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| Mayor Elise Partin | Mayor Pro-Tem Tim James | Council Members Phil Carter Hunter Sox Byron Thomas | Interim City Manager James Crosland | Interim Deputy City Manager Michael Conley |
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**City of Cayce
Regular Council Meeting
Tuesday, August 6, 2024
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

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

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
July 17, 2024 Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Recognition of the City of Cayce being awarded the Best of Lexington County Awards: Best Elected Official – Mayor Elise Partin, Best Law Enforcement Officer - Sgt. Mandy Fournier, Best Community Event – Soiree on State, Best Park –Cayce Riverwalk Park
- B. Recognition of Cayce West Columbia Diamond Youth Baseball (8 and Under) Team Champion

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval of Capital Items for the FY25 Budget
- B. Discussion and Approval of Procedures for the City Public Information Officer regarding Council
- C. Discussion and Approval to Ratify an Agreement Approved by the City Manager, Under the Emergency Powers of Sec. 2-146, with Servpro on March 18, 2024, for the Emergency Clean-Up of a Sewer Line Back Up

V. Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
Events Committee – June 13, 2024
- B. Appointments and Reappointments
Events Committee – One (1) Position
Municipal Election Commission – Two (2) Positions
Public Safety Foundation – One (1) Position
Standard Technical Codes Board of Appeals – Two (2) Positions

VI. City Manager's Report

VII. Council Comments

VIII. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege including:
- B. Discussion of Compensation of Interim City Manager

IX. Reconvene

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

XI. Adjourn

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

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City of Cayce
Regular Council Meeting
Wednesday, July 17, 2024

The July 17, 2024, Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Tracy Hegler, Deputy City Manager Jim Crosland, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Interim Police Chief Shawn Grant, Fire Chief Steven Bullard, Assistant Fire Chief Ryan Gates, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, and City Attorney Danny Crowe were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

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

Approval of Minutes

Mayor Pro Tem James made a motion to approve the June 4, 2024 Regular Council Meeting and the June 26, 2024 Public Hearing and Regular Council Meeting minutes as written. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Ms. Mary Safko – Item IX. A. 3. Ms. Safko stated that she was a member of District 1 and Tim James was her district representative. She stated that she was going to read her back-and-forth exchange with Tim James. She stated that her email read “Concerning IX. A. 3. since the only employees who are appointed by council are our two judges, one attorney, and our City Manager, why has this been added at the very last minute for discussion during executive session. This last minute add on gives me great concern. I am very satisfied with these appointments, especially the outstanding job by Tracy Hegler, our City Manager. I would like these positions to remain unaffected. Also, I am deeply concerned with electronic devices being used during council meetings by elected officials. Please consider banning the use of any electronic devices during council meetings except by the City Manager, Mendy Corder, and our AV team. Committee minutes should be read by council before this meeting. Mendy Corder can provide paper copies of the meeting agenda for your use. Tim James replied: “Many

thanks Mary for keeping up with everything going on and for your input. As for your point regarding electronic equipment, years back with my support, we as a council decided to issue workbooks as to ease the burden on staff for getting communications out and to reduce printing. And of course, to increase the timeliness of changes. So, we all have computers. I don't see where we need to change that and talk about going back in time. I for one, love using the system put in place versus collecting a bunch of documents. All I have to do is open the workbook." Ms. Safko stated that her response was as follows and stated that Mayor Pro Tem James did not respond to her first concern: "Does the workbook permit others to communicate to a council member during a council meeting? If so, as I feel certain is happening, outside interference has been occurring, which means outside interference manipulation is affecting council votes. I'm talking about 10 printed copies of a 2-page agenda twice a month. That is all the five of you should need. No smart phones or devices are needed. If you read the committee minutes prior to the meeting, you don't need to access those documents during the council meeting to vote to approve or amend each. I'm not suggesting these be printed. Homework using your workbook device should always be required reading. What happened in plain view to many people at the last council meeting truly needs to stop. Council members should not be receiving messages of any type during a council meeting in an effort to manipulate votes. If others want to comment to council, let them sign in to speak at the top of the agenda like me and everyone else. That provides a level playing field. The elimination of electronic devices should be mandated during council meetings to restore lost trust by constituents. Mendy Corder does an outstanding job of taking minutes, so you'll have an account of what occurred. This is not moving us back; it is moving us forward in a positive way. I don't want unelected people having invisible seats on our council. I hope you can see that. If so, use your influence to make this happen. Please lead this charge. If not, then I truly worry about your leadership. Thank you for the opportunity to let you know about the serious undercurrent of concern on this issue. People are watching and paying attention. This is far bigger than just me. Ms. Safko stated that her last email follow up to Mayor Pro Tem James read "since I was unsuccessful in handling this through you I will be making public remarks on both issues tonight. Hopefully you understand I only have Cayce citizens' best interest at heart. Thank you for this opportunity. Now I trust you will do the right thing and make the right decisions because I bid you good night.

Mr. Mike Pazery – Item V. A. Mr. Pazery stated that the only objection he had to the RS-4A zoning was the section that permitted duplexes. He stated that if Broad Brook CT, LLC ever found that they could not proceed with the project at 800 Lexington Avenue and decided to sell the property, a future buyer could build duplexes there because RS-4A allowed that. He stated that the Planning Commission voted unanimously for RS-4A with duplexes not permitted. Mr. Pazery stated that he hoped that Council would make that change in RS-4A

Mr. Ross Shealy – Item IX. A. 3. Mr. Shealy stated that he lived in Council Member Carter's district and had lived in the City since 2004. He stated that he noticed the

Executive Session discussion of employment of an employee appointed by city council on the agenda and thought there were only two (2) employees appointed by City Council. He stated that he was not aware that municipal judges were appointed by Council. He stated that just in case that item was about the City Manager he wanted to speak. Mr. Shealy stated that he had the pleasure of working with the City Manager through the Beautification Foundation and had worked with city managers and municipal attorneys in his job as an attorney. He stated that Ms. Hegler was well regarded among those in the field, and she did an outstanding job and had done great things for the City. He stated that Ms. Hegler was outstanding, and he would say she was probably one of the best in the State and the City was lucky to have her. He stated that he thought that she was probably one of the best appointments Council had ever made.

Presentations

- A. Presentation by Ms. Dara Brown regarding an update on the data from the bike lane demonstration and the community walk audit.

Ms. Brown stated that she was the Senior Community Health Coordinator for Brookland Lakeview Empowerment Center, and the chair of the Active and Accessible Committee Transit Coalition and more importantly, she was a 20-year Cayce resident. She stated that about a year ago, she had the opportunity to stand before Council and share the Coalition's ideas to make the West Metro area more walkable. She stated that as a reminder, improvements in walkability create accessibility for every age and ability to move from place to place without solely relying on a car. She stated that it would help reduce pedestrian collisions in which Lexington County was ranked in the State's top 10. She stated that they knew from other communities' walkability investments, it brought tourism, new businesses, and jobs. Ms. Brown stated that at the time, they shared an idea for a five (5) mile walk bike loop through Cayce and West Columbia and she promised she would keep Council informed. She stated that this spring the Coalition held some events to begin gauging community perception and she was going to give a brief summary of what they did this spring.

Ms. Brown stated that during Soiree on State, a temporary bike lane was installed on State Street with art provided by the Cayce Arts Guild. She stated that approximately 966 persons engaged with the walk-through demonstration and that included about 43 people with bicycles, 921 people either walking or strolling through with strollers, and two (2) people with mobility devices. She stated that during the demonstration surveys were completed by willing passers by either with a QR code on their smartphone or by paper, and City staff posted the survey link on Facebook for additional survey completion from the public. She stated that over 1,000 people completed the five-question survey, most from Richland and Lexington counties and of that total, 248 were from Cayce. She stated that the first question asked about usage, asking if protected bike lanes were permanent, would one use them, and the responses

were resoundingly positive. She stated that question number two asked how they would you use protected bike lanes. She stated that Cayce respondents mostly responded with recreationally as opposed to commuting. She stated that the third question inquired about perception of safety and if protected bike lanes made them feel safe for walking, biking, or rolling in the City. She stated that 99% of responding Cayce residents said yes.

Ms. Brown stated that question four aimed at assessing beliefs and attitudes towards investing in walk or bike infrastructure to make the City more accessible to individuals of all ages and abilities and across the board, the resounding answer was positive. She stated that the fifth and final question requested zip codes which was what allowed for them to categorize people and their locations. She stated that as a Coalition, they recognized that the sample size was diverse since the Soiree draws people of all types and it was also a small number compared to the actual population of the City. She stated that the data captured an interesting snapshot of public perception of walkability, indicating Cayce was moving toward being ready for such changes. She stated that in the future, they would ask for the respondent's age since younger generations were more likely to seek out living in areas that were more walkable. Ms. Brown stated that the AARP Livable Communities Program educated adults 50 and older around the country about communities being friendly to all ages. She stated that the Coalition had some education to do about what commuting was since the traditional definition was traveling to and from work, but they would like to challenge people to broaden that to commuting to any distinct destination, like a pharmacy or school or church.

Ms. Brown stated that the second event they held was a one (1) mile loop community walk audit that included about 18 people, including Mayor Partin, Council Member Thomas, City Manager Hegler and the Cayce Police Department. She stated that there were two (2) goals for the day, the first to make sure that every resident attending was heard, and that people listened to each other. She stated that a promise was made to collect all the feedback and share it with Council. She stated that they made three (3) stops along the route and community members were given a chance to rate the quality of their walk experience on a scale of one to 10 and give their reasons for each rating. She stated that the first stop was at the intersection of 12th Street and Frink Street and the average walk experience score was a three (3). She stated that some of the comments that were made were needing places to sit along the route, requests for more speed limit signs and law enforcement patrolling. She stated that there were requests for a buffer between pedestrians and the road and the shrubbery along 12th Street needed to be trimmed. She stated that they also commented that the sidewalk was bumpy and uneven and lighting was needed along 12th Street.

Ms. Brown stated that they also took the opportunity to look down Frink Street towards Julius Felder and noted the lack of streetlights, that the sidewalk ends in an area in which residents frequently walk to access local convenience stores and there

was no speed limit signage. She stated that stop number two (2) occurred at the corner of Frink and Foreman Streets and the average walk reference score for this stretch ranged from one (1) to four (4) and the comments included there not being much room on the shoulder of the road for walking or using a mobility device or even pushing a small stroller, which meant participants felt they were walking in traffic. She stated that one person commented that safety ended when the sidewalk ended. She stated that the final stop was the return back to the parking area in front of Granby Gardens Park after they walked down Walter Price using the crosswalk to cross five (5) lanes of traffic on 12th Street. Ms. Brown stated that the average walk experience score was one (1) to two (2) and the comments included that the road crossing was scary, the crosswalk was needing an additional crosswalk on the other side like the one at the other corner and a crossing light or change in the intersection design was needed for the Avenues residents wanting to walk and access the park. She stated that the comments also included that there were no streetlights or pedestrian level lighting making it difficult to see and be seen. She stated that the group debriefed further in the park, and she felt that this quote summed up the essence of the experience “busy roads divided neighborhoods, perpetuate separation, and make building community harder.” Ms. Brown stated that in the end the Coalition was trying to create a safe, healthy, inclusive sense of community for everyone.

Ms. Brown stated that the last question people were asked was to identify other areas of the City they felt needed more attention. She stated that the list included Julius Felder Street, L Avenue to Charleston Highway, and 12th Street from City Hall all the way to Triangle City. She stated that they recognized these target areas were within two (2) to three (3) miles of the river and left out other parts of the City. She stated that she had already spoken to Council Member Sox about arranging a community walk audit deeper within his district to engage more resident voices and she was happy to do the same thing for other districts. She stated that on behalf of the Coalition, she would like to reiterate that they recognized that Cayce, like most jurisdictions in South Carolina, did not own the streets and a lot of the coordination would have to take place on the County and State level. Ms. Brown stated that they were not requesting any action from the City at this time. However, West Columbia had documented the five (5) mile loop the Coalition proposed in their latest Revitalization Plan update. She stated that as Cayce updated Zoning Ordinances, they hoped they would keep the feedback that the Coalition provided in mind and lay down the framework for a more walk-bike friendly city.

Mayor Pro Tem James stated that the City received a grant a couple of months ago for \$200,000 to use for safety and intersections. City Manager Hegler stated that at least one of them was on that list and the Coalition were supporters of the City getting that grant. She stated that the status of that was the City just got their final agreement approved with the DOT and staff would start soliciting for a contractor to help with that. Mayor Pro Tem James stated that Ms. Brown had done some phenomenal work and he could speak on behalf of the majority of Council that they wanted walkability in the City.

Mayor Partin stated that she wanted to thank Ms. Brown as a fellow Masters in Public Health and stated that she was the perfect person to be in her position. She stated that the City was thankful for everything the Brookland Lakeview Empowerment Center was doing for Cayce and West Columbia, because they were making a monumental difference and Council was there to do anything they could to support them.

B. Presentation by Business Consultant Mr. Fletcher Smith regarding SC Small Business Development Center

Mr. Smith stated that he was a business consultant with the South Carolina Small Business Development Center and was a City resident. He stated that he was there to make Council aware of their work and the services they provided at no cost. He stated that he believed that someone would approach Council about starting a new business and he hoped that they would send them to the South Carolina Small Business Development Centers. He stated that in 1979, Congress established the Small Business Development Centers and now they served all 50 states. He stated that they were a resource partner of the Small Business Administration and operated as a part of the University of South Carolina system. He stated that about one half of his engagements with clients were with people who were already in business and needed help with something as simple as social media marketing, starting a new business or opening a new location, or additional funding for their current business.

Mr. Smith stated that the other work he did was with entrepreneurs on the cusp of starting new businesses who either had an idea or a concept or a product, or a service that they wanted to provide to the market. He stated that he assisted them with writing business plans, doing financial projections and helping them get their limited liability corporation status set up. He stated that he also helped them with licensing such as the City of Cayce business license, retail licensing with South Carolina DOR, and if they were seeking funding, he assisted them with a loan application and a checklist from a specific lender or matched them up to a lender that they already worked with. He stated that they believed that they also added to the local economy by maintaining referral lists of other businesses and services that new small businesses were going to need. Mr. Smith stated that he participated in giving time to the Small Business Council at the Cayce West Columbia Chamber of Commerce and through the chamber, he was afforded the opportunity to provide education and participate in any number of events that involved small businesses in the area.

Mr. Smith stated that he met with City staff member Rochelle Smith recently and was able to spend some time with her reviewing the business license requirements and processes in the City. He stated that the Business License Department of any city was the starting point for anyone starting a business. He stated that now he had a relationship with Ms. Smith where she knew to send people to him, and he had already sent someone to her. He stated that he would help someone get their license and get the proper paperwork prepared and get them properly licensed to do business in the

City. He stated that they believed that with their client relationships, confidentiality was very important. He stated that they publicly helped their clients market their products and services but anything proprietary or financially related, they kept private. Mr. Smith stated that they did collect over time, their sales, employee and capital data, as they progressed as a small business and it got compiled into a very large statewide report that goes to the Small Business Administration who in turn, breaks it down and sends it back into the congressional levels locally for public consumption. He stated that there was a one (1) page summary about the work they did in Congressman Joe Wilson's district where last year they started 31 businesses with \$12 million worth of capital employed into the marketplace.

Mayor Pro Tem James stated that when Mr. Fletcher came to the community he said he wanted to be a part of the community and through the Small Business Development Center with the state of South Carolina, he found a way to do that. He stated that for every three (3) large businesses there were 97 small businesses and Mr. Smith assisted those small businesses to become bigger, better and stronger. Mayor Partin stated that she was excited about what he offered and would definitely be sharing his contact information. Mr. Smith stated that the South Carolina Department of Employment and Workforce said that in the 3rd quarter there were 9,500 businesses in Lexington County and 9,000 of those businesses were under 50 employees and 50,000 people worked in those 9,000 businesses so small businesses were obviously the heartbeat of the community.

Items for Discussion and Possible Approval

A. Discussion and Approval to Select a Vendor for the Fire Department Station Alerting System

City Manager Hegler stated that last year Council approved with ARPA funds \$60,000 to purchase an alerting system for the Fire Department because it would bring the Department up to NFPA standards and industry best practices. She stated that it was a clear rapid communication and alerting system that would have a positive impact on the Fire Department's response times, employee satisfaction and performance. She stated that the system would fully integrate the current CAD system and would improve upon the communication safety and response times that the Department currently had. She stated that staff had been researching potential vendors for this and the Fire Department would like to choose the system that was compatible with Lexington County, especially since they just made the transfer of Dispatch to them. She stated that would be Purvis Systems who was known for automated dispatching systems, servers, station radio and mobile alerting for fire, EMS, and military applications and was who Lexington County Fire and EMS used. City Manager Hegler stated that staff would ask if Council chose to do so that they waive the procurement processes since staff would like to sole source them for that compatibility. She stated that it was already budgeted for at \$60,000 and they quoted \$52,540.19 which included the initial

development and installation and the first year of ongoing maintenance of \$2,182.50 after the warranty period ended.

Mayor Pro Tem James made a motion to waive the formal bidding process and select Purvis Systems in the amount of \$52,540.19 which would include the first-year maintenance post warranty to install the fire department station alerting system. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Intergovernmental Agreement with the Town of Springdale for Airport Boulevard Corridor Improvements

City Manager Hegler stated that the City had been working with the Midlands Business Leadership Group, as well as other local municipalities in Richland and Lexington County, to establish regional gateways around the region. She stated that the team identified two (2) priority projects to begin with - Airport Boulevard from the airport to the interstate, as well as the Fort Jackson gateway. She stated that they had been raising funds for the construction and design of that work. She stated that they had been focusing solely on Airport Boulevard and the Land Plan Group had been working on that scope and they had completed the drawings and design and construction of that. City Manager Hegler stated that the next step for this work to continue was to get a permit from the DOT and get their approval for the design and then go into the procurement phase of selecting a contractor and getting the construction underway. She stated that Cayce was on one side of the street of that corridor and Springdale was on the other. She stated that DOT preferred one (1) applicant for efficiency of procurement selection, vendor selection and overall project management and MBLG would like for the City to be the sole applicant.

City Manager Hegler stated that MBLG funded a project manager, Ms. Mickey Laden, who was the CEO of LCK, a professional project management company fully funded by MBLG to help with the project. She stated that the steps the City needed to take were to have an IGA with the Town of Springdale allowing the City to be the applicant within their jurisdiction and they would also turn over the procurement process that would follow the City's. She stated that Springdale had already approved the IGA and legal counsel had looked at it as well. Council Member Sox made a motion to approve the intergovernmental agreement with the Town of Springdale for the regional gateways project and authorize the City Manager to execute it. Council Member Thomas seconded the motion. Mayor Partin stated that she was on the original committee that brought this project forward, so it had been a long time in coming. She stated that this project was one (1) of nine (9) that would transform the region. She called the question which was unanimously approved by roll call vote.

Ordinances and Resolution

A. Discussion and Approval of Ordinance 2024-08 Amending Article 6 District Regulations to Add Language to Create the RS-4A Single-Family Zoning District Along with Accompanying Regulations – Second Reading

City Manager Hegler stated that there had not been a change with this item since first reading. She stated that Council gave first reading to the version of the district that was proposed by City staff. Council Member Carter made a motion to approve Ordinance 2024-08 amending Article Six district regulations to add language to create the RS-4A single family zoning district along with accompanying regulations. Mayor Pro Tem James seconded the motion. He stated that City Manager Hegler and Assistant City Manager Conley were probably the very best in the state when it came to planning and zoning. He asked if City administration could deny certain things in this zoning compared to the other zoning districts they had. City Manager Hegler stated that what she told him was Council had full control over where the district goes since it did not currently exist anywhere and it was very difficult to make changes to existing districts. She stated that Council wielded the ultimate control at this point, since the district was brand new and they could decide where it gets to be applied.

City Manager Hegler stated that the two (2) issues the Planning Commission had questions about were duplexes which were really attached homes that were still single family and just shared a very limited side yard. She stated that they also had an issue with accessory dwelling units. She stated that the Planning Commission unanimously requested that the duplexes be removed, and a majority of the Commission asked that accessory dwelling units be removed. She stated that the City had additional design standards for all these types of units. She stated that the new district opened up a variety of housing styles and types that currently did not exist, but Council had control over where that zoning designation was put. Mayor Pro Tem James stated that if the current proposed project for this area was to fall through the next project would have to come before Council to approve. City Manager Hegler stated that was not correct since it would already be rezoned. Mayor Pro Tem James stated that City Manager Hegler and Assistant City Manager Conley must support the growth of the City in a very progressive manner, or they would not have brought it before Council. City Manager Hegler stated that was correct. Mayor Partin called the question which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2024-09 Amending the Zoning Map and Rezoning Properties Located at 800 Lexington Avenue (Tax Map Number 05769-04-001 and Tax Map Number 005769-04-004) from RS-3 to RS-4A – Second Reading

City Manager Hegler stated that there was no change since first reading. She stated that this was an application of this new district on a particular parcel. She stated that the Planning Commission had a split vote. Mayor Pro Tem James made a motion to approve Ordinance 2024-09. Council Member Thomas seconded the motion. Mayor

Pro Tem James stated that he was extremely happy that nice housing was going to be built on the property and the developers had committed to honoring and memorializing that the property was a former grammar school. He stated that they had mentioned having a groundbreaking or bringing everyone back that attended the school. He stated that they had ideas in mind of researching its history to name the neighborhood something that was reminiscent of the school that was there. Mayor Partin stated that there seemed to be some confusion and she wanted to make sure everyone understood Council just passed a description of a zoning option and now the question before them was if they would apply it to 800 Lexington Avenue. Mayor Partin called the question. Mayor Pro Tem James and Council Members Carter, Sox and Thomas voted yes. Mayor Partin voted no.

Committee Matters

- A. Approval to Enter the following Committee Approved Minutes into the City's Record
Planning Commission – May 20, 2024

Council Member Carter made a motion to enter the minutes into the City's record. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

City Manager Hegler stated that Saturday, July 27 was the first ever Cayce Cool Down event in Granby Gardens Park from 11am to 1pm and was being put on by the Events Committee. She stated that same day from 2pm to 5pm was the Police Department's Back to School Bash at Mt. Zion. She stated that August 3 was Prescription Drug Take Back Day being put on by the Fire Department. She stated that she was excited to announce that a new Grants Manager was starting the following week who had 15 years of experience in all sorts of grant writing and management.

Council Comments

Council Member Thomas stated that he appreciated Council's and Mayor Partin's thoughts and prayers for his family as they were dealing with an unexpected death in the family. Mayor Partin thanked staff for creating a great place to work and hiring a really good grants managers. She stated that made a difference in the budget and helped to take some pressure off of the citizens and it helped to give staff some of the great equipment that they needed to do the job that Council was asking them to do.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege:
1. Update on Lexington County's Cancellation of Road Maintenance Agreement
 2. Claim for Improvements to Taylor Street at New State Road
 3. Discussion of employment of an employee appointed by city council

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

Reconvene

After the Executive Session was concluded, Council Member Carter made a motion to reconvene the Regular meeting. Council Member Thomas 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 in follow up to Executive Session

2. Claim for Improvements to Taylor Street at New State Road

Council Member Sox made a motion to authorize the City Manager to proceed with the proposal for Taylor Street improvements from 3D Dirt Works, LLC pursuant to the City's agreement with Lexington County for road improvements with contingencies as discussed in executive session pursuant to the provisions of the IGA with Lexington County with any necessary City funding provided by the general fund unassigned fund balance. Council Member Thomas seconded the motion. Mayor Partin thanked staff for really moving this in a tough climate for getting roads paved. She stated that they did a nice job navigating all that and it was great that the City had a really good County agreement, so they knew the County was going to do their part to get it done. She called the question which was unanimously approved by roll call vote.

3. Discussion of employment of an employee appointed by the city council

Council Member Sox made a motion to approve the amendment to the Agreement and Memorandum of Understanding between the City and Tracy Hegler as to employment as provided by the document prepared by the City Attorney and authorize the Mayor to sign on behalf of the City. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Council Member Sox made a motion approving the agreement between the City and Tracy Hegler as to the mutually agreed voluntary separation and authorize the

agreement to begin Friday, July 19, 2024, and authorize the Mayor to sign on behalf of the City. Council Member Thomas seconded the motion. Council Member Sox thanked City Manager Hegler for her years of service to the City and wished her the best in her future endeavors. Mayor Pro Tem James stated that while this was a mutual decision, he did not think there were many people that could pull a team together better than Tracy Hegler and certainly when it came to ordinances and zoning, she was probably the best he had ever seen. He thanked City Manager Hegler for her fingerprints on the City that would be there for many years to come and thanked her for everything that she had done. Council Member Carter thanked City Manager Hegler for taking care of the City. He stated that she started with the City during a tough time for him personally and they came together quickly. He stated that he appreciated what she had done and wished her best of luck in the future. Council Member Thomas thanked City Manager Hegler for her service and for having patience with him over the last nine (9) months as a newly elected councilman. He stated that it had been an honor to sing her praises for all the things she had done there. Mayor Partin stated that she wanted to recognize City Manager Hegler for the fabulous job she had done at the City. She stated that there had been a number of people that had said that Tracy was the best city manager the City had ever had. She stated that there were new businesses coming to the City thanks to Tracy's leadership. She stated that she had done an amazing job of creating a culture where employees wanted to come so they could recruit the best and retain the best. Mayor Partin stated that the City was lucky to have Chief Cowan for a number of years and now was lucky to have Chief Grant. She stated that City Manager Hegler had done an amazing job of keeping things going despite being down two (2) of the City's most prominent department heads, with the Chief of Police out and the Director of Utilities who had been out for several weeks after being in a horrific car crash. She stated that she had not missed a beat and that was pretty amazing. She stated that she had helped the City do what it did well, which was keep taxes and fees low but with a really high quality of life. She stated that it had been an honor to work with her. Mayor Partin called the question. Mayor Pro Tem James and Council Members Carter, Sox and Thomas voted yes. Mayor Partin voted no.

Council Member Sox made a motion to appoint Jim Crosland as the Interim City Manager beginning July 20, 2024, to serve pending the search and appointment of a replacement City Manager. Council Member Carter seconded the motion. Mayor Partin thanked Mr. Crosland for stepping up and stated that he was a vital part of the team and Council was thankful for his leadership. Mayor Partin called the question which was unanimously approved by roll call vote.

Adjourn

Council Member Sox made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:58 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.* *THANK YOU.*

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting July 17, 2024

| Name | Address | Agenda Item |
|-------------|----------------------|--------------|
| MARK SAFKO | 1100 DAKOTA DR 27033 | IX.A.3 |
| MIKE PIZORY | 829 Lexington Ave | LEX AVE V.A. |
| ROSS SHENY | 107 FERNWOOD CIR | IX(A)3 |
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***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.

Memorandum

To: Mayor and Council
From: Jim Crosland, Interim City Manager
Date: August 6, 2024
Subject: Capital Purchases for the FY25 Budget

ISSUE

On June 26, 2024, Council gave second reading on the FY25 General Fund Budget that did not include Capital purchases that staff recommended. Council gave direction to bring these Capital purchases requests back to Council as needed.

DISCUSSION

Staff is requesting the purchasing of the listed Capital items to be funded by the unrestricted General Fund Balance. Capital purchases requested are:

Court- New Office Renovation/ Office Furniture *\$15,000*

Court Administration staff is requesting to convert an old jail cell into a modern office space for the two Municipal Judges. This is a continuation of the other spaces already converted for office use. This will also include furniture and hardware.

Information Technology- Unitrend Back-Up/ DR Appliance/ Capital Replacement *\$84,000*

Our current backup appliance is due for replacement and a renewal of the service contract in the coming year. This appliance and service provides on-site backup of all city servers and encrypted copies of those backups stored in a cloud location off-site. We have seen a significant price increase on this as the vendor has raised rates and the City's data footprint has grown. Based on our current data footprint and projected growth, we will replace the current appliance with one with more storage and will also need to increase our cloud storage space for Backup copies. This appliance is imperative to our disaster recovery and backup plan and allows us to restore servers and data in the event of a hardware failure or other disaster (\$40,000). Replacement for PCs and Laptops that have reached or exceeded their 5-year service life. Current request includes thirteen rugged laptops with docking stations and eleven workstation PCs 15000 at (\$44,000).

Fire Department- Vehicles/Department Upfit/ Firefighter Equipment* *\$357,000*

- 2014 F-150 108,000 - This vehicle is from the Police Department passed on during the separation from Public Safety. It is not equipped for a Fire Response Vehicle. This vehicle still has some life and will be transferred to City Parks. The replacement vehicle will be a pursuit rated Chevrolet Tahoe (\$70,000).
- 2008 F-250 206,500 - This vehicle is at end of life for an emergency response vehicle. Its main purpose is to tow the boats and Haz-Mat trailer. The replacement vehicle would be the primary response vehicle to medical calls, weather events, and motor vehicle collisions which would reduce the stress of our larger apparatuses (\$175,000).

The Fire Department is also requesting equipment such as bunker gear, radios, and uniforms (\$12,000). The Department is in need of some building repairs, as well. These building repairs include living quarters and bathroom upfits, along with the replacement of the front concrete pad which the fire apparatuses sit on in an emergency preparedness status (\$100,000).

Sanitation Department - Roll Carts *\$75,000*

The Sanitation Department is in need of new roll carts. The department has completely exhausted its parts inventory and can no longer repair the ones we have. The City can usually supplement by submitting grants to assist with the replacement but as costs continue to rise, we qualify for less carts. Sanitation staff is requesting \$75,000 which will give the City approximately 1100 new roll carts.

Fleet Maintenance- Emergency Generator *\$14,000*

Fleet Services is in need of a replacement emergency generator. The primary generator is at end of life, and the company is no longer manufacturing replacement parts. The replacement generator would cost approximately (\$14,000).

Police Department- Emergency Generator *\$34,000*

The Police Department is in need of a replacement emergency generator that services our dispatch center. The generator was on the immediate replacement plan due to end of service life but has since become inoperable. The replacement from our service contractor, Generator Services Inc, gave an estimate of \$33,918.40.

RECOMMENDATION

Staff recommends Council approve \$579,000 to fund the listed Capital purchases by using the unrestricted general fund balance, which currently holds a balance of \$8,072,958.



CITY COMMUNICATION GOALS:

The City of Cayce seeks to work cooperatively with the members of the media and will use media statements, direct contact from the City PIO, newsletters, apps, the City website, and City produced social media outlets as a means of disseminating information of public interest in an accurate, appropriate, and timely manner. This will be done to accomplish the following City Communications Goals:

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

PROCEDURES FOR COUNCIL AND CITY PUBLIC INFORMATION OFFICER:

1. Beginning on July 30, City PIO will work from City Hall and will attend Department head and staff meetings with City Managers to garner additional information that can be utilized to accomplish the City Communications Goals.
2. Beginning in August, City PIO will add a contract with the Westmetronews.com and videographer as an additional means of accomplishing the City Communications Goals. These two partners will produce and redistribute additional stories and videos monthly at the direction of the City PIO and City Managers. The City will also retain and have access to all photos, videos, and other digital collateral. Both will begin as a quarterly trial opportunity to be revisited at any time.
3. City PIO will produce Annual Birthday Posts for Mayor, Council and Executive Management.
4. City PIO will produce Monthly Department highlights for social media and City website to include Accomplishments and Citizen Accolades, Facts, Meet the Team, and Department Tips for citizens. The schedule will be determined by City Managers.
5. Free/Earned Media will be utilized to accomplish the City Communications Goals.
6. City PIO will coordinate with City Manager to send a survey city-wide on citizens communications preferences to determine further communications protocols on newsletters, apps, website, and social media information.
 - a. Do you prefer an electronic newsletter or mailed newsletter?

- b. How often would you like to receive City updates?
 - c. How likely are you to use our City App to get information?
 - d. How likely are you to use our City website to get information?
 - e. How likely are you to use our City social media to obtain information?
 - f. Other
7. City PIO will produce an Internal E-Newsletter for the Mayor, Council and all City staff and will include staff accolades and accomplishments, recap of team meetings, upcoming events, monthly department highlights and other internal notes.
 8. The Mayor and Council can contact the City PIO at any time on matters to promote the City by email, text, or phone. City PIO will be at City Hall every Tuesday. City PIO will be available to meet with Mayor, Council, or staff to assist on any items that accomplish the City Communications Goals.
 9. City PIO will distribute a list of important "Monthly" dates and opportunities for the Mayor, Council and Department Heads to get more involved in pushing out information that accomplishes the City Communications Goals.
 10. City PIO will increase posts and outbound communication about votes taken in Council meetings, business development, new business announcements, zoning, housing, and other important items that take place during City Council meeting at the direction of City Managers to accomplish the City Communications Goals.
 11. City PIO will serve as the graphic designer for all graphics, flyers, etc, to be distributed outside of the City from any City department and will be in accordance with the City brand to assist in accomplishing our City Communications Goals
 12. City PIO will serve as the advertising contact for ad placement to be distributed outside of the City from any City Department to assist in accomplishing our City Communications Goals
 13. City PIO will serve as the media contact and media spokesperson for the City and all City Departments.
 14. City PIO will notify Mayor and Council when a news story will be coming out and will include City Managers and the Mayor and Council on all statements from the City and any City Department to the media.
 15. City PIO will receive City email address to receive internal City emails to stay informed and to assist in accomplishing the City Communications Goals.
 16. City PIO will be considered for reimbursement for communications trainings at MASC, FBI-LEEDA and other opportunities to learn new methods of accomplishing our City Communications Goals at the discretion and approval of City Managers.

Memorandum

To: Mayor and Council

From: Jim Crosland, Interim City Manager

Date: August 6, 2024

Subject: Ratification of City Manager Action

Issue

Council's approval is needed to ratify an agreement approved by the City Manager, under the Emergency Powers of Sec. 2-146, with Servpro on March 18, 2024, for the emergency sewer clean-up.

Discussion

On Saturday March 16, 2024, the sewer main adjacent to 2021 State Street had a blockage which caused sewer to overflow in the building of 2021 State Street. The original call about a sewer blockage was reported by Piecewise Coffee whose sewer was not draining properly. Our on-call personnel responded and found that the sewer main had a blockage and used the high-pressure Vac-truck to clear the blockage and were able to remove the debris from the sewer main.

On Monday March 18, 2024, 2021 State Street reported there was sewer in the building. We had a crew video the sewer main to make sure the blockage had been removed. We called SERVPRO that afternoon to remove the sewage in the building. They began installing industrial blowers, dehumidifiers, air scrubbers and other equipment to limit the damage.

On Wednesday June 19, 2024, the second phase of work started. This consisted of removing the contents from the building, sterilizing it and placing some of the contents into PODS. The rest of the contents were placed into a section of the building after it was cleaned.

The third and fourth phase of work still need to be completed. The third phase of work is the demolition and removal of the damaged area in the building. The fourth phase of work is the reconstruction of the building areas that are to be removed during the demolition. The total cost is \$100,564.13

Attempts were made to decrease the cost and seek reimbursement from the insurance companies. This included efforts by the city to minimize the cost by using staff, equipment, and storage containers at appropriate times to assist. Unfortunately, both insurance companies, the City's, and the property owners, denied the claims made by both parties.

The City Manager approved the quote using the Emergency Powers established by City of Cayce ordinance.

Sec. 2-146. - Emergency powers.

In case of accidents or other circumstances creating an emergency, the city manager may, with the consent of the council, award contracts and make purchases for the purpose of repairing damages caused by such accidents or meeting such public emergency; but he shall file promptly with the council a certificate showing such emergency and necessity for such action, together with an itemized account of all expenditures.

(Code 1975, § 2-57)

Recommendation

Staff recommends Council ratify the City Manager's action executing an agreement with Servpro for \$100,564.13, which will be funded from Wastewater Repair Expense.



Servpro of Richland County

112 N Shorecrest Rd
Columbia, SC 29209
803-419-0470
office@servprorichlandcounty.com
87-1411267

Insured: Hoffman Investments (revised)
Property: 2021 State St
Cayce , SC 29033

Home: (803) 521-0246

Estimator: Peter Wodnick
Company: Servpro of Richland County
Business: 112 N Shorecrest Rd
Columbia, SC 29209

Business: (803) 807-0161
E-mail: peter@servprorichlandcounty.com

Claim Number:

Policy Number:

Type of Loss:

Date of Loss:
Date Inspected:

Date Received:
Date Entered: 3/28/2024 10:47 AM

Price List: SCCO8X_MAR24
Restoration/Service/Remodel
Estimate: 2024-03-28-1047-1



Servpro of Richland County

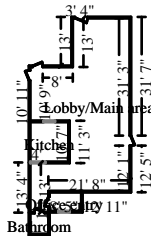
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 Columbia, SC 29209
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 87-1411267

2024-03-28-1047-1

Miscellaneous

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|----------|--------|---------|-------|----------|
| 1. Service call - during business hours | 1.00 EA | 0.00 | 188.06 | 0.00 | 188.06 |
| 2. Equipment setup, take down, and monitoring (hourly charge) | 10.00 HR | 0.00 | 67.74 | 0.00 | 677.40 |
| 2 tech @ 1 hour set equipment | | | | | |
| 2 tech @ 3 hours monitor | | | | | |
| 2 tech @ 1 hour remove equipment | | | | | |
| 3. Add for personal protective equipment (hazardous cleanup) | 24.00 EA | 0.00 | 13.20 | 26.55 | 343.35 |
| 2 tech @ 2 suits a day @ 3 days | | | | | |
| 4. Personal protective mask (N-95) | 10.00 EA | 0.00 | 1.57 | 1.41 | 17.11 |
| 5. Dumpster load - Approx. 30 yards, 5-7 tons of debris | 1.00 EA | 602.00 | 0.00 | 0.00 | 602.00 |
| Totals: Miscellaneous | | | | 27.96 | 1,827.92 |

Main Level



Lobby/Main area

Height: 8'

| | |
|-----------------------------|---------------------------|
| 1,259.56 SF Walls | 980.34 SF Ceiling |
| 2,239.90 SF Walls & Ceiling | 980.34 SF Floor |
| 108.93 SY Flooring | 153.50 LF Floor Perimeter |
| 177.17 LF Ceil. Perimeter | |

| | | |
|------------------------------|---------------|-------------------------|
| Door | 2' 8" X 6' 8" | Opens into Exterior |
| Door | 2' 8" X 6' 8" | Opens into Exterior |
| Missing Wall - Goes to Floor | 3' X 6' 8" | Opens into KITCHEN |
| Missing Wall - Goes to Floor | 4' X 6' 8" | Opens into KITCHEN |
| Door | 2' 8" X 6' 8" | Opens into BATHROOM |
| Door | 2' 8" X 6' 8" | Opens into OFFICE_ENTRY |
| Door | 2' 8" X 6' 8" | Opens into Exterior |
| Door | 3' 4" X 6' 8" | Opens into Exterior |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|------|--------|
| 6. Tear out baseboard and bag for disposal - up to Cat 3 | 153.50 LF | 1.12 | 0.00 | 2.49 | 174.41 |

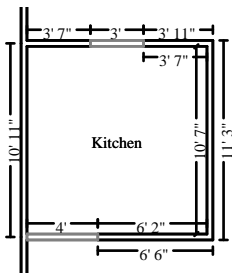


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CONTINUED - Lobby/Main area

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-------------|--------|---------|--------------|-----------------|
| 7. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 153.50 LF | 6.41 | 0.00 | 4.56 | 988.50 |
| 8. Tear out and bag wet insulation - Category 3 water | 307.00 SF | 1.27 | 0.00 | 1.66 | 391.55 |
| 9. HEPA Vacuuming exposed framing - Walls - (PER SF) | 153.50 SF | 0.00 | 0.79 | 0.00 | 121.27 |
| 10. Clean the floor | 980.34 SF | 0.00 | 0.66 | 0.88 | 647.90 |
| 11. Apply plant-based anti-microbial agent to more than the floor perimeter | 1,287.34 SF | 0.00 | 0.34 | 6.95 | 444.65 |
| 12. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 2 dehumidifiers @ 4 days | 8.00 EA | 0.00 | 76.77 | 0.00 | 614.16 |
| 13. Hydroxyl generator - odor counteractant - 2 optics 2 hydroxyl @ 4 days | 8.00 DA | 0.00 | 180.00 | 0.00 | 1,440.00 |
| 14. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers @ 4 days | 8.00 DA | 0.00 | 108.51 | 0.00 | 868.08 |
| 15. Add for HEPA filter (for negative air exhaust fan) | 0.50 EA | 0.00 | 207.00 | 8.64 | 112.14 |
| Totals: Lobby/Main area | | | | 25.18 | 5,802.66 |



Kitchen

Height: 8'

| | |
|---------------------------|--------------------------|
| 285.62 SF Walls | 107.78 SF Ceiling |
| 393.40 SF Walls & Ceiling | 107.78 SF Floor |
| 11.98 SY Flooring | 34.54 LF Floor Perimeter |
| 41.54 LF Ceil. Perimeter | |

Missing Wall - Goes to Floor

4' X 6' 8"

Opens into LOBBY_MAIN_A

Missing Wall - Goes to Floor

3' X 6' 8"

Opens into LOBBY_MAIN_A

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|------|--------|
| 16. Tear out baseboard and bag for disposal - up to Cat 3 | 34.54 LF | 1.12 | 0.00 | 0.56 | 39.24 |
| 17. Tear out wet drywall, cleanup, bag, per LF - to 4" - Cat 3 | 34.54 LF | 6.01 | 0.00 | 0.19 | 207.78 |
| 18. Tear out and bag wet insulation - Category 3 water | 138.14 SF | 1.27 | 0.00 | 0.75 | 176.19 |

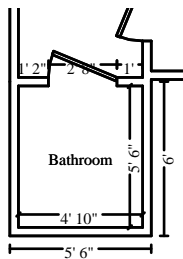


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CONTINUED - Kitchen

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|-------------|-----------------|
| 19. HEPA Vacuuming exposed framing - Floor - (PER SF) | 138.14 SF | 0.00 | 1.31 | 0.00 | 180.96 |
| 20. Clean the floor | 107.78 SF | 0.00 | 0.66 | 0.10 | 71.23 |
| 21. Apply plant-based anti-microbial agent to more than the floor perimeter | 176.85 SF | 0.00 | 0.34 | 0.95 | 61.08 |
| 22. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers @ 4 days | 8.00 DA | 0.00 | 108.51 | 0.00 | 868.08 |
| Totals: Kitchen | | | | 2.55 | 1,604.56 |



Bathroom

Height: 8'

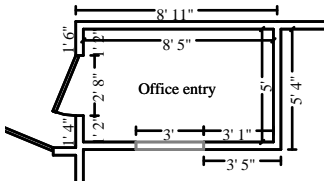
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|---------------------------|--------------------------|
| 147.56 SF Walls | 26.58 SF Ceiling |
| 174.14 SF Walls & Ceiling | 26.58 SF Floor |
| 2.95 SY Flooring | 18.00 LF Floor Perimeter |
| 20.67 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|----------|--------|---------|-------------|---------------|
| Door 2' 8" X 6' 8" Opens into LOBBY_MAIN_A | | | | | |
| 23. Tear out baseboard and bag for disposal - up to Cat 3 | 13.50 LF | 1.12 | 0.00 | 0.22 | 15.34 |
| 24. Tear out wet drywall, cleanup, bag, per LF - to 4" - Cat 3 | 18.00 LF | 6.01 | 0.00 | 0.10 | 108.28 |
| 25. Tear out and bag wet insulation - Category 3 water | 72.00 SF | 1.27 | 0.00 | 0.39 | 91.83 |
| 26. HEPA Vacuuming exposed framing - Walls - (PER SF) | 72.00 SF | 0.00 | 0.79 | 0.00 | 56.88 |
| 27. Clean the floor | 26.58 SF | 0.00 | 0.66 | 0.02 | 17.56 |
| 28. Apply plant-based anti-microbial agent to more than the floor perimeter | 62.58 SF | 0.00 | 0.34 | 0.34 | 21.62 |
| Totals: Bathroom | | | | 1.07 | 311.51 |



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Office entry

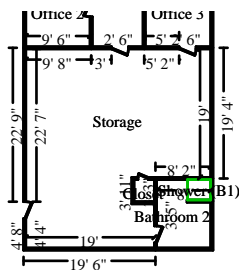
Height: 8'

| | |
|---------------------------|--------------------------|
| 176.89 SF Walls | 42.08 SF Ceiling |
| 218.97 SF Walls & Ceiling | 42.08 SF Floor |
| 4.68 SY Flooring | 21.17 LF Floor Perimeter |
| 26.83 LF Ceil. Perimeter | |

Door **2' 8" X 6' 8"** **Opens into LOBBY_MAIN_A**
Missing Wall - Goes to Floor **3' X 6' 8"** **Opens into Exterior**

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|--------------|-----------------|
| 29. Tear out baseboard and bag for disposal - up to Cat 3 | 21.17 LF | 1.12 | 0.00 | 0.34 | 24.05 |
| 30. Tear out wet drywall, cleanup, bag, per LF - to 4" - Cat 3 | 21.17 LF | 6.01 | 0.00 | 0.11 | 127.34 |
| 31. Tear out and bag wet insulation - Category 3 water | 84.67 SF | 1.27 | 0.00 | 0.46 | 107.99 |
| 32. HEPA Vacuuming exposed framing - Walls - (PER SF) | 84.67 SF | 0.00 | 0.79 | 0.00 | 66.89 |
| 33. Clean the floor | 42.08 SF | 0.00 | 0.66 | 0.04 | 27.81 |
| 34. Apply plant-based anti-microbial agent to more than the floor perimeter | 126.75 SF | 0.00 | 0.34 | 0.68 | 43.78 |
| 35. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 1 dehumidifiers @ 4 days | 4.00 EA | 0.00 | 76.77 | 0.00 | 307.08 |
| Totals: Office entry | | | | 1.63 | 704.94 |
| Total: Main Level | | | | 30.43 | 8,423.67 |

Level 2



Storage

Height: 8'

| | |
|-----------------------------|---------------------------|
| 961.33 SF Walls | 704.09 SF Ceiling |
| 1,665.42 SF Walls & Ceiling | 704.09 SF Floor |
| 78.23 SY Flooring | 120.17 LF Floor Perimeter |
| 120.17 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---------------------|-----------|--------|---------|------|--------|
| 36. Clean the floor | 704.09 SF | 0.00 | 0.66 | 0.63 | 465.33 |

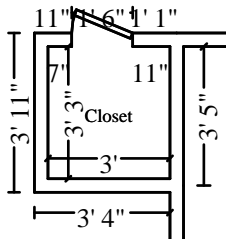


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CONTINUED - Storage

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|-------------|-----------------|
| 37. Apply plant-based anti-microbial agent to the floor | 704.09 SF | 0.00 | 0.34 | 3.80 | 243.19 |
| 38. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 2 dehumidifier @ 4 days | 8.00 EA | 0.00 | 76.77 | 0.00 | 614.16 |
| 39. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 1 air scrubbers @ 4 days | 4.00 DA | 0.00 | 108.51 | 0.00 | 434.04 |
| 40. Add for HEPA filter (for negative air exhaust fan) | 0.25 EA | 0.00 | 207.00 | 4.32 | 56.07 |
| Totals: Storage | | | | 8.75 | 1,812.79 |



Closet

Height: 8'

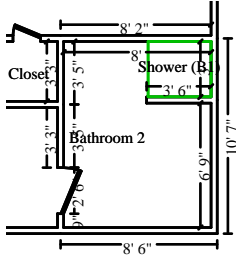
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|---------------------------|--------------------------|
| 100.00 SF Walls | 9.75 SF Ceiling |
| 109.75 SF Walls & Ceiling | 9.75 SF Floor |
| 1.08 SY Flooring | 12.50 LF Floor Perimeter |
| 12.50 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|----------|--------|---------|-------------|---------------|
| 41. Tear out baseboard and bag for disposal - up to Cat 3 | 12.50 LF | 1.12 | 0.00 | 0.20 | 14.20 |
| 42. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 50.00 LF | 6.41 | 0.00 | 1.49 | 321.99 |
| 43. Tear out and bag wet insulation - Category 3 water | 50.00 SF | 1.27 | 0.00 | 0.27 | 63.77 |
| 44. HEPA Vacuuming exposed framing - Walls - (PER SF) | 50.00 SF | 0.00 | 0.79 | 0.00 | 39.50 |
| 45. Clean the floor | 9.75 SF | 0.00 | 0.66 | 0.01 | 6.45 |
| 46. Apply plant-based anti-microbial agent to more than the floor perimeter | 59.75 SF | 0.00 | 0.34 | 0.32 | 20.64 |
| Totals: Closet | | | | 2.29 | 466.55 |



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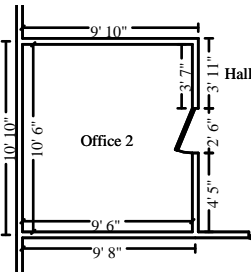


Bathroom 2

Height: 8'

| | |
|---------------------------|--------------------------|
| 316.03 SF Walls | 79.54 SF Ceiling |
| 395.58 SF Walls & Ceiling | 69.29 SF Floor |
| 7.70 SY Flooring | 33.36 LF Floor Perimeter |
| 43.19 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|-----------|--------|---------|------|--------|
| 47. Clean floor - tile | 69.29 SF | 0.00 | 0.81 | 0.44 | 56.56 |
| 48. HEPA Vacuuming exposed framing - Walls - (PER SF) | 133.43 SF | 0.00 | 0.79 | 0.00 | 105.41 |
| 49. Clean more than the walls | 385.33 SF | 0.00 | 0.66 | 0.35 | 254.67 |
| 50. Apply plant-based anti-microbial agent to more than the walls | 385.33 SF | 0.00 | 0.34 | 2.08 | 133.09 |
| 51. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 1 dehumidifier @ 4 days | 4.00 EA | 0.00 | 76.77 | 0.00 | 307.08 |
| Totals: Bathroom 2 | | | | 2.87 | 856.81 |



Office 2

Height: 8'

| | |
|---------------------------|--------------------------|
| 320.00 SF Walls | 99.75 SF Ceiling |
| 419.75 SF Walls & Ceiling | 99.75 SF Floor |
| 11.08 SY Flooring | 40.00 LF Floor Perimeter |
| 40.00 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|-----------|--------|---------|------|----------|
| 52. Tear out baseboard and bag for disposal - up to Cat 3 | 40.00 LF | 1.12 | 0.00 | 0.65 | 45.45 |
| 53. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 160.00 LF | 6.41 | 0.00 | 4.75 | 1,030.35 |
| 54. Tear out and bag wet insulation - Category 3 water | 160.00 SF | 1.27 | 0.00 | 0.86 | 204.06 |
| 55. HEPA Vacuuming exposed framing - Walls - (PER SF) | 80.00 SF | 0.00 | 0.79 | 0.00 | 63.20 |
| 56. HEPA Vacuuming exposed framing w/ sheathing - Walls | 80.00 SF | 0.00 | 1.49 | 0.00 | 119.20 |
| 57. Clean the floor | 99.75 SF | 0.00 | 0.66 | 0.09 | 65.93 |
| 58. Apply plant-based anti-microbial agent to more than the floor perimeter | 259.75 SF | 0.00 | 0.34 | 1.40 | 89.72 |

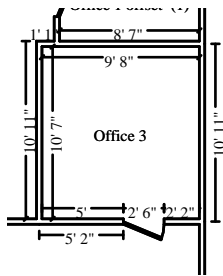


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 87-1411267

CONTINUED - Office 2

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|---------|--------|---------|-------|----------|
| 59. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 2 dehumidifier @ 4 days | 8.00 EA | 0.00 | 76.77 | 0.00 | 614.16 |
| 60. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers @ 4 days | 8.00 DA | 0.00 | 108.51 | 0.00 | 868.08 |
| 61. Add for HEPA filter (for negative air exhaust fan) | 0.50 EA | 0.00 | 207.00 | 8.64 | 112.14 |
| Totals: Office 2 | | | | 16.39 | 3,212.29 |



Office 3

Height: 8'

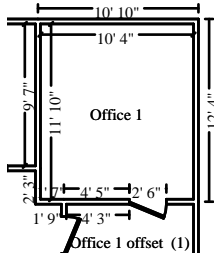
| | |
|---------------------------|--------------------------|
| 324.00 SF Walls | 102.31 SF Ceiling |
| 426.31 SF Walls & Ceiling | 102.31 SF Floor |
| 11.37 SY Flooring | 40.50 LF Floor Perimeter |
| 40.50 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|-----------|--------|---------|------|----------|
| 62. Tear out baseboard and bag for disposal - up to Cat 3 | 40.50 LF | 1.12 | 0.00 | 0.66 | 46.02 |
| 63. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 162.00 LF | 6.41 | 0.00 | 4.81 | 1,043.23 |
| 64. Tear out and bag wet insulation - Category 3 water | 81.00 SF | 1.27 | 0.00 | 0.44 | 103.31 |
| 65. HEPA Vacuuming exposed framing - Walls - (PER SF) | 81.00 SF | 0.00 | 0.79 | 0.00 | 63.99 |
| 66. HEPA Vacuuming exposed framing w/ sheathing - Walls | 81.00 SF | 0.00 | 1.49 | 0.00 | 120.69 |
| 67. Tear out non-salv. vinyl tile, cut & bag for disp. Cat 3 | 102.31 SF | 2.96 | 0.00 | 0.55 | 303.39 |
| 68. Clean the floor | 102.31 SF | 0.00 | 0.66 | 0.09 | 67.61 |
| 69. Apply plant-based anti-microbial agent to more than the floor perimeter | 264.31 SF | 0.00 | 0.34 | 1.43 | 91.30 |
| Totals: Office 3 | | | | 7.98 | 1,839.54 |



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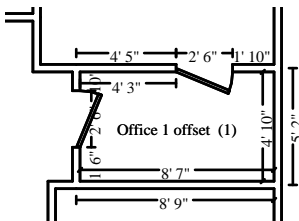
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 87-1411267



Office 1

Height: 8'

| | |
|---------------------------|--------------------------|
| 354.67 SF Walls | 122.28 SF Ceiling |
| 476.94 SF Walls & Ceiling | 122.28 SF Floor |
| 13.59 SY Flooring | 44.33 LF Floor Perimeter |
| 44.33 LF Ceil. Perimeter | |

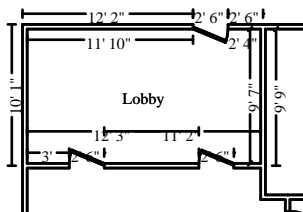


Subroom: Office 1 offset (1)

Height: 8'

| | |
|---------------------------|--------------------------|
| 214.67 SF Walls | 41.49 SF Ceiling |
| 256.15 SF Walls & Ceiling | 41.49 SF Floor |
| 4.61 SY Flooring | 26.83 LF Floor Perimeter |
| 26.83 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|-----------|--------|---------|-------|----------|
| 70. Tear out baseboard and bag for disposal - up to Cat 3 | 71.17 LF | 1.12 | 0.00 | 1.15 | 80.86 |
| 71. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 284.67 LF | 6.41 | 0.00 | 8.45 | 1,833.18 |
| 72. Tear out and bag wet insulation - Category 3 water | 142.33 SF | 1.27 | 0.00 | 0.77 | 181.53 |
| 73. HEPA Vacuuming exposed framing - Walls - (PER SF) | 142.33 SF | 0.00 | 0.79 | 0.00 | 112.44 |
| 74. HEPA Vacuuming exposed framing w/ sheathing - Walls | 142.33 SF | 0.00 | 1.49 | 0.00 | 212.07 |
| 75. Clean the floor | 163.76 SF | 0.00 | 0.66 | 0.15 | 108.23 |
| 76. Apply plant-based anti-microbial agent to more than the floor perimeter | 448.43 SF | 0.00 | 0.34 | 2.42 | 154.89 |
| Totals: Office 1 | | | | 12.94 | 2,683.20 |



Lobby

Height: 8'

| | |
|---------------------------|--------------------------|
| 420.00 SF Walls | 159.72 SF Ceiling |
| 579.72 SF Walls & Ceiling | 159.72 SF Floor |
| 17.75 SY Flooring | 52.50 LF Floor Perimeter |
| 52.50 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|-------------|-----|--------|---------|-----|-------|
|-------------|-----|--------|---------|-----|-------|

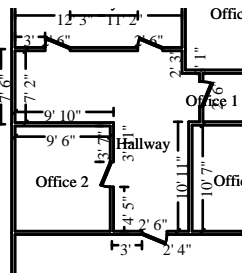


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CONTINUED - Lobby

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|--------------|-----------------|
| 77. Tear out baseboard and bag for disposal - up to Cat 3 | 52.50 LF | 1.12 | 0.00 | 0.85 | 59.65 |
| 78. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 210.00 LF | 6.41 | 0.00 | 6.24 | 1,352.34 |
| 79. Tear out and bag wet insulation - Category 3 water | 105.00 SF | 1.27 | 0.00 | 0.57 | 133.92 |
| 80. HEPA Vacuuming exposed framing - Walls - (PER SF) | 105.00 SF | 0.00 | 0.79 | 0.00 | 82.95 |
| 81. HEPA Vacuuming exposed framing w/ sheathing - Walls | 105.00 SF | 0.00 | 1.49 | 0.00 | 156.45 |
| 82. Clean the floor | 159.72 SF | 0.00 | 0.66 | 0.14 | 105.56 |
| 83. Apply plant-based anti-microbial agent to more than the floor perimeter | 264.72 SF | 0.00 | 0.34 | 1.43 | 91.43 |
| 84. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 1 dehumidifier @ 4 days | 4.00 EA | 0.00 | 76.77 | 0.00 | 307.08 |
| 85. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers @ 4 days | 8.00 DA | 0.00 | 108.51 | 0.00 | 868.08 |
| 86. Add for HEPA filter (for negative air exhaust fan) | 0.50 EA | 0.00 | 207.00 | 8.64 | 112.14 |
| 87. Hydroxyl generator - odor counteractant - 2 optics 2 hydroxyl @ 4 days | 8.00 DA | 0.00 | 180.00 | 0.00 | 1,440.00 |
| Totals: Lobby | | | | 17.87 | 4,709.60 |



Hallway

Height: 8'

| | |
|---------------------------|--------------------------|
| 582.67 SF Walls | 209.21 SF Ceiling |
| 791.88 SF Walls & Ceiling | 209.21 SF Floor |
| 23.25 SY Flooring | 72.83 LF Floor Perimeter |
| 72.83 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|------|----------|
| 88. Tear out baseboard and bag for disposal - up to Cat 3 | 72.83 LF | 1.12 | 0.00 | 1.18 | 82.75 |
| 89. Tear out wet drywall, cleanup, bag, per LF - to 2' - Cat 3 | 291.33 LF | 6.41 | 0.00 | 8.65 | 1,876.08 |



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CONTINUED - Hallway

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|-----------|--------|---------|---------------|------------------|
| 90. HEPA Vacuuming exposed framing - Walls - (PER SF) | 291.33 SF | 0.00 | 0.79 | 0.00 | 230.15 |
| 91. Clean the floor | 209.21 SF | 0.00 | 0.66 | 0.19 | 138.27 |
| 92. Apply plant-based anti-microbial agent to more than the floor perimeter | 500.54 SF | 0.00 | 0.34 | 2.70 | 172.88 |
| 93. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor. 2 dehumidifier @ 4 days | 8.00 EA | 0.00 | 76.77 | 0.00 | 614.16 |
| 94. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers @ 4 days | 8.00 DA | 0.00 | 108.51 | 0.00 | 868.08 |
| 95. Add for HEPA filter (for negative air exhaust fan) | 0.50 EA | 0.00 | 207.00 | 8.64 | 112.14 |
| Totals: Hallway | | | | 21.36 | 4,094.51 |
| Total: Level 2 | | | | 90.45 | 19,675.29 |
| Line Item Totals: 2024-03-28-1047-1 | | | | 148.84 | 29,926.88 |

Grand Total Areas:

| | | |
|-----------------------------|------------------------------------|-------------------------------|
| 5,462.98 SF Walls | 2,684.92 SF Ceiling | 8,147.91 SF Walls and Ceiling |
| 2,674.67 SF Floor | 297.19 SY Flooring | 670.23 LF Floor Perimeter |
| 0.00 SF Long Wall | 0.00 SF Short Wall | 719.06 LF Ceil. Perimeter |
| 2,674.67 Floor Area | 2,863.24 Total Area | 5,511.40 Interior Wall Area |
| 2,992.94 Exterior Wall Area | 343.17 Exterior Perimeter of Walls | |
| 0.00 Surface Area | 0.00 Number of Squares | 0.00 Total Perimeter Length |
| 0.00 Total Ridge Length | 0.00 Total Hip Length | |



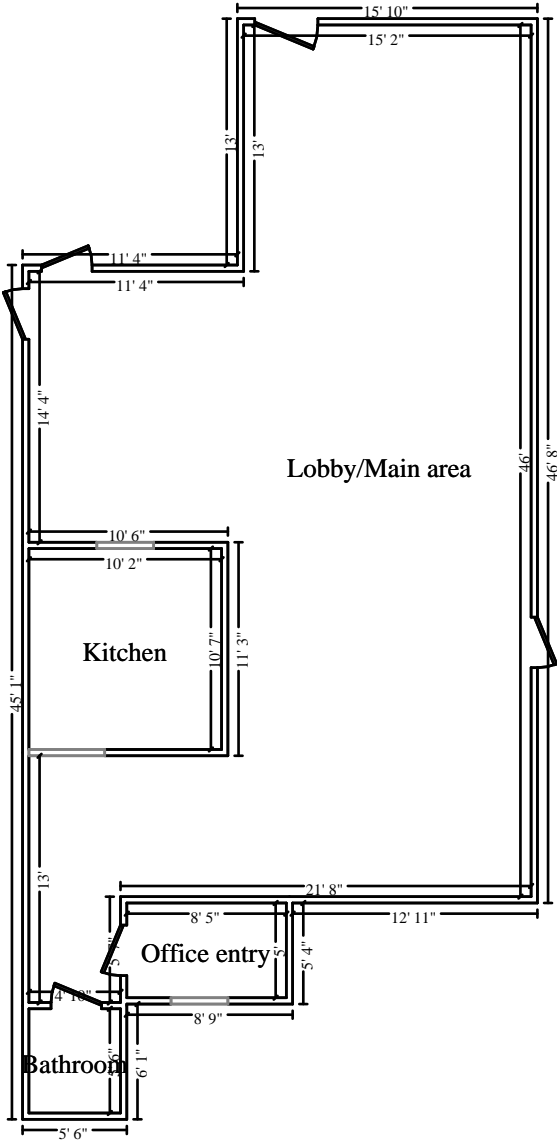
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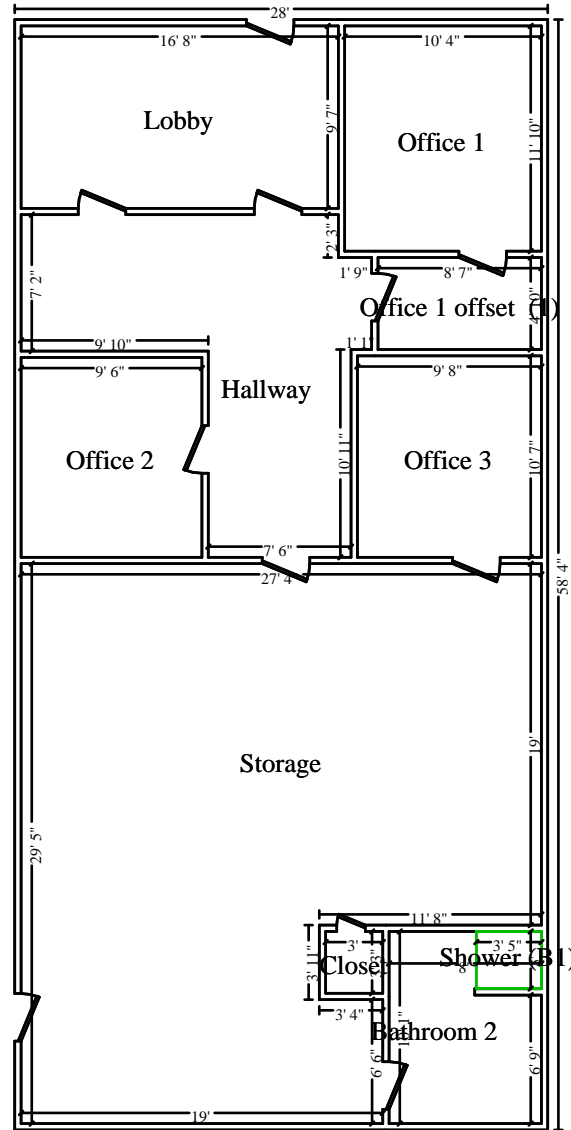
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Summary for Dwelling

| | |
|-------------------------------|--------------------|
| Line Item Total | 29,778.04 |
| Material Sales Tax | 148.84 |
| Replacement Cost Value | \$29,926.88 |
| Net Claim | \$29,926.88 |

Peter Wodnick





Servpro of Richland County

112 N Shorecrest Rd
Columbia, SC 29209
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803-419-0470

Client: Hoffman Investment
Property: 2021 State Street
Cayce, SC 29033

Operator: RIONW

Estimator: Rion Werts
Company: Servpro of Richland County
Business: 407 Chapin Rd
Chapin, SC 29036

Business: (803) 749-0178

Type of Estimate: Sewage
Date Entered: 3/29/2024

Date Assigned:

Price List: SCCO8X_MAR24
Labor Efficiency: Restoration/Service/Remodel
Estimate: HOFFMAN_INVESTMENT

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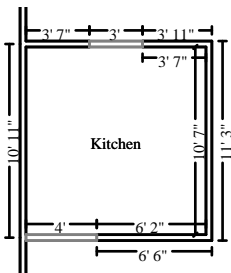
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HOFFMAN_INVESTMENT

Main Level

Main Level

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-------------|--------|---------|--------------|---------------|-----------------|
| 222. Final cleaning - construction - Commercial | 1,156.79 SF | 0.00 | 0.30 | 0.00 | 69.40 | 416.44 |
| 223. Dumpster load - Approx. 12 yards, 1-3 tons of debris place construction debris during renovation | 1.00 EA | 374.00 | 0.00 | 0.00 | 74.80 | 448.80 |
| 224. On-Site Evaluation and/or Supervisor/Admin - per hour | 10.00 HR | 0.00 | 70.52 | 67.70 | 141.04 | 913.94 |
| Total: Main Level | | | | 67.70 | 285.24 | 1,779.18 |



Kitchen

Height: 8'

| | |
|---------------------------|--------------------------|
| 285.62 SF Walls | 107.78 SF Ceiling |
| 393.40 SF Walls & Ceiling | 107.78 SF Floor |
| 11.98 SY Flooring | 34.54 LF Floor Perimeter |
| 41.54 LF Ceil. Perimeter | |

Missing Wall - Goes to Floor

4' X 6' 8"

Opens into LOBBY_MAIN_A

Missing Wall - Goes to Floor

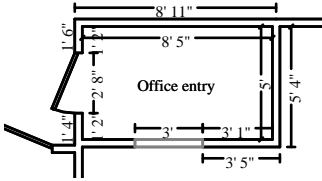
3' X 6' 8"

Opens into LOBBY_MAIN_A

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|--------------|---------------|-----------------|
| 110. Cove base molding - rubber or vinyl, 4" high | 34.54 LF | 0.00 | 2.23 | 3.90 | 16.18 | 97.10 |
| 116. Floor protection - ram board | 107.78 SF | 0.00 | 0.75 | 2.41 | 16.64 | 99.89 |
| 112. 1/2" - drywall per LF - up to 2' tall | 34.54 LF | 0.00 | 12.29 | 4.23 | 85.74 | 514.47 |
| 114. Batt insulation - 6" - R19 - unfaced batt | 34.54 SF | 0.00 | 1.25 | 2.51 | 9.14 | 54.83 |
| 118. Seal more than the floor perimeter w/latex based stain blocker - one coat | 103.61 SF | 0.00 | 0.74 | 0.66 | 15.48 | 92.81 |
| 119. Paint the walls - two coats | 285.62 SF | 0.00 | 1.21 | 6.86 | 70.50 | 422.96 |
| Totals: Kitchen | | | | 20.57 | 213.68 | 1,282.06 |

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Office entry

Height: 8'

| | |
|---------------------------|--------------------------|
| 176.89 SF Walls | 42.08 SF Ceiling |
| 218.97 SF Walls & Ceiling | 42.08 SF Floor |
| 4.68 SY Flooring | 21.17 LF Floor Perimeter |
| 26.83 LF Ceil. Perimeter | |

Door **2' 8" X 6' 8"** **Opens into LOBBY_MAIN_A**
Missing Wall - Goes to Floor **3' X 6' 8"** **Opens into Exterior**

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|--------------|---------------|---------------|
| 120. Cove base molding - rubber or vinyl, 4" high | 21.17 LF | 0.00 | 2.23 | 2.39 | 9.92 | 59.52 |
| 121. Floor protection - ram board | 42.08 SF | 0.00 | 0.75 | 0.94 | 6.50 | 39.00 |
| 122. 1/2" - drywall per LF - up to 2' tall | 21.17 LF | 0.00 | 12.29 | 2.59 | 52.56 | 315.33 |
| 123. Batt insulation - 6" - R19 - unfaced batt | 21.17 SF | 0.00 | 1.25 | 1.54 | 5.60 | 33.60 |
| 124. Seal more than the floor perimeter w/latex based stain blocker - one coat | 63.50 SF | 0.00 | 0.74 | 0.41 | 9.48 | 56.88 |
| 125. Paint the walls - two coats | 176.89 SF | 0.00 | 1.21 | 4.25 | 43.66 | 261.95 |
| Totals: Office entry | | | | 12.12 | 127.72 | 766.28 |



Bathroom

Height: 8'

| | |
|---------------------------|--------------------------|
| 147.56 SF Walls | 26.58 SF Ceiling |
| 174.14 SF Walls & Ceiling | 26.58 SF Floor |
| 2.95 SY Flooring | 18.00 LF Floor Perimeter |
| 20.67 LF Ceil. Perimeter | |

Door **2' 8" X 6' 8"** **Opens into LOBBY_MAIN_A**

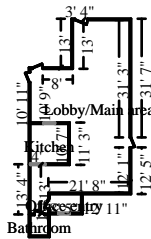
| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|---|----------|--------|---------|------|-------|--------|
| 132. Cove base molding - rubber or vinyl, 4" high | 18.00 LF | 0.00 | 2.23 | 2.03 | 8.42 | 50.59 |
| 133. Floor protection - ram board | 26.58 SF | 0.00 | 0.75 | 0.60 | 4.10 | 24.64 |
| 134. 1/2" - drywall per LF - up to 2' tall | 18.00 LF | 0.00 | 12.29 | 2.20 | 44.68 | 268.10 |
| 135. Batt insulation - 6" - R19 - unfaced batt | 18.00 SF | 0.00 | 1.25 | 1.31 | 4.76 | 28.57 |

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CONTINUED - Bathroom

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|-------|--------|--------|
| 136. Seal more than the floor perimeter w/latex based stain blocker - one coat | 54.00 SF | 0.00 | 0.74 | 0.35 | 8.08 | 48.39 |
| 137. Paint the walls - two coats | 147.56 SF | 0.00 | 1.21 | 3.54 | 36.42 | 218.51 |
| Totals: Bathroom | | | | 10.03 | 106.46 | 638.80 |



Lobby/Main area

Height: 8'

| | |
|-----------------------------|---------------------------|
| 1,259.56 SF Walls | 980.34 SF Ceiling |
| 2,239.90 SF Walls & Ceiling | 980.34 SF Floor |
| 108.93 SY Flooring | 153.50 LF Floor Perimeter |
| 177.17 LF Ceil. Perimeter | |

| | | |
|------------------------------|---------------|-------------------------|
| Door | 2' 8" X 6' 8" | Opens into Exterior |
| Door | 2' 8" X 6' 8" | Opens into Exterior |
| Missing Wall - Goes to Floor | 3' X 6' 8" | Opens into KITCHEN |
| Missing Wall - Goes to Floor | 4' X 6' 8" | Opens into KITCHEN |
| Door | 2' 8" X 6' 8" | Opens into BATHROOM |
| Door | 2' 8" X 6' 8" | Opens into OFFICE_ENTRY |
| Door | 2' 8" X 6' 8" | Opens into Exterior |
| Door | 3' 4" X 6' 8" | Opens into Exterior |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-------------|--------|---------|---------------|-----------------|------------------|
| 126. Cove base molding - rubber or vinyl, 4" high | 153.50 LF | 0.00 | 2.23 | 17.32 | 71.92 | 431.55 |
| 127. Floor protection - ram board | 980.34 SF | 0.00 | 0.75 | 21.96 | 151.46 | 908.68 |
| 128. 1/2" - drywall per LF - up to 2' tall | 153.50 LF | 0.00 | 12.29 | 18.79 | 381.06 | 2,286.37 |
| 129. Batt insulation - 6" - R19 - unfaced batt | 153.50 SF | 0.00 | 1.25 | 11.18 | 40.62 | 243.68 |
| 130. Seal more than the floor perimeter w/latex based stain blocker - one coat | 460.50 SF | 0.00 | 0.74 | 2.95 | 68.76 | 412.48 |
| 131. Paint the walls - two coats | 1,259.56 SF | 0.00 | 1.21 | 30.23 | 310.86 | 1,865.16 |
| Totals: Lobby/Main area | | | | 102.43 | 1,024.68 | 6,147.92 |
| Total: Main Level | | | | 212.85 | 1,757.78 | 10,614.24 |

Level 2

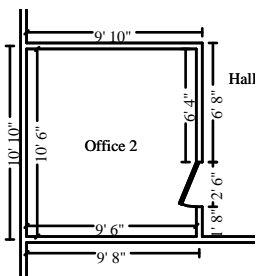
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CONTINUED - Level 2

Level 2

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|---|-------------|--------|---------|------|-------|--------|
| 220. Final cleaning - construction - Commercial | 1,517.88 SF | 0.00 | 0.30 | 0.00 | 91.08 | 546.44 |
| Total: Level 2 | | | | 0.00 | 91.08 | 546.44 |

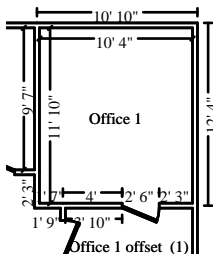


Office 2

Height: 8'

| | |
|---------------------------|--------------------------|
| 320.00 SF Walls | 99.75 SF Ceiling |
| 419.75 SF Walls & Ceiling | 99.75 SF Floor |
| 11.08 SY Flooring | 40.00 LF Floor Perimeter |
| 40.00 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|-------|--------|----------|
| 160. Paint baseboard - two coats | 40.00 LF | 0.00 | 1.80 | 0.54 | 14.50 | 87.04 |
| 161. Baseboard - 4 1/4" | 40.00 LF | 0.00 | 5.16 | 8.96 | 43.08 | 258.44 |
| 162. Paint door opening - 1 coat (per side) | 1.00 EA | 0.00 | 26.57 | 0.36 | 5.40 | 32.33 |
| 163. 1/2" - drywall per LF - up to 2' tall | 40.00 LF | 0.00 | 12.29 | 4.90 | 99.30 | 595.80 |
| 164. Batt insulation - 6" - R19 - unfaced batt | 80.00 SF | 0.00 | 1.25 | 5.82 | 21.16 | 126.98 |
| 165. Seal more than the floor perimeter w/latex based stain blocker - one coat | 120.00 SF | 0.00 | 0.74 | 0.77 | 17.92 | 107.49 |
| 166. Paint the walls - two coats | 320.00 SF | 0.00 | 1.21 | 7.68 | 78.98 | 473.86 |
| 167. Floor protection - ram board | 99.75 SF | 0.00 | 0.75 | 2.23 | 15.40 | 92.44 |
| Totals: Office 2 | | | | 31.26 | 295.74 | 1,774.38 |



Office 1

Height: 8'

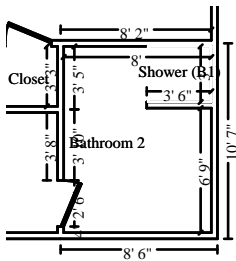
| | |
|---------------------------|--------------------------|
| 354.67 SF Walls | 122.28 SF Ceiling |
| 476.94 SF Walls & Ceiling | 122.28 SF Floor |
| 13.59 SY Flooring | 44.33 LF Floor Perimeter |
| 44.33 LF Ceil. Perimeter | |

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CONTINUED - Hallway

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|-------|--------|----------|
| 180. Batt insulation - 6" - R19 - unfaced batt | 145.67 SF | 0.00 | 1.25 | 10.60 | 38.54 | 231.23 |
| 181. Seal more than the floor perimeter w/latex based stain blocker - one coat | 218.50 SF | 0.00 | 0.74 | 1.40 | 32.62 | 195.71 |
| 182. Paint the walls - two coats | 582.67 SF | 0.00 | 1.21 | 13.98 | 143.80 | 862.81 |
| 183. Floor protection - ram board | 209.21 SF | 0.00 | 0.75 | 4.69 | 32.32 | 193.92 |
| Totals: Hallway | | | | 57.24 | 538.32 | 3,229.82 |

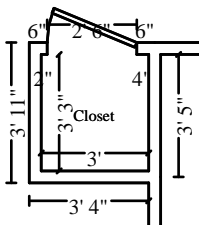


Bathroom 2

Height: 8'

| | |
|---------------------------|--------------------------|
| 316.03 SF Walls | 79.54 SF Ceiling |
| 395.58 SF Walls & Ceiling | 69.29 SF Floor |
| 7.70 SY Flooring | 33.36 LF Floor Perimeter |
| 43.19 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|----------|--------|---------|-------|--------|----------|
| 211. R&R Tile floor covering | 69.29 SF | 2.88 | 12.26 | 29.77 | 215.78 | 1,294.61 |
| 213. R&R 1/2" Cement board | 69.29 SF | 0.95 | 5.01 | 10.53 | 84.68 | 508.18 |
| 215. Ceramic Tile Flooring Installer - per hour | 4.00 HR | 0.00 | 96.47 | 0.00 | 77.18 | 463.06 |
| Additional labor hours to match floor tile to wall tiles | | | | | | |
| 218. Pedestal sink - Reset | 1.00 EA | 0.00 | 208.62 | 0.00 | 41.72 | 250.34 |
| 219. Toilet - Reset | 1.00 EA | 0.00 | 183.11 | 0.70 | 36.76 | 220.57 |
| Totals: Bathroom 2 | | | | 41.00 | 456.12 | 2,736.76 |



Closet

Height: 8'

| | |
|---------------------------|--------------------------|
| 100.00 SF Walls | 9.75 SF Ceiling |
| 109.75 SF Walls & Ceiling | 9.75 SF Floor |
| 1.08 SY Flooring | 12.50 LF Floor Perimeter |
| 12.50 LF Ceil. Perimeter | |

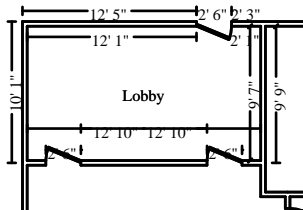
| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|----------------------------------|----------|--------|---------|------|------|-------|
| 204. Paint baseboard - two coats | 12.50 LF | 0.00 | 1.80 | 0.17 | 4.54 | 27.21 |

Servpro of Richland County

112 N Shorecrest Rd
 Columbia, SC 29209
 office@servprorichlandcounty.com
 803-419-0470

CONTINUED - Closet

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|------|-------|--------|
| 205. Baseboard - 4 1/4" | 12.50 LF | 0.00 | 5.16 | 2.80 | 13.46 | 80.76 |
| 206. Paint door opening - 1 coat (per side) | 1.00 EA | 0.00 | 26.57 | 0.36 | 5.40 | 32.33 |
| 207. 1/2" - drywall per LF - up to 2' tall | 12.50 LF | 0.00 | 12.29 | 1.53 | 31.02 | 186.18 |
| 208. Batt insulation - 6" - R19 - unfaced batt | 25.00 SF | 0.00 | 1.25 | 1.82 | 6.62 | 39.69 |
| 209. Seal more than the floor perimeter w/latex based stain blocker - one coat | 37.50 SF | 0.00 | 0.74 | 0.24 | 5.60 | 33.59 |
| 210. Paint the walls - two coats | 100.00 SF | 0.00 | 1.21 | 2.40 | 24.68 | 148.08 |
| Totals: Closet | | | | 9.32 | 91.32 | 547.84 |



Lobby

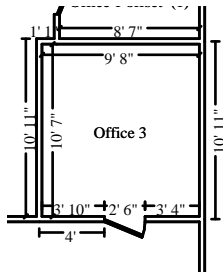
Height: 8'

| | |
|---------------------------|--------------------------|
| 420.00 SF Walls | 159.72 SF Ceiling |
| 579.72 SF Walls & Ceiling | 159.72 SF Floor |
| 17.75 SY Flooring | 52.50 LF Floor Perimeter |
| 52.50 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|-------|--------|----------|
| 158. Paint baseboard - two coats | 52.50 LF | 0.00 | 1.80 | 0.71 | 19.04 | 114.25 |
| 144. Baseboard - 4 1/4" | 52.50 LF | 0.00 | 5.16 | 11.76 | 56.54 | 339.20 |
| 159. Paint door opening - 1 coat (per side) | 1.00 EA | 0.00 | 26.57 | 0.36 | 5.40 | 32.33 |
| 146. 1/2" - drywall per LF - up to 2' tall | 52.50 LF | 0.00 | 12.29 | 6.43 | 130.32 | 781.98 |
| 147. Batt insulation - 6" - R19 - unfaced batt | 105.00 SF | 0.00 | 1.25 | 7.64 | 27.78 | 166.67 |
| 148. Seal more than the floor perimeter w/latex based stain blocker - one coat | 157.50 SF | 0.00 | 0.74 | 1.01 | 23.52 | 141.08 |
| 149. Paint the walls - two coats | 420.00 SF | 0.00 | 1.21 | 10.08 | 103.66 | 621.94 |
| 157. Floor protection - ram board | 159.72 SF | 0.00 | 0.75 | 3.58 | 24.68 | 148.05 |
| Totals: Lobby | | | | 41.57 | 390.94 | 2,345.50 |

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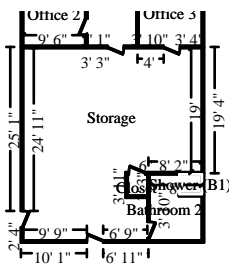


Office 3

Height: 8'

| | |
|---------------------------|--------------------------|
| 324.00 SF Walls | 102.31 SF Ceiling |
| 426.31 SF Walls & Ceiling | 102.31 SF Floor |
| 11.37 SY Flooring | 40.50 LF Floor Perimeter |
| 40.50 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|--------------|---------------|-----------------|
| 192. Vinyl tile | 102.31 SF | 0.00 | 3.70 | 18.66 | 79.46 | 476.67 |
| 193. Add for glued down vinyl plank appl. over wood substrate | 102.31 SF | 0.00 | 0.37 | 1.80 | 7.94 | 47.59 |
| 184. Paint baseboard - two coats | 40.50 LF | 0.00 | 1.80 | 0.55 | 14.70 | 88.15 |
| 185. Baseboard - 4 1/4" | 40.50 LF | 0.00 | 5.16 | 9.07 | 43.62 | 261.67 |
| 186. Paint door opening - 1 coat (per side) | 1.00 EA | 0.00 | 26.57 | 0.36 | 5.40 | 32.33 |
| 187. 1/2" - drywall per LF - up to 2' tall | 40.50 LF | 0.00 | 12.29 | 4.96 | 100.56 | 603.27 |
| 188. Batt insulation - 6" - R19 - unfaced batt | 81.00 SF | 0.00 | 1.25 | 5.90 | 21.44 | 128.59 |
| 189. Seal more than the floor perimeter w/latex based stain blocker - one coat | 121.50 SF | 0.00 | 0.74 | 0.78 | 18.14 | 108.83 |
| 190. Paint the walls - two coats | 324.00 SF | 0.00 | 1.21 | 7.78 | 79.96 | 479.78 |
| 191. Floor protection - ram board | 102.31 SF | 0.00 | 0.75 | 2.29 | 15.80 | 94.82 |
| Totals: Office 3 | | | | 52.15 | 387.02 | 2,321.70 |



Storage

Height: 8'

| | |
|-----------------------------|---------------------------|
| 961.33 SF Walls | 704.09 SF Ceiling |
| 1,665.42 SF Walls & Ceiling | 704.09 SF Floor |
| 78.23 SY Flooring | 120.17 LF Floor Perimeter |
| 120.17 LF Ceil. Perimeter | |

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|---|-----------|--------|---------|-------|--------|----------|
| 196. Paint baseboard - two coats | 120.17 LF | 0.00 | 1.80 | 1.63 | 43.58 | 261.52 |
| 197. Baseboard - 4 1/4" | 120.17 LF | 0.00 | 5.16 | 26.92 | 129.40 | 776.40 |
| 198. Paint door opening - 1 coat (per side) | 1.00 EA | 0.00 | 26.57 | 0.36 | 5.40 | 32.33 |
| 199. 1/2" - drywall per LF - up to 2' tall | 120.17 LF | 0.00 | 12.29 | 14.71 | 298.32 | 1,789.92 |

Servpro of Richland County

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 office@servprorichlandcounty.com
 803-419-0470

CONTINUED - Storage

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | O&P | TOTAL |
|--|-----------|--------|---------|---------------|-----------------|------------------|
| 200. Batt insulation - 6" - R19 - unfaced batt | 240.33 SF | 0.00 | 1.25 | 17.50 | 63.58 | 381.49 |
| 201. Seal more than the floor perimeter w/latex based stain blocker - one coat | 360.50 SF | 0.00 | 0.74 | 2.31 | 53.82 | 322.90 |
| 202. Paint the walls - two coats | 961.33 SF | 0.00 | 1.21 | 23.07 | 237.26 | 1,423.54 |
| Totals: Storage | | | | 86.50 | 831.36 | 4,988.10 |
| Total: Level 2 | | | | 374.08 | 3,601.78 | 21,609.67 |
| Line Item Totals: HOFFMAN_INVESTMENT | | | | 586.93 | 5,359.56 | 32,223.91 |

| Additional Charges | Charge |
|---------------------------------|-------------------|
| Mic | 1,611.20 |
| Additional Charges Total | \$1,611.20 |

Grand Total Areas:

| | | |
|-----------------------------|------------------------------------|-------------------------------|
| 5,462.98 SF Walls | 2,684.92 SF Ceiling | 8,147.91 SF Walls and Ceiling |
| 2,674.67 SF Floor | 297.19 SY Flooring | 670.23 LF Floor Perimeter |
| 0.00 SF Long Wall | 0.00 SF Short Wall | 719.06 LF Ceil. Perimeter |
| 2,674.67 Floor Area | 2,863.24 Total Area | 5,511.40 Interior Wall Area |
| 2,992.94 Exterior Wall Area | 343.17 Exterior Perimeter of Walls | |
| 0.00 Surface Area | 0.00 Number of Squares | 0.00 Total Perimeter Length |
| 0.00 Total Ridge Length | 0.00 Total Hip Length | |

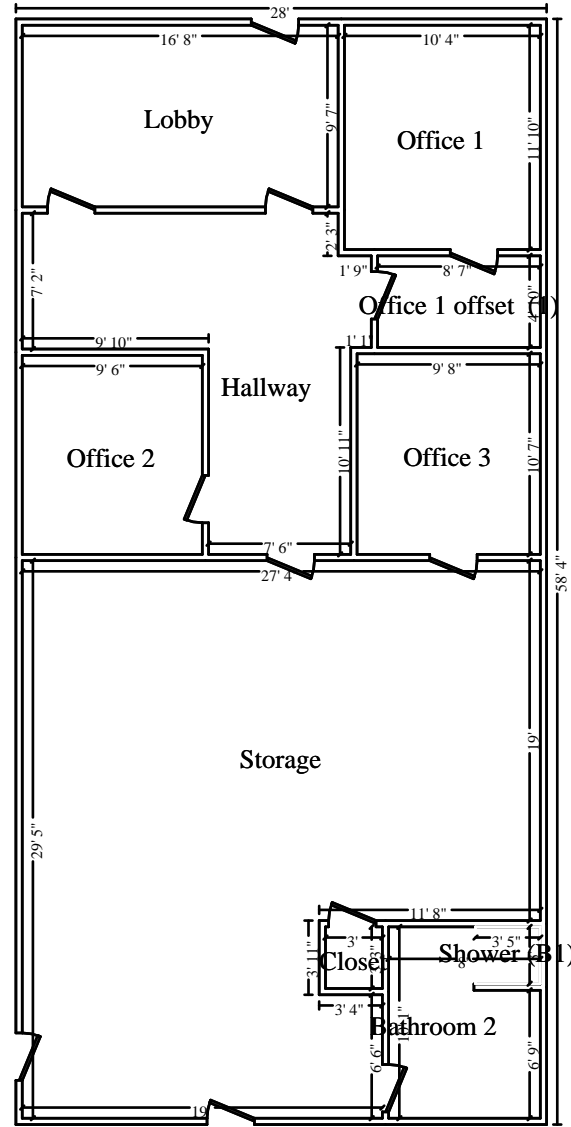
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Columbia, SC 29209
office@servprorichlandcounty.com
803-419-0470

Summary

| | |
|-------------------------------|--------------------|
| Line Item Total | 26,277.42 |
| Mic mic. and unforeseen | 1,611.20 |
| Material Sales Tax | 519.23 |
| Subtotal | 28,407.85 |
| Overhead | 2,840.90 |
| Profit | 2,840.90 |
| Laundry & D/C Tax | 67.70 |
| Replacement Cost Value | \$34,157.35 |
| Net Claim | \$34,157.35 |

Rion Werts



ITEM IV. C.



Servpro of Richland County

Franchise# 11486, 11499, 11500
112 N. Shorecrest Rd.
Columbia, SC 29209
803-419-0470
Office@servprorichlandcounty.com
Tax ID# 87-1411267

Client: Hoffman Investments (Contents Clean and Dispose)
Property: 2021 State Street
Cayce, SC 29033

Home: (803) 521-0246

Operator: PHILLIP

Estimator: Nave, Phillip
Company: Servpro of Richland County
Business: 112 N. Shorecrest Rd.
Columbia, SC 29209

Business: (803) 419-0470
E-mail: phillip@servprorichlandcount
y.com

Type of Estimate: Water Damage
Date Entered: 3/28/2024

Date Assigned:

Price List: SCCO8X_MAR24
Labor Efficiency: Restoration/Service/Remodel
Estimate: HOFFMANINVESTMENTS



Servpro of Richland County

Franchise# 11486, 11499, 11500
 112 N. Shorecrest Rd.
 Columbia, SC 29209
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 Tax ID# 87-1411267

HOFFMANINVESTMENTS

Contents Disposal

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|---|----------|--------|---------|------|----------|
| LABOR | | | | | |
| 16. Moving charge - per hour | 84.00 HR | 0.00 | 52.36 | 0.00 | 4,398.24 |
| 6 @ 7 hours per day @ 2 days to dispose of non sal contents and load into dumpsters PROVIDED BY CLIENT NO INVENTORY WILL BE PROVIDED | | | | | |
| Totals: Contents Disposal | | | | 0.00 | 4,398.24 |

Contents Cleaning

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|----------|--------|---------|------|----------|
| 15. Cleaning Technician - per hour | 84.00 HR | 0.00 | 58.62 | 0.00 | 4,924.08 |
| 6 @ 7 hours per day @ 2 days to clean salvagable items | | | | | |
| Totals: Contents Cleaning | | | | 0.00 | 4,924.08 |

Move to Storage Units

| DESCRIPTION | QTY | REMOVE | REPLACE | TAX | TOTAL |
|--|----------|--------|---------|------|----------|
| 17. Moving charge - per hour | 84.00 HR | 0.00 | 52.36 | 0.00 | 4,398.24 |
| 6 @ 7 hours per day @ 2 days to move salvagable items to Mobile Storage Units CLIENT PROVIDED NO INVENTORY WILL BE PROVIDED | | | | | |
| Totals: Move to Storage Units | | | | 0.00 | 4,398.24 |

Line Item Totals: HOFFMANINVESTMENTS **0.00** **13,720.56**

| Coverage | Item Total | % | ACV Total | % |
|------------------|------------------|----------------|------------------|----------------|
| Dwelling | 4,924.08 | 35.89% | 4,924.08 | 35.89% |
| Other Structures | 0.00 | 0.00% | 0.00 | 0.00% |
| Contents | 8,796.48 | 64.11% | 8,796.48 | 64.11% |
| Total | 13,720.56 | 100.00% | 13,720.56 | 100.00% |



Servpro of Richland County

Franchise# 11486, 11499, 11500
112 N. Shorecrest Rd.
Columbia, SC 29209
803-419-0470
Office@servprorichlandcounty.com
Tax ID# 87-1411267

Summary for Dwelling

| | |
|-------------------------------|-------------------|
| Line Item Total | 4,924.08 |
| Replacement Cost Value | \$4,924.08 |
| Net Claim | \$4,924.08 |

Nave, Phillip



Servpro of Richland County

Franchise# 11486, 11499, 11500
112 N. Shorecrest Rd.
Columbia, SC 29209
803-419-0470
Office@servprorichlandcounty.com
Tax ID# 87-1411267

Summary for Contents

| | |
|-------------------------------|-------------------|
| Line Item Total | 8,796.48 |
| Replacement Cost Value | \$8,796.48 |
| Net Claim | \$8,796.48 |

Nave, Phillip

Events Committee Minutes
June 13, 2024

Present: Maxine Creamer, Johnathon Moore, Alexis Moore, Dwede Dennis, Megan Lightle, Jean Boiteau, Dave Capps, Ashley Hunter, Carrie Ridgeway

Absent: Alyssa Hacker, Tiffany Aull

City Representatives: Amanda Rowan

Ms. Dennis opened the meeting and led the invocation.

The committee reviewed the May 9th minutes. Ms. Boiteau seconded, and motion was unanimously passed.

Ms. Rowan gave an update on the Cayce Cool Down. Staff is working on water in the park. Water slides have been reserved and the City has purchased water sprinklers, slides, soakers, and snow cones supplies. The event will take place on Saturday, July 27 from 11-1. Volunteers should arrive between 9 and 9:30 to assist in setting up. Committee members will be needed throughout the event to oversee the activities.

New Business:

The committee discussed bands for Fall Fest. Ms. Rowan stated that Mystic Vibrations were already booked for the date of the event, but the band, the Cash Money Experience, who performed at Soiree were available. The other two bands, Willie Wells and the Blue Ridge Mountain Grass and Chris Reed and the Bad Kids were both available.

Ms. Rowan suggested for next year's Juneteenth hosting a child's event of books being read by volunteers and a small craft. She suggested partnering with the Cayce Historical Museum's African American Committee. Mr. Moore asked for a committee vote. Ms. Lightle made a motion to move forward with the child's event for next year, Ms. Boiteau seconded and the motion passed unanimously.

Ms. Boileau asked if the committee could plan a concert series in the Art Lot during the summer. Ms. Rowan advised that we don't have the funds to pay the bands, unless they play for free. Events in the City use Hospitality and Accommodations Taxes but those periods have already passed for the FY 2025. The committee agreed to look into that in the future or to see if bands would donate time.

With no further business, Ms. Lightle made a motion to adjourn, and Ms. Dennis seconded. Motion carried and the meeting was adjourned. The next Events Committee meeting will be July 11, 2024, at 5:30 PM in Council Chambers.

COUNCIL ACTION REQUIRED

EVENTS COMMITTEE – ONE (1) POSITION

The Events Committee currently has one (1) open position. The City has received potential member applications from Mr. Mike Harlan, Ms. Karen Fitch and Ms. Ashley Brown in that order. Their applications are attached for Council's review.

MUNICIPAL ELECTION COMMISSION – TWO (2) POSITIONS

Ms. Megan Lightle's and Mr. Fletcher Smith's positions on the Municipal Election Commission expire in August. They both would like to serve again. Mr. Mike Harlan is also interested in serving on the Municipal Election Commission. Ms. Lightle's and Mr. Smith's reappointment applications and Mr. Harlan's potential member application are attached for Council's review.

PUBLIC SAFETY FOUNDATION – ONE (1) POSITION

Mr. Miles Fisher recently resigned from the Public Safety Foundation due to work and family commitments. The City has received potential member applications from Mr. Mike Harlan and Ms. Karen Fitch in that order. Their applications are attached for Council's review.

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

Mr. Craig Kirby and Mr. William Michael Sexton's terms on the Standard Technical Codes Board of Appeals expire in August and they would both like to serve again. Their reappointment applications are attached for Council's review. This Board rarely meets but is required by State law.

APPOINTMENT PROCESS

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

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

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



City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

Date

7/23/2024

Name

Ashley Brown

Home Address

New state road, Cayce, South Carolina 29033

Phone

Email

Are you a resident of Cayce?

Yes

Number of Years

20

Do you have a business in Cayce?

No

Number of Years

On which Board, Commission or Foundation are you interested in serving*? Information on each can be found at caycesc.boards.

Events Committee

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

No

If yes, specify below:

The applicant acknowledges that he or she is aware that a City of Cayce records check will be performed by the Cayce Police Department and that information could be public.

Yes

Work Address

Phone

Email

Work Experience

Educational Background

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

and/or Hobbies:

Please answer the following questions as thoroughly as possible for the indicated committee:

Why do you want to serve on a City of Cayce Board, Commission or Foundation?

What specific contributions do you hope to make?

What community topics concern you that relate to this Board, Commission or Foundation?

What experience/training do you have for this particular Board?

**For additional information please contact Mendy Corder at 803-550-9557 or email
mcorder@caycesc.gov**

ASHLEY BROWN

OBJECTIVE & SUMMARY

Reliable, empathetic professional with over 6 years of experience in Home Health Care seeking opportunity to apply **CNA Certification**. Fast learner who loves to interact and help people become better. Outstanding interpersonal and communication skills with proven ability to work well independently or in team environments.

EDUCATION

MIDLANDS TECHNICAL COLLEGE Columbia, SC
Certified Nursing Assistant Certification – including CPR and First Aid. February – March 2022
CNA Pre-Apprenticeship - Job Readiness including Customer Service & Electronic Health Records Training. March 2022
Essential Skills – Critical Thinking, Communication, Teamwork, Professionalism & Personal Accountability. March – May 2022
Call Center Professional Certificate Program - Call Center/Customer Service classroom & computer-based training. October 2014

BAMBERG JOB CORPS Bamberg, SC
Office Administration Certification – Financial & Business Record Keeping, Office Management, Microsoft Office March 2013

HEALTH CARE WORK EXPERIENCE

ULTRA HOME CARE West Columbia, SC
Personal Care Assistant April 2018 – 2021
Provided home health care to a geriatric couple with various medical issues including dementia, cancer, and kidney problems.

- Assisted clients with daily life skills including bathing and preparing meals ensuring cleanliness and nutrition.
- Prevented any health concerns by following doctor's orders and administering drugs in an accurate and timely manner.
- Minimized safety risks by locking all doors, making sure the stove was off, and using proper lifting techniques.
- Remained flexible from week-to-week as needed to transport clients to and from dialysis, other appointments, and shopping.

FAMILY CARE PROVIDER Columbia, SC
Volunteer July 2014 – May 2017
Delivered personal home care to terminally ill family member with congestive heart failure.

FAMILY HEALTH CENTER Orangeburg, SC
Office Manager Assistant May 2012 – March 2013
Assisted Office Manager with day-to-day operations of family focused health center serving Orangeburg County.

- Maintained patient record systems and ensured confidentiality throughout the process.
- Interacted with patients to assist with personal treatment and ensure they were in the proper areas for services.
- Secured the receipt of insurance information to be used for billing.

OTHER WORK EXPERIENCE

ONE PUFF TWO PUFF Columbia, SC
Sales Representative August 2017 – Present
Assist customers with selection and purchases of tobacco and other miscellaneous products.

- Listened and communicated effectively to customer questions and requests to provide excellent service.
- Monitored inventory, recommended newer products, and submitted orders in a timely manner to ensure availability of stock.
- Worked with team members to restock shelves and back each other up during breaks and absences.

BOJANGLES Columbia, SC
Cashier January 2017 – July 2020
Greeted customers, took their orders, and processed payments in a quick and efficient manner.

- Inputted customer information and order into data system efficiently and accurately inform kitchen staff of products needed.
- Followed food safety guidelines to provide customers with fresh, quality products and help maintain an "A" rating.

BAMBERG JOB CORPS CENTER Bamberg, SC
Office Administration Student Employee March 2012 – March 2013

- Assisted instructors and reduced their workload by filing, faxing, and copying documents.
- Entered data into the school computer system utilizing Word and Excel to ensure records were up-to-date.



City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

Date

4/3/2024

Name

Karen Fitch

Home Address

Holland Ave, Cayce, South Carolina 29033

Phone

Email

Are you a resident of Cayce?

Yes

Number of Years

14

Do you have a business in Cayce?

Yes

Number of Years

12

Committee(s) for which you are applying

Planning Commission

Board of Zoning Appeals

Events Committee

Cayce Beautification Foundation

Cayce Public Service Foundation

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

No

If yes, specify below:

Work Address

532 Holland Ave, Cayce, South Carolina 29033

Phone

(513) 633-8911

Email

karenfitch85@gmail.com

Work Experience

City of Columbia Parks and Recreation

Former HS teacher (13 years)

Paralegal (2.5 years)

Sports Media (4 years)

Educational Background

B.A. Purdue University

M. Ed. Xavier University

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

Volunteer Work:

Writer for Southern Paws and Tails

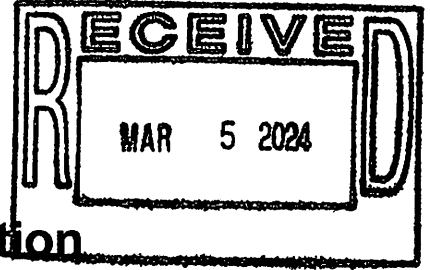
Former Board Member of ARPKD/CHF (rare disease org)

Various work with animal rescues and lost pets

Hobbies

Triathlon

**For additional information please contact Mendy Corder at 803-550-9557 or email
mcorder@caycesc.gov**



City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

Date

3/5/2024

Name

Mike Harlen

Home Address

Moss Creek Dr, CAYCE, South Carolina 29033

Phone

Email

Are you a resident of Cayce?

Yes

Number of Years

11

Do you have a business in Cayce?

No

Number of Years

Committee(s) for which you are applying

- Accommodations Tax Committee
- Planning Commission
- Municipal Election Commission
- Events Committee
- Museum Commission
- Cayce Beautification Foundation
- Cayce Public Service Foundation

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

No

If yes, specify below:

Work Address

509 Bulldog Blvd, Cayce, South Carolina 29033

Phone

(803) 936-5550

Email

mharlen@lex2.org

Work Experience

Public School Teacher (B.C and L2IC) , Small Business Owner: Residential Lawn Care - IOP, Claims Adjuster: Progressive, Bristol West, & Grayward, & Independent, (20 years).

Educational Background

MBA (Capella), MS (Southern Wesleyan) , BS (John Carroll), Certified Public School Teacher, PLTW

Certified Engineering Instructor.

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

NAR (National Association of Rocketry), AIAA

Volunteer Work:

After School Functions: L2IC Rocket Club, Vex Robotics competitions, Kinetic Derby

Hobbies

Model Rockets, Auto Cad, 3D printing, Laser Cutting

**For additional information please contact Mendy Corder at 803-550-9557 or email
mcorder@caycesc.gov**



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Craig Kirby
Home Address: Bostwick Ridge City, State, Zip Columbia, SC 29229
Telephone: E-Mail Address
Resident of Cayce: [] Yes [x] No Number of Years Employed in Cayce For 27 Years

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

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

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

Work Address

Company: American Engineering Consultants, Inc. Position Project Manager
Address: 1300 12th Street, Suite A
City, State, Zip Cayce, SC 29033 Telephone: 803-791-1400
Fax: 803-791-8110 E-Mail ckirby@aec-sc.com

Work Experience: Project Manager/Project Engineer w/American Engineering Consultants, Inc. (27 Years); (SC Registered Professional Engineer)

Educational Background: B.S. Civil Engineering (University of South Carolina - 1995);
Master of Engineering (University of South Carolina - 1997)

Membership Information (Professional, Neighborhood and/or Civic Organizations):
Water Environment Association of South Carolina; American Society of Civil Engineers

Volunteer Work: City of Cayce Consolidated Board of Appeals

Hobbies: Running, Fishing, Spending Time at the Beach

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: Megan Lightle

Home Address: Axtell Drive City, State, Zip Cayce, SC 29033

Telephone: E-Mail Address

Resident of Cayce: [X] Yes [] No Number of Years 10

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

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

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

DUI First Offense, February 28, 1988

Work Address

Company: Retired Position

Address:

City, State, Zip Telephone:

Fax: E-Mail

Work Experience: Communications Director at PEBA, Public Affairs at BlueCross BlueShield of SC

Educational Background: BA in Journalism, Malcolm Baldrige Quality Award training, National Pension Education Association

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

Volunteer Work: 24-hour Hotline Organization - 4 years - Chairperson, Cayce Avenues Neighborhood Association, Cayce Events Committee, Cayce Municipal Election Commission

Hobbies: Music, Gardening, Motorcycle Riding, Hiking, Kayaking, British Car Club Midlands Centre

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CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: William Michael Sexton

Home Address: Tufton Court City, State, Zip Cayce, SC 29033

Telephone: E-Mail Address

Resident of Cayce: [X] Yes [] No Number of Years 29

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

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

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

Work Address

Company: Buford Goff & Associates, Inc. Position Senior Mechanical Engineer

Address: 1331 Elmwood Avenue, Suite 200

City, State, Zip Columbia, SC 29201 Telephone: 803-254-6302

Fax: E-Mail michael.sexton@bgainc.com

Work Experience: Michael is an HVAC systems engineer with experience focused in building design and construction.

Educational Background: Bachelor of Science in Engineering, Mechanical Engineering, University of South Carolina, 2017

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

Associate member of the American Society of Heating, Refrigerating and Air-Conditioning Engineers.

Volunteer Work: Member of the board of directors for Concord Park Homeowners Association, Inc.

Hobbies: Various sporting activities and spending time with my wife and 2 daughters.

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**CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

Name: Fletcher Smith

Home Address: : Indigo Avenue City, State, Zip Cayce, SC 29033

Telephone: E-Mail Address

Resident of Cayce: Yes No Number of Years 8 Months

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

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

X Election Commission

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 Small Business Development Centers Position PT Consultant

Address: 1014 Greene Street

City, State, Zip Columbia, SC 29208 Telephone: 803-777-4907

Fax: E-Mail FLS@mailbox.sc.edu

Work Experience: 40 year career, mostly as Director with Staples, Inc

Certified Grant Writer Year 3 of small business consulting

Educational Background: 1976 Bachelor of Science in Accounting University of SC

1982 Masters in Business Admin - Univ of SC CMA Certified Management Accountant

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

New Member - Trinity Baptist Church, Cayce Grant Writers Professional Association

Volunteer Work: Small Business Councils for Cayce West Columbia Chamber of Commerce

and for the Greater Sumter Chamber of Commerce

Hobbies: Cooking, Golf, Genealogy and Bible Study

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