include staff accolades and accomplishments, recap of team meetings, events, monthly department highlights and other internal notes.
  9. The Mayor and Council can contact the City PIO at any time on matters to promote the city by email, text or phone. City PIO will be at City Hall every Tuesday and will be available to meet with Mayor, Council or staff about any items that accomplish the City Communications Goals.
  10. City PIO will distribute a list of important "Monthly" dates and opportunities for the Mayor and Council to get more involved in pushing out information that accomplish the City Communications Goals.
  11. City PIO will increase posts and outbound communication about votes taken in Council meetings, business development, new business announcements, zoning, housing and other important items.
  12. There will be continuity in the City PIO position in all Departments. City PIO and City Management can develop the Communications specifics for the Police Department as new leadership is in place.
  13. City PIO will serve as the graphic designer for all graphics to be distributed outside of the city from any City Department.
  14. City PIO will serve as the media contact from the city or from any City Department. If media contacts staff, staff will direct media to City PIO and/or City Management. City PIO will serve in this capacity for City Council and Mayor to the extent needed. If Mayor and Council seek to work with media outside of that on City matters, City PIO may not be able to assist in accomplishing the City Communication Goals.
  15. City PIO will receive City email address to receive internal emails.
  16. City PIO will notify Mayor and Council when a news story will be coming out and will include City Management and the Mayor and Council on all statements from the city and any City Department to the media.
  17. City PIO will be considered for reimbursement for communications trainings at MASC, FBI-LEEDA and other opportunities to learn new methods of accomplishing our City Communications Goals.

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# Memorandum

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**To:** Mayor and Council

**From:** Jim Crosland, Interim City Manager

**Date:** August 21, 2024

**Subject:** Discussion and Acceptance of Bid from State Utility Contractors for the Pump Station One Improvements

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## Issue

Pump Station One of our Wastewater System has had some issues for some time with keeping up with extreme flows during large rain events. The pumps, VFDs, and controls are past the end of useful life, and are in need of replacement to maintain operations.

## Discussion

Pump Station One currently receives approximately 13 million gallons per day (MGD) of wastewater, coming from the City and its surrounding service area. The three pumps, VFDs, and controls currently at the station were installed around 2008. In 2022, two of the three pumps ceased operations, which mandated emergency bypass pumping while waiting for the pumps to be repaired. The pumps, VFDs, and controls are now over 15 years old. It is becoming more difficult to not only find parts and services, but the timeframe for receiving such is measured in months.

Therefore, the staff asked its engineer, American Engineering Consultants (AEC), to design new pumps, VFDs, and controls to replace the aged and failing system. This design will also address the related pipework connecting the pumps to our system, providing the City a system that will provide another 15-20 years of useful service. Bids were opened on Tuesday, August 13<sup>th</sup> for this work. Based on a review of the bid documents submitted, AEC recommended award of this bid to State Utility Contractors for the amount of \$3,049,000.00.

## Recommendation

Staff recommends that the project be awarded to State Utility Contractors, in the amount of \$3,049,000.00, and authorize the Interim City Manager to execute said contract. Funding for the project will include the use of designated ARPA funds in the amount of \$1,047,217 and an EPA Grant of \$540,000, leaving a balance of \$1,461,783 which will be funded from the Wastewater Renewal and Replacement Fund.

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# Memorandum

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**To:** Mayor and Council

**From:** Jim Crosland, Interim City Manager

**Date:** August 21, 2024

**Subject:** Approval of Award for Budgeting, Grants, and Procurement Software as Approved by Council in the FY24-25 American Rescue Plan Funding Budget

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## Issue

Approval of award for Budgeting, Grants and Procurement Software not to exceed the approved American Rescue Plan allocation of \$132,300 for this project.

## Discussion

The purchase of software was approved by City Council in the 2024-2025 American Rescue Plan Budget Allocations on June 26, 2024. The software purchase would incorporate budgeting and planning, procurement and contract management, as well as grants management.

City staff researched several vendors for this project, the majority of them having proficiencies in only one of the three needs encompassed in this project. Among some of the top contenders were ClearGov for budgeting, ZoomGrants for grants management, BonfireHub for procurement, and OpenGov for all three needs. City staff ultimately agreed that a single software vendor would offer the best solution for the City.

In accordance with Title 11 Chapter 35 of the South Carolina Procurement Code, the City of Cayce “may participate in...a cooperative purchasing agreement for the procurement of any supplies, services, or construction...with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between public procurement units and open-ended state public procurement unit contracts”. The use of purchasing cooperatives affords the City greater purchasing power and larger discounts by joining with other public entities than we could otherwise leverage on our own.

Through its membership with the Omnia Partners, the City of Cayce is authorized as a “public procurement unit” and has the option to enter into contracts already established through Omnia’s competitively solicited cooperative purchasing contracts. Due to the City’s need for all three of the needs to have seamless integration and cooperation, as well as OpenGov’s current ability to integrate with the City’s current financial software, the City of Cayce has chosen to contract with OpenGov under the Omnia Partners contract number 01-165 as afforded by South Carolina Procurement Code.

## Recommendation

Staff recommends that the project be awarded to OpenGov, through the Omnia purchasing cooperative contract, in an amount not to exceed \$132,300 and authorize the Interim City Manager to execute said contract. The annual reoccurring cost is 60K starting in FY26.

**COUNCIL ACTION REQUIRED**

**CAYCE HOUSING AUTHORITY – ONE (1) POSITION**

Ms. Cheryl Seymour's term on the Cayce Housing Authority expired in July and she would like to serve again. She has served on the Authority since 2017 and consistently attends the meetings. Her reappointment application is attached for Council's review.

**APPOINTMENT PROCESS**

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

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

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



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Cheryl Seymour

Home Address: Seymour Place City, State, Zip Cayce, SC 29033

Telephone: 803 E-Mail Address:

Resident of Cayce: [X] Yes [ ] No Number of Years 7

Please check the Committee for which you are applying for reappointment:

- Accommodations Tax Committee, Beautification Foundation, Event Committee, Cayce Housing Authority, Museum Commission, Planning Commission, Consolidated Board of Appeals, Board of Zoning Appeals, Public Safety Foundation

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

Work Address

Company: N/A Position

Address:

City, State, Zip Telephone:

Fax: E-Mail

Work Experience: Retired SC Department of Corrections Officer

Educational Background: Public schools in SC

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

Volunteer Work: James Clark Memorial, Sickle Cell Foundation, Member of Cayce Housing Board of Commissioners

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 mcorder@cityofcayce-sc.gov