



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
EVA CORLEY  
TIMOTHY M. JAMES

*CITY MANAGER*  
REBECCA V. RHODES

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

**City of Cayce**  
**Public Hearing and Regular Council Meeting**  
**Tuesday, April 1, 2014**  
**6:00 p.m. – Council Chambers - 1800 12<sup>th</sup> Street**  
**[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)**

### **PUBLIC HEARING – Proposed Highway 321 Waterline Replacement Project**

- I. Opening Statement
- II. Public Testimony
- III. Close Hearing

### **REGULAR MEETING**

#### **I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
March 4, 2014 Regular Meeting  
March 19, 2014 Special Council Meeting

#### **II. Presentations and Proclamations**

- A. Presentation of the Priority Investment Schedule
- B. Approval of Proclamation – National Service Recognition Day

#### **III. Public Comment regarding Items on the Agenda**

#### **IV. Ordinances and Other**

- A. Discussion and Approval of TIF Funds for the Riverland Drive Sidewalk Project
- B. Approval of Ordinance Amending Land Development Regulations and City Code Sec. 42-3 – Second Reading

- C. Discussion of Proposed FY/2014-2015 Public Safety and Recorder's Court Budget

**V. City Manager's Report**

**VI. Committee Matters**

- A. Committee Minutes
  - Museum Commission – February 14, 2014
  - Board of Zoning Appeals – February 24, 2014
  - Planning Commission – February 24, 2014
- B. Committee Appointments/Reappointments
  - Cayce Housing Authority – One Position
  - Board of Zoning Appeals – Two Positions

**VII. Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to renewal of contractual arrangements for public relation services

**VIII. Possible actions by Council in follow up to Executive Session**

**IX. 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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# Memorandum

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**To:** Mayor and Council  
**From:** Rebecca Vance, City Manager  
**Date:** March 19, 2014  
**Subject:** Purpose for Public Hearing

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The purpose of the Public Hearing will be to provide information on the proposed Highway 321 Waterline Replacement Project. This project is being funded by the State Revolving Fund (SRF). SRF requires a public meeting and/or hearing to allow the public an opportunity to learn about the project, ask questions, and provide comments.

The proposed water main will be constructed to replace the existing, aging waterline that serves as the City's main transmission line, delivering water from the treatment plant throughout the entire distribution system. This is the portion of the system where the City experienced a recent rupture in the asbestos-cement line, which caused the entire system to lose pressure for an entire day. The new water main will provide more system reliability and ensure the City can isolate the system and maintain pressure in the event of an emergency.

The Public Hearing will include the need for the project, alternatives evaluated, the rationale for the selected alternative and a discussion on the environmental and financial impacts of the selected alternative.

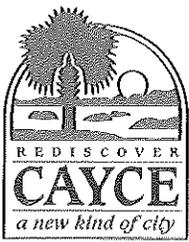
**NOTICE OF PUBLIC HEARING ON  
PROPOSED WATERLINE REPLACEMENT PROJECT**

Notice is hereby given that members of Council of the City of Cayce will hold a Public Hearing for the purpose of obtaining public comment on the Highway 321 Waterline Replacement Project.

Date: April 1, 2014  
Time: 6:00PM  
Location: Council Chambers, Cayce City Hall  
1800 12<sup>th</sup> Street  
Cayce, SC

A copy of the proposed project will be available for inspection at City Hall, 1800 12<sup>th</sup> Street, Cayce, SC between the hours of 8:30am and 5pm Monday through Friday. The public is also invited to submit any written comments to the City Manager at 1800 12<sup>th</sup> Street, Cayce SC 29033.

First reading and vote by the Council on the Highway 321 Replacement Project will be held following the Public Hearing.



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### CITY OF CAYCE Regular Council Meeting March 4, 2014

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, Eva Corley, Tim James, and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, Director of Utilities, Blake Bridwell, and Chief Charles McNair 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 Skip Jenkins gave the invocation. Mayor Partin welcomed a group of Boy Scouts from Transfiguration Lutheran Church who were attending the meeting and invited them to lead the assembly in the Pledge of Allegiance.

Mayor Partin explained that the Boy Scout program has been in existence at Transfiguration Lutheran Church since the 1960's. Many of the Scouts in attendance at the meeting have either achieved the rank of Eagle Scout or Life Scout. Mayor Partin congratulated them and thanked Mr. Chris Jordan for all he does with the Scouts.

#### **Approval of Minutes**

Council Member Jenkins made a motion to approve the minutes of the February 4, 2014 Public Hearing and Regular Meeting and the February 19, 2014 Special Meeting as submitted. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

#### **Presentations and Proclamations**

##### **A. Presentation of Whole Sole Award**

Mayor Partin presented the Whole Sole Award to Ms. Rachel Steen. Ms. Steen is the Tour Guide at the Cayce Historical Museum. Mayor Partin thanked her for all she does for the Museum and for always going above and beyond in her work for the City.

##### **B. Approval of Proclamation – March for Meals Month**

Council considered for approval a Proclamation designating March as March for Meals Month. Council Member Jenkins made a motion to approve the Proclamation as presented. Council Member James seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that every year the Meals on Wheels program invites local Mayors to participate in the Mayors for Wheels program where Mayors deliver meals to seniors who are homebound. She explained that she participates every year and the seniors receive so much pleasure from the volunteers. Mayor Partin thanked Ms. Peggy Scott, Assistant Director with Tri-City Senior Center, for all she does for the seniors in the community.

### **Public Comment Regarding Items on the Agenda**

No public comment was given.

### **Ordinances, Resolutions and Other**

- A. Approval of Ordinance Amending Section 10-31 of the City of Cayce Code of Ordinances Relating to Technical Codes – Second Reading

Council Member Almond made a motion to approve an Ordinance amending Section 10-31 of the City of Cayce Code of Ordinances relating to technical codes. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- B. Approval of Amendment to the City of Cayce Sewer Use Ordinance – Second Reading

Ms. Vance stated there were two changes made between First Reading and Second Reading of the Sewer Use Ordinance. The first change reads, "Any request for a modification or variance to the following requirements of this ordinance shall be in writing and shall provide the information set forth herein along with any information required by the FOG Control Policy."

The second change is requested language from the Purchasers. It reads, "The City of Cayce acknowledges that the Town of Lexington and the JMW&SC each have a FOG program in place and are administering and overseeing these FOG Programs. Nothing in this Sewer Use Ordinance or its exhibits hereto, shall impose additional requirements relating to these FOG programs of the Town of Lexington or JMW&SC, including, but not limited to, the provisions of paragraph 3.2 below." Ms. Vance explained that the Purchasers requested this language to ensure that their programs are independent of the City's and the City does not have any authority or control over their programs.

Mayor Partin asked if the City's Sewer Use Ordinance is more stringent than the Purchaser's. Ms. Vance explained that the City requires a permit whereas the Purchasers require that an application be filled out. She stated that in the future the City could charge a permit fee but does not at this time. Mr. Bridwell stated that the Purchasers have had a FOG Program in place for several years and they are both very stringent. Mayor Partin stated she wanted to make sure that their pre-treatment programs are as strict as the City's. Mr. Bridwell stated the City does sample everything the Purchasers send to the City. Council Member Jenkins asked if the sampling points change periodically. Mr. Bridwell explained they are set points. Ms. Vance stated that the new agreement requires that the Purchasers set up metering stations where the sampling will take place.

Council Member James made a motion to approve the Ordinance to amend the Sewer Use Ordinance as directed by the EPA and to implement a Fats, Oil and Grease Control Policy and Waste Hauler Permitting Program in conjunction with a septage and grease receiving facility as amended. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- C. Approval of Ordinance to Amend the Code of Ordinances to Add a New City Code Sec. 40-119 ("Fees Related to Fats, Oils and Grease")  
Concerning Rates at the City of Cayce Septage and Grease Facility –  
Second Reading

Ms. Vance stated there were no changes made to the Ordinance between First and Second Reading. Council Member James made a motion to approve the Ordinance to amend the Code of Ordinances to add a new City Code Sec. 40-119. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- D. Consideration and Approval of Resolution approving Agreement for Multijurisdictional Alcohol Enforcement Unit

Council Member James made a motion to approve a Resolution approving an Agreement for a Multijurisdictional Alcohol Enforcement Unit. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- E. Discussion of Proposed FY/2014-2015 Utility Fund Budget

Ms. Vance explained that the second draft of the proposed FY/14-15 Utility Fund Budget includes the proposed gross revenue fund and the O&M Revenue Fund. The Gross Revenue Fund consists of all revenue. The O&M Revenue Fund consists of the money left over once all the City's bond payments are made. These funds are used to run the City's water and sewer system.

Ms. Vance explained that the O&M Utilities Fund Expenditures sheets have a column labeled "Changes 3/4/14" and those are the items that have been reduced or changed. She stated the copy of the Capital Equipment Schedule for FY/2014-2015 also has a column labeled "Reductions (3/4)" for the items which were removed or reduced. Currently the budget is out of balance by \$2,087. Ms. Vance stated that once Council gives general approval to the budget, staff will provide the City's Auditors with the budget so they can do the annual rate analysis to determine if a rate increase is required to meet the City's debt coverage.

Ms. Vance explained she also had staff create a list of further budget reductions in case the revenues for the Septage and Grease Facility do not come in as expected. Staff anticipates the Facility opening to be in April and should have good revenue data by the end of this fiscal year to determine if any of these cuts will be needed. If they are needed, the cuts will be included in the final draft of the Utility Budget. Ms. Vance stated staff does not anticipate having any issues with these revenues but they are a new source of revenue and she feels it would be prudent to be prepared for any shortages. She stated she has also asked staff to create a list of what expenditures they would put back in the budget if there is a rate increase. She explained if the City is not required to have a rate increase because of bond coverage she will propose a 2% rate increase to cover the cost of living increase.

Mayor Partin thanked Ms. Vance and staff for starting the budget process so early so the City's residents can be informed on the budget and included in the process. Mayor Partin stated she noticed the AMR meter conversion program was cut out of the budget. She stated the program is an expense but asked if it would not balance out by saving the City in fewer man hours. Ms. Vance stated the City's other needs are much stronger than the efficiency the City would gain with automatically read meters. She explained the 2% increase would afford the City \$100,000 to invest in the AMR program.

The proposed Utility Fund Operating Revenues, O&M Utilities Fund Expenditures and capital equipment schedule are attached.

Council Member Jenkins stated that the water tank with the City logo on it at the City's water plant needs to be pressure washed and the landscaping around it needs to be cut back. Mr. Bridwell stated he would have it scheduled for a cleaning. Council Member James stated that the bushes around the water tank are now partially covering the Cayce logo.

### **City Manager's Report**

Ms. Vance stated staff has applied for a Land Water Conservation Fund grant for improvements and repairs to Guignard Park. This year a park is eligible for LWCF grant monies if that park has ever had these funds spent on it in the past. If so, then it is eligible for up to \$250,000 with the City matching 50%. The City is eligible for this funding this year because in the 1970's LWCF money was used in Guignard Park. Staff has met with LandPlan Group South to discuss what improvements were needed. Ms. Vance explained that the repairs done to Guignard Park at the corner of State Street across from Lizard's Thicket were a DOT project. DOT reinforced all the drainage and repaired the sidewalk and should repair the fence on the corner in the near future. Council Member Jenkins asked if DOT was going to repair the pillar that is leaning in the park. Ms. Vance stated she is in hopes that DOT will put everything back the way it was before they started the project

Ms. Vance stated Mayor Partin and staff had a meeting recently with local real estate agents and developers. The Mayor had the idea to meet with them so they and staff could work together to attract new residential and commercial development in the City. Ms. Vance stated the meeting was very successful. She explained that she and Mr. Greenwood have been asked to speak at a CBRE Real Estate meeting on the same issues that were discussed at the Real Estate/Developer's meeting.

Ms. Vance stated the recycling pilot program just started in Concord Park. The first week 80 pounds of recyclables were picked up and the next week there were 480 pounds of recycling. Staff is excited about the increase but is concerned how to fund recycling roll carts for all residents in Cayce if the project is a success since the carts are \$50 each.

Ms. Vance explained that the City applied for a MASC Achievement Award for the new WWTP and she and Mr. Greenwood are scheduled to give their presentation in March. She stated that the MASC has created a standardized business license application so a business owner can use this form at each municipality when getting a business license rather than filling out a different form at each city. The City of Cayce is one of many municipalities who has agreed to accept this new form and may start using the form in the future if it is compatible with the new software.

Ms. Vance explained that general fund budget discussions will be on the agenda for the special Council Meeting in March. Discussion of the agreement for the design of Riverland Park and Andrew J. Burnette Park will also be on the agenda.

### **Committee Matters**

- A. Approval to Enter the Following Approved Committee Minutes into the City's Official Record

Council Member James made a motion to approve entering the following Committee minutes into the City's official record:

Board of Zoning Appeals – August 19, 2013  
Cayce Housing Authority – December 17, 2013  
Cayce Housing Authority (Annual Meeting) – December 17, 2013  
Cayce Events Committee – January 14, 2014  
Planning Commission – January 27, 2014

Council Member Almond seconded the motion which was unanimously approved by roll call vote.

#### B. Appointments and Reappointments

Mayor Partin asked Ms. Corder if there were any potential member applications on file for any of the open positions on the City's committees. Ms. Corder stated there were not any on file for these committees.

##### Accommodations Tax Committee – Two (2) Positions

Dr. Pete Cassidy's and Ms. Lynda Murray's terms expired in February. They would both like to serve again and the Committee has recommended them for reappointment. Council Member James made a motion to reappoint both members. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

##### Events Committee - -One (1) Position

Ms. Cindy Pedersen's term expired in March. She would like to serve again and the Committee has recommended her for reappointment. Council Member James made a motion to reappoint Ms. Pedersen. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

##### Cayce Housing Authority – One (1) Position

There is one open position on the Cayce Housing Authority. A potential member application was received from Ms. Janice Mixon. The Housing Authority recommends her for appointment. Council Member James made a motion to appoint Ms. Mixon. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

##### Planning Commission – One (1) Position

Mr. Robert Power's term expired in March and he would like to serve again. Council Member Almond made a motion to reappoint Mr. Power. Council Member James seconded the motion which was unanimously approved by roll call vote.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City  
And other matters covered by the attorney-client privilege
- B. Discussion of negotiations concerning proposed contractual arrangements  
As it relates to the 12,000 Year History Park
- C. Discussion of negotiations incident to purchase of property for new  
City Hall

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

### **Reconvene**

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

#### **VII. A.**

Council Member James made a motion to allow the City's attorneys to move forward to secure a legal document as discussed. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

There being no further business, Council Member Corley 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 7:52 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk



## CITY OF CAYCE O & M Fund Revenue Detail

REVENUES	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Approved Budget FY14-15
<b>OPERATING REVENUES</b>					
Interest Earned	\$ 10,353	\$ 10,000	\$ 3,075	\$ 10,000	
Sale of Property	14,619	4,000	0	5,000	
Miscellaneous Revenue	15,019	1,300	153,333	5,000	
Transfer in From Gross Revenue	8,048,863	9,258,098	4,960,221	10,858,842	
Springdale Contract Revenue	80,691	105,194	61,363	105,194	
<b>TOTAL OPERATING REVENUES</b>	<b>\$8,169,545</b>	<b>\$9,378,592</b>	<b>\$ 5,177,992</b>	<b>\$ 10,984,036</b>	<b>\$ -</b>

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
<b>UTILITIES-1910 ADMINISTRATION</b>						
Salaries & Wages	\$ 342,311	251,005	148,849	200,725		
Overtime	1,658	0	0	0		
Printing/Office Supplies	8,279	4,300	2,706	5,000		
Postage	43,078	4,000	2,504	5,375		
Dues & Membership	263	742	70	745		
Travel	2,264	2,370	643	2,655		
Auto Operating Expense	3,582	4,500	2,723	4,500		
Pagers & Telephone	7,235	8,150	3,792	6,800		
Service Contracts	18,729	7,816	8,238	4,122		
Equipment Repair	101	860	471	900		
Safety Supplies	23	5,250	3,065	2,750		
Uniform	103	150	0	200		
Medical, Doctor, Physical	3,335	4,100	1,157	4,100		
Professional Services - HR	0	0	0	0		
Advertising	2,470	8,000	344	4,000		
Vehicle Insurance	2,309	2,400	2,149	1,000		
Employee Training	992	2,525	375	3,450		
Professional Service - Audit	31,778	40,000	31,253	40,000		
Professional Service - Attorney	55,709	35,000	35,377	55,000		
Professional Service - Engineer	18,981	29,000	20,577	41,000		
Consultant Fees	50,504	29,988	25,552	48,500		
Special Contract-Copier	2,487	2,675	1,489	2,675		
Spec Dept Fees-Collect, Chg Card, & On-Line	78,982	0	0	0		
Easement Contracts-CSX	0	0	0	0		
Machines & Equipment	2,227	0	0	750	2,550	
SCRS	36,509	26,462	15,862	21,636		
SCRS Pre-Retirement Benefit	524	376	228	302		
FICA Expense	25,897	19,188	11,166	15,397		
General Insurance	4,743	2,640	2,364	2,100		
Workers Compensation Insurance	4,491	3,000	2,278	3,570		
Medical Insurance	61,162	28,755	20,943	22,989		

Unemployment Compensation	4,560	1,500	0	1,500	
Health Reimbursement Account Expense	4,214	2,000	30	2,000	
OPEB Expense	0	4,810	0	4,810	
Christmas Bonus Pool	0	0		540	
Paying Agent Fee/Bonds	7,233	8,000	7,233	8,000	
Website Expense	5,500	2,750	0	2,750	
<b>Total</b>	<b>832,233</b>	<b>542,312</b>	<b>351,437</b>	<b>519,841</b>	<b>521,641</b>

## CITY OF CAYCE

### O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
<b>UTILITIES-1909 BILLING</b>						
Salaries & Wages		278,154	171,390	291,190		
Overtime		23,423	4,618	16,000		
Printing/Office Supplies		5,000	760	3,750		
Postage		42,000	23,834	44,500		
Dues & Membership		1,010	0	1,465		
Travel		1,360	0	1,560		
Auto Operating Expense		17,500	10,950	17,500		
Pagers & Telephone		5,646	3,449	8,401		
Service Contracts		15,650	13,065	16,750		
Hand Tools & Supplies		1,200	428	2,000		
Safety Supplies		600	396	1,500		
Uniform		1,400	380	1,500		
Vehicle Insurance		3,200	2,544	2,000		
Employee Training		2,470	250	7,260		
Spec Dept Fees-Collect, Chg Card, & On-Line		58,000	40,565	75,000		
Special Contract-Copier		900	642	0		
Machines & Equipment		0		6,600		
SCRS		31,835	18,269	33,171		
SCRS Pre-Retirement Benefit		453	262	463		
FICA Expense		23,084	13,009	23,606		
General Insurance		5,090	4,467	3,900		
Workers Compensation Insurance		3,400	2,555	5,687		
Hospital Insurance		57,509	31,555	61,304		

Unemployment Compensation		5,000	0	5,000	
Health Reimbursement Account Expense		5,000	2,069	5,000	
OPEB Expense		0		0	
Christmas Bonus Pool		0		1,380	
<b>Total</b>	<b>0</b>	<b>588,884</b>	<b>345,455</b>	<b>636,487</b>	<b>636,487</b>

## CITY OF CAYCE

### O & M UTILITIES FUND EXPENDITURES

	Actual	Budget	Actual to 01/31/2014	Proposed Budget	Changes 3/4/14	Adopted
<b>1911 WATER TREATMENT PLANT</b>						
Salaries & Wages	\$ 417,983	433,963	260,578	427,441		
Overtime	43,215	42,494	30,185	41,244		
Printing/Office Supplies	551	650	346	650		
Postage	225	250	125	275		
DHEC Permit Fees & CCR	22,608	24,500	22,697	23,700		
Dues & Membership	519	852	484	822		
Travel	1,312	2,360	1,055	2,360		
Auto Operating Expense	6,930	8,500	4,201	8,100		
Electric & Gas	263,049	275,000	157,542	285,000		
Telephone	10,539	5,000	6,744	4,500		
Lubrication Supplies	664	900	0	900		
Service Contracts	17,845	52,093	26,277	53,222		
Equipment Repair	40,993	75,000	44,603	75,000		
Building Repair	443	500	0	500		
Hand Tools & Supplies	650	900	745	900		
Electric/Light Supplies	494	600	549	600		
Safety Supplies	1,357	1,500	1,093	1,550		
Uniform Expense	1,997	2,100	2,134	2,300		
Janitorial Supplies	523	600	303	600		
Chemical	195,546	194,077	84,745	229,219		
Laboratory Supplies	17,764	23,500	13,079	22,500		
Professional Services - HR	0	0	0	0		
Vehicle Insurance	2,309	2,375	1,911	1,500		
Employee Training	1,153	2,008	1,050	2,750		
Professional Services - Eng		0	0	17,000		

Consultant Service/Lab Tests	14,541	17,000	7,006	0	
Machines & Equipment	2,267	75,000	4,590	138,000	83,190
SCRS	47,972	50,254	30,298	50,590	
SCRS Pre-Retirement Benefit	689	715	435	706	
FICA Expense	33,701	36,440	21,558	36,001	
General Insurance	20,278	13,660	15,546	17,432	
Workers Compensation Insurance	12,215	16,170	12,470	18,192	
Medical Insurance	66,697	71,886	37,737	76,629	
Unemployment Compensation	0	500	0	500	
Health Reimbursement Account Expense	1,010	2,500	10	2,500	
OPEB Expense	0	5,411	0	5,411	
Christmas Bonus Pool	0	0		1,920	
<b>Total</b>	<b>1,248,039</b>	<b>1,439,258</b>	<b>790,095</b>	<b>1,550,514</b>	<b>1,495,704</b>

**CITY OF CAYCE**  
**O & M UTILITIES FUND EXPENDITURES**

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
<b>1912 WATER DISTRIBUTION &amp; MAINTENANCE</b>						
Salaries & Wages	\$ 439,722	497,616	260,870	592,375		
Overtime	67,990	16,100	28,642	20,116	36,000	
Printing & Office Supplies	0	3,000	302	3,000		
Dues & Membership	1,780	1,500	-310	1,830		
Travel	195	1,800	730	5,310		
Auto Operating Expense	54,825	35,000	29,866	50,000		
Electric & Gas	38,759	37,500	25,045	40,000		
Telephone	11,327	20,000	6,024	20,000		
Service Contracts	5,305	179,681	44,604	209,495		
Equipment Repair	8,813	30,000	20,188	30,000		
Building Repairs	0	500	0	500		
Hand Tools & Supplies	2,594	6,000	2,186	6,000		
Masonry/Cement Supplies	1,227	3,000	267	3,000		
Asphalt/Grading Supplies	16,151	25,000	12,875	26,000		
Radio Supplies	0	250	0	250		
Safety Supplies	3,725	5,200	3,466	6,000		
Uniform	2,089	4,200	3,035	5,200		

Chemical	0	736	333	736	
Professional Services - HR	0	0	0	0	
Water Dist Repair Exp	51,616	60,000	74,235	67,000	
Vehicle Insurance	11,207	12,655	9,827	5,000	7,000
Employee Training	4,893	5,000	4,588	12,109	
Water Distribution Meters	1,814	15,000	0	15,000	
Machines & Equipment	16,607	93,250	826	393,000	7,200
SCRS	52,656	54,210	30,777	66,413	68,120
SCRS Pre-Retirement Benefit	756	771	442	927	951
FICA Expense	37,550	39,308	21,974	47,269	48,476
General Insurance	11,271	9,540	9,616	9,700	
Workers Compensation Insurance	9,806	10,000	4,062	25,258	
Health Insurance	80,040	97,046	48,584	130,270	
Unemployment Compensation	0	4,000	0	4,000	
Health Reimbursement Account Expense	3,000	2,000	0	2,000	
OPEB Expense	0	7,816	0	7,816	
Christmas Bonus Pool	0	0		2,700	
<b>Total</b>	<b>332,448</b>	<b>1,277,679</b>	<b>643,051</b>	<b>1,808,274</b>	<b>1,443,296</b>

**CITY OF CAYCE**  
**O & M UTILITIES FUND EXPENDITURES**

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
<b>1916 WASTEWATER TREATMENT PLANT</b>						
Salaries & Wages	\$ 514,281	537,402	318,620	561,180		
Overtime	39,241	41,255	19,905	32,000		
Printing/Office Supplies	367	525	555	680		
Postage	229	250	124	270		
State of S.C. Permit Fees	2,973	3,250	3,170	3,250		
Dues & Membership	705	1,500	235	1,500		
Travel	3,331	4,262	0	5,000		
Auto Operating Expense	56,109	45,000	31,164	45,000		
Water Expense	67,573	50,000	54,383	100,000		
Electric & Gas	699,132	740,000	465,598	806,200		
Telephone	18,934	12,650	15,906	27,700		

Lubrication Supplies	1,178	3,000	867	3,000	
Service Contracts	6,331	92,060	56,429	104,600	
Equipment Repair	21,027	30,000	34,309	65,000	55,000
Building Repairs	277	800	9	500	
Sludge Disposal Fees	271,916	200,000	113,870	200,000	
Hand Tools & Supplies	1,341	3,700	870	3,700	
Electric/Light Supplies	0	210	75	210	
Radio Supplies	82	200	0	200	
Safety Program and Supplies	4,916	3,000	2,095	4,150	
Uniform	2,434	4,500	2,943	5,810	
Janitorial Supplies	506	1,000	461	1,000	
Chemical	282,054	280,000	71,836	162,910	152,510
Laboratory Supplies	32,183	26,200	15,695	27,500	
Force Main/Line Repair Expense	232	0	0	0	
Professional Services - HR	0	0	0	0	
Vehicle Insurance	8,097	9,490	8,003	6,500	
Employee Training	1,143	6,073	814	6,608	
Professional Serv. Engineer		0	0	25,100	
Professional Serv. - Lab Tests	13,523	23,900	15,806	0	
FILOT Expense		0	95		
Machines & Equipment	4,570	58,700	4,050	10,500	17,520
SCRS	57,445	61,048	34,716	64,044	
SCRS Pre-Retirement Benefit	825	868	498	894	
FICA Expense	39,333	44,267	24,914	45,576	
General Insurance	37,944	52,897	68,457	84,016	
Workers Compensation Insurance	17,411	18,500	13,893	25,606	
Health Insurance	76,842	86,263	49,757	99,618	
Unemployment Compensation	0	2,000	0	2,000	
Health Reimbursement Account Expense	1,000	1,500	1,000	1,500	
OPEB Expense	0	6,615	0	6,615	
Depreciation Expense		0		550,000	
Christmas Bonus Pool	0	0		2,580	
<b>Total</b>	<b>2,285,486</b>	<b>2,452,885</b>	<b>1,431,123</b>	<b>3,092,517</b>	<b>3,079,137</b>

**CITY OF CAYCE**  
**O & M UTILITIES FUND EXPENDITURES**

	Actual	Budget	Actual to 01/31/14	Proposed Budget	Changes 3/4/14	Adopted
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	FY12-13	FY13-14	FY13-14	FY14-15		FY14-15
<b>1917 WASTEWATER COLLECTION</b>						
Salaries & Wages	\$ 353,102	410,773	246,808	532,512		
Overtime	58,642	16,100	29,528	40,000		
Dues & Membership	100	910	25	1,875		
Travel Expense	18	2,070	0	5,480		
Auto Operating Expense	94,190	95,000	61,653	100,000		
Electric & Gas	124,357	115,000	71,499	125,000		
Telephone Expense	26,836	36,000	24,372	38,200		
Lubrication Supplies	0	300	0	300		
Service Contracts	14,637	14,388	6,101	15,100		
Equipment Repair	65,101	103,000	120,861	135,000		
Hand Tools & Supplies	3,725	6,000	4,855	6,000		
Masonry/Cement Supplies	835	1,500	0	1,500		
Asphalt/Grading Supplies	7,493	25,000	4,845	25,000		
Radio Supplies	0	250	0	250		
Safety Supplies	5,187	15,000	3,720	6,000		
Uniform	4,226	4,200	3,035	4,500		
Janitorial Supplies	199	300	392	500		
Chemical	29,908	25,000	9,849	25,000		
WW Coll Repair Exp	2,061	50,000	38,180	66,000		
Transmission Line Operation & Maint	0	5,000	0	5,000		
Professional Services - HR	0	0	0	0		
Vehicle Insurance	13,116	14,236	11,341	8,500		
Employee Training	556	918	39	7,568		
Pro Ser - Eng Exp	0	0	-7,500	0		
Machines & Equipment	1,820	20,000	20,723	76,200	39,700	
SCRS	42,422	45,029	28,339	61,803		
SCRS Pre-Retirement Benefit	609	640	407	862		
FICA Expense	30,179	32,651	20,812	43,981		
General Insurance	12,430	12,175	12,591	13,000		
Workers Compensation Insurance	9,446	18,000	13,326	28,638		
Health Insurance	71,136	93,452	46,167	114,944		
Unemployment Compensation	0	1,000	0	1,000		
Health Reimbursement Account Expense	1,853	2,000	0	2,000		
OPEB Expense	0	5,411	0	5,411		
Christmas Bonus Pool	0	0		2,400		
Springdale Contract Expense	0	105,194	0	105,194		
<b>Total</b>	<b>302,302</b>	<b>1,276,497</b>	<b>771,967</b>	<b>1,604,718</b>	<b>1,568,218</b>	

## CITY OF CAYCE

### O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
<b>1920 WASTEWATER PRETREATMENT</b>						
Salaries & Wages		38,871	18,060	124,600	107,100	
Overtime		0	0	5,250		
Printing/Office Supplies		200	193	500		
Postage		100	20	300		
State of S.C. Permit Fees		0	0	0		
Dues & Membership		236	0	474		
Travel		1,402	0	1,402		
Auto Operating Expense		2,000	381	11,000		
Electric & Gas		12,000	0	36,000		
Telephone		600	593	2,380		
Lubrication Supplies				500		
Service Contracts				1,440		
Equipment Repair				1,500		
Building Repair				400		
Sludge Disposal Fees		8,400	0	27,300		
Hand Tools & Supplies		1,000	0	1,500		
Electric/Light Supplies		0	0	200		
Radio Supplies		0	0	0		
Safety Program and Supplies		200	0	975		
Uniform		750	12	1,300		
Janitorial Supplies		0		300		
Chemical		2,250	0	26,545		
Laboratory Supplies		0	0	500		
Professional Services - HR		0	0	0		
Vehicle Insurance		0	241	1,500		
Employee Training		534	0	859		
Professional Serv. - Lab Tests		0	0	10,000		
Machines & Equipment		20,000	19,907	50,000	51,100	
SCRS		4,107	1,887	13,985	12,103	
SCRS Pre-Retirement Benefit		58	27	195	169	
FICA Expense		2,978	1,370	9,952	8,613	

General Insurance				500	
Workers Compensation Insurance		0	225	6,468	5,560
Medical Insurance		5,391	2,996	22,989	19,157
Unemployment Compensation		0	0	0	
Health Reimbursement Account Expense		0		0	
OPEB Expense		0		0	
Christmas Bonus Pool		0		240	
<b>Total</b>	<b>0</b>	<b>101,077</b>	<b>45,912</b>	<b>361,054</b>	<b>336,667</b>

## CITY OF CAYCE O & M UTILITIES FUND EXPENDITURES

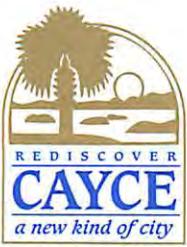
	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
<b>1990 NON-DEPARTMENTAL</b>						
Medical Insurance Expense - Retiree	-10,534	0	0	5,052		
O&M Indirect Cost Transfer	1,500,000	1,500,000	875,000	1,500,000		
Contra Water Expense	-67,573	0	-54,383			
Capital Equipment Replacement Reserve	0	100,000	58,333	140,000	100,000	
Capital Improvement Projects Reserve	0	100,000	58,333	140,000	100,000	
Debt Service Principal				185,627		
Debt Service Interest				10,120		
Depreciation Expense	3,288,125			0		
<b>Total</b>	<b>4,710,017</b>	<b>1,700,000</b>	<b>937,284</b>	<b>1,980,799</b>	<b>1,900,799</b>	

<b>Grand Total</b>	<b>\$ 9,710,524</b>	<b>\$ 9,378,592</b>	<b>\$ 5,316,323</b>	<b>11,554,204</b>	<b>10,981,949</b>	<b>\$ -</b>
<b>O&amp;M Revenue</b>				<u>10,984,036</u>	<u>10,984,036</u>	
<b>Net Revenue/(Shortage)</b>				<u><b>-570,168</b></u>	<u><b>2,087</b></u>	

**City of Cayce  
Capital Equipment Schedule  
FY 2014 -2015**

<b>Department Code -Name</b>	<b>Initial Budget</b>	<b>Reductions (3/4/14)</b>
<b>O &amp; M Fund</b>		
<b>1909 Billing</b>		
Computer Hardware	\$6,600	\$6,600
<b>Total 1909 Billing</b>	<b>\$6,600</b>	<b>\$6,600</b>
<b>1910 Utilities - Administration</b>		
Computer Hardware	\$750	\$2,550
<b>Total 1910 Utilities - Admin</b>	<b>\$750</b>	<b>\$2,550</b>
<b>1911 Water Treatment Plant</b>		
DR 6000 Spectrophotometer	\$9,000	\$9,000
Two Encore 700 Dosage Pumps	\$8,200	\$8,200
Refurbish Backwash and Surface Wash Pumps	\$58,170	\$58,170
Replacement VFD's for Raw Water PS and Water Plant	\$60,000	\$0
Surface Wash Valves for Filters #1 thru #4 plus Installation	\$22,000	\$0
Back Wash Control Valve	\$18,000	\$0
6 New Chairs for WTP Training Room	\$800	\$800
HAZMAT Equipment	\$7,020	\$7,020
<b>Total 1911 Water Plant</b>	<b>\$183,190</b>	<b>\$83,190</b>
<b>1912 Water Distribution</b>		
Continue AMR meter conversion program	\$385,000	\$0
Computer Hardware	\$8,000	\$7,200
<b>Total 1912 Water Distribution</b>	<b>\$393,000</b>	<b>\$7,200</b>
<b>1916 Wastewater Plant</b>		
Forced Air Incubator	\$3,100	\$3,100
Hach HQ440d Benchtop Dissolved Oxygen Multimeter	\$1,600	\$1,600
3 Automatic Door Operators for Centrifuge Building Doors	\$5,800	\$5,800
HAZMAT Equipment	\$7,020	\$7,020
<b>Total 1916 Wastewater Plant</b>	<b>\$17,520</b>	<b>\$17,520</b>
<b>1917 Wastewater Collection</b>		
TC McDonalds PS Discharge Piping Replacement	\$34,300	\$34,300
Maggie Maes PS Rebuild	\$9,400	\$0
Mallard Trace PS Rebuild	\$13,000	\$0
Electric control panel Cedarfield Pump Station	\$7,000	\$0
Electric control panel Davon Pump Station	\$6,500	\$0
Computer Hardware	\$5,400	\$5,400
<b>Total 1917 Wastewater Collection</b>	<b>\$75,600</b>	<b>\$39,700</b>
<b>1920 Septage &amp; Grease</b>		
Remodel old WWTP office/lab	\$50,000	\$50,000
Computer Hardware	\$1,100	\$1,100
<b>Total 1920 Septage &amp; Grease</b>	<b>\$51,100</b>	<b>\$51,100</b>
<b>Total O&amp;M Fund</b>	<b>\$727,760</b>	<b>\$207,860</b>





## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
EVA CORLEY  
TIMOTHY M. JAMES

*CITY MANAGER*  
REBECCA V. RHODES

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### CITY OF CAYCE Special Council Meeting March 19, 2014

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James, James Jenkins, City Manager Rebecca Rhodes, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk, Blake Bridwell, Director of Utilities, Garry Huddle, Municipal Treasurer and Danny Crowe, City Attorney. The Department Heads and Managers over the General Fund departments were also in attendance to discuss their budgets. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

#### Call to Order

Mayor Partin called the meeting to order and Council Member Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

#### Other

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Executive Session**

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

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to the design firm for Riverland Park and Andrew J. Burnette Park
- C. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

### **Reconvene**

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

### **Possible Actions by Council in follow up to Executive Session**

#### III. B.

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

### **Adjourn**

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:35 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk

Table 36  
PRIORITY INVESTMENT SCHEDULE (CIP)

Project Description	Revenue Sources	2011	2012	2013	2014	2015	Long Range
<b>HOUSING ELEMENT</b>							
Site improvements at public housing projects	Cayce Housing Authority – Stimulus funds	Complete					
Williams Place	CHA	Start	Complete				
<b>NATURAL RESOURCES ELEMENT</b>							
Establish cultural information center	City– Hospitality/ Accommodations Tax	Pursue funding	unfunded	pursue funding options	pursue funding options	pursue funding options	
<b>CULTURAL RESOURCES ELEMENT</b>							
Historical Museum – capital improvement plan	City General Fund	\$11,000	\$3,500	\$3,500	\$3,500	\$3,500	To be adjusted
<b>COMMUNITY FACILITIES</b>							
<b>UTILITIES (WATER AND SEWER) DEPARTMENT</b>							
Utilities Department – operational capital improvement plan	City- O& M Fund	\$250,000	\$250,000	\$250,000	City submitted for the Penny for Progress project list - \$15,005,000		
Planned expansion/improvement of city wastewater plant	City – Revenue bonds				Complete		
Water & Sewer Infrastructure Plan	Combination of sources to include Revenue Bonds, Operating Fund, Reserve Fund, State Aid, Federal Aid and other sources	Total project cost:34 Million			City submitted for the Penny for Progress project list - \$13,700,000		
WaterLine Replacement	CDBG	\$6,800	\$171,083 phase 1	\$6,800 \$328,917	\$6,800 applied for CDBG funding unfunded	will apply for CDBG funding again	complete
<b>PUBLIC SAFETY DEPARTMENT</b>							
Public Safety Department – operational capital improvement plan	City – General Fund	\$65,200	\$132,431	\$189,315	\$621,000 City submitted for the Penny for Progress project list - \$3,174,865		
<b>PARKS AND GROUNDS DEPARTMENT</b>							
Parks Department – capital improvements plan	City – General Fund	\$83,000	\$58,950	\$17,450	\$32,000 City submitted for the Penny for Progress project list - \$1,038,500		To be adjusted
City Park Maintenance	City – General Fund	\$13,000	\$5,000	\$5,000	\$5,000	\$5,000	To be adjusted
Extend Riverwalk Park to Congaree Preserve – Phase 3	City- grants & TIF Funds		Phase 3A Complete	Phase 3B complete			
Extend Riverwalk Park to Timmerman Trail- Phase 4					City- TIF and PRT funds - Riverwalk complete		
<b>STORM DRAINAGE</b>							
Storm Drainage improvements – Continue development of NPDES storm water permit Phase 3	City - grants		1 Million unfunded	1 Million	City submitted for the Penny for Progress project list - \$6,141,464.60		
<b>STREETS AND SANITATION DEPARTMENT, AND CITY GARAGE</b>							
Department - capital improvement plan	City- General Fund	\$341,000	\$341,000	\$221,000	\$207,000	\$207,000	To be adjusted
<b>TRANSPORTATION</b>							
Construct cul-de-sacs on all existing	City-General Fund – DOT						Start
Dead-end streets							
Build Sidewalk and bikeway network							
Priority #1: Airport Blvd. Enhancement Phase I	SCDOT		Start		Complete		
Future Phases	SCDOT						Start
Priority #2 State Street Enhancement	SCDOT,BCB, CDBG	Start			Complete		
Priority #3: Axtel St. – full distance -3,000' @ \$100'	DOT – grants			\$300,000			Complete
Priority # 4 12 <sup>th</sup> St – Knox Abbott to Evergreen – 750' @ \$100'	DOT – grants			\$75,000			Complete
Priority # 5 Lafayette – Charleston Hwy to State – 6,000' @ \$100'	DOT – grants				\$600,000		Complete
Priority # 6 Julius Felder – Charlotte to Taylor – 1,900' @ \$100'	DOT - grants				Start		\$190,000
Riverland Drive to Phase III of the Riverwalk	DOT-grants				Start		\$219,350
All other sidewalk projects – reschedule and prioritize long term	DOT - grants						



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
EVA CORLEY  
TIMOTHY M. JAMES

*CITY MANAGER*  
REBECCA V. RHODES

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

# P ROCLAMATION

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

**WHEREAS**, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21<sup>st</sup> century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

**WHEREAS**, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 1, 2014.

**NOW, THEREFORE**, be it proclaimed by I, Elise Partin, Mayor of the City of Cayce, South Carolina, along with fellow members of the Cayce City Council, that April 1, 2014, is National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give to their communities.

In witness thereof, I have hereunto set my hand this 1<sup>st</sup> day of April, 2014.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Shaun Greenwood, Assistant City Manager  
Tara Yates, Grants Specialist

**Date:** March 28, 2014

**Subject:** Discussion and Approval of TIF Funds for the Riverland Drive Sidewalk Project

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## **ISSUE**

Council approval is needed to utilize TIF Funds for the local match contribution for the Riverland Drive Sidewalk Project.

## **BACKGROUND/DISCUSSION**

Cayce has been awarded the SCDOT Transportation Alternative Program (TAP) Grant in the amount of \$145,000 for construction of a sidewalk along Riverland Drive. Staff believes TIF funds are the best available option to provide the required local match for this grant project.

The grant will provide funds for design and construction of an ADA compliant sidewalk along Riverland Drive connecting Phase II and III of the Riverwalk.

## **RECOMMENDATION**

Staff recommends Council approve the use \$74,350 of TIF funds to be used for the local match contribution for the Riverland Drive Sidewalk Project.

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Shaun Greenwood, Asst. City Manager  
Monique Ocean, Planning & Zoning Technician

**Date:** March 19, 2014

**Subject:** Second Reading of an Ordinance amending Section 42-3 (“Land Development Regulations adopted”) of the City of Cayce Code of Ordinances.

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## ISSUE

Council approval is needed for the Second and Final Reading of an Ordinance amending the General Code of Ordinances Section 42-3 (“*Land Development Regulations adopted*”) to include deletion of the current Section 42-3 (“*Land Development Regulations adopted*”) and adoption of a new Section 42-3 (“*Land Development Regulations adopted*”).

## BACKGROUND/DISCUSSION

Over the past 6 months, staff and the Planning Commission have been working to revise the City’s Land Development Regulations. Due to the age of the existing regulations, staff believed that completely rewriting the entire document was the best approach. The last amendment of the City’s Land Development Regulations was completed in 1996. Staff partnered with the Central Midlands Council of Governments (COG) to create a draft document that ensures harmonious, orderly and progressive land development within the City. The draft provides guidelines to specify each step of the land development process and clearly identifies the responsibilities of all parties involved. Staff considers the guidelines to be essential in ensuring that the development process is clear, concise and seamless. A summary of the changes are attached. The proposed changes are provided in a red-lined copy.

After the First Reading of this Ordinance several changes have been made at the request of the City Attorney. These changes have been added to the current redline and to the summary of changes attached with this white paper.

The Planning Commission met on March 17, 2014, to hear Public Comment about the suggested changes. No members of the public were present to speak

in favor or against the proposed changes. The Planning Commission voted unanimously to recommend Council approve the changes. A copy of the draft minutes from that meeting will be uploaded to the shared drive prior to Council's consideration of these revisions.

### **RECOMMENDATION**

The Planning Commission recommends Council approve Second and Final Reading of an Ordinance, as amended, amending the Land Development Regulations and Section 42-3 (*"Land Development Regulations adopted"*) of the City of Cayce General Code of Ordinances.

## SUMMARY OF CHANGES – Land Development Regulations

### **General Provisions**

Language added to indicate the specific purposes of the Land development regulations (**Sec. 1-1**)

Language added for Violation and Penalty (**Sec. 1-9**)

Added over 50 terms to Definitions (**Art. 2**)

### **Procedure for plat approval**

Mandatory pre-application meeting added as a separate step to general procedure for plat approval (**Sec. 3.2.1**)

Language added to explain appeal process (**Sec. 3-3.3.D**)

Requirement for distribution of sketch plan for review to list of appropriate agencies and departments, not just the zoning administrator (**Sec. 3.2.3.E**)

Requirement for review and approval (15 day deadline) of preliminary plat to list of appropriate department and governmental agencies

Duration of validity of Preliminary plat approval changed from 1 year to 2 years (**Sec.3-2.4.C**)

Language added to require Construction plans for required improvements (**Sec. 4-3**)

### **Design standards**

Additional terms added to minimum design standards (**Art. 5**)

Added size of lots, square footage and design mph to table to determine right-of-way widths and pavement widths (**Sec. 5-2.11**)

Added requirements for private streets (**sec. 5.2.17 Private Streets**)

Utility Easement width on rear property line minimum changed from a 12 ft to 20 ft; utility easement width on side property line minimum changed from 10 ft to 15 ft (**Sec. 5-5**)

### **Improvements**

Requirement for utilities to be placed underground where applicable (**Sec. 6-11**)

Table added to list required sizes of parks and open space (**Sec. 6-13.2**)

Development phasing added (**Sec. 6-13.3**)

Language added to offer incentives to developers for linking parks and open spaces with bikeways and walking trails (**Sec. 6-13.4**)

Requirement for residential street lights added (**sec. 6-15**)

Traffic calming table added to provide options (**Sec. 6-18.1**)

### **Types of Development**

Language added to describe types of group developments (**Sec.7-1.3**)

Requirements for construction plans for group developments added (**Sec. 7-2.4**)

Extraordinary development (i.e. dams, artificial lakes) added (**Art. 10**)

Land surveying standards added (**Art. 11**)

### **Miscellaneous**

Table 6.2 suggested for draft but removed because parks and open spaces are already referenced in the Zoning Ordinance

Planning Commission chose to delete the section (**Sect. 8-10**)

Enforcement terms added to indicate penalty for violations of the draft regulations (**Art. 15**)

### **City Attorney Suggestions**

Definition of "*affordable*" replaced with S.C. Code § 6-29-1110 (1) (**sec. 2-2**)

Definition of "*subdivision*" replaced with S.C. Code § 6-29-1110 (4) (**sec. 2-2**)

Language that would improperly distinguish the document as an ordinance and not as regulations removed (**page 1, sec. 1-5, sec. 15-1, sec. 16-4, etc.**)

Re-direct any appeal of a decision from the Planning Commission to S.C. Code § 6-29-1150(D) (**sec. 3-2.4, sec. 3-9**)

Revise page numbers in Table of Contents

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

**ORDINANCE**

**Amending Land Development Regulations  
and City Code Section 42-3 (“Land  
development regulations adopted”)**

**WHEREAS**, the Council, upon the recommendation of its Planning Commission and after public hearing on the proposed amended Land Development Regulations, has determined that it is in the interest of the public and the City to make updates and changes to the Land Development Regulations and to the City Code section that adopts such Regulations,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that

1. The City’s Land Development Regulations are hereby amended by substituting, for the current text of the Land Development Regulations, the text of the attached Land Development Regulations, which are hereby approved and adopted.
2. City Code section 42-3 (“Land development regulations adopted”) is hereby amended to read: “The City land development regulations, as amended and adopted by ordinance, are on file and available in the city offices.”

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_  
2014.

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy C. Corder, Municipal Clerk

First reading: \_\_\_\_\_

Public hearing: \_\_\_\_\_

Second reading and adoption: \_\_\_\_\_

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

**CITY OF CAYCE, SOUTH CAROLINA**  
**LAND DEVELOPMENT REGULATIONS**

**ADOPTED: \_\_\_\_\_**

**PREPARED BY THE CITY OF CAYCE PLANNING COMMISSION**

**CITY OF CAYCE, SOUTH CAROLINA  
LAND DEVELOPMENT REGULATIONS**

**Adopted by the Cayce City Council on \_\_\_\_\_**

**Prepared by the City of Cayce Planning Commission  
With assistance from the staff of  
Central Midlands Council of Governments**

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~~STATE OF SOUTH CAROLINA~~ )

) \_\_\_\_\_ ~~ORDINANCE NO.~~ \_\_\_\_\_

~~COUNTY OF LEXINGTON~~ )

~~AN ORDINANCE TO REGULATE THE DEVELOPMENT OF LAND IN THE CITY OF CAYCE, SOUTH CAROLINA: REQUIRING AND REGULATING THE PREPARATION AND PRESENTATION OF DEVELOPMENT DESIGN STANDARDS: PROVIDING MINIMUM IMPROVEMENTS TO BE MADE OR GUARANTEED TO BE MADE BY THE DEVELOPER: SETTING FORTH THE PROCEDURE TO BE FOLLOWED IN APPLYING THESE RULES, REGULATIONS, AND STANDARDS: PROVIDING FOR THE IMPOSITION OF PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS ORDINANCE: REPEALING CONFLICTING ORDINANCES: AND FOR OTHER PURPOSES.~~

~~BE IT ENACTED BY THE CITY COUNCIL, CITY OF CAYCE:~~

## ARTICLE 1

### GENERAL PROVISIONS

#### 1-1 Purpose

The public health, safety, economy, good order, appearance, convenience, morals, and general welfare require the harmonious, orderly and progressive development of land within the City of Cayce. In furtherance of this general intent, the regulation of land development by the City of Cayce is adopted for the following purposes, among others:

- A. To encourage the development of an economically sound and stable community;
- B. To assure the timely provision of required streets, utilities, other facilities and services to new land developments;
- C. To assure the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, in and through new land developments;
- D. To assure the provision of needed public open spaces and building sites in new land developments through the dedication or reservation of land for recreational, educational, transportation and other public purposes; and
- E. To assure, in general, the wise and timely development of new areas or redevelopment of areas in harmony with the adopted City of Cayce Comprehensive Plan.

## 1-2 Short Title

~~This ordinance~~ These regulations shall be known as and may be cited as the City of Cayce Land Development Regulations.

## 1-3 Authority

These regulations are adopted under authority granted by the General Assembly of South Carolina, pursuant to authority conferred by the 1994 “South Carolina Local Government Comprehensive Planning Enabling Act”, SC Code Sections 6-29-310 through 6-29-1640.

## 1-4 Jurisdiction

These land development regulations shall apply to all development of land within the incorporated area of the City of Cayce.

## 1-5 Types of Development

For the purpose of proper regulation, developments have been divided into types and separate regulations developed for each type. These types and the applicable sections of ~~this ordinance~~ these regulations are:

- A. Traditional Subdivisions – specifically articles one through six and ten through fifteen apply to this type of development.
- B. Group Developments – specifically articles one through seven and eleven through fifteen apply to this type of development.
- C. Planned Developments - Article eight
- D. Extraordinary Development – Article ten

## 1-6 Official Recording

Upon enactment of ~~this the~~ ordinance by the City Council of the City of Cayce, adopting these regulations, -a copy of ~~this the~~ ordinance shall be filed in the offices of the Lexington County Clerk of Court. After that time, no subdivision plat for any land within the subdivision jurisdiction of the City of Cayce shall be filed until such plat has been submitted to and approved by the City of Cayce Planning Commission or other authorized parties, according to the procedures set forth in this ordinance.

## 1-7 Application of Regulations

No street, other public way or land shall be accepted or maintained; nor shall any water lines, sewer lines, street lighting or similar improvements be extended or connected; nor shall any permits be issued by any department of the municipality or county for construction of a building or other improvement in any subdivision established hereafter which does not meet the requirements set forth in this ordinance.

#### **1-8 Effect of Plat on Dedications**

The approval of a plat by the Administrative Officer shall not be deemed to constitute or influence an acceptance by the City Council of the dedication of any street or other ground upon the plat.

#### **1-9 Violation and Penalty**

**Violation by Subdivider** -Whoever, being the owner or agent of the owner of any land located within a subdivision, transfers or sells, agrees to sell or negotiates to sell any land by reference to or exhibition of or by other use of plat of a subdivision, before such plat has been approved by the Administrative Officer and recorded in the office of the County Registrar of Deeds, shall be guilty of a misdemeanor, and upon conviction, forfeit and pay a minimum penalty of five hundred (500) dollars to the City, for each lot so transferred or sold or agreed or negotiated to be sold. The description of any such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring such lot or parcel shall not exempt the transaction from such penalties or from the remedies herein provided. The City Council may enjoin such transfer, sale or agreement by action for injunction brought in any court competent jurisdiction and may also recover such penalty by civil action in any court of competent jurisdiction.

**Violation by Recording Official** - The Lexington County official whose duty it is to accept and record plats of real estate shall not accept, file or record any subdivision plat in such office without the approval of the Administrative Officer. If the recording official violates the provisions of this section, he shall in each instance be subject to the same penalty as provided in the above section and the City Council shall have the same rights and remedies as to enforcement or collection as therein provided and may enjoin any violations thereof.

**Enforcement** - Whenever it shall come to the attention of the City Council that any provision of these regulations have been or is being violated, the City Council may immediately institute suit and prosecute the same to final judgment.

## ARTICLE 2 DEFINITIONS

### 2-1 Usage

A. Unless the context clearly indicates to the contrary, words used in the present tense include the future tense: words used in the plural number include the singular: the word "herein" means "in these regulations": word "regulations" means "these regulations".

B. A "person" includes a corporation, a partnership, and an incorporated or unincorporated association of persons such as a club: "shall" is always mandatory: "may" is discretionary: a "building" includes a structure: a "building" or "structure" includes any part thereof: "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged, or designed to be used or occupied".

### 2-2 Words and Terms Defined

For the purpose of these regulations, the following words and terms are defined as follows:

**ADT**: Average daily trips

**Administrative Official**: The Planning Director or other person duly designated to act in his behalf.

**Affordable**: ~~Means in the case of dwelling units for sale, housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than twenty-eight percent of the annual household income for a household earning no more than eighty percent of the area median income, by household size, for the metropolitan statistical area as published from time to time by the U.S. Department of Housing and Community Development (HUD) and, in the case of dwelling units for rent, housing for which the rent and utilities constitute no more than thirty percent of the annual household income for a household earning no more than eighty percent of the area median income, by household size for the metropolitan statistical area as published from time to time by HUD. Means either a sales price that is within the means of a moderate income household or a rental amount for housing that is within the means of a low-income household as those terms are defined in this Section. In the case of dwelling units for sale, housing that is affordable is housing for which the mortgage, taxes, insurance and fees are no more than 30 percent of the adjusted~~

~~income for a household whose gross annual income is at or below 80 percent of the median for the area based on household size. In the case of rental housing, housing that is affordable is housing for which the monthly rental amount plus utility costs do not exceed 30 percent of the adjusted income for a household is 50 percent of the area median household income adjusted for household size~~

**Applicant:** The owner of land proposed to be subdivided or his/her representative.

**Application for Exemption:** An application to be made with the Administrative Official upon which a finding of applicability of these regulations is to be made. See the definition of "subdivision" for standards of applicability.

**Bikeway:** Any road, path or way which in some approved manner is specifically designated as being open to bicycle travel, regardless of whether such facilities are designed for the exclusive use of the bicycles or are to be share with other transportation modes, and which further includes a dedicated right-of-way for public use.

**Block:** A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad right-of-ways, shorelines of waterways, or boundary lines of municipalities or counties.

**Bond:** Any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Government Body. All bonds shall be approved by the Governing Body wherever a bond is required by these regulations. A bond can be a performance bond, surety bond, or an irrevocable letter of credit. The amount must equal at least 150% of the cost of the required improvement.

**Bufferyard:** An area within a property or site, generally adjacent to or parallel with the property line either consisting of natural existing vegetation or created by the use of trees, shrubs, and/or fences designed to limit continuously the view and/or sound from the site to adjacent sites or properties.

**Building:** Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind, and includes any structure.

**Building Line:** A line beyond which no foundation wall or part of the structure of any building shall project, with the exception of roof overhang and the sub-surface projection of footings.

**Cartway:** The actual road surface area from curb line, which may include travel lanes, parking, and deceleration and acceleration lanes. Where there are no

curbs, the cartway is that portion between the edges of the paved surface.

**Central Water System:** A private water company not owned and operated by a public agency, serving new community development in an outlying area. It includes water treatment and distribution facilities.

**Central Sewerage System:** A community sewer system, including collection and treatment facilities, not owned and operated by a public agency serving a new subdivision in an outlying area.

**Cluster or Clustering:** means a site-planning technique that concentrates buildings and structures in specific areas on a lot, site, or parcel to allow the remaining land to be used for recreation, open space, and/or preservation of features, and/or structures with environmental historical, cultural, or other significance. The techniques used to concentrate buildings may include, but shall not be limited to, reduction in lot areas, setback requirements, and/or bulk requirements, with the resultant open space being devoted by deed restrictions for one or more uses.

**Cluster development, residential:** means a land development project in which the site planning technique of clustering dwelling units is employed.

**Common open space:** means the portion of the site set aside in perpetuity as open space. This area may include wetlands, floodplains or flood-hazard areas, stream corridors, prime agricultural lands, habitats of endangered species, wildlife, as identified on applicable federal or state lists, scenic views, historical or cultural features, archaeological sites, or other elements to be projected from development as well as easements for public utilities.

**Construction Plan:** The drawings accompanying a subdivision plat or plan and showing specific location and design of improvements to be installed in the subdivision in accordance with the requirements of the Administrative Officer as a condition of the approval of the plat or plan.

**Crosswalk:** A right-of-way within a block dedicated to public use, intended primarily for pedestrian use designed to provide access to adjacent roads.

**Density:** The number of dwelling units per acre of “developable land” within the boundaries of a residential project.

**Developable land:** All land within a project’s boundaries, including lands or parcels designated for the support of the development; that is, all areas for lots, parking areas, drives, roads, drainage and utility easements or rights-of-way, sign easements, entrance structure easements, and lands designated for private

recreation.

**Developer:** The owner or owners (or their representative) of a lot or of any land included in a proposed development (also, the holder of an option or contract to purchase, or any other person having enforceable proprietary interest in such land).

**Development:** means the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, any mine, excavation, landfill or land disturbance, and/or any changes in use, or alteration or extension of use, of land.

**Divided Street:** A street having an island or other barrier separating moving lanes.

**Easement:** A grant to the general public, corporation, or certain person or persons of the right to the use of the strip or parcel of land for a specific purpose. Fee simple title to the land remains with the grantor.

**Extraordinary Developments:** Any artificial impoundment, such as a lake, created through the use of dams or other means.

**Final Plat or Plan:** The final map of all or a portion of a subdivision that is presented for final approval.

**Frontage:** That side of a lot abutting on a street or way ordinarily regarded as the front of the lot, but it shall not be considered as the ordinary side of a corner lot.

**Grade:** The slope of a road, street, or other public way, specified in percentage (%) terms from the horizontal.

**Gross area:** means the total area of the site, including the net buildable area and public rights-of-way.

**Group Development:** All divisions of a tract or parcel of land into two or more building sites for the purpose, whether immediate or future, of building development. Group developments would include apartment complexes, office parks, shopping centers or other commercial structures or complexes containing two or more business establishments, mobile home parks, industrial parks, or other developments where the site is not subdivided into lots and public streets but is divided into two or more building sites.

**Health Department:** The public health department having jurisdiction over the land area in which the proposed subdivision is located, or the South

Carolina Department of Health and Environmental Control.

**Individual Sewage Disposal System:** A septic tank, seepage tile sewage disposal system, or any other approved sewage treatment device.

**Infrastructure:** The facilities and services, needed to sustain residential, commercial, industrial, institutional and other activities.

**Land Development:** A change in land characteristics through redevelopment, construction, subdivision into parcels, condominium complexes, apartment complexes, commercial parks, shopping centers, industrial parks, mobile home parks or similar developments for sale, lease or any combination of owner and rental characteristics.

**Lot:** The basic development unit - an area with fixed boundaries, used or intended to be used by one building and its accessory building(s) and not divided by any public highway or alley.

**Lot Area:** Means the total area of the lot including easements.

**Lot, Corner:** A lot situated at the intersection of two (2) streets - (The interior angle of such intersection not exceeding 135 degrees).

**Lot Depth:** The mean horizontal distance between the front and rear lot lines.

**Lot, Double Frontage:** A lot having frontage and access of two or more public streets. A corner lot shall not be considered having double frontage unless it has frontage and access on three or more streets.

**Lot Improvement:** Any building, structure, place, work of art, or other object, or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment.

**Lot, Interior:** A lot other than a corner lot.

**Lot, Reversed Frontage:** A lot having frontage on two or more public streets, the access of which is restricted to one street.

**Lot Width:** The mean horizontal distance between the side lot lines of a lot measured at right angles to the depth; or the same distance measured at a point midway between the front lot line and the rear lot line; or at the rear line of the required front yard (building line), especially on irregularly shaped lots.

**Low-income household:** A household whose gross annual income does not

exceed 50 percent of the area median as adjusted for household size.

**Manufactured Home:** A single-family dwelling unit fabricated in an off-site manufacturing facility for installation or assembly at the building site, bearing a label certifying that it is built in compliance with the Federal Manufactured Home Construction and Safety Standards Act of 1974 (42. U.S.C Sec. 501), which became effective June 15, 1976.

**Mobile Home:** A movable or portable residential dwelling that was fabricated in an off-site manufacturing facility, designed to be a permanent residence, over thirty-two (32) feet in length and eight (8) feet or more in width, constructed to be towed on its own chassis and designed without a permanent foundation for long-term occupancy, which includes a double wide or expandable mobile home as defined below, as well as a portable dwelling composed of a single unit, which may or may not be in compliance with the Federal Manufactured Home Construction and Safety Standards Act of 1974. The term "mobile home" as used in this Ordinance shall not include prefabricated, manufactured, modular or unitized dwellings placed on permanent foundations, nor shall it refer to travel trailers, campers or similar units designed for recreation or other short term uses. A Mobile Home may or may not be permanently attached to the ground, and its transport features may or may not be removed. Mobile Home activity shall be permitted only in a Mobile Home Park. A Mobile Home Park must meet the requirements of the Mobile Home Park Ordinance.

(a) **Doublewide Mobile Home:** A doublewide mobile home is a mobile home with two or more units separately towable, but designed to be joined into one integral unit at the site.

(b) **Expandable Mobile Home:** An expandable mobile home is a mobile home with one or more sections that fold, collapse or telescope into the principal unit when being transported and which can be expanded at the site to provide additional living area.

**Moderate-income household:** A household whose gross annual income is less than 80 percent of the area median as adjusted for household size.

**Modular Home:** A structure intended for residential use and manufactured off-site in accord with the Southern Building Code and BOCA Basic Building Code.

**Net buildable area:** The portion of the cluster development that may be developed or used for common open space, whether publicly dedicated or private, but excluding private streets, public streets, and other publicly dedicated improvements.

**Off-Site:** Any premises not located within the area of the property to be subdivided whether or not in the same ownership of the applicant for subdivision approval.

**Ordinance:** Any legislative action, however denominated, of a local government, which has the force of law, including any amendment or repeal of any ordinance.

**Owner:** Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be subdivided under these regulations.

**Parking, Off-Street:** An area adequate for parking an automobile with room for opening doors on both sides, together with properly related access to a public street arranged so that no maneuvering incidental to parking shall be on any public street and so that an automobile may be parked or moved therein without moving any other automobiles.

**Planning Commission:** The City of Cayce Planning Commission.

**Preliminary Plat or Plan:** The preliminary drawing or drawings, described in these regulations, indicating the proposed manner or layout of the subdivision to be submitted to the Administrative Officer for approval.

**Public Improvement:** Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the local government may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which local government responsibility is established.

**Registered Engineer:** An engineer properly licensed and registered in the State of South Carolina.

**Registered Land Surveyor:** A land surveyor properly licensed and registered in the State of South Carolina.

**Reserve Strip:** A strip of land adjacent to a public street or similar right-of-way which has been reserved for the purpose of controlling access to the public way.

**Re-subdivision:** A change in a map of any approved or recorded subdivision plat if such change affects any street layout on such map or area reserved there for public use, or any lot line: or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions.

**Right-of-Way:** A strip of land occupied or intended to be occupied by a street,

crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for another special use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, shade trees or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.

**Sale or Lease:** Any immediate or future transfer of ownership, on any possessory interest in land, including contract of sale, lease, devise, interstate succession, or other written instrument.

**Setback:** The required distance between a structure and the lot lines on the lot in which it is located. Lot lines can be the property lines or the edge of a street right-of-way.

**Screening:** Either (A) a strip of at least ten (10) feet wide, densely planted (or having equivalent natural growth) with shrubs or trees at least four (4) feet high at the time of planting, of a type that will form a year-round dense screen at least six (6) feet high; or (B) an opaque wall or barrier or uniformly painted fence at least six (6) feet high. Any requirements herein contrary to the Landscape Ordinance shall mean to meet those of the Landscape Ordinance.

**Single-Family Dwelling:** A permanent structure placed on a permanent foundation, having one or more rooms, with provisions for living, sanitary, and sleeping facilities arranged for the use of one or more individuals of the same family. These dwellings shall include site-built, manufactured, and modular homes.

**Site plan:** The development plan for one or more lots on which is shown the existing and/or the proposed conditions of the lot.

**Sketch Plan or Site Plan:** A sketch plan or plat is a generalized map prepared by the developer that shows the development concept. Its purpose is to serve as a basis for discussion without either the Administrative Officer or the developer making commitments. This phase of the subdivision process precedes the preparation of the preliminary plat or plan (or final plat in the case of minor subdivisions).

**Streets:** The word means, relates to, and includes the entire right-of-way of streets, avenues, boulevards, roads, highway, freeways, lanes, alleys, courts, thoroughfares, collectors, minor streets, cul-de-sacs, and other ways.

**Street Classifications:** Streets may be classified as follows:

**Alley:** a public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

**Arterial (Major Thoroughfare):** A freeway, expressway or a street or highway which is used or intended to be used for moving either heavy vehicular traffic volumes or high-speed traffic, or both, or which was designated as a major thoroughfare in the Comprehensive Plan.

**Collector:** A street which is used or intended to be used for moving traffic from minor streets to major thoroughfares, including the principal entrance and circulation street or streets of a development. Types of collector streets include:

1. Urban residential - collector streets which serve minor urban residential streets;
2. Rural residential - collector streets which serve only minor rural residential lots which meet the lot size requirements of a minor residential street; and
3. Commercial or Industrial - collector streets that serve minor commercial or industrial streets.

**Local (Minor Street):** A street that is used or intended to be used to provide access to other streets from individual properties. Types of minor streets include:

1. Urban residential - minor streets serving residential lots in incorporated areas;
2. Rural residential - minor streets serving residential lots;
3. Commercial or Industrial - minor streets serving commercial or industrial uses;
4. Marginal access - minor streets located parallel and adjacent to a limited access street or highway which provide access to abutting properties and protection from through traffic; and
5. Cul-de-sac - minor street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

**Private Streets:** Any road or street that is not publicly owned or maintained and used for access by the occupants of the development, their guests and the general public.

**Street Perimeter:** Any existing street to which the parcel of land to be subdivided abuts one (1) side.

**Subdivider:** Any person who (1) having an interest in land, causes it, directly or indirectly to be divided into a subdivision or who (2) directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel site, unit, or plat in a subdivision, or who (3) engages directly or through an agent, in the business of selling, leasing, developing, or offering for sale, lease, or development, a subdivision or any interest, lot, parcel site, unit, or plat in a subdivision, and who (4) is directly or indirectly controlled by, or under direct or indirect common control with any of the foregoing.

**Subdivision:** All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or building development, and includes all division of land involving a new street or change in existing streets, and includes re-subdivision which would involve the further division or relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law; or, the alteration of any streets or the establishment of any new streets within any subdivision previously made and approved or recorded according to law, and includes combinations of lots of record; however, the following exceptions are included within this definition only for the purpose of requiring that the local planning agency be informed and have a record of the subdivisions:

- (a) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the governing authority;
- (b) The division of land into parcels of five acres or more where no new street is involved and plats of these exceptions must be received as information by the planning agency which shall indicate that fact on the plats; and
- (c) The combination or recombination of entire lots of record where no new street or change in existing streets is involved.~~the division of a tract of land or of a parcel of land into two or more~~  
lots, building sites or other divisions, for the purpose, whether immediate or  
of  
future, of sale, lease, or building development, which includes any of the following:

- ~~1. The creation of a new road or the alteration of an existing road,~~
- ~~2. The need for drainage, sedimentation or flood control measures,~~
- ~~3. The installation of a water delivery system, or~~
- ~~4. The installation of a sewer system.~~

~~Subdivision includes re-subdivision which would involve the further division~~

~~or relocation of lot lines, of any lot or lots within a subdivision previously made and approved or recorded according to law, and includes combinations~~

~~of lots of record. Subdivision shall not include: A) the division of a tract of land wherein each lot created is equal to the standards of the SCDHEC regarding the use of individual wells and septic tanks or B) recombination or combination of lots where the total number of lots does not increase, provided that in either case the development does not involve any of the activities referenced in items (1) through (4) above.~~

~~When appropriate to the context, the term subdivision relates to the process of subdividing or to the land area being subdivided.~~

~~By legal definition, the term subdivision applies equally to proprietary ventures as well as familial division of property.~~

### **Subdivision Types:**

- 1. Nonresidential Subdivision:** A subdivision whose intended use is other than residential, such as commercial or industrial. Such subdivisions shall comply with the applicable provisions of these regulations.
- 2. Traditional Subdivision:** All divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, legacy, or building development, and includes all divisions of land involving a new street or a change in existing streets, and includes re-subdivision and where appropriate, to the process of subdivision or to the land or area subdivided, provided however, that the following exceptions are included within this definition only for the purpose of requiring that an Application for Exemption be filed with the Administrative Official.
  - A. All exceptions stated in the definition of *subdivision*.

3. **Planned Development:** The intent of the Planned Development is to better bridge the inherent difference between residential and nonresidential uses and to better accommodate change within those areas of the City of Cayce where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

Through the Planned Development advocated by these Regulations, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

4. **Conservation Subdivision:** A residential development where fifty percent or more of the developable land area is designated as undivided, permanent open space; thereby permanently protecting agriculturally, environmentally, or historically significant areas within the parcel. The remaining developable land is subdivided into buildable lots.
5. **Major Subdivision.** All subdivisions not classified as minor subdivisions, requiring any new street or extension of supporting public or private utilities.
6. **Minor Subdivision.** Any subdivision with lots fronting on an existing street, not involving any new street or road, the extension of public utilities, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the comprehensive plan, official map, zoning ordinance or this ordinance.

**Use:** The purpose or activity for which a piece of land or its buildings is designed, arranged, or intended, or for which it is occupied or maintained.

## **ARTICLE 3**

### **PROCEDURE FOR PLAT APPROVAL**

#### **3-1 General Procedure**

Whenever any subdivision of land is proposed, before any contract is made for sale of any part thereof, and before any permit for the erection of a structure in such proposed subdivision shall be granted, the subdividing owner, or his authorized agent, shall apply for and secure approval of such proposed subdivision in accordance with the following procedure. They then must proceed through the following four (4) separate steps:

- A.** Pre-application meeting
- B.** Review and approval of Sketch Plan
- C.** Review and approval of Preliminary Plat, and
- D.** Review and approval of Final Plat.

Steps A, B and C shall be completed prior to making any street improvements and installing any utilities. Step D shall be completed prior to sale of any lots, recording of any portion of the plat of the proposed subdivision, or issuance of a building permit for construction of buildings.

#### **3-2 Procedures**

The following procedures shall be followed in the submission, review, and action upon all subdivision plats:

##### **3.2.1 Pre-application meeting**

Before making any formal application for any subdivision, the subdivider shall schedule an appointment with the Administrative Official and other City officials, including but not limited to the City Project Engineer and the Lexington County Public Works Director, to discuss the procedure for approval of the subdivision plat and the requirements as to the general layout of streets, and for the reservations of land, street improvements, drainage, water, sewer, fire protection, and similar matters, as well as the availability of existing services. Officials shall also advise the applicant, when appropriate, to discuss the proposed subdivision with other governmental agencies concerned with development.

At this meeting, the applicant shall have the option of seeking the direction of the Administrative Official as which approvals are required, the applicant requirements, and applicable details.

**3.2.2 Minor Subdivisions:** Minor subdivisions which do not involve the construction or opening of new streets, water or sewer facilities, storm drainage systems, or improvement to existing streets may be accepted for review by the Administrative Officer in the form of a final plat. Sketch plans and preliminary plats are not required in such cases. However, a service connection plan for utilities and a grading plan may be required.

**3.2.3 Sketch Plan:**

- A. Discussion of Requirements.** Before preparing the sketch plan for a subdivision, the applicant should discuss with the Administrative Official the procedure for adoption of a subdivision plat and the requirements as to general layout of streets and for reservations of land, street improvements, drainage, sewerage, fire protection, extraordinary development (Article 10) and other similar matters, as well as the availability of existing services. The Administrative Official shall also advise the applicant, where appropriate, to discuss the proposed subdivision with those officials who must eventually approve these aspects of the subdivision plat coming within their jurisdiction.
  
- B. Application Procedure and Requirements.** Prior to subdividing land, an owner of the land, or his representative, shall file an application for approval of a sketch plan. The application shall:
  - 1.** Be made on forms available at the office of the Administrative Official.
  
  - 2.** Include all contiguous holdings of the owner, including land in the same ownership, as defined herein, with an indication of the portion that is proposed to be subdivided, accompanied by an affidavit of ownership.
  
  - 3.** Be accompanied by a minimum of seven (7) copies of the Sketch Plan as described in these regulations and complying in all respects with these regulations.
  
- C. Approval of Sketch Plan.** After reviewing the Sketch Plan, the

Administrative Official will advise the applicant within thirty (30) days after application that the Sketch Plan is approved, disapproved, or approved with certain modifications. If approved, said approval shall constitute authorization to prepare and submit a Preliminary Plat. Approval *does not* authorize the developer to begin the proposed construction or improvements. If the Administrative Official to the Planning Commission fails to act on the Sketch Plan within thirty (30) days after application, the Sketch Plan shall be deemed approved and a certificate to that effect shall be issued by the Administrative Officer upon demand; provided, however, that the subdivider may waive this requirement and consent in writing to extension of such period.

**D. Appeals of the Decisions of the Administrative Official.** If an applicant disagrees with the disapproval or approval with modifications of his Sketch Plan by the Administrative Official, he may submit the Sketch Plan to the Planning Commission at its next regular meeting. The Planning Commission shall review the Sketch Plan at the meeting, at which it is presented, and act on the appeal with pertinent comments and recommendations noted in the minutes of the Planning Commission meeting.

**E. Distribution of Sketch Plan.** Sketch Plans shall be distributed for purposes of notification to the following agencies and departments when appropriate:

1. Administrative Official/Planning Commission (file copy)
2. SC Department of Health and Environmental Control
3. Lexington County Public Works
4. Appropriate Water and Sewer Provider
5. Director of Parks
6. Director of Sanitation
7. Appropriate soil & erosion control agency

In addition, one copy shall be returned to the applicant showing any modifications needed.

### **3-2.4 Preliminary Plat**

**A. Application Procedure and Requirements.** Based upon the approval of the Sketch Plan, the applicant should file with the Administrative Official an application for approval of a Preliminary Plat. The application shall:

1. Be made on forms available at the office of the Administrative Official together with a fee as set forth by the City of Cayce.
2. Be accompanied by a minimum of eight (8) hard copies plus one (1) digital copy of the Preliminary Plat as described in these regulations.
3. Be accompanied by a minimum of eight (8) hard copies plus one (1) digital copy of Construction Plans as described in these regulations.
4. Conform in all respects with the Sketch Plan as approved.

**B. Approval of Preliminary Plat.** Upon determination by the Administrative Official that the Preliminary Plat conforms with the approved Sketch Plan, the applicant shall submit an appropriate number of copies of the Preliminary Plat and construction Plans to the following agencies, as needed, for review and approval:

1. Administrative Official/Planning Commission (file copy)
2. Lexington County Public Works
3. Appropriate Water and Sewer Provider
4. Director of Parks
5. Director of Sanitation
6. Appropriate soil & erosion control agency
7. South Carolina Department of Health & Environmental Control
8. County Assessor's Office

These reviewing agencies shall report their findings to the Administrative Official within fifteen (15) days after receipt of the Preliminary Plat. Upon receipt of reports from these reviewing agencies the Administrative Official shall give approval, approval with certain modifications, or disapproval of the Preliminary Plat, but in each case his/her action shall be

taken within sixty (60) days after submission of the Preliminary Plat: otherwise, such plat shall be deemed to have been approved and a certificate to that effect shall be issued by the Administrative Official on demand: provided, however, that the applicant for approval may waive this requirement and consent in writing to an extension of such period. The grounds of disapproval of any Preliminary Plat shall be stated in the records of the Administrative Officer.

It is expressly understood that the Administrative Official shall not act to override the requirements of other agencies or City Departments. He/she may, however, seek to bring agreement in case of conflicts between the various reviewing agencies, or a reviewing agency and the subdivider.

Any plat submitted to the Administrative Official shall contain the name and address of a person to whom notice of hearing may be sent: and no plat shall be acted upon by the Planning Commission without affording a hearing thereon, notice of time and place of which shall be sent by certified mail to said address not less than fifteen (15) days before the date fixed therefore.

A party in interest may appeal an Administrative Official's action to the Planning Commission. The Planning Commission must act on the appeal within 60 days in accordance with S.C. [Code](#) § 6-29-1150(C)

Any appeals of a Planning Commission decision shall be made to the Circuit Court [in accord with S.C. Code § 6-29-1150\(D\) of Appeals who shall at its discretion hear the appeal and make their decision known to the appellant and the Administrative Official.](#) ~~Any appeal to the Circuit Court of Appeals must be in writing and filed with the Circuit Court of Appeals within thirty (30) days after the notice of the decision of the Administrative Official has been delivered to the subdivider.~~

Pursuant to S.C. Code §6-29-1155, a property owner may request pre-litigation mediation.

Approval of the Preliminary Plat shall be noted on the plat and certified by the Administrative Official. Also noted shall be the date on which the Administrative Official granted approval and the date of written notification to the subdivider or his authorized agent. *Approval of a preliminary subdivision plat shall not constitute approval of the final subdivision plat.* Application for approval of the final (record) plat will be considered only after the requirements for final plat approval as specified herein have been fulfilled and after all other specified conditions have

been met. Upon approval of the preliminary subdivision plat by the Administrative Official, the subdivider may proceed with compliance of the other requirements of these regulations, construction of proposed improvements, and the preparation of the final subdivision plat.

- C. **Effective Period of Preliminary Approval.** The approval of the Preliminary Plat shall be effective for a period of two (2) year; at the end of which time, final approval on the subdivision must have been obtained from the Administrative Official (although the plat need not yet be signed and filed with the Registrar of Deeds). Any plat not receiving final approval within the period of time set forth therein shall be required to resubmit a new plat for preliminary approval subject to all new land development regulations.

### 3-2.5 **Final Plat**

- A. **Application Procedure and Requirements.** Following the approval of the Preliminary Plat and completion of all required improvements, if the improvements are not going to be bonded, the applicant shall file with the Administrative Official as application for final approval of a subdivision plat. The application shall:
1. Be made on forms available at the Office of the Administrative Official.
  2. Be accompanied by a minimum of eight (8) prints, one reproducible copy and one electronic copy of the Final Plat, and
    - a. As-built drawing of sanitary sewers (if applicable) with grade, pipe sizes, and points of discharge.
    - b. As-built drawing of storm sewer system with grade, pipe sizes, and location of outlets.
    - c. As-built drawing of water system with pipe sizes and location of hydrants and valves.
    - d. As-built drawings of streets and when applicable, sidewalks.
  3. Comply in all respects with the Preliminary Plat as approved.
  4. Be accompanied by all formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, park, and

easements, approved by the local government attorney; and the Final Plat shall be marked with a notation indicating the formal offers of dedication as follows:

*The owner, or his representative, hereby irrevocably offers for dedication to the local government all the streets, local government uses, easements, parks and required utilities shown in the subdivision plat and construction plans in accordance with an irrevocable offer of dedication dated \_\_\_\_\_, and recorded in the Registrar of Deeds' Office.*

By \_\_\_\_\_  
(Owner or Representative)

Date \_\_\_\_\_

The applicant shall deliver a full covenant and warranty deed to all such lands in proper form for recording.

5. Be accompanied by the surety bond, if required, in a form satisfactory to the local government attorney and in an amount established by the Planning Commission upon recommendation of the City Project Engineer and Lexington County Public Works shall include a provision that the principal of the bond shall comply with all the terms of the resolution of Final Plat approval as determined by the Administrative Officer and shall include, but not be limited to, the performance of all required subdivision and off-site improvements, and that all improvements and land included in the irrevocable offer of dedication shall be dedicated to the local government free and clear of all liens and encumbrances on the premises.
6. Be accompanied by the following certificate signed by a registered South Carolina Engineer covering all required improvements which are not bonded:

*I hereby certify that the streets, drainage system, sewer system, and water system in \_\_\_\_\_ Subdivision as shown on the Record Drawings dated \_\_\_\_\_, prepared by \_\_\_\_\_ have been installed in accordance with the Preliminary Plat and Construction Plans approved by the City of Cayce on \_\_\_\_\_, 20\_\_\_\_\_.*

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Registered Engineer

- B. Final Plat Approval.** Upon determination by the Administrative Official to the Planning Commission that the Final Plat is in conformity with the Preliminary Plat as approved, the Administrative Official shall submit an appropriate number of copies of the Final Plat and As-Built Drawings to the same agencies and City departments which reviewed and approved the Preliminary Plat.

These reviewing agencies shall report their findings to the Administrative Officer within fifteen (15) days after receipt of the Final Plat.

Upon Receipt of:

1. A report from the SC Department of Health and Environmental Control that all lots are acceptable for installation of wells or a report from the City Project Engineer and the South Carolina Department of Health and Environmental Control Water Division that the water system is acceptable for operation.
2. A report from the SC Department of Health and Environmental Control that all lots are acceptable for installation of an individual sewage disposal system or a report from the City Project Engineer and the South Carolina Department of Health and Environmental Control Waste Water Division that the waste water system is acceptable for operation; and
3. A report from the County Engineer that all streets and drainage facilities have been properly installed in accordance with the Preliminary Plat.

Or upon approval of a bond for completion of improvements by the City Council, the Administrative Officer shall give approval, approval with modifications, or disapproval of the Final Plat. When bond is used in lieu of completion of improvements, the Administrative Officer shall stipulate the period of time within when all of the required improvements shall be installed and approved by the appropriate agencies. In no event shall this time be longer than two (2) years. *Final acceptance will be based on a satisfactory on-site inspection by the City Project Engineer and Lexington County Public Works reported in writing to the Administrative Officer.*

In each case the Administrative Officer shall act on a Final Plat within sixty (60) days after the date of application; otherwise, such plat shall be deemed to have been approved and a certificate to that effect shall be issued by the Administrative Officer on demand; provided, however, that the applicant may waive this requirement and consent in writing to the extension of such period. The grounds of disapproval of any plat shall be stated upon the records of the Administrative Official. No plat shall be acted upon by the Planning Commission without affording a hearing thereon, notice of time and place of which shall be sent by registered or certified mail to the address provided by the applicant not less than fifteen (15) days before the time of the hearing.

It is expressly understood that the Administrative Official shall not act to override the requirements of other agencies or City Departments. He/she may however, seek to bring agreement in cases of conflict between the various reviewing agencies, or a reviewing agency and the subdivider. In no case shall the Administrative Official disapprove a Final Plat of a subdivision which:

1. Meets the requirements of a Final Plat as set forth in the regulations, and
2. Conforms to an approved Preliminary Plat, and
3. Has all the required improvements installed and approved.

- C. Certificate of Approval for Recording.** Upon approval of the Final Plat by the Administrative Official, the following statement will be placed on the Final Plat by the Administrative Official and two (2) copies of the plat returned to the subdivider:

*The subdivision plat shown hereon has been found to comply with the City of Cayce Land Development Regulations and has been approved for recording in the Office of the Registrar of Deeds of the County of Lexington, South Carolina.*

\_\_\_\_\_20\_\_\_\_\_

\_\_\_\_\_  
*Title*

- D. Recording of Final Plat.** It shall be the responsibility of the applicant to file the plat with the County Registrar of Deeds within thirty (30) days of the date of approval by the Administrative Official.
- E. Staging of Major Subdivisions.** The Administrative Official may grant

Final Plat approval to sections of a subdivision shown on an approved Preliminary Plat which meet all the previously mentioned requirements of this ordinance if such sections, in the opinion of the Administrative Official, are adequately served by all utilities, a storm drainage system and street system, even if no other sections of the subdivision are developed.

- F. Final Plat Revision.** If it should become necessary to revise a final plat due to a dimensional error, a revised plat shall be submitted to the County Clerk for final recording after the Administrative Official has approved and signed the revised plat.

**3-3 South Carolina Department of Health & Environmental Control (DHEC) Approval**  
It shall be the developer's responsibility to obtain any required permits and approval from DHEC.

**3-4 Federal Housing Administration or Farmers Home Administration Approval**  
In the event the subdivider plans to secure approval of his subdivision design by the Federal Housing Administration and/or the Farmers Home Administration, it is suggested that such approval be secured prior to submission of a preliminary plat to the Administrative Official.

**3-5 Flood Plain Restrictions**  
Refer to the City's Flood Damage Prevention Ordinance.

**3-6 Wetlands**  
No portion of a subdivision shall be approved for construction which is in a designated wetland without prior approval from, and subject to the restrictions of, the U.S. Army Corps of Engineers.

**3-7 Prohibition**  
No public official shall accept, file, or record any subdivision plat, plat of a group development, planned development, or any other type development unless such plat has been duly approved by the City of Cayce Administrative Official. Should any public official violate the provisions of this section he shall, in each instance, be subject to the penalties stated in Article 15 of these regulations.

**3-8 Street Naming**  
The City of Cayce Planning Commission shall approve and authorize the name of any street or road laid out within the City of Cayce on any subdivision plat or group development subject to review and approval by said Planning Commission. Streets that are extensions of, or obviously in alignment with existing streets, shall bear that name. The name of new streets shall not duplicate or be similar in sound to existing names in Lexington County, irrespective of the use of the suffix street, avenue, circle, way,

boulevard, drive, place, court or the like. It shall be unlawful for any person, in laying out any new street or road, to name such street or road on any plat, by any marking, or in any deed or instrument without first getting the approval of the Planning Commission. Any person violating this provision shall be guilty of a misdemeanor punishable by the terms of Article 15 of these regulations.

### **3-9 Appeals**

A party in interest may appeal an Administrative Official's action to the Planning Commission. The Planning Commission must act on the appeal within 60 days in accordance with S.C. § 6-29-1150(C)

Any appeals of a Planning Commission decision shall be made to the Circuit Court in accord with S.C. Code § 6-29-1150(D).~~of Appeals who shall at its discretion hear the appeal and make their decision known to the appellant and the Administrative Official. Any appeal to Circuit Court of Appeals must be in writing and filed with the Circuit Court of Appeals within thirty (30) days after the notice of the decision of the Administrative Official has been delivered to the applicant.~~

Pursuant to S.C. Code §6-29-1155, a property owner may request pre-litigation mediation.

## ARTICLE 4

### PLAT REQUIREMENTS

**4-1** **Sketch Plan** - The Sketch Plan shall be prepared in accordance with the following requirements:

**4-1.1.** Sketch Plans submitted to the Administrative Official, prepared in pen or pencil, shall be drawn to a convenient scale of not less than one inch equals two hundred feet (depending upon the lot sizes and total acreage to be subdivided) and shall show the following information:

**A. Name**

1. Name of subdivision if property is within an existing subdivision.
2. Proposed name if not within a previously platted subdivision. The proposed name shall not duplicate the name of any plat previously recorded.
3. Name of property if no subdivision name has been chosen. (This is commonly the name by which the property is locally known.)

**B. Ownership**

1. Name and address, including telephone number, of legal owner or agent of the property involved in the subdivision.
2. Name and address, including telephone number, of the professional person(s), if any, responsible for the subdivision's design, or for the design of any public improvements, and for the surveys.

**C. Location**

A vicinity map at a scale of not less than one (1) inch equals two (2) miles showing the relationship of the proposed subdivision to surrounding development. The scale of the vicinity map should be shown, as well as a north arrow.

**D. Features**

1. Total acreage in the tract to be subdivided.
2. Location of property lines, existing easements, railroad right-of-ways, watercourses and existing buildings.
3. Location of all existing or platted streets or other public ways on or within 200' of the property.
4. Names of any adjoining subdivision.
5. Approximate location, widths, and classification of proposed streets, including width of right-of-ways.
6. Approximate location, dimensions, and area of all proposed or existing lots.
7. Existing and proposed uses of land throughout the subdivision.
8. Existing uses of land surrounding the subdivision.
9. The approximate location and dimensions of any parcel of land proposed to be set aside for a park, playground, or other public use, or for the common use of property owners in the proposed subdivision with designation of the purpose thereof.
10. Location of lakes, swamps, and land subject to flood, based on a one hundred-year frequency flood.
11. Topography in terms of mean sea level by contours at vertical intervals of not more than five (5) feet (The Administrative Official may accept vertical intervals of not more than ten (10) feet or waive the requirement where existing topographic mapping is not available at five (5) feet contours and the terrain of the proposed subdivision is not of major significance.), and extending at least one hundred (100) feet outside the subdivision.
12. Location of City-limit lines and county lines, if applicable.
13. Boundary of wooded area(s)

**4-1.2.** The subdivider shall submit a sketch plan of the entire tract he/she plans to ultimately develop, although his/her present plans call for the actual development of only a part of the property.

**4-1.3.** A site evaluation of the development, including a soil survey and interpretations conducted or approved by the County Soil and Water Conservation District as described herein, shall be submitted as an integral component of the Sketch Plan.

The developer of the subdivision shall apply to the Soil and Water Conservation District to do the required site evaluation and soil survey and interpretations. If the staff of the Conservation District determines that it cannot perform the site evaluation within 30 days of the application, then the developer may contract with a registered engineer, landscape architect or professional soil conservationist to perform the site evaluation. This site evaluation must then be submitted to the staff of the Conservation District for approval. The staff shall review the site evaluation within 15 days of its submission.

It is suggested that the subdivider obtain a site evaluation, including a soil survey and interpretations, and use it as an aid in the development of the Sketch Plan.

**4-2** **Preliminary Plat** - The Preliminary Plat shall meet the minimum standards of design set forth in these regulations and shall include the following information:

**4-2.1.** The Preliminary Plat shall be prepared by a South Carolina Registered Land Surveyor at a convenient scale of not less than one inch equals 100 feet; adjustable depending upon lot sizes and total acreage. The plat and the accompanying information shall be drawn upon one of four standardized sheets: 8.5" x 11"; 8.5" x 14"; 11' x 17'; 24" x 36".

If more than one sheet is used to show the property, each sheet must indicate its particular number, the total number of sheets in the plat, and its relation to all adjoining sheets

**4-2.2.** The Preliminary Plat shall include the following:

**A. Name**

- 1.** Name of subdivision if property is within an existing subdivision.
- 2.** Proposed name if not within a previously platted subdivision. The proposed name shall not duplicate the name of any plat previously recorded.

**B. Ownership**

1. Name and address, including telephone number of legal owner or agent of the property involved in the subdivision.
2. Name and address, including telephone number of the professional person(s) responsible for the subdivision's design, or for the design of any public improvements, and for the surveys.

**C. Location**

A vicinity map at a scale of not less than one inch equals two miles showing the relationship of the proposed subdivision to surrounding development. The scale of the vicinity map should be shown, as well as a north arrow.

**D. Features**

1. Total acreage in the tract to be subdivided.
2. Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north.
3. Boundaries of the tract to be subdivided with all bearings and distances indicated. The boundary survey shall be to such a degree of accuracy that the error of closure is no greater than 1:2,500.
4. The following conditions:
  - a. Topography by contours at vertical intervals of not more than five (5) feet and extending at least one hundred (100) feet outside the subdivision.
  - b. Deed record names of adjoining property owners.
  - c. Names of any adjoining subdivision.
  - d. Property lines within and adjoining the subdivision.
  - e. Location and right-of-way of all existing or platted streets or other public ways, railroads, easements, water courses and buildings either on or adjacent to the property to be subdivided. Specify whether utility lines are in easements or right-of-ways and show location of poles or towers.
  - f. Location of city limits.

- g.** Location of streams, lakes, swamps, and land subject to flood, based on a one hundred-year frequency flood. Those lots so affected shall be identified and noted on the plat.
- h.** Location of existing adjoining property lines.
- i.** In case of re-subdivisions, a copy of the existing plat with proposed re-subdivisions superimposed thereon.
- j.** Size and location of existing sewers, water mains, drains, culverts or other underground facilities within the street or within the right-of-way of streets or roads adjoining the tract. Grades and invert elevations of sewers shall be shown.
- k.** The acreage of each drainage area affecting the proposed subdivision.
- l.** All elevations shall refer to Mean Sea Level Datum (if available) where public water and/or public sewers are to be installed.
- m.** Boundary of wooded area(s).

**5.** The following proposed conditions:

- a.** The location, width, classification and proposed name of all proposed streets, alleys, and other public ways. This should include the width of both the paved surface and the right-of-way.
- b.** The location and width of all utility and other types of easements.
- c.** The location, dimensions and building setback lines of all proposed lots.
- d.** The location and dimensions of all property proposed to be set aside for a park, playground, or other public use, or for the common use of property owners in the proposed subdivision with designation of the purpose thereof and conditions, if any, of the dedication or reservation.

- e. Sufficient data acceptable to the City Project Engineer and Lexington County Public Works to determine readily the location, bearing and length of all property lines, and to reproduce such lines upon the ground: the location of all proposed monuments.
- f. Indication of the use of all lots (single family, two family, multi-family, townhouse, offices, commercial, warehousing, industrial, etc.)
- g. Blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions.
- h. All lots in each block shall be consecutively numbered.
- i. Total number of lots and total length of new streets.
- j. Sidewalk locations.

#### **4-3 Construction Plans**

**4-3.1. General** - Construction plans shall be prepared for all required improvements by a registered South Carolina Engineer at a convenient scale of not less than one inch equals 100 feet.

**4-3.2.** The Construction Plans shall include the following if such an improvement is proposed in the subdivision.

- A. Profiles showing existing and proposed elevations along the centerlines of all new roads. The elevation along the centerlines of existing roads shall be shown within one hundred (100) feet of their intersection with new roads. Approximate radii of all curves, lengths of tangents, and central angles on all streets shall be shown.
- B. Where steep slopes exist, the City Project Engineer and Lexington County Public Works may require that cross-sections of all proposed streets at one-hundred foot stations shall be shown at five (5) points as follows: On a line at right angles to the center line of the street, and said evaluation points shall be at the center of the street, each property line, and points twenty-five (25) feet inside each property line.

- C. Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, rights-of-ways, manholes, and catch basins; the locations of street trees, street lighting standards, and street signs; the location, size and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any exact location and size of all water, gas, or other underground utilities or structures.
- D. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drain, water mains, easements, water bodies, streams, and other pertinent features such as swamps, railroads, buildings, at the point of connection to proposed facilities and utilities within the subdivision. The water elevations of adjoining lakes or streams at the date of the survey and the approximate 100-year flood elevations of such lakes or streams. All elevations shall be referred to the Mean Sea Level Datum where public water and/or public sewers are to be installed.
- E. The acreage of each drainage area affecting the proposed subdivision.
- F. Topography at a contour interval of two (2) feet, referred to sea level datum when public water and/or public sewers are to be installed or portions(s) of the subdivision would be inundated by a 100-year frequency flood.
- G. All specifications and references required by the construction standards and specifications of the City of Cayce, any other local government providing any utility, and the Department of Health and Environmental Control or Lexington County Public Works.
- H. A site grading plan showing proposed finished contours when any major contour changes or filling for flood protection is proposed in the subdivision.
- I. Title, name and address, telephone and signature of the South Carolina Registered Engineer and Surveyor responsible for the plans and date, including revision dates.

**4-4 Final Plat: General** - The Final Plat shall be prepared by a South Carolina Registered Land Surveyor at the same scale and containing the same information, except for any changes or additions required by the Administrative Official, as shown on the Preliminary Plat, The final finished contours and the resultant areas subject to inundation by a 100 year flood shall be shown. The Preliminary Plat may be used as the Final Plat if it meets these requirements and is revised in accordance with the requirements of the

Administrative Official.

**4-4.1 Scale of Plat** - The Final Plat shall be drawn to a scale of not less than one (1) inch equals one hundred (100) feet.

**4-4.2 Plat Information** - All revision dates must be shown as well as the following:

- A. Name of owner of record.
- B. Name of subdivision, date, north point, and graphic scale. The north point shall be identified as magnetic, true or grid north.
- C. Name, registration number, and seal of registered surveyor or civil engineer.
- D. Name of municipality and/or county in which the subdivision is located and location map.
- E. Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street centerline, lot line, easement, boundary line, and building line whether curved or straight. This shall include the radius, point of tangent, and other data for curved property lines and curved streets, to an appropriate accuracy and in conformance with good surveying practice.
- F. Names of owners of record of all adjoining land and all property boundaries, water courses, streets, easements, utilities and other such improvements, which cross or form any boundary line of the tract being subdivided.
- G. Exact boundaries of the tract of land being subdivided shown with bearing and distances.
- H. Streets, alleys, rights-of-way, percent of grades, and street names.
- I. Rights-of-way or easement: location, widths and purposes.
- J. Lot lines, minimum building setback lines, and lot and block numbers.
- K. Parks, school sites, or other public open spaces, if any.
- L. All dimensions shall be to the nearest one-tenth (0.1) of a foot and angles to the nearest minute or as required by "Minimum Standards for the Practice of Land Surveying in South Carolina", whichever is stricter.

- M. Accurate description of the location of all monuments and markers.
- N. Areas to be used for purposes other than single-family residential and public, if any, with the purpose, location, and dimensions of each indicated.
- O. One copy of the final plat, which shall be retained by the City of Cayce, shall include an overlay showing the type, number, and location of all streetlights.

**4-4.3 Certification** - The following signed certificates shall appear on the Final Plat that is submitted to the Administrative Official by the subdivider:

**A. Certificate of Accuracy**

*I hereby certify that the plan shown and described hereon is true, correct, and accurate survey required by the Land Development Regulations of the City of Cayce and that the monuments shown were placed to the specifications set forth in said regulations.*

_____	_____
<i>Date</i>	<i>Registered Land Surveyor or Engineer</i>
<i>SEAL</i>	<i>S. C. Registration Number</i> _____

**B. Certification of Ownership and Dedication**

*It is hereby certified that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby dedicate all streets, alleys, walks, parks, and other sites to public or private use as noted.*

_____	_____
<i>Date</i>	<i>Owner</i>

**C. Information to Accompany Final Plat when not using a Bond:**

- 1. Final plan of sanitary sewer system with grade, pipe sizes, points of discharge, and pipe invert elevation.
- 2. Final plans of storm-water sewer system with grade, pipe size and location of outlets, and pipe invert elevations.
- 3. Final plan of water system with pipe sizes and location of hydrants

and valves.

**4.** The following signed certificate:

*I hereby certify that the streets, drainage system, sewer system and water system in \_\_\_\_\_ subdivision as shown on the Plat dated \_\_\_\_\_, prepared by \_\_\_\_\_ has been installed in accordance with the Preliminary Plat (construction drawings) approved \_\_\_\_\_.*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Registered Engineer*

*SEAL*

*S.C. Registration Number \_\_\_\_\_*

## ARTICLE 5

### MINIMUM DESIGN STANDARDS

**5-1** **General** - In considering any Preliminary Plat, the Administrative Official shall give consideration to any Comprehensive Plan, or segments thereof, affecting the area in which the subdivision is located.

**5-2** **Streets** - All streets, which shall hereafter be established in connection with the development of a subdivision, shall comply with the following design standards:

The layout of the streets as to arrangement, character, width, grade, and location may be required to conform to the, Official Map, Comprehensive Plan, to adjoining street systems or adjoining properties, and to the topography, natural features and drainage systems provided.

Where a subdivision abuts or contains an existing or proposed collector or through street, the Administrative Official may require marginal access streets, reverse frontage with screen planting, deep lots, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

Roads of an existing subdivision shall not be used as the sole means of ingress and egress in developing a new subdivision or extending an existing one unless granted by the Administrative Official. If, in judgment of the Administrative Official, the increased traffic and noise would create a safety hazard or otherwise be detrimental to residents of the existing subdivision, additional access shall be provided.

**5-2.1** **Continuation of Existing Street Pattern** - Whenever topography will permit, the arrangements of streets in a subdivision shall provide for the alignment and continuation or projection of existing streets in adjoining areas. This is to mean the interconnectivity of subdivision developments.

**5-2.2** **Cul-de-sacs** - Cul-de-sacs shall terminate in a circular turnaround having a minimum right-of-way of at least one hundred (100) feet in a diameter and a paved turnaround with a minimum outside diameter eighty (80) feet or other approved type of turnaround. Maximum length shall not exceed eight hundred (800) feet unless unusual circumstances require a greater length.

**5-2.3** **Temporary Dead-End Streets** - Temporary dead-end streets, which extend for a greater distance than the depth of one abutting lot, shall be provided with a temporary turnaround having a diameter of eighty (80) feet, or other suitable turnaround.

**5-2.4** **Half Streets** - Half streets are prohibited along property lines. Whenever a street

is planned adjacent to the proposed subdivision tract boundary, the entire street right-of-way shall be platted within the proposed subdivision.

**5-2.5 Intersections** - The centerline of no more than two (2) streets shall intersect at any one point. Streets shall be laid out so as to intersect as nearly as possible at right angles and no street shall intersect any other street at an angle of less than sixty (60) degrees (angles of intersection to be measured at the intersection of street centerline). Curved streets shall have a minimum tangent of one hundred (100) feet at intersections.

**5-2.6 Reverse Curves** - Where practical, a tangent of at least two hundred (200) feet on minor streets and three hundred (300) feet on collector streets shall be provided between reverse curves. On major thoroughfares, tangent distances shall be determined by the State Department of Transportation.

**5-2.7 Street Access** - Where it is essential to the development of a logical street pattern, street right-of-way shall be extended to the boundary of adjoining property. Incompatible characteristics of adjoining property shall be given due consideration in making a determination of what shall constitute a logical street pattern.

**5-2.8 Street Jogs** - Street jogs should be avoided. Where unavoidable, street jogs at intersections shall have a centerline offset of not less than one hundred fifty (150) feet.

**5-2.9 Street Names** - Streets that are extensions of, or obviously in alignment with existing named streets, shall bear that name. The name of new streets shall be subject to the approval of the City Planning Commission and shall not duplicate or be similar in sound to existing names in Lexington County or Richland County when appropriate, irrespective of the use of the suffix street, avenue, circle, way, boulevard, drive, place, or court or the like.

**5-2.10 Additional right-of-way** - Subdivisions which include an existing platted street that does not conform to the minimum right-of-way requirements of these regulations shall provide additional width along one or both sides of such street so that the minimum right-of-way required by these regulations is established. Subdivisions abutting only one side of such street shall provide a minimum of one-half, measured from the centerline of the existing right-of-way, of the right-of-way required by these regulations.

**5-2.11 Right-of-Way and Pavement Widths** - Minimum right-of way and pavement widths shall be as follows:

	R/W	Minimum Pavement Width (feet)	Design Speed (mph)	Min. Radius (feet)	Max. Grade %
Business/ Industrial	60'	40' Closed section with 5' sidewalks on both sides	30	380	6%
Residential Collector Lots > 20,000 SF	60'	24' Open section with 6' graded shoulder and a 4' wide sidewalk on one side, outside of the ditch or a 24' closed section with a 4' sidewalk on one side.	30	380	8%
	50'		30	380	8%
Lots < 20,000 SF **	50'	30' closed section with a 5' wide sidewalk on one side.	30	380	8%
Residential Sub-Collector Lots > 30,000 SF	50'	24' Closed section with a 4' sidewalk on at least one side.	25	200***	8%
Lots > 10,000 or < 30,000 SF	50'	30' Closed section with 5' wide sidewalks on both sides	25	200***	8%
Lots < 10,000 SF	60'	36' Closed section with 5' wide sidewalks on both sides	25	200***	8%
Residential access Lots > 30,000 SF	50'	18' Open section with 6' graded shoulder or 24' Closed section	25	200***	10%
Lots > 10,000 or Lots < 30,000 SF	50'	24' Closed section with 5' wide sidewalks on both sides	25	200***	10%
Lots < 10,000 SF	50'	30' Closed section with 5' wide sidewalks on both sides	25	200***	10%

\*\* Or where connected to neighborhoods with closed section sub-collectors and access roads.

\*\*\* Where the centerline deflection angle is 60 degrees or greater, the designer may deviate from the 25 mph design criteria and use a minimum radius of 125 feet to connect the

centerlines

**5-2.12 Street Grades** - Grades on major thoroughfares shall be established by the State Department of Transportation. Grades on collector streets shall not exceed eight (8%) percent unless topographic conditions make this impractical. Grades on minor residential streets shall not exceed fifteen (15%) percent. All streets shall have a minimum grade of not less than one-half (0.5%) percent.

**5-2.13 Horizontal Curves** - Where a deflection angle of more than ten (10) degrees occurs in the alignment of a minor street, a curve of reasonable radius shall be introduced. A curve shall be introduced at any change in direction of a collector street or major thoroughfare. On major thoroughfares, the centerline radius of a curvature shall be determined by the State Department of Transportation. On collector streets the centerline radius of curvature shall not be less than three hundred and fifty (350) feet. On minor streets, the centerline radius of a curvature shall not be less than one hundred and fifty (150) feet.

**5-2.14 Vertical Curves** - Minimum stopping sight distance on major thoroughfares shall be determined by the State Department of Transportation. On collector streets minimum stopping sight distance shall be two hundred and seventy-five (275) feet (40 mph), and on minor streets one hundred and sixty (160) feet (25 mph). Stopping sight distances shall be measured from height of eye (three (3) feet nine (9) inches) to an object with a height of six (6) inches. Both distances measured above the centerline of the street.

**5-2.15 Split Level Streets** - Streets which are constructed so as to have two traffic ways, each at different levels within the same right-of-way, shall provide a paved traffic surface of at least twenty (20) feet on each level and a slope between the two traffic ways of three to one (3:1) or flatter.

**5-2.16 Connectivity Index for Internal Streets** - The streets within any proposed subdivision shall provide a connectivity index of at least 1.2. The connectivity ratio is computed by dividing the number of street links by the number of nodes within the subdivision. For purposes of this section, subdivisions with an arterial or collector providing access to a proposed subdivision is not considered a node in computing the connectivity ratio. The connectivity ratio does not apply to minor subdivisions.

**5-2.17 Private Streets**- Private streets may be permitted by the City of Cayce Planning Commission for the purpose of subdivision, if the private street is constructed to County standards and a mechanism approved by the Planning Commission is established to provide for all future maintenance of the private street.

**5-3** **Blocks** - The Administrative Official shall examine every proposed subdivision as to its compliance with the following provisions:

**5-3.1** **Non-residential Blocks** - Non-residential blocks shall be of such length and width as may be suitable for their prospective use, including adequate provision for off-street parking and service.

**5-3.2** **Residential Block Length** - In order to insure convenient access between various parts of a subdivision, between the subdivision and surrounding areas, and in order to help prevent traffic congestion and undue inconvenience, the length of residential blocks hereafter shall not exceed fourteen hundred (1,400) feet or be less than six hundred (600) feet from corner to corner. Provided, however, such length requirements may be modified when such shall be appropriate due to the topography or physical shape of the property being subdivided. The width of any residential block shall be sufficient to permit two (2) tiers of lots, where topography and land ownership permits, except as otherwise provided in these regulations.

**5-3.3** **Crosswalks** - Where a subdivision design involves unusually long blocks, public right-of-way for pedestrian crosswalks shall be provided where such are necessary for the convenience of pedestrians. Such crosswalk shall not be less than ten (10) feet wide and improved to include a concrete, asphalt or other approved surface walkway six (6) feet wide and four (4) inches thick.

**5-3.4** **Block Width** - Blocks to the interior of the subdivision shall have sufficient width to provide for two tiers of lots. One tier of required block width is permitted in blocks adjacent to collector streets or arterial streets or waterway. Not more than two tiers of lots shall be provided for any block.

**5-4** **Lots** - All lots, which shall hereafter be established in connection with the development of a subdivision, shall comply with the requirements set forth in the Zoning Ordinance of the City of Cayce, South Carolina or as shown below, whichever are more restrictive.

**5-4.1** **Authority of Health Department** - Nothing contained in these regulations shall be construed as preventing the Health Department, after study of the conditions existing in a proposed subdivision, from requiring that all or any portion of the area of such subdivision shall not be built upon or that the minimum lot sizes set forth in these regulations are inadequate and must be increased to insure the protection of the public health.

- 5-4.2 Setback Lines - Residential** - Building setback lines shall be in accordance with the Zoning Ordinance. Minimum side and rear setback lines shall also be in accordance with the Zoning Ordinance. Driveways shall be at least 2 feet from the property line except at the point of entry and exit.
- 5-4.3 Lot Lines and City Limit or County Lines** - Insofar as practical, lots should not be divided by City Limit or County boundary lines.
- 5-4.4 Lot Lines** - Insofar as practical, side lot lines shall be at right angles to straight street lines and radial to curved street lines.
- 5-4.5 Minimum Lot Dimensions and Area** - The minimum lot width at the front building line and minimum lot area shall be designated in the City of Cayce Zoning Ordinance.
- 5-4.6 Corner Lots**
- A. Corner lots shall be at least five (5) feet wider than interior lots; provided however, the maximum required width of corner lots shall be one hundred (100) feet.
- 5-4.7 Double Frontage** - Double frontage lots (i.e., lots having street frontage both in front and rear) shall be avoided except in commercial zones, where essential to provide separation of residential development from railroad or major street right-of-way or from non-residential uses or where necessary due to topography. Where a railroad or major thoroughfare right-of-way, as shown on the major thoroughfare plan, abuts or runs through any portion of the subdivision, the subdivision plat shall provide for either a minor street or lots backing onto said right-of-way having a minimum depth of two hundred (200) feet.
- 5-4.8 Street Access** - Every lot hereafter established shall front or abut on a street which conforms to the requirements of these regulations.
- 5-4.9 Flag Lots** - Flag lots are not permitted.
- 5-4.10 Lots to Be Contiguous** - Lots shall be arranged in a contiguous pattern within blocks or abutting a cul-de-sac. For minor subdivisions, all lots shall be contiguous, and any new lots subdivided from a tract that has been previously subdivided shall adjoin the existing lots.
- 5-5 Easements** - Easements shall be required in subdivisions for the following purposes:
- 5-5.1 Utility Easements** - When it is found to be necessary and desirable to locate

public utility lines in other than street right-of-way, easements shall be shown on the plat for such purposes. All above ground utilities shall be provided along rear property lines except where site conditions make this impractical. Such easements shall be not less than twenty (20) feet along rear property lines and fifteen (15) feet along the side property line and, where possible, shall be centered on rear and side lot lines.

**5-5.2 Water Course and Drainage Easements** - Where a proposed subdivision is traversed by a water course, drainage way, or stream, appropriate provisions shall be made to accommodate storm water and drainage through and from the proposed subdivision. The area so improved shall conform substantially to the lines of said water course and be of a sufficient width for construction, or both, as to be adequate for the purpose, provided however, such public easement shall be not less than twelve (12) feet in width.

**5-6 Reservation of Public Sites** - To insure the orderly development of the community, the subdivider shall be required to reserve and negotiate to sell needed spaces for parks, schools, fire stations and playgrounds, as required by local governmental units, for a period not to exceed thirty (30) days from the date of submission of the Sketch Plan. The reservation period may be extended for one (1) additional thirty (30) day period if a governmental unit files with the Administrative Official a written statement indicating a desire to negotiate.

**5-7 Flood Protection** – Refer to the City’s Flood Damage Prevention Ordinance.

## ARTICLE 6

### REQUIRED IMPROVEMENTS

The subdivider shall install and/or pay for the improvements required by these regulations necessary to serve his subdivision prior to the approval of the Final Plat:

- 6-1 **Monuments** - All lot corners, street corners, and points of change of direction in exterior boundaries of the subdivision shall be marked with an iron pipe at least twenty four (24) inches long and driven to within four (4) inches of the finishing grade or flush as conditions may require.
- 6-2 **Natural Gas** - When gas lines are located in a street right-of-way, where possible, such lines shall be located outside the portion of the street to be surfaced to prevent cutting into the paved surface to serve abutting properties.
- 6-3 **Water Supply** - A public water system shall be installed in all subdivisions. When a water system is installed in a subdivision, water mains, valves, and fire hydrants shall be installed according to plans and specifications approved by the City Project Engineer and the Health Department. When the water main is located in the street right-of-way and it will be necessary to cut into the street surface to serve abutting lots, a connection shall be stubbed out to the property line to serve each lot before the street is surfaced.
- 6-4 **Sanitary Sewerage** - If a sanitary sewer system is installed in a subdivision, sanitary sewers shall be installed to the plans and specifications approved by the appropriate City Project Engineer and the South Carolina Department of Health and Environmental Control. When the sewer main is located in the street right-of-way, and it will be necessary to cut into the street surface to serve abutting lots, a connection shall be stubbed out to the property line to serve each lot before the street is surfaced.
- 6-5 **Sewerage Disposal Systems** - Prior to the construction of any sewerage disposal system such as an oxidation pond or other facility, the location, size, plans, and specifications of such a facility shall be approved by the City Project Engineer and the South Carolina Department of Health and Environmental Control.
- 6-6 **Curbs and Gutters** - Concrete curbs or paved valley-type gutters shall be installed and shall be in accordance with plans and specifications of the South Carolina Department of Transportation and Lexington County Public Works.
- 6-7 **Street Grading and Surfacing** - Street grading, base preparation, and surfacing shall be carried out by the subdivider according to plans and specifications of the South Carolina Department of Transportation and Lexington County Public Works.

- 6-8 Storm Drainage** - An adequate drainage system, including necessary improved open channels, pipes, culverts, storm sewers, intersection drains, drop inlet, bridges, and other necessary appurtenances shall be installed by the subdivider and shall be according to plans and specifications approved by the Lexington County Public Works.
- 6-9 Street Name Signs** - Street name signs shall be installed at all intersections within a subdivision. The location and design of such signs shall be approved by the proper City authority.
- 6-10 Sidewalks** - Sidewalks shall be installed and shall be constructed within the street right-of-way, and approved by Lexington County Public Works. A four (4) foot sidewalk shall be provided on at least one side of all minor streets. Five (5) foot sidewalks shall be provided on both sides of collector streets and major thoroughfares. A 3 foot landscaped strip should be provided between the sidewalk and the edge of the curb.
- 6-11 Underground utilities** – Utilities must be placed underground wherever practical.
- 6-12 Trees** - It is the intent of the City of Cayce to preserve trees within its corporate limits. In keeping with this intent, street trees should be planted at forty (40) foot intervals within ten (10) feet of the street right-of-way on both sides of the street, but must be outside the right-of-way. Existing trees should be preserved whenever possible, and the plans and specifications for tree planting and tree preservation should meet the approval of the Administrative Official.
- 6-13 Parks and Open Space** - Parks and open space provide a valuable asset to the urban setting for of the City of Cayce, its historical development and the general welfare of its residents. These standards ensure that parks and open space provide focal points for new communities. A central square or green, for example, may comprise a majority of the area required for dedication.
- 6-13.1.** Required parks/open space shall be reserved for any development in the zoning districts or areas as set forth in Table 6.1
- 6-13.2. Categories of Parks/Open Space** - The types of park or open space that may be provided to satisfy this chapter are described in Section 10.4-5 of the Cayce Zoning Ordinance. The applicant may choose among the types of parks or open space to include within the proposed development that is consistent with the overall minimum set-aside requirements of Table 6.1.

<b>Table 6.1</b>	
<b>Zoning Districts or Areas</b>	<b>Required Parks/Open Space</b>
Industrial	Not applicable
Residential	900 square feet per dwelling unit
Commercial/office	450 square feet per 1,000 gross square feet for buildings exceeding 5,000 square feet

**6-13.3. Development phasing:** This section establishes a procedure for enforcing the requirements for parks and open space through development phasing while providing flexibility in the development approval process. This procedure recognizes that there is usually a delay between the date when a subdivision plat is approved and when the lots are built upon and occupied, thus creating a demand for parks and open space.

- A . In residential subdivisions that are to be platted in two or more phases, the required park or open space dedication must be provided in each phase of subdivisions except as provided in subsection B below
- B. If a subdivision is proposed in phases, the applicant may plat the first 100 lots pursuant to the preliminary plat and defer the provisions of parks and/or open space to future phases of the development. No further subdivision plat shall be approved unless and until parks or open space are provided in increments equal to the acreage required in 6-13.1 above. Required Parks/Open Space of this chapter are subject to the phasing provisions of Table 6.3.

<b>Table 6.3</b>		
<b>Number of lots per phase</b>	<b>Acres of parks or open space required</b>	<b>Timing of improvements</b>
Phase 1: 1-100	Up to 1 (minimum size of 1 acre)	Phase 2
Phase 2: 101-300	Up to 2	Phase 3
Phase 3 through completion of development	As required by 6-13.1	At time of platting

**6-13.4. Connectivity:** The City of Cayce finds and determines that an interconnected system of parks, trails, greenways, and bikeways provided a greater public benefit than isolated parks with access exclusively by automobiles. Such areas can provide form to neighborhoods, a common public gathering space, and an opportunity to protect natural areas. Accordingly, this section provides incentives for developers to link parks and open space provided pursuant to this section with other public or private park and opens space areas. It is not the intent of this

section to require developers or landowners to provide general public benefit but rather to create incentives for creativity in the design of parks and open space as well as creative opportunities to meet the requirement of this section.

**A** Greenbelts, greenways, or linear parks provided pursuant to this subsection shall be credited toward the minimum park and open space area requirements of 6-13.1 at a ratio of 1 acre for every 20,000 square feet provided, where

- 1.** Such areas include sidewalks, trails, or similar facilities that align with such facilities in an abutting tract, or where abutting tracts are improved, or conform to the specifications set forth in the facilities plan.
- 2.** Parks or open space provided pursuant to this subsection shall be credited toward the minimum park and open space area requirements at a ratio of 1 acre for every 20,000 square feet provided, where
  - a.** all lots within the proposed subdivision are within 1/4 mile of the park or open space; and
  - b.** the park or open space area abuts an area zoned C-2 (NEIGHBORHOOD COMMERCIAL).

**6-14** **Traffic Control Devices** - Traffic Control devices whether signs or signals, shall be installed by the Developer as deemed appropriate by the City of Cayce, its agencies and/or the South Carolina Department Transportation. The authority to require traffic control devices may be exercised by the City at anytime during the approval process.

**6-15** **Street Lights** Standard 15,000 lumen LED street lights shall be installed at a rate of not less than one street light per six (6) lots. The developer shall make provisions for operating cost and perpetual maintenance.

**6-16** **Secondary Access** - At least one access point into a single-family residential subdivision shall be provided for every 2,640 (1/2 mile) of frontage. Where a single-family residential subdivision exceeds 125 units, a secondary access will be required.

**6-17** **Cross Access** - All lots in commercial or mixed-use districts that front an arterial or collector street shall provide an access connection to abutting parking areas that is at least 36 feet in width. The applicant may grant a common access easement across the lot or recorded deed covenant providing common access across the lot with adjacent lot or lots as mitigation.

**6-18** **Traffic Calming** -

**6.18.1** Applicability: This section applies to local streets. Streets exceeding 300 feet in length shall include an approved traffic calming feature. The distance between traffic calming features shall not exceed the block length standards in Section 5-

3.2

- 6-18.2** Traffic Calming Features: the following provisions describe and establish standards for permitted traffic calming devices where traffic calming measures are permitted as part of the roadway design elements in Section 5-2. The descriptions below are described in the document entitled *Traffic Calming: State of the Practice*. Traffic calming options for local streets are noted in Table 6.4
- 6-18.3** Maintenance: Maintenance of landscaping associated with traffic calming features shall be the sole responsibility of the HOA.

<b>Table 6.4</b>
<p><b>Neckdown/flares, street narrowing/intersection throating:</b> neckdowns are curb extensions at intersections that reduce roadway width curb to curb. They are sometimes called slow points, nubs, bulbouts, knuckles or intersection narrowing. These traffic control measures reduce the width of a section of roadway in a gradual manner. They shorten crossing distances for pedestrians and draw attention to pedestrians via raised peninsulas. By tightening curb radii at the corner, the pedestrian crossing distances are reduced and the speeds of turning vehicles are reduced. The effect of this measure is to reduce speed and discourage nonlocal traffic. Motorists react to the measure with slower speed because of concern of limited path.</p>
<p><b>Roundabouts/traffic circles:</b> These are raised circular structures constructed at a three- or four-way intersection. Their objectives are to slow speeding and reduce the number and severity of vehicular accidents. This measure is more suitable for wide intersections and may accommodate all sizes of vehicles by applying appropriate engineering designs.</p>
<p><b>Speed humps:</b> These are raised pavement features constructed across the width of the street. The speed hump shall be 3 inches high and 12 feet long from the leading edge to the trailing edge. This feature discourages motorists from speeding and encourages them to obey the posted speed limit. When speed humps are constructed, advisory signs shall be installed to notify motorists of speed humps and an appropriate advisory travel speed.</p>
<p><b>Median Islands:</b> These are raised, circular landscaped areas located within nonintersecting, midblock locations. Median islands channelize traffic and separate opposing flows. Traffic must slow down to maneuver around a median island. Median islands offer landscaping opportunities and maintenance responsibility. Median islands can be</p>

use to protect existing trees.

**"T" Intersections:** These are located at grade intersections where one of the intersecting street links is perpendicular to the other two. Traffic must slow down to negotiate the turning maneuvers in a "T" intersection. This roadway feature is very common. Motorists are familiar with "T" intersections.

## **ARTICLE 7**

### **GROUP DEVELOPMENT**

#### **7-1 General**

**7-1.1** In order to prevent creation of traffic hazards, insure the provision of off-street parking and provision of necessary utilities, site plans for group developments such as shopping centers, industrial parks, mobile home parks, apartment complexes, and motels where the site is not subdivided into lots and public streets, but is retained in one ownership, the site plan shall be submitted to the Planning Commission for review and approval.

**7-1.2** These regulations are considered minimum and may be superseded by more restrictive regulations such as the Zoning Ordinance.

#### **7-1.3 Types of Group Developments**

- A.** Group commercial or industrial developments consist of more than one commercial or industrial structure erected on a single lot.
- B.** Group housing developments consist of:
  - 1.** Any structure containing more than four dwelling units on the first floor level thereof or containing more than eight dwelling units throughout, except that high rise apartments are not considered to be group housing developments.
  - 2.** More than one structure containing dwelling units erected on a single lot.

#### **7-2 Procedures for Group Development Approval**

The following procedures shall be followed in the submission, review, and action upon all group development plats:

#### **7-2.3 Site Plan**

- A.** The developer shall submit at least seven (7) copies of a Site Plan to the Planning Commission for review. The staff shall recommend approval, disapproval, or approval with modification the Site Plan within thirty (30) days to the Planning Commission. The Planning Commission shall approve, disapprove, or approve with modification the site plan at its next regularly scheduled meeting. Pertinent comments and recommendations shall be noted by the Planning Commission.

**B.** If the Site Plan is disapproved by the Planning Commission or if the Planning Commission requires changes with which the developer does not concur, the developer may appeal to the Circuit Court within thirty (30) days of being notified of the Planning Commissions' decision.

**C.** If the Planning Commission fails to act within thirty (30) days after submission of the Site Plan, the Administrative Official must inform the developer of the date on which action shall be taken but such extension of time shall not exceed thirty (30) days. Failure of the Planning Commission to act within these time limits shall be deemed to constitute Site Plan approval and a certificate to that effect shall be issued by the Administrative Official upon demand.

#### **7-2.4 Construction Drawings**

- A.** The developer shall submit at least five (5) copies of the Construction Drawings along with the necessary supporting data to the Administrative Official.
- B.** Upon determination that the Construction Drawings conform to the approved Site Plan, the staff shall submit these plans to the following agencies (as appropriate) for review and approval.
  - 1.** City of Cayce Building Department
  - 2.** City of Cayce Public Works Department
  - 3.** Lexington County Public Works
- C.** Upon receipt of the reports from the above agencies, the Planning Commission shall approve, disapprove or approve with modifications the Construction Drawings within thirty (30) days after submission of the plans.
- D.** The developer shall obtain all required South Carolina DHEC approvals.
- E.** If the construction drawings are disapproved by the staff or if the staff requires changes with which the developer does not concur, the developer may submit the construction drawings to the Planning Commission. The Planning Commission shall review and approve, disapprove or approve with modifications the construction drawings at the next regular meeting at which it is presented. Pertinent comments and recommendations shall be noted by the Planning Commission.
- F.** If the Planning Commission fails to act within thirty (30) days after

submission of the construction drawings, the plans shall be automatically approved and a certificate to that effect shall be issued by the Administrative Official upon demand.

- G. The Planning Commission shall not act to override the requirements of other agencies. The commission may seek to bring agreement in cases of conflict between the various reviewing agencies and the developer.

**7-2.5 Final Approval:** Upon completion of all construction, no final approvals are required by the Planning Commission, but approvals may be required by other agencies.

### **7-3 General Plat Information**

#### **7-3.1 Site Plan**

- A. Total acreage in the tract proposed for Group Development and a statement of total contiguous acreage owned by the developer.
- B. Tentative access and/or street layout.
- C. Approximate rights-of-ways of existing and proposed buildings and structures.
- D. Typical arrangement of existing and proposed buildings and structures.
- E. Existing and proposed uses of land throughout the tract.
- F. Existing uses of land and all existing street intersections surrounding the tract.
- G. The location and size of all proposed utilities and storm drainage easements.
- H. Topography in terms of mean sea level by contours at vertical intervals of not more than five (5) feet and extending at least one hundred (100) feet outside the tract (if access to adjoining land can be obtained).
- I. Name, date, north point, and graphic scale of not less than one hundred (100) feet to one (1) inch.
- F. A vicinity map at a scale of not less than one (1) inch equals one (1) mile showing the relationship of the proposed Group Development to surrounding development, especially schools, parks and shopping areas.

The scale of the vicinity map should be shown on the Site Plan Drawing.

- K.** A site evaluation shall be submitted with the Site Plan. For developments exceeding five (5) acres in size, the elevation data for a one hundred (100) year flood shall be included.
- L.** Certification (*see Section 4-3.3*).
- M.** Such other information as the Planning Commission may deem necessary because of the physical characteristics peculiar to the particular development.

### **7-3.2 Construction Drawings**

- A.** A plat of the property drawn to a scale of at least one hundred (100) feet to one (1) inch, and shall include the name of the development, north point, graphic scale, and date.
- B.** A location map at a scale of one (1) inch to one thousand (1000) feet showing the parcel of land, the location of all buildings, parking areas, and roadways, and all adjacent road rights-of-way. The scale of the location map should be shown on the construction drawings.
- C.** The shape, dimensions and location of all buildings and property lines, existing and proposed, on said parcel.
- D.** The nature (commercial, industrial, etc.) of the proposed uses of the buildings and/or land.
- E.** Topography in terms of mean sea level by contours at vertical intervals of not more than five (5) feet.
- F.** The location and dimensions of off-street parking and loading spaces and the means of ingress and egress to and from such space.
- G.** The location and size of all proposed utilities and storm drainage facilities.
- H.** A statement of variances requested from any section or subsection of Article 7-4 of these regulations.
- I.** Such other information as the Planning Commission may deem necessary because of the physical characteristics peculiar to the particular development.

- J. Construction Drawing should be presented in a similar format to the accompanying sheet.

## 7-4 Standards

### 7-4.1 Requirements

Standards and requirements for parking, signage, setbacks, spacing between buildings, residential area requirements, screening, buffers, and landscaping for group developments shall be as specified in the City of Cayce Zoning Ordinance.

### 7-4.2 Water, Sewerage and Drainage

Adequate provisions for water supply, sanitary sewerage, and storm drainage shall be installed by the developer according to the plans and specifications approved by the proper authorities.

### 7-4.3 Access and Egress – shall conform to the Driveway Regulation of the South Carolina Department of Transportation and the Zoning Ordinance. When practical, parking lots for development within non-commercial zoning districts shall be interconnected in such a way to allow for the efficient flow of traffic between development without accessing the adjacent street or streets.

drawings  
so

### 7-4.5 Enforcement - No building permits shall be issued and no connection to a public water system or public sewer system shall be made until the construction for the group development are approved by the Planning Commission and noted on prints of the development plan.

## **ARTICLE 8 PLANNED DEVELOPMENTS**

### **8-1 Intent**

The intent of Planned Developments are to better bridge the inherent difference between residential and nonresidential uses; and to better accommodate change within those areas of the City of Cayce where due to economics or other factors responsible for change, potentially incompatible development could compromise property values or adversely impact existing land use, transportation facilities, or infrastructure.

Through Planned Developments advocated by this Article, it is possible to ameliorate differences between potentially incompatible uses by exacting concessions and conditions as necessary to achieve "land use compatibility."

### **8-2 Minimum Site Requirements:** Minimum area requirements for a Planned Development shall be 2 acres.

### **8-3 Permitted Principal Uses:** Any use or combination of uses meeting the objectives of the section may be established in a PDD upon review and approval by the Planning Commission and amendatory action by City Council, where required. Once approved, the proposed use(s) and no other shall be permitted. Said uses shall be identified and listed on the basis of classification (i.e. retail office, wholesale, residential multi-family, residential single family detached, manufacturing, etc.). The list of approved uses shall be binding on the applicant and any successor in title, so long as the PDD zoning applies to the land, unless otherwise amended by action of the Planning Commission and City Council where required.

### **8-4 Density:** Residential density, setbacks, impervious surface, rations, floor area ratios and building heights shall be determined by the scale of the project in relation to its surroundings and its impact on existing and proposed support facilities (i.e. transportation, water and sewage systems, recreation facilities, etc).

### **8-5 Reserved**

### **8-6 Overall Site Design:** Overall site design shall be harmonious in terms of landscaping, enclosure of principle and accessory uses, size of structures, street patterns and use relationships, variety in building types, heights, facades setbacks and size of open spaces shall be encouraged.

### **8-7 Minimum Off-Street Parking and Loading Requirements:** Off-street parking and loading requirements as set forth in the Zoning Ordinance shall be met for each specified use.

**8-8** Signs: Signs permitted in Planned Developments only in accordance with provision of the Sign Ordinance.

**8-9** Landscaping and Buffer Yard Requirements: A minimum screen which meets the requirements of the Landscape Ordinance must be provided. The planning commission may require additional screening between uses and densities of development as a condition of plat approval.

**8-10** RESERVED

**8-11** Actions by Planning Commission and City Council

Actions by the Planning Commission and City Council shall be as provided for zoning amendments, generally. Said bodies may approve the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the amendment is granted, City council shall, in its amending action, approve the application as it may have been changed during earlier procedures, or indicate required modifications, and be binding on the applicant. If modifications are required, Council shall officially state its reasons for the record.

If the amendment is granted, the developer shall be required to proceed in accord with the approved Planned Development, as supplemented or modified by council in the particular case, and shall conform to any time or prior limitations established by council for initiation and/or completing the development in whole or in specific stages.

In taking action to amend the zoning map to establish the approved Planned Development, council shall pass upon the adequacy of the application, in form and substance relative to any agreements, contract, sureties, or other instruments involved, and before development may proceed, such instruments shall be approved by appropriate officers and agencies.

**8-12** Preliminary Plats, Construction Plans, and Final Plats

The developer of a Planned Development is required to submit six (6) copies of a Preliminary Plat, Construction Plans, and Final Plat for each phase to be approved by the Planning Commission staff. Preliminary Plats, Construction Plans and Final Plats shall meet all requirements as defined in Article 4.

**8-13** Administrative Action on Approved Planned Development

Once a Planned Development is established on the Official Zoning Map, no zoning or building permit shall be issued therein, unless it is in compliance with the general development plan and other documents approved by Council and approval of preliminary

plat and construction drawings by the Planning Commission staff. Except as provided below, all plans and reports approved by Council shall be binding on the applicant and any successors in title so long as the planned development district zoning is applicable.

**8-14 Changes in Approved Plans**

Changes in approved final plans and reports may be approved by the Planning Commission only upon findings that such changes will not increase the density of the project, amount of traffic generated, reduce screening or off-street parking requirements, or substantially alter the composition of the project. Any such change to the contrary shall be approved subject to further study by the Planning Commission and amendatory action by City Council in regards to zoning.

**ARTICLE 9**

**RESERVED**

## ARTICLE 10

### EXTRAORDINARY DEVELOPMENT

#### 10-1 Purpose

With certain types of development, extraordinary safeguards may be necessary to protect the health, safety and general welfare of the citizens of the City of Cayce, developers are encouraged to work with the Planning Commission to avoid delays in project approvals.

#### 10-2 Artificial Impoundments

Although aesthetically pleasing, the creation of artificial lakes or impoundments can result in significant water quality problems and dam safety issues.

##### 10-2.1 Water Quality

###### A. Framework

Altering the natural flow of water can lead to eutrophication - a process by which a standing body of water becomes enriched with excess plant nutrients such as phosphorus and nitrogen, which results in excess algal production. This condition leads to lower dissolved oxygen (DO) levels which can have a detrimental effect on fish species and water quality. Artificial impoundments also lead to higher water temperatures and excess sedimentation, also harmful to aquatic species. Artificial lakes in the City of Cayce should be planned carefully with a view towards ecological consequences.

###### B. Recommendation

Developers should take appropriate steps to maintain good water quality in artificial lakes. Developing a long term strategy for maintaining water quality is recommended. This strategy may include the use of greater setbacks for principal structures and associated buildings with impermeable surfaces from the normal high water mark of the water body, vegetative buffers along the edge of the water body, or the installation of an aeration system to maintain a healthy level of DO in the water body.

## 10-2.2 Dams

### A. Framework

A dam breach can be a significant threat to the safety of homeowners, and motorists (in the event that a road is constructed on a dam). For this reason, all dams must meet either requirements of the South Carolina Department of Dam Safety, the U.S. Corps of Engineers or Section 10-2.B.2 of this ordinance, whichever is applicable.

### B. Requirements

Any dam construction not covered under the requirements of the South Carolina Department of Dam Safety and for the purpose of creating an artificial impoundment for the benefit of a residential subdivision, including subdivisions not yet proposed, shall conform to the following requirements:

1. The developer must provide dam construction drawings and plans *certified by a Professional Engineer* to the Planning Commission prior to beginning any site work.
2. Upon concurrence by the Planning Commission and Lexington County Public Works that the proposed dam construction will not cause unreasonable harm to the health, safety, and general welfare of the residents of the City, the developer may proceed with construction.
3. Dam construction shall be periodically inspected by the developer's engineer to ensure conformance with the approved drawings and plans. The developer shall be responsible for notifying the Planning Commission and Lexington County Public Works during a minimum of three (3) phases of dam construction (see below). Lexington County Public Works may inspect the construction at their discretion.

Phase 1 - Coring, backfilling and setting of invert.

Phase 2 - Mid-construction of fill.

Phase 3 - Top fill and grading.

4. Dams existing prior to the adoption of this ordinance must meet the requirements of this ordinance before a road is constructed on the dam.

## 10-3 Reserved

**ARTICLE 11**  
**LAND SURVEYING STANDARDS:**  
**Connecting Surveys to State Plane Coordinate System**

**11-1 Purpose**

The purpose of this section is to require certain land parcels, located within reasonable distance from monumented control points, to be referenced by field survey to geodetic control points which are defined by state plane coordinates. In cases where monumented control points are not within a reasonable distance as defined in this document the requirement will be to reference the survey to points which are identifiable on the county orthophoto maps. Property surveys affected by this section will be referenced to its accurate geographical locations, and therefore can be plotted in their correct position on the state plane coordinate based county mapping system. These positions can be reproduced to the same accuracy as the original determination, even if all physically platted corners or supporting evidence, or both have been destroyed.

This will greatly improve County land records by allowing ground surveys to be easily and accurately translated to county maps – hard-copy or electronic. In addition, land owners will benefit in that property corners tied directly to monumented geodetic control by field surveys are defined by mathematical references which cannot be destroyed; therefore in the future, missing or destroyed property corners can be more easily re-established with a high level of confidence.

This concept has existed for many years, but it has not been practical to apply on the county level until recent developments in technology allowed the cost-effective production of accurate mapping systems and the placement of closely-spaced geodetic control monuments defined by very accurate coordinates. In addition the recent development of the satellite based Global Positioning System (GPS) is revolutionizing control surveys.

**11-2 Surveys Requiring Tie To Geodetic Control Monument**

The following surveys require ties to geodetic control monuments:

1. Any subdivision of five (5) or more lots within a one mile traverse distance of geodetic control.
2. Any tract of five (5) or more acres within a one mile traverse distance of geodetic control.
3. Any subdivision of 25 or more lots or non-agricultural industrial/commercial development of 25 or more acres regardless of distance from geodetic control.

### **11-3 Surveys Exempt from Geodetic Control Monument Tie**

It is considered very desirable for surveyors to tie all surveys, whenever possible, to the state plane coordinate system. Nothing in these exemptions is intended to discourage surveyors from tying surveys to the state plane coordinate system.

The following surveys are exempted from geodetic control monument tie:

1. Mortgage surveys of residential property in existing subdivisions.
2. Any survey not specified in Section 11-2.

### **11-4 Surveys Requiring Orthophoto Locator Tie**

With the exception of mortgage surveys, all surveys not tied to geodetic control shall have a “locator tie”. A locator tie is defined as a bearing and distance tie from a property corner to a point identifiable on the orthophoto map such as a building corner, a road intersection with a driveway or other point that can be accurately spotted on the orthophoto.

To support this requirement, the county will make copies of the county orthophoto maps available to licensed surveyors at a reasonable cost. Special pricing to surveyors will be contingent upon these maps being for the surveyors use only.

### **11-5 Survey Requirements**

Survey requirements specified in this document are only for control survey connections between geodetic survey monuments and land parcels. Boundary surveys shall be performed in accordance with the State Minimum Standards published by the State Board of Registration for Professional Engineers and Land Surveyors unless requirements that are more stringent are specified herein. In so far as possible, Control surveys between geodetic monuments and property boundaries shall be extended from the nearest geodetic control monuments (s). County specifications for horizontal control are as follows:

### **11-6 Terrestrial Surveys:**

If control is extended no more than 1/2 mile from control monument to property boundary third-order, class I (1/10,000) specifications shall be followed.

If control is extended more that 1/2 mile from the control monument to the property boundary second –order class II specifications shall be followed.

**11-7 Global Positioning System (GPS) Surveys:**

If GPS is used, procedures shall be followed to insure compatibility with the nearest geodetic control monuments to an accuracy of at least 5 cm + 2ppm. Only survey grade GPS receivers shall be used for boundary control.

**11-8 Plat Requirements:**

State plane coordinates shall be shown on the plat for at least two property corners. The geodetic monument(s) used for control will be noted on the plat with the grid distance and azimuth shown to at least one of the coordinated property corners.

Horizontal ground distances (not grid distance) will be shown on the plat for all segments of the boundary survey. A combined state plane coordinate – sea level reduction factor will be noted on the plat. Area will be based on horizontal ground distances.

All bearings will be referenced to state plane coordinate grid north.

Survey caps identifying the surveyor shall be placed on all new corners set on surveys covered by this ordinance.

**11-9 Electronic Data Files**

If the parcel or subdivision is generated with computer-aided drafting procedures, the City may request a copy of the electronic file to be copied on City-supplied medium.

## ARTICLE 12

### INTENT, AUTHORITY TO MODIFY, AND MAINTENANCE

- 12-1 Intent** - These regulations do not intend to freeze new developments into any single type of design, but to insure that all new developments shall contribute to the building of economically sound and desirable living areas within the community with all necessary services and facilities.
- 12-2 Authority to Modify Standards** - In order to provide the subdivider with maximum flexibility in the design and character of new residential developments, the Planning Commission is hereby authorized to modify the standards and requirements of these regulations in the case of a plan for an experimental subdivision or planned development, which in the judgment of the Planning Commission provides adequate public spaces for the circulation, recreation, light, air and service needs of the tract when fully developed and populated, and which also provides such covenants or other legal provisions as will assure conformity to and achievement of the plan.
- 12-3 Maintenance of Spirit of Regulations** - Any Development or Subdivision approved under this section shall maintain the objectives, purposes and intent of these regulations and the comprehensive plan.

## ARTICLE 13

### SURETY IN LIEU OF COMPLETION OF IMPROVEMENTS

#### 13-1 General

In lieu of completion of the physical development and installation of the required improvements previous to the approval of a Final Plat, the Cayce City Council may accept a bond, in an amount and with surety and conditions satisfactory to it, providing for and securing to the City of Cayce, the actual construction and installation of such improvements and utilities within a period specified and expressed in the bond.

#### 13-2 Information

Necessary information to accompany the posing of a Bond:

**13-2.1** Bond to equal one and a half (1 1/2) times face value of all improvements.

**13-2.2** Improvements to be determined by the total cost of the following improvements where applicable:

- a. Water
- b. Sewer
- c. Paving of roads
- d. Storm drainage
- e. Sidewalks

**13-2.3 Contract bids** on above improvements of the development must be submitted with the Bond. These Bids or other positive assessments must be signed by a South Carolina registered engineer.

#### 13-3 Procedures

**13-3.1** The required information shall be submitted to the Administrative Official

- 13-3.2** The staff shall submit these materials to the City Attorney for review and comment.
- 13-3.3** The City Attorney shall submit the materials to the City Council for approval.
- 13-3.4** If the City Council approves the Bond, then the Preliminary Plat shall be given “BONDED PLAT APPROVAL” which authorizes the plat to be recorded by the Registrar of Deeds of Lexington County, S.C.
- 13-3.5** Upon completion of all requirements of these Land Development Regulations the subdivider shall submit the Final Plat (as- built drawings) as provided in Section 4-4.
- 13-3.6** After the subdivider fulfills his obligations as required by the Subdivision Regulations and Bond, the Administrative Official shall approve the Final Plat and the City Council shall release the Bond.

## ARTICLE 14

### APPLICATION OF REGULATIONS

From and after the adoption of these regulations and notification of the County Registrar of Deeds, the following shall apply:

- 14-1 Recording of Final Plat** - No subdivision plat shall be filed with or recorded by the County Registrar of Deeds until such Final Plat has received Final Approval or Final Approval under bond.
- 14-2 Streets** - No streets right-of-way shall be accepted, opened, or maintained in any subdivision established hereafter which does not meet the requirements of these regulations.
- 14-3 Permits** - No building or zoning permit shall be issued for any subdivision established hereafter unless a Final Plat of such subdivision is approved by the Planning Commission and/or a Bond of improvements is accepted by City Council.

## ARTICLE 15

### VIOLATION AND PENALTY

#### 15-1 Violations

**a. Misdemeanor; penalties:** It shall be unlawful for any person to use property, or to construct, alter, enlarge or demolish any structure without a permit or permits required by ~~this ordinance~~these regulations. Conviction for violation of ~~this ordinance~~these regulations is punishable as a misdemeanor under the general penalty provisions of the City Code.

**b. Withholdings permits:** The Administrative Official shall deny a zoning permit for any use or work which fails to comply with ~~this ordinance~~these regulations. The Administrative Official shall withhold all other City permits for work which violates ~~this ordinance~~these regulations.

**c. Complaints:** A written complaint specifying facts showing a violation of ~~this ordinance~~these regulations filed by any person shall be investigated by the Administrative Official. Upon determination that a violation has occurred, the Administrative Official shall take appropriate enforcement action authorized by ~~this ordinance~~these regulations.

**d. Stop work orders.** The Administrative Official is authorized to issue a stop work order pursuant to S.C. Code § 6-29-950(A) requiring work to cease until specific ~~code~~ violations are corrected. Failure to comply with a stop work order of the Administrative Official is a misdemeanor punishable under the general provisions of the City Code. Issuance of a stop work may be appealed to the Board of Zoning Appeals.

**e. Ordinance Summons:** The Administrative Official is authorized to issue an ordinance summons pursuant to City Code provisions for violations of ~~this ordinance~~these regulations.

**f. Arrest warrant:** The Administrative Official, with concurrence of the City Attorney, is authorized to request the issuance of an arrest of warrant for violations of ~~this ordinance~~these regulations.

**g. Injunction:** The Administrative Official shall submit a request to the City Attorney for institution of a civil action seeking an injunction prohibiting violation of ~~this ordinance~~these regulations when appropriate.

- 15-2 Violation by Recording Official** - The Lexington County official whose duty it is to accept and record plats of real estate shall not accept, file or record any subdivision plat in such office without the approval of the Planning Commission. If the recording official violates the provisions of this section, he shall in each instance be subject to the same penalty as provided in the above section and the City Council shall have the same rights and remedies as to enforcement or collection as therein provided and may enjoin any violations thereof.
- 15-3 Enforcement** - Whenever it shall come to the attention of the City Council that any provision of these regulations have been or is being violated, the City Council may immediately institute suit and prosecute the same to final judgment.

## ARTICLE 16

### LEGAL STATUS

- 16-1 Conflict with Other Laws** - Whenever the provisions of these regulations impose more restrictive standards than are required in or under any other ordinance, the regulations herein contained shall prevail. Whenever the provisions of any other ordinance require more restrictive standards than are required herein the requirements of such regulations shall prevail.
- 16-2 Repeal of Conflicting Regulations** - All ordinances and resolutions regulating the subdivision and development of land adopted prior to these regulations are hereby repealed.
- 16-3 Separability Clause** - If any section, clause or portion of these regulations shall be held by a court of competent jurisdiction to be invalid or unconstitutional, such finding shall not have an effect on any other section, clause or portion of these regulations.
- 16-4 Effective Date** - These regulations shall become effective and enforced after *date enactment of the ordinance adopting these regulations.*
- 16-5 Amendment** - These regulations may be amended after notice and public hearing in the same manner or prescribed by Law for their original adoption.
- ~~**16-6 Adoption Clause** - The City Council of the City of Cayce, South Carolina hereby adopts the foregoing regulations governing the subdivision and development of land within the City of Cayce, South Carolina as the "Land Development Regulations for the City of Cayce, South Carolina" and directs that a copy of this action be transmitted to the Lexington County Registrar of Deeds.~~

~~Adopted this:~~

~~First Reading:~~

~~Second Reading:~~

~~Mayor~~

~~Attest:~~

~~Municipal Clerk~~

DATE PREPARED: 2/24/14

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Recorder's Court

DATE REV #1:

DEPT CODE 10-1121

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	Dollar Amount Change
<b>SALARIES &amp; WAGES</b>	<b>10-1121-101</b> <b>\$106,220</b>	Salaries for 2 full-time clerk positions and part-time Judge's salary. In addition, this includes \$4,000 towards Associate Judge, who handles conflicts and recusals when the chief Judge cannot preside over any particular matter.	\$83,181	27.7%	\$23,039
<b>OVERTIME EXPENSE</b>	<b>10-1121-102</b> <b>\$2,951</b>	OVERTIME EXPENSE - Time beyond normal work hours are expected based on the setting of multiple jury trials throughout the day and evening at which in court assistance from the Clerk's Office is beneficial.	\$1,877.00	57.2%	\$1,074
<b>JUROR FEES COMPENSATION</b>	<b>10-1121-104</b> <b>\$3,000</b>	JUROR FEES COMPENSATION - Current rate for juror compensation is \$5.00 per trial and is below the rate paid by nearby municipalities. Request is to increase to \$10.00 per trial	\$1,500	100.0%	\$1,500
<b>PRINTING/OFFICE SUPPLIES</b>	<b>10-1121-210</b> <b>\$4,000</b>	PRINTING AND OFFICE SUPPLIES - This budget item is expected to increase along with the switch from a part-time to full-time Assistant Clerk of Court. Work output should increase and therefore printing and office supplies needed to support and capture the said work output would likewise increase.	\$3,000	33.3%	\$1,000
<b>POSTAGE</b>	<b>10-1121-211</b> <b>\$5,980</b>	Mailings are required for the dissemination of correspondence to attorneys, defendants, and the jury pool. The postage rate increased this year, however, we are requesting the same amount as last year as we were well within budget in this category last year.	\$5,980	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>	<b>10-1121-214</b> <b>\$225</b>	MEMBERSHIPS & DUES – Request to maintain membership in: The Municipal Court Administration Association – \$65.00 for Judge, \$5.00 per each additional member) South Carolina Summary Court Judge's Association – \$150.00 (\$50.00 x3 per member)	\$175	28.6%	\$50
<b>TRAVEL EXPENSE</b>	<b>10-1121-215</b> <b>\$2,489</b>	Each year there is mandatory continuing legal education training required for Municipal Court staff. Travel is needed for the SC Municipal Court Administration annual meeting, SC Summary Court Judges Association annual training, and two (2) Criminal Domestic Violence update courses. We were well within budget in this category last year.	\$2,489	0.0%	\$0
<b>EMPLOYEE TRAINING</b>	<b>10-1121-264</b> <b>\$1,550</b>	Each year there is mandatory continuing legal education training required for Municipal Court staff. Training expenses are needed for registration to the SC Municipal Court Administration annual meeting, SC Summary Court Judges Association annual training, and two (2) Criminal Domestic Violence update courses. We were well within budget in this category last year.	\$1,550	0.0%	\$0

DATE PREPARED: 2/24/14

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. Recorder's Court

DATE REV #1:

DEPT CODE 10-1121

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	Dollar Amount Change
<b>SPECIAL CONTRACT- MAGISTRATE</b>	<b>10-1121-271</b> <b>\$10,000</b>	We sometimes utilize the services of the county Magistrate, to cover matters involving conflict of schedules, matters requiring recusal, and expediting the issuance of warrants. We are requesting the same amount from last year and would like to ensure that it conforms with the current contract in place.	\$10,000	0.0%	\$0
<b>SPECIAL DEPT. SUPPLIES</b>	<b>10-1121-272</b> <b>\$2,500</b>	Special Department Supplies - This category supports our ongoing updates of law publications, juror lists, storage materials and costs to provide food and beverages to jurors who fulfill their civic service during meal times. Our storage needs have increased as well as the number of jury trials that we conduct throughout the year.	\$2,000	25.0%	\$500
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>	<b>10-1121-805</b> <b>\$11,338</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$8,776	29.2%	\$2,562
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>	<b>10-1121-810</b> <b>\$158</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$125	26.4%	\$33
<b>SOCIAL SECURITY/ FICA</b>	<b>10-1121-814</b> <b>\$8,069</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$6,363	26.8%	\$1,706
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>	<b>10-1121-820</b> <b>\$1,750</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position. We are close to reaching the budgeted amount in this category and we are therefore requesting an increase in this category to sufficiently cover the projected costs associated with converting the part-time Assistant Clerk of Court position to a full-time position.	\$1,280	36.7%	\$470
<b>WORKERS COMP INSURANCE EXPENSE</b>	<b>10-1121-821</b> <b>\$727</b>	Includes full-time employees, proposed new position, and Associate Judge. Per Finance Dept., this also includes 20% municipaly discount.	\$450	61.6%	\$277
<b>MEDICAL INSURANCE EXPENSE</b>	<b>10-1121-822</b> <b>\$22,989</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$17,972	27.9%	\$5,017

DATE PREPARED: 2/24/14

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Recorder's Court

DATE REV #1:

DEPT CODE 10-1121

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	Dollar Amount Change
10-1121-828	\$1,000		\$1,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL	\$184,946		\$147,718	25.2%	\$37,228

DATE PREPARED: 2-2-2014

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>	101 <b>\$3,042,197</b>	Total salaries for all Public Safety employees; total includes proposed 3 new firefighter positions, 2 additional Patrol positions in the park.	\$2,857,884	6.4%	\$184,313
<b>OVERTIME EXPENSE</b>	102 <b>\$186,434</b>		\$184,694	0.9%	\$1,740
<b>FIRE RESPONSE OVERTIME EXPENSE</b>	105 <b>\$30,000</b>		\$25,081	19.6%	\$4,919
<b>PRINTING/OFFICE SUPPLIES</b>	210 <b>\$10,700</b>		\$10,700	0.0%	\$0
<b>POSTAGE EXPENSE</b>	211 <b>\$2,600</b>		\$2,600	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>	214 <b>\$3,845</b>		\$3,740	2.8%	\$105
<b>TRAVEL EXPENSE</b>	215 <b>\$11,500</b>		\$9,300	23.7%	\$2,200
<b>SCMIT/DOJ VEST GRANT EXPENSE</b>	216 <b>\$10,000</b>		\$10,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>	217 <b>\$253,400</b>		\$230,260	10.0%	\$23,140

DATE PREPARED: 2-2-2014

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
220	\$50,000		\$50,340	-0.7%	(\$340)
<b>ELECTRIC &amp; GAS</b>					
221	\$51,400		\$50,196	2.4%	\$1,204
<b>TELEPHONE EXPENSE</b>					
226	\$49,598		\$56,638	-12.4%	(\$7,040)
<b>SERVICE CONTRACTS</b>					
227	\$16,200		\$13,700	18.2%	\$2,500
<b>EQUIPMENT REPAIR EXPENSE</b>					
228	\$81,351		\$2,500	3154.0%	\$78,851
<b>BUILDING REPAIRS</b>					
229	\$2,185		\$2,185	0.0%	\$0
<b>SLED/NCIC EQUIPMENT EXPENSE</b>					
231	\$4,500		\$4,576	-1.7%	(\$76)
<b>HAND TOOLS &amp; SUPPLIES</b>					
237	\$1,450		\$1,450	0.0%	\$0
<b>RADIO SUPPLIES EXPENSE</b>					
238	\$6,100		\$6,100	0.0%	\$0
<b>SAFETY SUPPLIES</b>					
241	\$49,830		\$44,538	11.9%	\$5,292
<b>UNIFORM EXPENSE</b>					

DATE PREPARED: 2-2-2014

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
242	\$600		\$600	0.0%	\$0
JAIL DETENTION EXPENSE					
243	\$100		\$100	0.0%	\$0
LAUNDRY & LINEN EXPENSE					
244	\$2,700		\$2,700	0.0%	\$0
JANITORAL SUPPLIES					
249	\$9,400		\$9,000	4.4%	\$400
MEDICAL/PHYSICAL EXPENSE					
250	\$6,460		\$3,460	86.7%	\$3,000
SCBA & FIRE EXTINGUISHER EXPENSE					
261	\$7,000		\$7,000	0.0%	\$0
ADVERTISING EXPENSE					
262	\$36,500		\$58,155	-37.2%	(\$21,655)
VEHICLE INSURANCE EXPENSE					
264	\$28,700		\$26,000	10.4%	\$2,700
EMPLOYEE TRAINING EXPENSE					
265	\$61,141		\$58,046	5.3%	\$3,095
VICTIM ADVOCATE ASSESSMENTS EXPENSE					

DATE PREPARED: 2-2-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DATE REV #1:

DEPT CODE TOTAL BUDGET

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
266	\$5,000		\$7,500	-33.3%	-\$2,500
DEPT. OF JUV. JUSTICE EXPENSE					
271	\$38,700		\$38,500	0.5%	\$200
SPECIAL DEPT. SUPPLIES					
272	\$5,125		\$5,125	0.0%	\$0
SPECIAL CONTRACTS EXPENSE					
277	\$500		\$500	0.0%	\$0
EXPLORERS EXPENSE					
280	\$10,000		\$15,935	-37.2%	(\$5,935)
ANIMAL CONTROL SUPPLIES					
385	\$1,513,863		\$16,000	9361.6%	\$1,497,863
CAPITAL EQUIPMENT EXPENSE					
805	\$36,473		\$37,038	-1.5%	(\$565)
SC STATE RETIREMENT CONTRIBUTIONS					
810	\$508		\$526	-3.3%	(\$18)
SC STATE PRE-RETIREMENT DEATH BENEFIT					
811	\$377,756		\$357,456	5.7%	\$20,300
SC PORS EXPENSE					
812	\$5,807		\$5,457	6.4%	\$350
SC PORS PRE-RETIREMENT					

DATE PREPARED: 2-2-2014

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>BENEFIT EXPENSE</b>					
813	\$5,807		\$5,457	6.4%	\$350
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>					
814	\$252,931		\$235,600	7.4%	\$17,331
<b>SOCIAL SECURITY / FICA</b>					
820	\$63,600		\$88,773	-28.4%	(\$25,173)
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
821	\$155,253		\$101,766	52.6%	\$53,487
<b>WORKERS COMP INSURANCE EXPENSE</b>					
822	\$550,638		\$464,832	18.5%	\$85,806
<b>MEDICAL INSURANCE EXPENSE</b>					
825	\$19,630		\$16,000		\$3,630
<b>UNEMPLOYMENT COMP EXPENSE</b>					
828	\$23,000		\$23,000		\$0
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$7,080,484</b>		<b>\$5,151,008</b>	<b>37.5%</b>	<b>\$1,929,476</b>

DATE PREPARED: 2-2-2014

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>					
10-1210-101	<b>\$236,787</b>	Totals salaries for 4 employees: McNair, Fulwood, Rabo, Nelson	\$236,781	0.0%	\$6
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1210-210	<b>\$10,200</b>	NCIC computer supplies, copy supplies, paper, toner, film, microfilm, ribbons, all office machine supplies, fax supplies, printing and forms, stationary, envelopes, ink cartridges, etc. Chief McNair would like to send Christmas cards our from Public Safety. Est. cost \$200	\$10,200	0.0%	\$0
<b>POSTAGE EXPENSE</b>					
10-1210-211	<b>\$2,600</b>	Mailing correspondence, jury trials, correspondence for non payment of parking tickets or uniform traffic citations. Postage increased 2 %	\$2,600	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1210-214	<b>\$655</b>	Dues for staff for Lex. Co. Law Enforcement Officers Assoc.; SC Law Enforcement Officers Assoc.; SC Police Chiefs Assoc.; SC Fire Chiefs Assoc.; and ICPA	\$655	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1210-215	<b>\$2,000</b>	For various Chief and Major to attend conferences around the state (SCLEOA, Fire Chiefs Conf., Police Chiefs Conf.).	\$2,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1210-217	<b>\$4,500</b>	Gas, oil, tires, repairs. Avg \$162 per month (\$1,944); 1.5 set tires and oil changes every 3,000 miles; Two new vehicles will be in this line item this year. Cost should be fuel and oil changes. 1200 gal. fuel x 3.25= \$3,600. Oil changes \$30x6=\$180. Total \$4,500	\$4,500	0.0%	\$0
<b>ELECTRIC &amp; GAS</b>					
10-1210-220	<b>\$45,000</b>	Standard rates (average \$2777 per month) through Dec. 2013	\$45,000	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
10-1210-221	<b>\$51,400</b>	Standard rates for Budget FY 12/13 \$18,250, which also includes monthly rate for verizon phones and dedicated phone line for the paging system and two dedicated phone lines for 911. Fires cannot be paged if there is an incoming or outgoing fax. We are moving pager expense to this line item. We did away with pager and now use phone text for fire calls for all employees. Avg. expense through Dec. 2013 \$4,281.09 x 12 = \$50,196	\$50,196	2.4%	\$1,204

DATE PREPARED: 2-2-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed	
<b>SERVICE CONTRACTS</b>	<b>10-1210-226</b>	<b>\$7,500</b>	Service contracts for Communication Specialists, IACP NET 1,000. Estimated repair fees a month for Nicholson Software updates & maint. 297 x 12 = \$3,564. Jury list to be entered into the computer in January \$160 per year. Federal 1033 program \$1,000. Service agreement with Blanchard to service the generator at Public Safety \$320. Projected 14/15 \$7,500.	\$7,500	0.0%	\$0
<b>BUILDING REPAIRS</b>	<b>10-1210-228</b>	<b>\$73,851</b>	Building repairs including plumbing, electrical, painting, rollup doors, etc. The building is aging, as it was built in 1984 (\$7,000). The Public Safety Complex is over 20 years old and is in need of the following items: cement in front of fire bays needs repairing (\$20,000) and the front parking lot needs repaving (\$46,151).	\$0	#DIV/0!	\$73,851
<b>UNIFORM EXPENSE</b>	<b>10-1210-241</b>	<b>\$1,200</b>	Due to the requirement to dress professionally, but still perform traditional public safety functions (i.e. fire suppression, crime scene, and other duties), which routinely destroy clothing. For Chief McNair and Major Fulwood.	\$1,200	0.0%	\$0
<b>JANITORIAL SUPPLIES</b>	<b>10-1210-244</b>	<b>\$600</b>	Products needed to clean Firehouse and PS Complex. Dishwashing det. \$3.83/month, dish liquid \$1.99/month, laundry det. \$6.98/month, floor cleaner \$2.49/month, Ajax \$.99/month, window cleaner \$2.59/month, other assorted cleaners \$14.79/month. Floor wax & stripper \$46, mop heads \$35/year. \$97.50/month x 12 = \$1,170	\$600	0.0%	\$0
<b>MEDICAL/PHYSICAL EXPENSE</b>	<b>10-1210-249</b>	<b>\$9,400</b>	New hire physicals (required by SCCJA), EEG, X-rays, Hepatitis shots (OSHA required), TB shots (OSHA required), fire physicals (required by NFPA), bloodborne pathogens, etc. (Budget FY 13/14 \$9,000), expenditures through Dec. 1 \$4,315. Avg \$719.17 x 12 = \$8,6300. Public Safety physicals \$175 each, TB test \$10, new hire physicals \$70, post accident drug test \$30.	\$9,000	4.4%	\$400
<b>ADVERTISING EXPENSE</b>	<b>10-1210-261</b>	<b>\$1,000</b>	Advertising for new employees. Cost through Dec. 2013 is \$1,125.32	\$1,000	0.0%	\$0

DATE PREPARED: 2-2-2014

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1210-262 VEHICLE INSURANCE EXPENSE	\$1,000	Two (2) vehicles cost \$500 x 2 = 1,000	\$1,650	-39.4%	(\$650)
10-1210-264 EMPLOYEE TRAINING EXPENSE	\$600	Training registration for Chief McNair and Major Fulwood to attend the SC Law Enforcement Officers and SC Police Chiefs conferences. Additional \$220 included for misc. training that comes up during the year.	\$600	0.0%	\$0
10-1210-271 COMMUNITY RELATIONS EXPENSE	\$1,200	T-Shirts, awards, teen programs in the summer, neighborhood watch groups and other community relations expenses.	\$1,000	20.0%	\$200
10-1210-272 SPECIAL CONTRACTS EXPENSE	\$5,125	Copier lease and maintenance agreement (\$427/month). Avg \$425/month through Jan. 2014. \$427 x 12 = \$5,124	\$5,125	0.0%	\$0
10-1210-277 EXPLORERS EXPENSE	\$500	Travel to scale competition, assist with uniforms, misc. supplies, etc. Charter expense	\$500	0.0%	\$0
10-1210-805 SC STATE RETIREMENT CONTRIBUTIONS	\$9,674	For P. Rabon and T. Nelson: (Salaries) \$89,565.87 x .1075 = \$9,628.33	\$9,600	0.8%	\$74
10-1210-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$135	For P. Rabon and T. Nelson: (Salaries) \$89,565.87 x .0015 = \$134.35	\$136	-0.7%	(\$1)
10-1210-811 SC PORS EXPENSE	\$19,091	For McNair and Fulwood: (Salaries) \$146,264.72 x .1310 = \$18,784.98	\$19,224	-0.7%	(\$133)
10-1210-812 SC PORS PRE-RETIREMENT BENEFIT EXPENSE	\$293	For McNair and Fulwood: (Salaries) \$146,264.72 x .0020 = \$286.79	\$293	0.0%	\$0
10-1210-813 SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE	\$293	For McNair and Fulwood: (Salaries) \$143,396.78 x .0020 = \$292.53	\$293	0.0%	\$0

DATE PREPARED: 2-2-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1210-814 SOCIAL SECURITY / FICA	\$18,200	For all 4 employees: (Salaries) \$235,830.59 x .0765 = \$18,041.04	\$18,187	0.1%	\$13
10-1210-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$4,000	Number of vehicles and tort rates numbers came from Cty Treasure	\$5,558	-28.0%	(\$1,558)
10-1210-821 WORKERS COMP INSURANCE EXPENSE	\$9,005	Cost from City Treasure	\$5,000	80.1%	\$4,005
10-1210-822 MEDICAL INSURANCE EXPENSE	\$30,652	Includes 5% increase per Human Resources.\$638.58 per person per month	\$28,754	6.6%	\$1,898
10-1210-825 UNEMPLOYMENT COMP EXPENSE	\$0		\$0		\$0
10-1210-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$1,000		\$1,000		\$0
<b>TOTAL</b>	<b>\$547,461</b>		<b>\$468,152</b>	<b>16.9%</b>	<b>\$79,309</b>

DATE PREPARED: 2-03-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>					
10-1211-101	<b>\$363,963</b>	Totals salaries for 8 employees	\$367,712	-1.0%	-\$3,749
<b>OVERTIME EXPENSE</b>					
10-1211-102	<b>\$16,240</b>	For investigators during major operations: i.e. vice, narcotics, burglary spree, or serious crimes that require immediate follow-up or continuous, prolonged casework. Per HR office, investigators receive (4) hours of pay each day of on-call duty.	\$14,500	12.0%	\$1,740
<b>DUES &amp; MEMBERSHIPS</b>					
10-1211-214	<b>\$650</b>	Dues for staff for Lex. Co. Law Enforcement Officers Assoc.; SC Law Enforcement Officers Assoc.; SC Police Chiefs Assoc.; SC Fire Chiefs Assoc.; and ICPA	\$650	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1211-215	<b>\$4,600</b>	Gas, lodging, meal re-imburement during travel for dept. business & training. Advanced training is crucial for investigators due to nature of duties. Advanced training often requires travel. Additional amount (\$370) for possible prisoner extraditions	\$4,600	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1211-217	<b>\$38,000</b>	Gas, maintenance, and repair expenses for 11 unmarked vehicles, 1 prisoner transport van, and 1 armored SWAT vehicle. Repair costs expected to be lower due to reduced avg. age of vehicles, many are under warranty. Expend through Dec. 2013 \$18,955. Avg. \$3,159/mo x 12 = \$37,910.	\$35,000	8.6%	\$3,000
<b>SERVICE CONTRACTS</b>					
10-1211-226	<b>\$7,348</b>	Annual contract costs for LeadsOnline, MyFax, and 800mhz radio system access. LeadsOnline is an investigative tool for recovering stolen property and indentifying suspects. MyFax used to distribute important safety or crime information to businesses within the city. Radio access fee \$14.95/mo per radio x 16 radios (8 handheld, 8 in-vehicle) = \$2,870.40.	\$7,348	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1211-227	<b>\$200</b>	Repairs to special equipment already in use, to include surveillance equipment, video cameras, digital audio recorders, and other various things used by investigators.	\$200	0.0%	\$0

DATE PREPARED: 2-03-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>RADIO SUPPLIES EXPENSE</b>	10-1211-237 <b>\$350</b>	Repairs to radios issued to investigators. Normal wear and tear, along with age, results in batteries and belt clips needing periodic replacement.	\$350	0.0%	\$0
<b>UNIFORM EXPENSE</b>	10-1211-241 <b>\$4,800</b>	Clothing allowance for eight (8) investigators. Reimburses \$600 per investigator for purchase of job-specific attire for plain-clothes duty and court appearances (\$300 twice a year per person)	\$4,800	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b>	10-1211-262 <b>\$7,500</b>	(15) vehicles @ \$500/month	\$10,500	-28.6%	(\$3,000)
<b>EMPLOYEE TRAINING EXPENSE</b>	10-1211-264 <b>\$4,900</b>	Our responsibilities and duties necessitate advanced training. The SC Criminal Justice Academy has reduced the number of advanced training courses over the past few years. In order to obtain training, it is necessary to attend other sources of training, for which there is usually a registration fee. The avg. cost of advanced courses is \$500/detective. Several personnel have instructor cert's that require recertification every 2-3 years.	\$3,400	44.1%	\$1,500
<b>SPECIAL DEPARTMENTAL SUPPLIES</b>	10-1211-271 <b>\$3,000</b>	Cameras, video equipment, batteries, tapes, film, ink cartridges, laboratory supplies, crime scene processing equipment, narcotic test kits, evidence collection material and other related equipment or supplies. Expend thru Dec. 2013 \$766.47, .	\$3,000	0.0%	\$0
<b>CAPITAL EQUIPMENT EXPENSE</b>	10-1211-385 <b>\$137,882</b>	4 additional TASER's for each investigator;; covert audio surveillance systems; ; 2 labtops and 4 new vehicles due to mileage and aging. (See attachment for further details)	\$0		\$137,882
<b>SC PORS EXPENSE</b>	10-1211-811 <b>\$49,092</b>	Salaries (\$369452) x .1310 = \$48,398.21	\$50,298	-2.4%	(\$1,206)
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>	10-1211-812 <b>\$755</b>	Salaries (\$369,452) x .002 = \$738.90	\$768	-1.7%	(\$13)

DATE PREPARED: 2-03-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1211-813 SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE	<b>\$755</b>	Salaries (\$369,452) x .002 = \$738.90	\$768	-1.7%	(\$13)
10-1211-814 SOCIAL SECURITY / FICA	<b>\$29,219</b>	For all 8 employees: (Salaries) \$369,452 x .0765 = \$28,263.08	\$29,372	-0.5%	(\$153)
10-1211-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	<b>\$8,000</b>	Eight (8) personnel x \$1,000 = \$8,000 cost from City Treasure	\$11,050	-27.6%	(\$3,050)
10-1211-821 WORKERS COMP INSURANCE EXPENSE	<b>\$20,561</b>		\$15,200	35.3%	\$5,361
10-1211-822 MEDICAL INSURANCE EXPENSE	<b>\$61,304</b>	Includes 5% increase per Human Resources. \$638.41per employee per month from \$	\$57,510	6.6%	\$3,794
10-1211-825 UNEMPLOYMENT COMP EXPENSE	<b>\$2,000</b>		\$2,000		\$0
10-1211-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	<b>\$4,000</b>		\$4,000		\$0
<b>TOTAL</b>	<b>\$765,120</b>		<b>\$623,026</b>	<b>22.8%</b>	<b>\$142,094</b>

DATE PREPARED: 2-1-2014

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

# CITY OF CAYCE

## BUDGET JUSTIFICATION

### FY 14/15

Account Line Item	FY 13/14 Request	Justification
<b>10-1211-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$5,244.48</b>	Four (4) additional TASER ECD's so each investigator can be issued one, so that they will have one when the need arises. Investigators sometimes respond to assist the patrol division with high-priority calls involving violent or resistive persons, and participate in arrest warrant/search warrant operations. TASER's have been shown to reduce the likelihood of injury to both officers and suspects.
	<b>\$3,319.00</b>	Counter tops and sink for the lab are in need of replacing due to being over 10 years old. Due to the absorption of a mixture of chemicals over the years, the countertop space has become a hazardous environment. New countertops and sink will consist of a non absorbant material and accidental spill run off. The new material that will be used would make the lab usable through the next 15-20 years.
	<b>\$8,795.00</b>	a new video system would enable the investigative unit to equip undercover vehicles or surveillance vehicles for video surveillance. Respond to citizens or business request for covert camera installations. Anew system would allow the investigation unit to monitor, manipulate and record surveillance over web based applications.
<b>10-1211-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$8,100.00</b>	Covert audio surveillance system that provides for the use of existing cell phone as active recording devices that drug agents can monitor during an operation to gather evidence, maintain safety, and track undercover agents and informants. Criminals are aware of other recording devices, but carrying a cell phone is not unusual and does not make criminals suspicious during controlled purchase operations.

DATE PREPARED: 2-1-2014

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 13/14 Request	Justification
<b>10-1211-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$28,106.00</b>	Chief and Shop Director have determine that vehicle 305 needs replacing due to mileage and age - 2003 Chevy 1500 Pkp; Mileage 189,359; Cost of repairs \$3,550; New vehicle price \$25,588, includes sales tax; Lights \$1,600; Siren box and speaker \$418; Tool box \$500; Total \$28,106.00; Cost per mile \$.31 we need avg to be \$.13
	<b>\$28,106.00</b>	Chief and Shop Director have determine that vehicle 606 needs replacing due to mileage and age - 2006 Chevy Trail Blazer; Mileage 103,619; Cost of repairs \$2,539; New vehicle price \$25,588, includes sales tax; Lights \$1,600; Siren box and speaker \$418; Lock box \$500; Total \$28,106; Cost per mile \$.24 we need avg to be \$.13
	<b>\$28,106.00</b>	Chief and Shop Director have determine that vehicle 300 needs replacing due to mileage and age - 2005 Ford Crown Victoria; Mileage 144,584; Cost of repairs \$2,542; New vehicle price \$25,588, includes sales tax; Lights \$1,600; Siren box and speaker \$418; Lock box \$500; Total \$28,106; Cost per mile \$.15 we need avg to be \$.13
	<b>\$28,106.00</b>	Chief and Shop Director have determine that vehicle 307 needs replacing due to mileage and age -2003 Chevrolet Impala; Mileage 101,415; Cost of repairs \$464; New vehicle price \$25,588, includes sales tax; Lights \$1,600; Siren box and speaker \$418; Lock box \$500; Total \$28,106; Cost per mile \$.44 we need avg to be \$.13

DATE PREPARED: 2-1-2014

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

**CITY OF CAYCE  
BUDGET JUSTIFICATION  
FY 14/15**

<b>Account Line Item</b>	<b>FY 13/14 Request</b>	<b>Justification</b>
<b>TOTAL CAPITAL COST</b>	<b>\$137,882.48</b>	

DATE PREPARED: 2-2-2013

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DATE REV #1:

DEPT CODE 10-1212

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed	
<b>SALARIES &amp; WAGES</b>	<b>10-1212-101</b>	<b>\$1,786,002</b>	Salaries for all 42 Public Safety Patrol employees; Includes 0% raises due to employees; Victims Advocate salary shown in account 1212-265; Includes salary cost of 2 new employees hired for the Riverwalk Park	\$1,738,894	2.7%	\$47,108
<b>OVERTIME EXPENSE</b>	<b>10-1212-102</b>	<b>\$134,925</b>	Additional pay for non-exempt employees who exceed the 168 hour threshold over their 28 day pay period. This pay is used when there is a need for specialized services (armed robbery & burglary detail, etc..), also, to provide manpower coverage in times of personnel shortages (sickness, vacations, training, etc..) and for special events (parades, marathons, dignitary protection, etc..); Due to lack of available basic law enforcement training classes at the SCCJA, it can take up to 3 months for a new employee to begin training & another 5 months to complete. Currently, certified personnel are required to work overtime to ensure that service to the citizens and safety of other officers are not allowed to lapse; Exp. through Jan. 2014 \$65,720; avg. \$10,953/mo. x 12= \$131,440	\$134,925	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>	<b>10-1212-214</b>	<b>\$1,150</b>	Membership dues for related professional organizations. Affiliation with these organizations assists in career & dept. development through networking with other law enforcement professionals. LCLEOA 45 officers (\$900); NRA (\$70); Mid-Carolina shooting range twice a year for qualification (\$200).	\$1,150	0.0%	\$0
<b>TRAVEL EXPENSE</b>	<b>10-1212-215</b>	<b>\$1,200</b>	Travel to/from training events, also, expense for criminal extraditions. The Criminal Justice Academy is offering less advanced training, officers have to travel to other locations to receive quality specialized training, many times out of state. The avg. training class is 3 to 5 days and the avg. motel cost is \$60 to \$80/night. Reimbursement for meals avg. \$35/day.	\$1,200	0.0%	\$0
<b>SCMIT/DOJ VEST GRANT EXPENSE</b>	<b>10-1212-216</b>	<b>\$10,000</b>	Cost on grant match. Public Safety has been getting a DOJ grant, SCMIT Fire Service grant, SCMIT body Armor grant, SCMIRF L.E. Liability Reduction grant. These are all 50% match grants, \$4,000 for the DOJ grant, and \$6,000 for the other grants.	\$10,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>	<b>10-1212-217</b>	<b>\$140,000</b>	Oil, gas, supplies and maintenance on Public Safety traffic and fire vehicles. Many of these vehicles are several years old and have excessive mileage on them. This excessive mileage creates an intense drain on allocated funds. Includes, (FY 11/12 \$129,664). Expenditures through Dec. \$12,384/mo. x 12= \$148,610. The garage quoted the avg. patrol vehicle uses 1 1/2 set of tires a year and changes oil every 25,000 miles, uses 1 1/2 sets of brake shoes a year at a cost of \$14.91/oil change, \$322.24 tires, \$160 brakes, rotors \$112. Transmission service once a year \$30.84. For an avg. cost of \$640/patrol vehicle x 50= \$32,000. The purchase of 5 vehicles under warranty should lower the maintenance cost in this years budget due to warranty options.	\$140,000	0.0%	\$0

DATE PREPARED: 2-2-2013

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>SERVICE CONTRACTS</b> 10-1212-226	<b>\$20,000</b>	Maintenance plan/contract for service and repair of equipment; mobile and hand held 2 way radios, rechargers for radios, 800mhz radio system/service. The service contract with PAL800 is \$1,500/mo. X 12= \$18,000	\$20,000	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b> 10-1212-227	<b>\$9,500</b>	Repair of equipment within Public Safety which is not covered by service contracts. (Tape recorders, cameras, radar units, firearms, bikes, computers and printers). Much of this equipment is getting older and the expected cost to keep this equipment in repair is expected to continue to rise. This year Public Safety is putting the cost to maintain the call boxes in this budget line item. This is to purchase parts and batteries, and have Jamie repair boxes on site. Sometimes we have to send boxes back to call box-24 for repairs.	\$9,500	0.0%	\$0
<b>SLED/NCIC EQUIPMENT EXPENSE</b> 10-1212-229	<b>\$2,185</b>	Cost of NCIC terminal with direct line to SLED. NCIC 2000 cost for this system for the line and equipment to SC Control Board is \$92/mo. X 12= \$1,104. Software through Data Maxx is \$6/person/mo 15 x \$6= \$90 x 12 = \$1,080 total. 1 cost/mo.= \$182/mo. X 12 mo. = \$2,184	\$2,185	0.0%	\$0
<b>HAND TOOLS &amp; SUPPLIES</b> 10-1212-231	<b>\$500</b>	Hand tools utilized for weapon repairs and parts. The dept. has two armors that are able to work on our hand guns as well as our AR 15s. Electric hand tools, and other tools utilized within the Public Safety Complex.	\$500	0.0%	\$0
<b>RADIO SUPPLIES</b> 10-1212-237	<b>\$500</b>	Equipment for two-way radios used by Public Safety (hand-held and mobile radios). Equipment includes batteries, antennas and other parts and expenses not covered by service contracts. Much of this radio equipment is old and associated cost are expected to rise.	\$500	0.0%	\$0
<b>SAFETY SUPPLIES</b> 10-1212-238	<b>\$2,600</b>	Personal safety equipment as mandated by OSHA for Public Safety officers. Replace small traffic cones as necessary due to wear and tear. These cones are to be used at traffic accidents to protect officers and those involved in the accident, they will also provide protection to the motorist who have to maneuver around traffic accidents. Traffic cones are \$11.17 each (25 x \$11.17= \$279.25 + tax & shipping = \$350. Replace traffic vests as needed, PPE kits, rain gear, search gloves, flash lights, air filters for masks, road signs for check points.	\$2,600	0.0%	\$0

DATE PREPARED: 2-2-2013

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>UNIFORM EXPENSE</b> 10-1212-241	<b>\$32,000</b>	Replacement uniforms annually needed for 55 uniformed officers, include, short & long sleeve shirts, pants, boots, hats, coats, badges, shoes. Also includes the cost for replacement of ballistic vests. Includes purchase of uniforms for new officers each year, avg. about 5 new officers per year. Patches for uniform shirts. Uniforms are often damaged during the course of duty, due to nature of job, this cost is not included in the total amount. (Please see attached form for price breakdown)	\$32,000	0.0%	\$0
<b>JAIL DETENTION EXPENSE</b> 10-1212-242	<b>\$600</b>	Booking expense (only meals were paid for out of this line item in 13/14). Meals and medication for inmates.	\$600	0.0%	\$0
<b>LAUNDRY &amp; LINEN EXPENSE</b> 10-1212-243	<b>\$100</b>	Cost for cleaning blankets and other associated linen, utilized in the jail.	\$100	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b> 10-1212-262	<b>\$22,000</b>	Forty eight (44) traffic vehicles, liability insurance is \$500/vehicle, collision insurance based on value of fleet. Includes 2 vehicles for new positions.	\$34,800	-36.8%	(\$12,800)
<b>EMPLOYEE TRAINING EXPENSE</b> 10-1212-264	<b>\$15,000</b>	Training courses held at the SC Criminal Justice Academy for all patrol employees; Water Rescue Operation training for 25 officers; and Swift Water Technician training for 15 officers; Instructor recertification courses for Glock Armorers and TASER's. Patrol Rifle Instructors (2) training . Training equipment that may need to be purchased (Please see attached training form for breakdown).	\$15,000	0.0%	\$0
<b>VICTIM ADVOCATE ASSESSMENTS EXPENSE</b> 10-1212-265	<b>\$61,141</b>	Includes all cost associated with Victim's Advocate. Salary, Wage, Insurance, retirement, workers comp, medical, vehicle operating cost, office supplies, forms, dues, memberships, training, travel, and phone.	\$58,046	5.3%	\$3,095
<b>DEPT. OF JUV. JUSTICE EXPENSE</b> 10-1212-266	<b>\$5,000</b>	Pays the Dept. of Juvenile fees for housing juveniles who have been taken into custody by the dept. There is a cost starting this year for inmates that are arrested in Richland County. To house them in Richland County is \$25/day. Cost for JV's is \$50/day. Cost through Dec. 2012 \$294	\$7,500	-33.3%	-\$2,500

DATE PREPARED: 2-2-2013

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DATE REV #1:

DEPT CODE 10-1212

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1212-271 SPECIAL DEPT. SUPPLIES	\$25,000	Supplies including: ammunition, handcuffs, training supplies, film, video/audio tapes, batteries, engineer bedding and supplies, mace, and flashlights. Update and maintain current criminal code books and other reference material. We avg. about 5 new officers per year, cost to equip on officer with duty belt \$426 x 5= \$2,128;  Officers must qualify with their weapon twice/year. SWAT must maintain a higher standard in weapon proficiency than patrol officers, and are required to fire more rounds in assigned weapons. Ammunition prices change on a monthly basis and these costs are based on prices as of Feb. 2013; Ammunition needs are 12 cases of .40 cal practice ammo @ \$224/case= \$2,688; 2 cases of .40 cal duty ammo @ \$311/case= \$611; 2 cases of .223 cal practice ammo @ \$338/case= \$676; 2 cases of .223 duty ammo @ \$369/case= \$738; 2 cases of 12 gauge birdshot @ \$306/case= \$612; 2 cases of 12 gauge buckshot @ \$432/case= \$864; 1 case of 12 gauge slugs @ \$416/case= \$416; 1 case of Federal .308 cal match @ \$624/case= \$624; Total for this line item is \$7,506.  During the course of the year, we will use 1 case of targets @ \$90; Replacement batteries for hand-held radios, cameras, and other electronic devices \$2,500; Replacement of duty gear (holsters, handcuff cases, ASP batons, OC cases, duty belts, and glove pouches \$2,300; Annual radar recertification of 25 radars \$875; Video tapes for patrol units, taping training sessions, and for evidence for court \$2,640; Miscellaneous items that have to be purchased during normal operations \$9,000.	\$25,000	0.0%	\$0
10-1212-385 MACHINES & EQUIPMENT	\$427,516		\$0	#DIV/0!	\$427,516
10-1212-805 SC STATE RETIREMENT CONTRIBUTIONS	\$19,290	For 5 Public Safety employees	\$19,291	0.0%	(\$1)
10-1212-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$269	For 5 Public Safety employees	\$274	-1.8%	(\$5)
10-1212-811	\$226,273	For 37 Public Safety employees; includes cost of two new Riverwalk officers	\$222,494	1.7%	\$3,779

DATE PREPARED: 2-2-2013

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DATE REV #1:

DEPT CODE 10-1212

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>SC PORS EXPENSE</b>					
10-1212-812	\$3,478	For 37 Public Safety employees; includes cost of two new Riverwalk officers	\$3,397	2.4%	\$81
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>					
10-1212-813	\$3,478	For 37 Public Safety employees; includes cost of two new Riverwalk officers	\$3,397	2.4%	\$81
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>					
10-1212-814	\$147,543	For 42 employees, does not include Victim's Advocate, this is reflected in 265 line item; also includes FICA for 2 new employees for Riverwalk Park	\$143,918	2.5%	\$3,625
<b>SOCIAL SECURITY / FICA</b>					
10-1212-820	\$41,000	Number of people (43) x \$953.49= \$41,000	\$57,000	-28.1%	(\$16,000)
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
10-1212-821	\$93,425		\$64,000	46.0%	\$29,425
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1212-822	\$321,114	Includes 10% increase per Human Resources.	\$283,925	13.1%	\$37,189
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1212-825	\$13,000		\$11,000		\$2,000
<b>UNEMPLOYMENT COMP EXPENSE</b>					
10-1212-828	\$13,000		\$13,000		\$0
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$3,578,790</b>		<b>\$3,056,196</b>	<b>17.1%</b>	<b>\$522,594</b>

DATE PREPARED: 2-10-2014

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 14/15 Request	Justification
<p style="text-align: right;"><b>10-1212-385</b></p> <p><b>CAPITAL EXPENDITURES</b></p>	<p style="text-align: center;"><b>\$8,274</b></p>          <p style="text-align: center;"><b>\$10,534</b></p>	<p>Firearms Range, construction of a Dept. owned firearms range. Upon construction of the range, the dept. would not have to rely on other agencies or range usage fees. The location of the property is city owned and the backstops have already been constructed. The property/land could be maintained by the dept. This is to include all material for the construction project.</p> <p>TASER protective equipment, PS officers consider the TASER one of the safest and most effective alternatives available to them on the market. The goal in the dept. is to issues these devices to each officer, currently, TASER's are shared and have to be signed In/Out during the course of duty. The purchase of 10 additional units would greatly enhance the dept. to ensure that all officers on duty are carrying these devices. Training cartridges are required for the recertification process, 2 cartridges are required to be discharged by the officer annually; 10 TASER's @ \$812= \$8,210; Blackhawk Serpa Taser Holsters @ \$32.95= \$329.50; 40 Duty cartridges @\$21= \$840; 55 training cartridges @ \$21= \$1,155</p>
<p style="text-align: right;"><b>10-1212-385</b></p> <p><b>CAPITAL EXPENDITURES</b></p>	<p style="text-align: center;"><b>\$46,939</b></p>          <p style="text-align: center;"><b>\$6,400</b></p>	<p>Due to system upgrades in early 2014, we have 11 radios that will no longer work on the system. Due to the age of these radios, there is no upgrade available and they will have to be replaced. We propose to purchase the following: 11 portable radios @ \$4,267.19= \$46,939.09.</p> <p>As a result of upgrades to the Palmetto 800 system planned for early 2014, some of our current radios will no longer work on the system in their current</p>

DATE PREPARED: 2-10-2014

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 14/15 Request	Justification
	<p style="text-align: center;"><b>\$91,555</b></p>          <p style="text-align: center;"><b>\$71,156</b></p>	<p>configurations. Replacing these radios would cost approx. \$67,200, however, they can be flash upgraded at the cost of \$400 per radio, for a total of \$6,400. If we purchase the upgrades, they can be done in house and will allow us to continue to use our current equipment.</p> <p>Salary and benefits for two (2) new officers to patrol the Riverwalk Park, due to the expansion of the park to over 6 miles total, once the park is completed. These officers will be the first added to the department, specifically assigned to the Riverwalk, since the two (2) original officers were hired for the Riverwalk back in 2002..</p> <p>This is the total amount needed to equip two officers hired to work the Riverwalk. This includes uniforms, ballistic vests, leather gear, weapons, 800 radios and radio surcharge, and fire bunker gear. Two vehicles with emergency lights , siren and speakers ,and equipment for the vehicle</p>
<p style="text-align: center;"><b>10-1212-385</b> <b>CAPITAL EXPENDITURES</b></p>	<p style="text-align: center;"><b>\$28,488</b></p>	<p><b>The Director of Public Safety &amp; Garage Director have determined these vehicles need replacing:</b></p> <p>Vehicle 0010: 2005 Crown Vic; Mileage 110,398; needs replacing due to mileage and age; Cost of repairs \$1,655; Price of new vehicle \$25,588 including sales tax; Lights \$1,600; ; Siren \$418; Stripe kit \$350; Console \$450 lock box \$500 . Cost per mile \$.23 we need avg to be \$.13</p>

DATE PREPARED: 2-10-2014

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 14/15 Request	Justification
	<b>\$27,774</b>	Vehicle 0007: 2005 Impala; Mileage 116,348; needs replacing due to mileage and age; Cost of repairs \$736.80; Price of new vehicle \$24,447 including sales tax; Lights \$1,600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420. Mileage cost \$.43 we need to average \$.13
	<b>\$28,488</b>	Vehicle 301: 2000 Crown Victoria; Mileage 113,565; needs replacing due to age and unsure of true mileage; Cost of repairs \$509.00; Price of new vehicle \$25,588 including sales tax; Lights \$1,600; Siren \$418; Stripe kit \$350; Console \$420. Mileage lock box \$500 cost \$.21 we need to average \$.13
	<b>\$27,774</b>	Vehicle 0004: 2007 Chevy Impala; Mileage 104,505; needs replacing due to age and mileage; Cost of repairs \$2,021.44; Price of new vehicle \$24,447 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420. Mileage cost \$.11 we need to average \$.13
	<b>\$27,774</b>	Vehicle 0005: 2007 Chevy Impala; Mileage 104,661; needs replacing due to age and mileage; Cost of repairs \$2,324.29; Price of new vehicle \$24,447 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420. Mileage cost \$.36 we need to average \$.13
<b>10-1212-385 CAPITAL EXPENDITURES</b>	<b>\$18,915</b>	Cayce currently has no vehicle of any kind for transporting elderly, injured, or otherwise incapacitated persons to or from the Riverwalk. This presents a major liability for the city and its personnel. Current electric vehicle is unable to navigate

DATE PREPARED: 2-10-2014

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 14/15 Request	Justification
	<b>\$125,000</b>	<p>the park and has limited capabilities due to its age and need to be charged. The purchase of this gasoline powered golf cart will serve multiple purposes at the Riverwalk as well as special events held by the City. The request is for (2) golf carts</p> <p>The current in car video recording systems are VHS systems. The video systems are old and outdated and in need of replacement. The new video units are digital recording systems and do not degrade over time like VHS tapes do and can be converted to DVD's for mass storage. The 25 new systems are \$5000.00 per unit including installation.</p>
<b>TOTAL CAPITAL COST</b>	<b>\$427,516</b>	Does not include the 2 new officers above (\$91,555).

DATE PREPARED: 2-1-2014

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>10-1213-101</b>	<b>\$583,040</b>	Total salaries for 12 existing positions and 3 new positions.	\$442,841	31.7%	\$140,199
<b>SALARIES &amp; WAGES</b>					
<b>10-1213-102</b>	<b>\$30,000</b>	Holiday pay for 12 existing personnel (Salaries x 8 hours x 12 holidays) Holiday pay for 3 new personnel Overtime pay for extra duty (covering while others on vacations)	\$30,000	0.0%	\$0
<b>OVERTIME EXPENSE</b>					
<b>10-1213-105</b>	<b>\$30,000</b>	Overtime for Quarterly Fire Training and Off Duty fire response. As of Jan. 2014 average \$3,322/month (\$3,322/month x 12 months= \$39868, 53 certified firefighters.	\$25,081	19.6%	\$4,919
<b>FIRE RESPONSE OVERTIME EXPENSE</b>					
<b>10-1213-214</b>	<b>\$885</b>	Various Dues/Memberships to LCLEOA, SC Fire Marshal Association, ASHI Instructor Recertification/Update, ICC membership, and NFAP membership; includes LCLEOA for 3 new proposed firefighters.	\$885	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
<b>10-1213-215</b>	<b>\$1,000</b>	For personnel training classes, etc. Reimbursement for hotels, fuel, and meals.	\$1,000	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
<b>10-1213-217</b>	<b>\$65,000</b>	Estimated fuel cost (based on avg. monthly mileage divided by vehicles mpg's); Service costs based on figures from City fleet services. Avg through jan. 2014 is \$6,741 per month x 12 = \$80,896.	\$45,000	44.4%	\$20,000
<b>AUTO OPERATING EXPENSE</b>					
<b>10-1213-226</b>	<b>\$7,750</b>	Annual fire extinguisher inspection contract, hood system semi-annual inspection, quarterly air samples and yearly Cascade system maintenance, annual ladder inspections, monthly connection fees for 800mhz radios (14 radios x \$14.98 x 12 months).	\$7,750	0.0%	\$0
<b>SERVICE CONTRACTS</b>					
<b>10-1213-227</b>	<b>\$4,000</b>	Minor repairs to small engines, power tools, hand tools, etc. cost in first 6 months of 2013/2014 \$2505.24 417.54 x 12 = \$5010	\$1,500	166.7%	\$2,500
<b>EQUIPMENT REPAIR EXPENSE</b>					
<b>10-1213-228</b>	<b>\$5,000</b>	The Fire Dept. was built in 1965, and it needs several updates	\$0	#DIV/0!	\$5,000
<b>BUILDING REPAIR EXPENSE</b>					

DATE PREPARED: 2-1-2014

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed	
<b>HAND TOOLS &amp; SUPPLIES</b>	<b>10-1213-231</b>	<b>\$4,000</b>	Hand tools, to include, but not limited to: Weedeater and blower (866.59); K-12 Saw (\$1,877.85); 5" 2 person hose rollers (\$331.70); and misc. hand tools (\$1,000)	\$4,076	-1.9%	(\$76)
<b>RADIO SUPPLIES EXPENSE</b>	<b>10-1213-237</b>	<b>\$500</b>	Expenses to include, but not limited to, spare batteries, clips, antennas, etc.	\$500	0.0%	\$0
<b>SAFETY SUPPLIES</b>	<b>10-1213-238</b>	<b>\$3,500</b>	Used to purchase code books (both soft cover and electronic); NFPA electronic subscription, safety vests, cones, signs, monitor calibration gases, etc.	\$3,500	0.0%	\$0
<b>UNIFORM EXPENSE</b>	<b>10-1213-241</b>	<b>\$10,792</b>	Spring and Fall uniform expenses for 12 personnel assigned to the Fire Department.	\$5,500	96.2%	\$5,292
<b>JANITORIAL SUPPLIES</b>	<b>10-1213-244</b>	<b>\$600</b>	Includes household cleaning agents, vehicle cleaning, kitchen, and bathroom supplies.	\$600	0.0%	\$0
<b>SCBA &amp; FIRE EXTINGUISHER EXPENSE</b>	<b>10-1213-250</b>	<b>\$6,460</b>	Includes, but not limited to, the purchase of new fire extinguishers, repair and recharging of fire extinguishers, and repair and maintenance of SCBA's not covered under contract. We are increasing due to the five (5) year contract ending and testing of the airpacks as well as the cylinders. est. cost for testing airpacks and cylinders \$3,000	\$3,460	86.7%	\$3,000
<b>VEHICLE INSURANCE EXPENSE</b>	<b>10-1213-262</b>	<b>\$5,000</b>	Nine (10) vehicles (Includes 1 trailer) x \$500= \$5,000	\$9,605	-47.9%	(\$4,605)
<b>EMPLOYEE TRAINING EXPENSE</b>	<b>10-1213-264</b>	<b>\$5,000</b>	Fire Academy Recruit School for PSOT's, Advance fire training, to include, Hazardous Materials, Confined Space, Trench Rescue. Also includes refresher classes for advance fire training, Fire Marshal quarterly training and any other fire related training courses that may relate to services provided by Cayce Public Safety	\$5,000	0.0%	\$0
<b>SPECIAL DEPARTMENT SUPPLIES</b>	<b>10-1213-271</b>	<b>\$5,000</b>	Special department supplies as needed	\$5,000	0.0%	\$0

DATE PREPARED: 2-1-2014

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>MACHINES &amp; EQUIPMENT</b>	<b>10-1213-385 \$936,964</b>	Either a 2013 Pierce PUC Pumper or 2013 Pierce Custom Pumper; 2013 Pierce Special Services Brush Unit; Equipment for new trucks; 3 new firefighter to make each shift 4 personnel; equipment for 3 new personnel (price included in salary & each separate accounts); 10 new sets of bunker gear; Hurst extrication equipment; New bay door motors for Fire Dept w/remotes (5 total); SCBA Cascade Unit upgrade. (Please see attached Capital page for further descriptions)	\$16,000	5756.0%	\$920,964
<b>SC PORS EXPENSE</b>	<b>10-1213-811 \$83,300</b>	Salaries x .1301	\$65,440	27.3%	\$17,860
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>	<b>10-1213-812 \$1,281</b>	Salaries x .002	\$999	28.2%	\$282
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>	<b>10-1213-813 \$1,281</b>	Salaries x .002	\$999	28.2%	\$282
<b>SOCIAL SECURITY / FICA</b>	<b>10-1213-814 \$49,326</b>	For all 15 employees: (Salaries) x .0765	\$38,215	29.1%	\$11,111
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>	<b>10-1213-820 \$8,600</b>	(# personnel x \$382 (Tort Rate)); 21 x \$382= \$8,022; 12 firefighters included.	\$12,405	-30.7%	(\$3,805)
<b>WORKERS COMP INSURANCE EXPENSE</b>	<b>10-1213-821 \$29,108</b>		\$15,066	93.2%	\$14,042
<b>MEDICAL INSURANCE EXPENSE</b>	<b>10-1213-822 \$114,944</b>		\$80,263	43.2%	\$34,681
	<b>10-1213-825 \$3,000</b>	Based on History of unemployment	\$2,000		\$1,000

DATE PREPARED: 2-1-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
UNEMPLOYMENT COMP EXPENSE					
10-1213-828	\$3,000		\$3,000		\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL	\$1,998,331		\$825,685	142.0%	\$1,172,646

DATE PREPARED: 01-30-2014

DEPARTMENT: PS-Fire Dept

DEPT CODE: 10-1213

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 13/14 Request	Justification
<b>10-1213-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$144,001.00</b>	2014 Pierce Special Services Brush Unit built on a Ford F-550 4X4 cab and chassis with a 300 HP diesel engine, automatic transmission, XL package, Pierce aluminum body with 8 compartments, 300 gallon poly tank, 10 gallon foam cell, Kohler diesel powered pump, Scotty foam system, booster reel, LED warning lights, Built in accordance to NFPA
	<b>\$418,452.00</b>	2014 Pierce Custom Pumper built on a Saber cab and chassis, a Cummins ISL9 400 HP diesel engine, Allison EVS 3000 automatic transmission, Hale Q-Maxx 1500 GPM pump, UPF 1000 gallon water tank, Built in accordance to NFPA.
	<b>\$40,000.00</b>	Misc. equipment for new trucks - to be based on vehicles purchased, Special Services Brush Unit (\$15,000), Custom Pumper (\$25,000)
	<b>\$147,910.39</b>	3 new personnel assigned to fire department, working a 24 on 48 off schedule, making it 4 personnel per shift. This cost includes salary, retirement, holiday pay, medical, workers compensation, pre-retirement death, FICA, and Accidental
<b>10-1213-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$19,820.79</b>	Equipment for 3 new personnel. Includes all uniforms.
	<b>\$22,463.00</b>	10 sets of Bunker Gear, to include, bunker coats, pants w/suspenders, boots, helmet, flash hood, and gloves.
	<b>\$25,731.00</b>	Hurst battery powered extrication equipment

DATE PREPARED: 01-30-2014

DEPARTMENT: PS-Fire Dept

DEPT CODE: 10-1213

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 13/14 Request	Justification
	<b>\$38,500.00</b>	Fire Department bay doors - Remove and replace all components of eight (8) Fire Department Bay doors.
	<b>\$4,250.00</b>	Provide Fire personnel with winter coats which are 5.11 responder high viability parka which are ANSI 107-2010 compliance and maximum safety in night time or
	<b>\$6,523.00</b>	SCBA Cascade System upgrade from a 4,500 psi system to a 6,000 psi system.
	<b>\$13,101.08</b>	Misc Appliances for current Fire apparatuses. Replace piston intake valves that are no longer serviceable do to the maker no longer being in business. A 6" hose clamp top close off supply line if the fire hydrant malfunctions. Small valves and gauges for high rise fire fighting operations.
	<b>\$28,106.00</b>	Vehicle 0308: 2003 Chevy Tahoe, Mileage 159,092, needs replacing due to mileage. Cost of Repairs, \$5,289.00; Price of new vehicle \$25,588 Lights \$1,600, siren \$418, lock box \$500. Cost per mile \$.45 we need avg to be \$.13
	<b>\$28,106.00</b>	Vehicle 0028: 2005 Chevy Impala, Mileage 100,200, needs replacing due to age and mileage. Cost of Repairs, \$3,440.00; Price of new vehicle \$25,588, Lights \$1,600, siren \$418, tool box \$500. Cost per mile \$.37 we need avg to be \$.13
<b>TOTAL CAPITAL COST</b>	<b>\$936,964.26</b>	

DATE PREPARED: 2-1-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>					
10-1214-101	\$72,405	Totals salaries for 2 employees;	\$71,656	1.0%	\$749
<b>OVERTIME EXPENSE</b>					
10-1214-102	\$5,269		\$5,269	0.0%	\$0
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
10-1214-210	\$500	Covers cost for paper, ink cartridges, staples, paper clips, and other office supplies as needed.	\$500	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1214-214	\$400	Annual renewal for DEA and SCACCA \$400 (required to maintain barbiturates)	\$400	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1214-215	\$500	State required euthanasia certification classes for 4 employees, given around the state and will require overnight stays.	\$500	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1214-217	\$5,900	1400 gallons of fuel @ \$3.50 = \$4,900 + \$860 maintenance (oil/tires/brakes) = \$5,760 after 6 months over budget by 2.4 %	\$5,760	2.4%	\$140
<b>UTILITIES EXPENSE</b>					
10-1214-220	\$5,000	Gas and Electric usage for new shelter cost first 6 months 3802.30. cost should be lower after the move to the county	\$5,340	-6.4%	(\$340)
<b>SERVICE CONTRACTS</b>					
10-1214-226	\$7,000	Internet/IT requirements \$75 x 12 mo. = \$900; 800mhz radio usage fee \$15 x 2 x 12 = \$360; Adoption program Pawmetto Lifeline reimbursement \$60 x 200 animals = \$12,000, #'s based on 20% adoption rate, City of Columbia rate is 76%.	\$14,040	-50.1%	(\$7,040)
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1214-227	\$2,500	Repairs to essential equipment without warranties such as washer/dryer, freezer, refrigerators, HVAC, ventilation fans, etc.	\$2,500	0.0%	\$0
<b>BUILDING REPAIR EXPENSE</b>					
10-1214-228	\$2,500	Repairs and maintenance to the facility and office, such as roof, garage doors, fencing, windows, dog doors, flooring, etc.	\$2,500	0.0%	\$0

DATE PREPARED: 2-1-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>RADIO SUPPLIES EXPENSE</b>					
10-1214-237	<b>\$100</b>	Batteries, chargers, ACC for 2 employees	\$100	0.0%	\$0
<b>UNIFORM EXPENSE</b>					
10-1214-241	<b>\$1,038</b>	8 shirts @ \$32 = \$256; 8 pants @ \$69 = \$552; 2 sets of boots @ \$85 = \$170; 2 belts @ \$30 = \$60	\$1,038	0.0%	\$0
<b>JANITORIAL SUPPLIES</b>					
10-1214-244	<b>\$1,500</b>	Bleach, laundry detergent, dish soap, kennel cleaning supplies, deodorizers, toilet paper, paper towels, hand soap, soap dispensers, brooms, mops, mop bucket, scrubbers, brushes, etc..	\$1,500	0.0%	\$0
<b>ADVERTISING EXPENSE</b>					
10-1214-261	<b>\$6,000</b>	Magazine, newspaper, internet ads to promote the shelter and upcoming community service related events. Used to promote Pet Adoption program	\$6,000	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b>					
10-1214-262	<b>\$1,000</b>	For 2 vehicles	\$1,600	-37.5%	(\$600)
<b>EMPLOYEE TRAINING EXPENSE</b>					
10-1214-264	<b>\$2,000</b>	Euthanasia recertification for two (2) employees @\$125 each + Initial certification for one (1) employee @ \$225 + Shelter Management training \$1,525= \$2,000	\$2,000	0.0%	\$0
<b>SHELTER OPERATIONS EXPENSE</b>					
10-1214-271	<b>\$4,500</b>	The capacity of the shelter will triple for the 13/14 budget year. This line item supports all safety equipment plus, buckets, bowls, bedding, hoses, gloves, restraint devices, crates, etc. Past budget constraints mean there are no pieces of transferable equipment for the new building. Future budget years will see a reduction in the cost of this equipment as it will be on a replacement schedule, however, start up cost are a result of stagnant spending in past years.	\$4,500	0.0%	\$0

DATE PREPARED: 2-1-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>10-1214-280</b> <b>ANIMAL CONTROL SUPPLIES</b> <b>(Animal food/Medical/Adoption)</b>	<b>\$10,000</b>	The test and vaccines listed below have to be given in order to sent a healthy animal out the door. All major vet work will be performed by Pawmetto Lifeline. These things will be required in order to operate the adoption program as well as continue to run the existing shelter. Microchips \$6.25 x \$500=\$3,125; Heartworm test \$3.75 x 200=\$750 (must be tested before being sent to Pawmetto); Feluk/FIP/FIV \$6.25 x 25=\$156.25 (contagious, would classify the animal as unadoptable); K-9 Combo vaccines \$.56x4/animalx200=\$448; Bordatella vaccine (aka Kennel Cough, very contagious) \$2.63x200=\$526; Flea & Tick Control \$15x200=\$3000.; City cost for adopting animal is \$35/animal; Euthanasia will still be necessary.; Euthasol/Xlazine/syringes/needles/IV catheters (Standards for Euthanasia are set by State Law) 800 animals @ \$4.10=\$3,280; Dog food \$4,000; Cat food \$400; Cat litter \$250; City cost for euthanizing an animal \$24.70 (not including food or housing)	\$15,935	-37.2%	(\$5,935)
<b>10-1214-385</b> <b>CAPITAL EQUIPMENT EXPENSE</b>	<b>\$11,500</b>	For Pet Licensing program, dog park, 800mhz radio, (Please see justification forms provided)	\$0		\$11,500
<b>10-1214-805</b> <b>SC STATE RETIREMENT CONTRIBUTIONS</b>	<b>\$3,752</b>	Salaries (\$32,718.40) x .1310 = \$4,256.66	\$8,147	-53.9%	(\$4,395)
<b>10-1214-810</b> <b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>	<b>\$52</b>	Salaries (\$32,718.40) x .0015 = \$105	\$116	-55.2%	(\$64)
<b>10-1214-811</b> <b>SC PORS EXPENSE</b>	<b>\$5,612</b>	Salary (\$39,686.85) X.1301 = \$5,447	\$5,447	3.0%	\$165
<b>10-1214-812</b> <b>SCPORS Pre-Ret Death Benefit</b>	<b>\$86</b>	Salary ( \$39,686.85 ) x .002 = \$84	\$84	2.4%	\$2

DATE PREPARED: 2-1-2014

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1214-813	\$86	Salary (\$39,686.85 ) x .002 = \$84	\$84	2.4%	\$2
<b>SCPORS</b>					
<b>Pre-Ret Accidental Death Ben.</b>					
10-1214-814	\$5,970	For 2 employees: (Salaries) \$72,405 x .0765 = \$5,374	\$5,908	1.0%	\$62
<b>SOCIAL SECURITY / FICA</b>					
10-1214-820	\$2,000	Two (2) vehicles and tort	\$2,760	-27.5%	(\$760)
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
10-1214-821	\$2,968	workers comp (SMIT)	\$2,500	18.7%	\$468
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1214-822	\$15,326	Includes 5% increase per Human Resources.	\$14,380	6.6%	\$946
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1214-825	\$1,630		\$1,000	63.0%	\$630
<b>UNEMPLOYMENT COMP EXPENSE</b>					
10-1214-828	\$2,000		\$2,000		\$0
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$179,094</b>		<b>\$183,564</b>	<b>-2.4%</b>	<b>-\$4,470</b>

DATE PREPARED: 2-13-2014

DEPARTMENT: PS- ANIMAL SRV

DEPT CODE: 10-1214

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 14/15 Request	Justification
<p style="text-align: center;">10-1214-385 <b>CAPITAL EXPENDITURES</b> (Pet Licensing)</p>	<p style="text-align: center;"><b>\$3,500.00</b></p>	<p>According to the ASPCA, 62% of American households own pets. Within those households there is an average of 1.6 dogs and 2.1 cats. (AVMA) There are approximately 6,800 households in Cayce. Using those figures, 4,216 households have 1 dog and 2 cats. If a pet license cost \$10 (less than the national average), the program would generate \$126,480/year.</p>
<p style="text-align: center;">10-1214-385 <b>CAPITAL EXPENDITURES</b> (Radio)</p>	<p style="text-align: center;"><b>\$8,000.00</b></p>	<p>Cayce Public Safety has moved to an 800 radio system. Animal Services requires two (2) radios compatible with the 800 system. This is a safety issue for officers answering daily call for service. Purchase of this equipment ensures that officers can notify dispatch of their location and call for help if necessary.</p>
	<p style="text-align: center;"><b>\$11,500.00</b></p>	



- The general restoration project will include addressing the current mechanical problems of the truck, the tires/rims, etc., repainting, and reupholstering.
- Mr. Sharpe has the facilities and the expertise to do this. Redmond and Commissioners express their gratitude to him and the volunteers he has recruited. They will be formally acknowledged upon the completion of this project at one or more of the anniversary events.
- The restored fire truck will be permanently housed at the replica fire house on Museum grounds. It will also be used in parades and other special Museum and City functions as requested.
- Director Redmond has confirmed that the Native American event, *which was hugely successful last fall*, will be repeated in October of this year and will be another of the Museum's/City's planned 100 year anniversary events.
- Director Redmond has attempted to meet with the City's Special Events committee, but has been unable to get a date from that committee. Commissioners expressed a strong desire to work with this Committee to ensure that the City is best represented in its 100 year anniversary year.
- The book projects were discussed:
  - Commissioners and Redmond agreed that the "coffee table"-type book we hoped to produce was too ambitious to complete in less than a year, but should be pursued for the Historical Museum's own 25 year anniversary in two years.
  - There was general agreement that a smaller booklet-style document was possible to complete by September (providing volunteers and City residents and descendants help!).
    - Commissioners asked Director Redmond to seek initial help from Lexington Chronicle reporter Bill West – specifically to write about this "First Hundred Years" booklet project in his own column, seeking public input.
    - Commissions were also directed to compile what historical facts, anecdotes, etc., they can during the next two months.
    - Commissioners Brooks and Moore will head up this sub-committee and work directly with Redmond and other volunteers on trying to produce an interesting and entertaining document.
    - Commissioners will reserve the right to select *what will and will not* be included to avoid inaccuracies or other issues.
    - Commissioner Brooks will pursue free or nominal printing to help defray costs of this project if it is deemed viable.
- A commemorative coin had been discussed informally at the previous meeting as a possibility to enhance the 100 year anniversary projects.

- Commissioner Dantzer moved and Commissioner Hutson seconded that Director Redmond move forward with this project, using the Emily Geiger image and other renderings as discussed for the coin. The motion was unanimously approved.
- Director Redmond concluded his report with the announcement of a fundraiser to be held Friday, February 7, 11am - 1pm, at the City of Cayce Fire Department. In addition to a Chicken Bog Lunch, a Bake Sale and Silent Auction will be held. This fundraiser is to benefit “one of our own” – a City of Cayce Public Safety employee’s wife, Debbie Lawhon, in her brave fight against cancer. Tickets are only \$7.00. Several Commissioners purchased them on site from Redmond who said the Silent Auction was really going to be special in addition to the whole event being such a worthy cause.
- There being no further business, Commissioner Summer moved that the meeting be adjourned and Commissioner Peake seconded.

Respectfully submitted,

Alice Brooks  
Secretary, Board of Commissioners

CC: Museum Commission Chair Mary Love Sharpe and Museum Complex Commissioners  
Leo Redmond, Museum Complex Director  
City of Cayce Mayor and City Council Members  
City of Cayce Manager and other officials as required



**City of Cayce  
South Carolina**

**APPROVED MINUTES  
Board of Zoning Appeals  
Monday February 24, 2014  
City of Cayce Council Chambers  
6:00 p.m.**

**I. CALL TO ORDER**

Chair Leo Dryer called the meeting to order at 6:00 p.m. Members present were R. McLeod, R. McArver, F. Dickerson, and J. Simpson. Staff present was Shaun Greenwood, Monique Ocean and Michelle Paulchel.

Chairman Leo Dryer recused himself as chairman of the meeting as he is a property owner within 200 feet of Special Exception request SE001-14.

**II. APPROVAL OF MINUTES**

A motion was made by Mr. Simpson to approve the August 19, 2013, minutes as written. Mr. Dickerson seconded the motion and it passed unanimously.

**III. STATEMENT OF NOTIFICATION**

Vice Chair Robert McLeod asked if the public and media had been duly notified of the meeting. Michelle Paulchel stated everyone had been notified.

**IV. OPEN PUBLIC HEARING SE001-14**

Vice Chair Robert McLeod opened the public hearing: A Special Exception request by Sacred House of Prayer Inc. to operate a daycare in an M-1(light industrial) zoning district. The property is located at 647 Frink Street (TMS#005767-07-017).

Ms. Angela Youngblood, pastor of Sacred House of Prayer Inc., came before the Board and began by stating she would like to operate a daycare at her church to provide low cost child care. Mr. McLeod asked if the daycare is intended be open to the public and approximately how many children would be cared for. Ms. Youngblood replied that the daycare would only be opened to members of the church and would care for approximately 10 children. Mr. McLeod asked if the daycare would be subject to any regulations by the South Carolina Department of Social Services (SCDSS). Ms. Youngblood replied that SCDSS has additional regulations to meet before a daycare could be fully operational. Mr. McLeod asked staff if the City is going to conduct any inspections. Shaun Greenwood explained that the Fire Marshall and the Building Official inspect all new businesses to ensure compliance with fire and building codes. Mr. McArver asked Ms. Youngblood how the children will arrive and leave the location. Ms. Youngblood explained the children will arrive in the morning at the front door and will leave in the afternoon in the rear of the building.

Mr. Greenwood explained that Section 7.16 of the Ordinance lists the general criteria for the Board to consider when deciding if a Special Exception should be granted. He pointed out that the questions asked by the Board were ideal in deciding the outcome of the Special Exception request. Mr. McArver asked the applicant if a play area was available and what ages would attend the daycare. Ms. Youngblood responded that a large grass area is located in the rear of the property and a park is around the corner. She also stated newborns to four year olds would attend the daycare.

**V. CLOSED PUBLIC HEARING SE001-14**

Mr. McLeod closed the public hearing.

**VI. MOTION PUBLIC HEARING SE001-14**

Mr. Dickerson made a motion to approve the Special Exception request. Mr. McArver seconded the motion. The motion was unanimously approved.

**VII. DISCUSSION PUBLIC HEARING SE001-14**

There was no further discussion on the Special Exception request.

**VIII. OLD BUSINESS**

There was no old business.

**IX. NEW BUSINESS**

Mr. McLeod made a motion to reappoint Leo Dryer as Chairman. Mr. Dickerson seconded the motion. The motion was unanimously approved.

BOARD OF ZONING APPEALS  
APPROVED MINUTES  
FEBRUARY 24, 2014

Mr. McArver made a motion to reappoint Mr. McLeod as Vice Chairman. Mr. Dickerson seconded the motion. The motion was unanimously approved.

Mr. McLeod made a motion to reappoint Michelle Paulchel as Secretary. Mr. Simpson seconded the motion. The motion was unanimously approved.

Mr. Simpson made a motion to approve the 2014 Meeting Schedule. Mr. Dickerson seconded the motion. The motion was unanimously approved.

**X. ADJOURNMENT**

Mr. McArver made a motion to adjourn. Mr. Dickerson seconded the motion. All were in favor.



**City of Cayce  
South Carolina**

**APPROVED MINUTES  
PLANNING COMMISSION  
Monday, February 24, 2014  
6:30 p.m.**

**I. CALL TO ORDER**

Chair Ed Fuson called the meeting to order at 6:30 p.m. Members present were Butch Broehm, Chris Kueny, Larry Mitchell, Robert Power and John Raley. Butch Kelly was absent excused. Staff present was Shaun Greenwood, Michelle Paulchel, and Monique Ocean.

**II. APPROVAL OF MINUTES**

Mr. Mitchell made a motion to approve the minutes from the January 27, 2014, meeting to include a correction to list Mr. Broehm in the list of members present at the meeting. Mr. Raley seconded the motion. The vote passed unanimously.

**III. STATEMENT OF NOTIFICATION**

Chair Ed Fuson asked if the public and media had been duly notified of the meeting. Michelle Paulchel stated everyone had been notified.

**IV. OTHER BUSINESS – LAND DEVELOPMENT REGULATIONS**

- Shaun Greenwood began by discussing the draft for the Land Development Regulations. Mr. Greenwood explained that a majority vote for recommendation to Council would not be taken at the meeting because notification of a public hearing was not listed in the Planning Commission's agenda. Mr. Greenwood stated that staff used comments made from the last meeting to research the Commission's concerns on the permitting of public streets and the particulars of traffic impact studies.

- Monique Ocean came before the Commission to discuss traffic impact studies (TIS). Ms. Ocean explained that currently the South Carolina Department of Transportation (SCDOT) sets a threshold (for State roads) and Lexington County Public Works sets a threshold (for County roads) when a TIS may be required. She mentioned that in order to successfully facilitate a TIS, the City would need a transportation engineer and an adopted Traffic Impact Study Guidelines document. Ms. Ocean stated that staff recommends deleting the section on TIS because of the following reasons:
  1. The roads throughout Cayce would be covered by TIS for the SCDOT and/or Lexington County. Cayce has very few municipal roads.
  2. Traffic Impact Study Guidelines would need to be created and enforced by a transportation engineer.
  3. The City currently does not have need for a transportation engineer for any other aspect of City functioning.
- Mr. Greenwood explained that language had been added to the draft to indicate that an acceptable mechanism shall be put into place before private streets may be approved by the Planning Commission. Mr. Greenwood mentioned that the mechanism shall ensure that the proposed developer is knowledgeable that the roads must be built to Lexington County Public Works standards and must be perpetually self-maintained.
- Mr. Greenwood mentioned that the draft had also been revised by deleting items that Staff believes to be duplicated in the Zoning Ordinance, correcting grammatical errors, and removing issues that contradicted with the Zoning Ordinance.
- Mr. Kueny and Mr. Power informed Staff of grammatical errors.
- Mr. Greenwood stated that the requested changes will be made and a final draft will be presented at a public hearing at the next meeting.

## **V. ADJOURNMENT**

Mr. Mitchell made a motion to adjourn. Mr. Broehm seconded the motion. All were in favor.

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

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

Ms. Silvia Sullivan's term expired in January. She would like to serve again and the Housing Authority has recommended her for reappointment. Her application is attached for Council review.

**BOARD OF ZONING APPEALS – TWO (2) POSITIONS**

Mr. Robert McLeod's term expired in March. He would like to serve again and the Board has recommended him for reappointment. His application is attached for Council's review. Mr. Jason Simpson's term expired in March. He would like to serve again and the Board recommended him for reappointment. His 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 – TWO (2) POSITIONS**

Ms. Cherelle Davis is no longer employed with the Country Inn & Suites. Ms. Sue Wofford is no longer with Knights Inn. These positions must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position.

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

Mr. Xen Motsinger's term expired August, 2012 and he has resigned from the Authority. There is no recommendation at this time.

**CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS**

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received. Mr. Frank Strange and Mr. Lemuel Knight both passed away recently. There are no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – FIVE (5) POSITIONS**

Mr. Pound's and Ms. Spires' terms have expired and Council has already postponed these two positions. In checking with all the members of the foundation, Mr. Brice Corbitt has advised he will be unable to serve. Mr. Ohlen White is no longer a resident of the City and Ms. Joan Hoffman's term expired in May and she is unable to serve again at this time. Ms. Terri Camp recently moved from District 1 to District 4. Council Member James currently has two people from his district serving on the Foundation therefore Ms. Camp can fill one of the Mayor's open positions.

In summary, we have the following open positions:

District 1 – one position

District 2 – one position

District 3 – two positions

Mayor – one position

Mayor and Council Members in these districts will need to submit potential members for Council review and approval.



**CITY OF CAYCE  
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

Name: Silvia Sullivan

Home Address: [REDACTED] Brook Cliff Rd City, State, Zip Cayce, SC 29033

Telephone: [REDACTED] E-Mail Address [REDACTED]

Resident of Cayce:  Yes { No Number of Years 7

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

- Accommodations Tax Committee     Beautification Board     Event Committee
- Cayce Housing Authority             Museum Commission     Planning Commission
- Consolidated 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: Kelly Services Position no current contract

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Work Experience: Customer Service

Educational Background: B.A. in Art Studio, M.A. in Media Arts

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

Volunteer Work: \_\_\_\_\_

Hobbies: Artist

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



CITY OF CAYCE  
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: ROBERT N. McLEOD

Home Address: [REDACTED] SHADY LANE City, State, Zip CAYCE SC

Telephone: [REDACTED] E-Mail Address [REDACTED]

Resident of Cayce:  Yes  No Number of Years 28

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

- Accommodations Tax Committee
- Beautification Board
- Events Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Consolidated Board of Appeals
- SPAT Committee
- 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: ECS CAROLINAS LLP Position BRANCH MANAGER

Address: 1401 ST. ANDREWS ROAD #150

City, State, Zip COLUMBIA, SC Telephone: [REDACTED]

Fax: \_\_\_\_\_ E-Mail [REDACTED]

Work Experience: CIVIL ENGINEER, REGISTERED PROFESSIONAL ENGINEER IN NC, SC, GA

Educational Background: BS CIVIL ENGINEERING CLEMSON UNIV. M.E. CIVIL ENGINEERING UNIV. OF SC

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

AMERICAN SOCIETY OF CIVIL ENGINEERS, AMERICAN CONCRETE INSTITUTE, FERNWOOD NEIGHBORHOOD ASSOC.

Volunteer Work:

Mt. Taber Lutheran Church Sunday School Teacher Priest Deacon

Hobbies: Reading, blacksmithing, living history re-enactor, cooking

Return to:  
Mendy C. 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  
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

*Jason M. Simpson*

Name: \_\_\_\_\_  
Home Address:           *Lakayette Ave*           City, State, Zip           *Cayce SC 29033*            
Telephone:           [REDACTED]           E-Mail Address           [REDACTED]            
Resident of Cayce:  Yes  No      Number of Years           *30+*          

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accommodations Tax Committee  | <input type="checkbox"/> Beautification Board | <input type="checkbox"/> Events Committee                   |
| <input type="checkbox"/> Cayce Housing Authority       | <input type="checkbox"/> Museum Commission    | <input type="checkbox"/> Planning Commission                |
| <input type="checkbox"/> Consolidated Board of Appeals | <input type="checkbox"/> SPAT Committee       | <input checked="" type="checkbox"/> 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:           *SC Public Employee Benefit Authority (PEBA)*           Position           *Benefit Counselor*            
Address:           *200 Arbor Lake Dr*            
City, State, Zip           *Columbia SC 29202*           Telephone:           [REDACTED]            
Fax:           *803 716-9810*           E-Mail           [REDACTED]          

Work Experience:           *State Government*          

Educational Background:           *BCHS '92*            
          *USC '98*          

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

          *Cayce Masonic Lodge*          

Volunteer Work: \_\_\_\_\_

Hobbies:           *Fishing, Music, Travel, Sports*          

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