



# CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

**City of Cayce  
Regular Council Meeting  
Tuesday, June 2, 2015  
6:00 p.m. – Council Chambers - 1800 12<sup>th</sup> Street  
[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
May 5, 2015 Regular Meeting  
May 20, 2015 Special Meeting

**II. Presentations**

- A. Presentation of Whole Sole Award

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

**IV. Ordinances and Resolutions**

- A. Discussion and Approval of Ordinance 2015-05 Establishing and Funding an Incentive Reimbursement Grant Program for Façade Improvement for Commercial Buildings – Second Reading
- B. Discussion and Approval of Ordinance 2015-06 Amending Zoning Map and Rezoning Property located at 500 Cayce Avenue, Tax Map Number 005767-01-001 from M-2 to C-4 – First Reading
- C. Consideration and Approval of Resolution Approving Law Enforcement Assistance and Support Contract with City of Myrtle Beach
- D. Consideration and Approval of Resignation of Council Member Timothy M. James
- E. Approval of Resolution Declaring a Vacancy on Council and a Special Election to Fill the Vacancy and Advising of Filing Dates
- F. Approval of Ordinance 2015-07 to Adopt an Annual Budget for the City of Cayce for FY15/16 – First Reading

**V. Other**

- A. Discussion and Approval of Hospitality Tax Fund Request – River Alliance Phase 3 12KHP Interpretive Program

- B. Discussion and Approval of Hospitality Tax Fund Request – Native American Cherokee River Festival

**VI. City Manager's Report**

**VII. Committee Matters**

- A. Approval to enter the following approved Committee Minutes into the City's Official Record
  - Museum Commission – March 4, 2015
  - Events Committee – March 12, 2015
  - Planning Commission – March 16, 2015
- B. Appointments and Reappointments
  - Beautification Foundation – One (1) Position
  - Cayce Housing Authority – One (1) Position
- C. Request by Events Committee to Amend By-Laws

**VIII. Council Comments**

**IX. Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of Employment of Financial Advisor

**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  
May 5, 2015**

The May Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Director of Utilities, Blake Bridwell, and Chief Charles McNair were also in attendance.

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

**Call to Order**

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation. Mayor Partin introduced Ms. Darlene Walton to lead the assembly in the Pledge of Allegiance. Ms. Walton served in the United States Army Women's Army Corp as a Field Medic/Neuro Psych Technician at Brooks Army Medical Center. She also took care of returning injured soldiers at Ft. Sam Houston, Texas. She was the Adjutant/Finance Officer for Post 130 Cayce Memorial and has been the Commander for the past two years. Ms. Walton served on the Hospital and Vet Benefit Committee for six years and was the State American Legion Representative at Dorn Medical.

**Approval of Minutes**

Ms. Corder stated that the April 22, 2015 Council Meeting minutes needed to be amended to add Council Member James' statement regarding his upcoming resignation from Council. Council Member James made a motion to approve the April 7, 2015 Regular Council Meeting minutes as written and the April 22, 2015 Special Council Meeting minutes as amended. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**Presentations**

A. Approval of Proclamation – Peace Officer's Memorial Day

Council Member James made a motion to approve a Proclamation recognizing May 15, 2015 as Peace Officer's Memorial Day. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**B. Approval of Proclamation – Women’s Lung Health Week**

Council Member Almond made a motion to recognize the second full week in May as Women’s Health Lung week. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**C. Presentation of Community Service Award**

Mayor Partin presented the Community Service Award to Ms. Lisa Harmon and Mr. Greg Breeden with Con-way Freight. She explained that Con-way Freight is a business located in the City of Cayce whose employees serve on a team called the “Voices and Values Team”. The mission of the Voices and Values Team is to improve employee engagement at all locations. In addition, the employees strive to get involved in community activities.

Mayor Partin explained that this year Con-way Freight’s team contacted the City of Cayce with the idea of a community Easter egg hunt for disadvantaged children and became an integral part of the City’s efforts to make this event happen. Together City staff and Con-way Freight employees reached out to the community to invite everyone to this first time event. The Con-way Freight Voices and Values team and their volunteers provided all of the eggs for the hunt, prizes and gifts, a truck for the children to explore and most importantly their time.

**Public Comment Regarding Items on the Agenda**

Ms. Corder advised that no one had signed up for Public Comment.

**Ordinances and Resolutions**

**A. Discussion and Approval of Ordinance 2015-02 Amending the Zoning Map And Rezoning Certain Properties on Axtell Drive and Lafayette Avenue to Single Family Residential, Small Lots (RS-4) – Second Reading**

Ms. Vance stated that the applicant wishes to combine the multiple properties to develop a new subdivision consisting of 25 single family homes. Combining the properties will create an area of approximately 8.95 total acres. The applicant requests to re-zone a portion (approx. 1.53 acres) of TMS# 004653-07-009 (1419 Axtell Drive). The property at 1419 Axtell is currently zoned RS-3.

Ms. Vance explained that TMS# 004653-07-010, 004653-07-011 and 004653-08-025 (1407 Axtell Dr., 1401 Axtell Dr., Axtell Dr.) were originally approved as a PDD that allowed for the construction of approximately 16 houses. The previous developer never followed through with the original plan. In order for the property to be developed, a new

developer would have to comply with the existing approved plan. A PDD which does not include mixed uses is no longer legal and so it cannot be amended.

Ms. Vance explained that TMS# 004655-01-002 (L Avenue (*not numbered*)) does not have any approved plans on file. Any plans for the existing PDD would need to be approved by Council before the property can be developed. The applicant requests the RS-4 zoning district because it allows smaller lot sizes. The minimum lot area in the RS-3 zoning District is 7,200 sq. feet and the minimum is 5, 000 sq. feet in the RS-4 zoning district. Single family homes are a permitted use in the RS-4 zoning district.

Ms. Vance stated that the Planning Commission considered the request for re-zoning at its regular meeting on January 26, 2015. The re-zoning request was opened for public hearing. Members of the public were present but no one signed in to speak. No one spoke in opposition to the re-zoning request. The Planning Commission voted unanimously to recommend the requested re-zoning to an RS-4 zoning designation. The requested zoning is in compliance with the Comprehensive Plan.

Council Member James asked if the proposed homes would have access to the Riverwalk. Ms. Vance explained that the developers have not asked for access to the Riverwalk but if they do that issue would have to come before Council for their approval.

Council Member Almond made a motion to approve the Ordinance amending the Zoning Map on second reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2015-03 Amending Article 7 ("Conditional Use and Special Exception Regulations") of the Zoning Ordinance of the City of Cayce – Second Reading

Council Member James made a motion to approve the Ordinance amending Article 7 of the Zoning Ordinance on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2015-04 Amending Certain Sections of Chapter 4 ("Alcoholic Beverages") of the City Code – Second Reading

Mr. Crowe explained that in reviewing the City of Cayce Code of Ordinances, staff recently discovered language that was outdated and that may be in conflict with the new Ordinances governing Sunday Alcohol Sales. The proposed Ordinance will clarify the City Code to ensure there are no conflicting sections. These changes will also ensure the City Code complies with State Law.

Council Member Corley made a motion to approve the Ordinance amending certain sections of Chapter 4 of the City Code on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2015-05 Establishing and Funding an Incentive Reimbursement Grant for Façade Improvement for Commercial Buildings – First Reading

Ms. Vance stated as discussed in the 2014 Strategic Planning Meeting, staff has created the City of Cayce Façade Improvement Grant Program. The program is designed to retain and attract businesses, strengthen the Knox Abbott and State Street corridors, increase utilization of those commercial buildings, restore economic vitality and enhance property values.

Ms. Vance stated it was decided to set aside \$40,000 for this program. The program provides up to \$4,000 in reimbursable grant funds to finance exterior improvements to a property owner or tenant's commercial building that will be aesthetically pleasing and complimentary to local design guidelines or concepts acceptable to the City. This program is a 50/50 match reimbursement program and shall be administered on a first come first serve basis, until available funding is expended.

Ms. Vance explained that all façade improvements must meet the approval of the Façade Improvement Grant Program Board. This board will be made up of the City Building Official, Fire Marshall, Planning Director, City Engineer, and a member of the Planning Commission. She stated that application approval must be given before funds can be expended.

Council Member James asked Ms. Vance how staff was going to let the local businesses know about the program. Ms. Vance stated that a letter will be sent to each business on Knox Abbott Drive and State Street.

Council Member James made a motion to approve the Ordinance and program guidelines and to use funds from the General Fund Fund Balance to fund the program. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

E. Consideration and Approval of Resolution Approving Automatic Aid Agreement with West Columbia Fire Department

Council Member Jenkins made a motion to approve the Resolution approving an automatic aid agreement with the West Columbia Fire Department. Council Member James seconded the motion which was unanimously approved by roll call vote.

Ms. Vance stated that the City has a great working relationship with the West Columbia Fire Department. She explained that the two Cities have made it a point to have the same equipment so they can assist each other with fires. She stated they were very fortunate to have such a good relationship with a neighboring municipality.

### **Other**

#### **A. Discussion and Approval of Funding for Engineering of Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project**

Ms. Vance explained that Council approval is needed for the funding for the engineering and design services for Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. At the January 21, 2015 Special Council Meeting, Council approved moving forward with the engineering and design of Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. Although it was discussed to pay for these services out of TIF funds, a vote was not taken to do so.

Council Member Almond made a motion to approve spending up to \$160,000 in TIF funds for the engineering and design of Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

#### **B. Discussion and Approval of Funds to Match "C" Funds for Stormwater Drainage Study**

Ms. Vance explained that Council approval is needed to proceed with a Stormwater/Drainage Improvement Study and to utilize General Fund-Fund Balance dollars as matching funds for the project. City Staff recognized the need for a current stormwater/drainage study to best address stormwater/drainage issues in the older parts of the City. Through the Lexington County "C" Funds Program, the City has received a grant totaling up to \$30,000 to conduct a stormwater study in the older part of the City from 12<sup>th</sup> Street to the river. The project will be conducted by the City's engineer of record, American Engineering Corporation. The City will need to provide a 50/50 match for this project. The total study cost will be \$60,000.

Council Member Jenkins asked if the City was going to be able to tie into the large pipes that were installed at the Brickworks property. Ms. Vance explained that those pipes were public infrastructure so the City will be able to tie into them. Council Member James asked Ms. Vance to explain what "C" funds were for the assembly. She explained that it is money that Lexington County receives from the gas tax. She stated that the County has set up a small grant program with "C" fund monies for municipalities in the County.

Council Member James made a motion to approve the use of "C" Fund Money for a Stormwater/Drainage Improvement Study, authorize the City Manager to execute a contract addendum with American Engineering Corporation for the services, and utilize General Fund-Fund Balance dollars as matching funds for the project. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

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

Ms. Vance stated that it was Municipal Clerk Week and that Ms. Corder recently graduated from the Municipal Association of South Carolina's Municipal Clerk Institute. She explained that the Institute is a three year program designed to provide municipal clerks with the knowledge and skills critical to their profession. She stated that Ms. Michelle Paulchel recently graduated from the Business Licensing Official's Association.

Ms. Vance stated that a Request for Qualifications was recently advertised for a Financial Advisor for the City and were due that day. She explained that a Committee would be formed to review the RFQ's and staff will have a recommendation for Council at an upcoming Council Meeting.

Ms. Vance introduced Mr. Layne West, the new Director of Planning and Development, to Council and the assembly. She reminded Council that the General Fund and the Utility Fund budget will be discussed at the May 20, 2015 Special Council Meeting. She explained that staff will get the budget cuts to Council in the next week and then she would like to meet with each Council Member individually to answer any questions that they may have.

Ms. Vance stated that a house fire on Cayce Housing Authority's property was mentioned in their February meeting minutes. She explained that the information in the minutes was incorrect and that Chief McNair had talked to staff at the Housing Authority regarding this. A City staff member will attend their next meeting and ask the Board to amend the minutes to correct the misinformation. Council Member James clarified that Council does not approve the Authority's minutes, they only accept the minutes that the Authority approved themselves.

Ms. Vance reminded Council that staff was close to finishing the Request for Proposals for improvements to the exterior and interior of the buildings at City Hall. She explained that all the carpet needs to be replaced and all interior and exterior walls painted. There are code and security issues that need to be addressed as well. She stated that she wanted to confirm that all of Council was ok with staff moving forward with the RFQ before they proceed. Council Member James stated that funds were put aside for this project. Ms. Vance explained that staff was going to construct the RFP so there was a base bid and several alternatives in case the cost of the overall project is too high.

Council Member Jenkins asked if there was a study done to see if it was feasible to expand the buildings by building up. Ms. Vance explained that the buildings were not built in a way that it would be possible to build on top of them. She stated the study suggested tearing the building down and replacing it with a two story building. This would cost approximately \$1.5 million.

Ms. Vance stated that even if a new City Hall is built on another piece of property in the future the City will still use the current City Hall for offices. She explained that the Municipal Court and Public Safety could use the current City Hall for offices since they have also outgrown their current building.

Mayor Partin announced that staff just learned that Cayce was named the best place for millennial job seekers in South Carolina. She stated that a Press Release would be issued immediately to announce the great news.

### **Committee Matters**

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

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

Cayce Housing Authority – February 17, 2015  
Beautification Board – March 10, 2015

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

Mayor Partin stated that Council hopes that the Cayce Housing Authority minutes will be updated to reflect the correct information regarding what they reference in their February minutes.

### **Council Comments**

Council Member Almond congratulated the staff members who recently graduated from their various institutes. She stated Council is proud of the City's employees and thankful that they have joined Cayce and been with the City for so many years and hope they will be with the City for many years to come.

Council Member James stated he wanted to refer back to the Automatic Aid Agreement with the West Columbia Fire Department. He explained that one of Mayor

Partin's priorities has been to ensure that Public Safety's fire equipment and fire apparatus are up to date. He stated that the City's ISO rating continues to improve which means the City's citizens home insurance rates continue to decrease. He stated that Automatic Aid Agreement's with neighboring municipalities save lives. He thanked Chief McNair for his partnership with West Columbia.

Council Member James welcomed Mr. Phil Carter to the meeting. He stated Mr. Carter served on the Lexington II School Board for many years and he thanked him for his service.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of Appointment of an Assistant Prosecutor
- C. Discussion of Employment of Economic Development Consultant
- D. Discussion of negotiations concerning proposed contractual arrangements as it relates to the construction for Riverland Park

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

### **Reconvene**

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

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

- IX. B. Discussion of appointment of an Assistant Prosecutor

Council Member James made a motion to approve the appointment of Mr. David Allen as the City's Assistant Prosecutor. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- IX. D. Discussion of negotiations concerning proposed contractual

arrangements as it relates to the construction for Riverland Park

Council Member James made a motion to authorize the City Manager to enter into a contract for the construction of the new park in Riverland Park with the lowest bidder, Digging Deep of Sumter, and to utilize anticipated Beautification Foundation funding up to \$38,000 as well as TIF Funds up to \$200,000. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

### **Adjourn**

There being no further business, Council Member James made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:07 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk





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*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### City of Cayce Special Council Meeting May 20, 2015

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Tim James, and James Jenkins. Council Member Eva Corley was on vacation and not in attendance. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

#### Call to Order

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

#### Public Comment Regarding Items in the Agenda

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

#### Proclamation and Other

##### A. Approval of Proclamation – Say Something Nice Day

Mayor Partin stated that every year the City recognizes June as Communications Month and this year June 1, 2015 as "Say Something Nice Day". Council Member James made a motion to approve the Proclamation. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

##### B. Discussion of Proposed FY2015-2016 Budget

Ms. Vance explained that the first reading of the Budget will be held at the June 2, 2015 Council Meeting and the second reading and Public Hearing will be held at the June 17, 2015 Special Council Meeting. She explained that the General Fund has had slow increases in revenue but like the Utility Fund, as the General Fund grows in one area it experiences loss in another area. There have been growths in business license revenues in certain sectors and losses in other sectors. Ms. Vance explained that it is very difficult to project business license revenues.

Ms. Vance explained that there has not been much growth in property taxes either. The FILOT (fee in lieu of taxes) are actually going down. They are based on the assessed value of a property and as the property gets older its value goes down. Also once the businesses reach a certain threshold they can apply for certain credits and the City's industries have reached that threshold.

Ms. Vance explained that an average business license fee for a restaurant, a hotel and an apartment complex are all under \$5,000. She stated that thankfully the City has two apartment complexes under construction and have had a few new restaurants open but unfortunately they do not generate a lot of business license revenue. A grocery store's business license fee is typically under \$20,000. Ms. Vance explained that every business on Knox Abbott Drive would need to turn over to generate a substantial amount of growth. She explained that the two apartment complexes currently under construction are \$40 million in development and the City will receive approximately \$60,000 a year in property taxes from them.

Ms. Vance stated that the hospitality tax fund revenues were initially projected to be approximately \$640,000 but are now projected to be \$840,000. She explained that half of that money can be used in the General Fund for operation and maintenance of tourism related facilities therefore \$420,000 of hospitality tax funds will be used for general operation and maintenance costs in the City's Parks and the Cayce Historical Museum. The Public Safety Officers assigned to the Riverwalk, the Parks Rangers and Parks personnel and maintenance can be paid for with these monies as well.

Ms. Vance explained that the General Fund General Fund Revenues are projected at \$10,836,823 and include:

- \$605,269 in Hospitality Tax Revenue, with \$420,000 for general operation and maintenance costs and \$185,269 in other capital and special events costs
- \$150,000 Special Grant allocation from SC PRT
- \$145,000 in Other Financing Sources, which is the allocation from the General Fund balance that was discussed at Council's Strategic Planning Session to pay for five new Public Safety Vehicles
- \$79,272 for a \$1.50 increase in Residential Sanitation Fees to continue our five year plan to make the Sanitation Department self-sufficient. This will take that fee to \$10.50.
- \$1,600,000 transfer from Utility Fund for Indirect Costs

Ms. Vance stated that the General Fund Expenditures are projected at \$11,262,559. This budget includes:

- \$342,814 in capital expenditures. This is a reduced list that includes the items shown on the Capital Equipment sheet.
- \$168,924 in funding for a full year of three new firefighters to continue the four year plan to add twelve firefighters in four years; \$149,617 in salary and benefits and \$19,307 for equipment.

- Reduced personnel requests with only one personnel change being included which is the upgrade of the Assistant Court Clerk from part time to full time
- A 4% increase in health insurance costs. This will require the City changing from United Health Care to CIGNA.

Ms. Vance stated that currently the General Fund is out of balance by \$425,736. She explained that over the course of the last few years new positions have been added. Park Rangers, additional groundskeepers for the expanding Riverwalk, a part time Court position, Special Projects Coordinator, a staff accountant, six additional Firefighters and recently a Planning and Development Director was hired. She explained that these positions were added based on Council's goals for the City. The additional costs compound on each other and the City's revenues are not increasing at the same pace as the expenditures.

Ms. Vance explained that the City's health insurance cost is only increasing by 4% this year. This increase is an additional \$34,578 a year in the General Fund and \$18,000 a year in the Utility Fund. The 4% increase is a result of lower claim numbers and hopefully this is a result from the City's Wellness Program. She stated that there was a 19% increase in health care costs one year and a 10% increase last year.

Mayor Partin stated that it is frustrating to be in this position with the budget but it is nice to know that there has been many improvements for staff and the residents alike. The additional staff, better equipment and the additional six firefighters that have been added over the last two years have increased costs but also increased the level of service for the City's residents.

Ms. Vance stated that the new computers and the new phone system were a necessary expense to increase staff's efficiency but the monthly costs for these items is higher. Every building at the Municipal Complex has had to get new HVAC systems over the last few years. She stated significant improvements have been made in the City's fleet so repair costs have decreased. The City's customer service has improved due to these various improvements. Ms. Vance stated that the City now has a Risk Manager and he has done a fantastic job with training and safety. Since the addition of the Risk manager there has been a reduction in the City's worker's comp incidents.

Ms. Vance stated that Council has also expressed a desire to give Cost of Living Adjustment increases to employees this year. Those increases are not currently included in the budgets. For the General Fund, a 2% COLA would require an extra \$149,252. For the Utility Fund, a 2% COLA would cost an extra \$72,367. Ms. Vance stated that as another option, Council could give a one-time 2% Bonus to employees and allocate funding from the fund balance of each fund to pay for these bonuses. For the General Fund that would cost approximately \$122,546 and for the Utility Fund, that would cost approximately \$63,866.

Ms. Vance stated the options for balancing the General Fund Budget are as follows:

- Cut the three new firefighter positions for a savings of \$168,924
- Hire three new firefighter positions in January for a savings of \$74,808
- Cut the upgrade of the Assistant Court Clerk to full time for a savings of approximately \$11,000
- Raise property taxes by the allowed amount. Staff does not have that amount yet but it will most likely be around 1 mill, which brings the City approximately \$47,000
- Utilize the Three Year Look-back Provision and raise taxes the allowable amount, which would be approximately \$62,900 before this current year's allowable tax increase
- Pay for Capital Expenditures, not paid for by Hospitality Tax, with the fund balance, which is a savings of \$141,313
- Completely eliminate the purchase of capital items, not paid for by Hospitality Tax, for a savings of \$141,313

Council Member Jenkins asked if the 2% bonus or the 2% cost of living adjustment would be more beneficial for employees. Ms. Vance explained that unless the City laid off employees it would be difficult to fund the COLA and find the money to fund it every year. Council Member James asked if any of the fund balance was used last year to balance the budget. Ms. Vance stated that money was actually added to the fund balance last year and the current total is \$2,560,398.

Council Member James stated that he felt the City's residents would not like it if it was decided to use the Three Year Look-back provision and raise taxes the allowable amount. He stated that he feels that residents would understand if millage goes up slightly due to an increase in costs though.

After discussion, Council agreed to consider balancing the General Fund budget by not funding the three new firefighters for FY15/16 (six new firefighters have been added in the last two budgets), raise property taxes by 1 mill (or the allowable amount this year), pay for Capital Expenditures with the fund balance, and give the City employees a 2% bonus funded by the fund balance and fund the remaining \$68,499 needed to balance the General Fund budget with the fund balance. Council Member James stated that if unexpected monies come in during the year then he would like to see the three firefighters hired. Mayor and Council agreed.

Ms. Vance explained that the 2015-2016 Utility Fund Budget is currently out of balance by \$223,397, with Projected Revenues of \$11,572,183 and Projected Expenditures of \$11,795,580. The Utility Fund Budget Includes:

- Reduced list of capital \$268,278
- \$161,000 in lease purchases
- Bond Payment and 15% debt coverage for the SRF funding for the Hwy 321 waterline
- 15% debt coverage for the City's utility fund debt
- \$1,600,000 transfer to General Fund for Indirect Costs
- Does not include a 2% COLA for the Utility employees which would cost \$72,367
- A 4% increase in health insurance costs. This will require the City changing from United Health Care to CIGNA.

Ms. Vance stated that currently the Utility Fund is out of balance by \$223,397. Options for Balancing the Utility Fund Budget are as follows:

- Increase rates by 3%, which will bring approximately \$300,000
- Increase rates by 2%, which will bring approximately \$200,000
- No new personnel for a savings of \$149,297
- Eliminate Meter Technician position for a savings of \$47,270
- Half a year of two of the personnel requests for a savings of \$48,202
- Half a year of lease-purchases for a savings of \$80,500
- No Capital Purchases for a savings of \$268,278

Ms. Vance explained that the average consumption of water used bi-monthly is 8,500 gallons which costs approximately \$70.05. If the rates were increased by 1% it would be an additional \$.66 increase bi-monthly, a 2% increase would be an additional \$ 1.46 bi-monthly and a 3% increase would be an additional \$2.12 bi-monthly. This is for in-city water and sewer customers.

The average monthly increase for residents is \$2.98 if the millage is raised by 1 mill, there is an additional \$1.50 in sanitation fees as part of the five-year plan to make the department self-sufficient and a 3% increase in water and sewer rates. After discussion, Council agreed to consider increasing water and sewer rates by 3%.

### **Council Comments**

Council did not have any comments.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to potential development
- C. Discussion of employment (terms and assignments) of City Manager

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

#### **Reconvene**

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

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

No action was taken by Council in follow up to Executive Session.

#### **Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:10 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, Municipal Clerk



The Planning and Development Department recently renovated several offices to create space for the new Director. The City Electrician was asked to install the wiring in the two walls that were being moved. While working on the new walls, Ken identified numerous safety hazards in the overhead electrical system that could have resulted in fires and exposed electrical wires. Ken's dedication to the City and commitment to safety ultimately led to the entire overhead electrical wiring in the Planning and Development Department to be replaced. In order to be as efficient with his time as possible and to save the City money on electric bills, Ken utilized this opportunity to install energy efficient LED overhead lights in all of the offices as well. Ken exemplifies the work ethic that we have come to expect from all of the employees at the City of Cayce. Because of his resolve in the face of a challenge, his commitment to the safety of his fellow employees and his willingness to go the extra mile, I would like to nominate Ken Walters for the Whole Sole Award!



Shaun Greenwood  
Assistant City Manager

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Tara Greenwood, Special Projects/Grants Coordinator

**Date:** May 29, 2015

**Subject:** Second Reading of an Ordinance to create the City of Cayce Façade Improvement Grant Program utilizing funding from the Fund Balance, and approve program policies.

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## ISSUE

Council approval is needed for the Second Reading of an Ordinance to create the City of Cayce Façade Improvement Grant Program. Approval is also needed to utilize funding for this program from the Fund Balance and to accept program policies.

## BACKGROUND/DISCUSSION

As discussed from the 2014 Strategic Planning Meeting, Staff has created the City of Cayce Façade Improvement Grant Program. The program is designed to retain and attract businesses, strengthen the Knox Abbott and State Street corridors, increase utilization of those commercial buildings, restore economic vitality and enhance property values. This program provides up to \$4,000 in reimbursable grant funds to finance exterior improvements to a property owner or tenant's commercial building that will be aesthetically pleasing and complimentary to local design guidelines or concepts acceptable to the City. This program is a 50/50 match reimbursement program and shall be administered on a first come first serve basis, until available funding is expended.

## RECOMMENDATION

Staff recommends that Council approve Second Reading of an Ordinance to adopt the City of Cayce Façade Improvement Grant Program, accept the Program Policies, and approve funding from the Fund Balance for this program.



**Section 12-158. Provision for Program Eligibility and Reimbursement.**

Program eligibility, Program targeted areas of the corridors for the grants, approved reimbursable expenses, selection of grant recipients, and any other aspects of the procedure for reimbursement grants shall be determined by the written Program Policy (also described as Guidelines) which is to be approved by the Council and administered by the City Manager's designee from the City staff.

**Section 12-159. Appeal from Administrative Determinations.**

Any appeal from a written decision of the Program administrator denying a grant application shall be to the City Manager. An applicant shall initiate such an appeal by filing a written appeal with the City Manager within (30) calendar days of receipt of the decision. The decision of the City Manager shall constitute the final administrative decision of the City.

2. Funding for the Program for the remainder of the 2014-2015 fiscal year budget is in the amount of \_\_\_\_\_ and from the \_\_\_\_\_ portion of the current City Budget.

3. The written Program Policy (also described as Guidelines) attached to this Ordinance is hereby approved by Council for purposes of Section 12-158 above.

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

ATTEST:

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

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

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

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

# The City of Cayce Façade Improvement Grant Program Guidelines

## Program Overview

The City of Cayce has developed a new Façade Improvement Grant Program to encourage the revitalization of and the reinvestment in two of our commercial corridors, Knox Abbott Drive and State Street. This program provides up to \$4,000 in reimbursable grant funds to finance exterior improvements to a property owner or tenant's commercial building that will be aesthetically pleasing and complimentary to local design guidelines or concepts acceptable to the City. The program is designed to retain and attract businesses, strengthen the Knox Abbott and State Street corridors, increase utilization of those commercial buildings, restore economic vitality and enhance property values. This program is a 50/50 match reimbursement program and shall be administered on a first come first serve basis, until available funding is expended.

## Eligible Areas of the City

The façade improvement grant focuses on two main commercial areas of the City; Knox Abbott Drive and State Street. Please refer to the enclosed map to confirm eligibility.

## Eligible Expenses

The following expenses are eligible for reimbursement through this grant program. All work conducted must be conducted on the exterior of the building and must visually enhance the building or the property on which it is situated.

Exterior signs (must be approved by the City)

General Façade improvements

Awnings, canopies, sunshades, etc

Outdoor lighting

Painting or exterior surface treatment

Decorative Fencing -addition or removal/replacement

Masonry/Carpentry Repairs

Iron Bar Removal/Disposal

Architectural features

Storefront modification

Entranceway Improvements (Building or Parking Lot)

Restoration of historic features

Windows and Doors – Removal/Replacement

Full Scale Landscaping Plan (must be approved by the City)

Every improvement should be visible to the general public. All improvements must meet the approval of the Façade Improvement Grant Program Board. This board will be made up of the City Building Official, Fire Marshall, Planning Director, City Engineer, and a member of the Planning Commission. Application approval must be given before funds can be expended. If you have questions regarding specific façade improvements or potential project descriptions please contact Tara Greenwood.

### **Reimbursement**

Once your application has been approved by the City of Cayce you have one year from approval date to construct all improvements listed in the application. Reimbursements up to \$4,000 per property will be given within thirty (30) business days after all copies of invoices, receipts and cleared checks have been received. To be eligible for these funds you must match 50% of the grant amount. For example if a property owner spent \$3,000 on an approved project, they would be eligible for reimbursement of \$1,500. The City will only cover material costs and labor expenses conducted by a licensed contractor. The contractor must obtain all appropriate state and City of Cayce licenses. Contractors must obtain all necessary permits needed from the State, County, and City. If your application is denied, applicants may appeal a decision of denial by filing a written appeal to the City Manager within thirty (30) calendar days of receipt of such a written decision.

### **Additional Information**

Prospective applicants should refer to the enclosed map or contact the City's Planning Department to determine if their business is located within the Knox Abbott and/or State Street corridor boundary. The program guidelines and application are provided on the City's website for all interested parties. The City of Cayce will accept applications until funds are expended. For questions regarding the Façade Improvement Grant Program, please call or email Tara Greenwood, Special Projects/Grants Coordinator at 803-796-9020, extension 3066. [tgreenwood@cityofcayce-sc.gov](mailto:tgreenwood@cityofcayce-sc.gov)

\*At the discretion of the City and the Façade Program Board, the program may be modified to ensure maximum efficiency and effectiveness of program funds.

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Shaun Greenwood, Asst. City Manager

**Date:** May 20, 2015

**Subject:** First Reading of an Ordinance to rezone the property located at 500 Cayce Avenue from M-2 (Heavy Industrial) to C-4 (Highway Commercial).

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## **ISSUE**

Council approval is needed for the First Reading of an Ordinance to rezone 500 Cayce Avenue identified as TMS# 005767-01-001 from M-2 (Heavy Industrial) to C-4 (Highway Commercial).

## **BACKGROUND/DISCUSSION**

City staff has been working with the property owner, Mr. Leo Redmond, to come up with a plan to redevelop the property known as 500 Cayce Avenue. The owner believes the M-2 zoning is too restrictive to plan future use of the property. M-2 zoning permits uses that are manufacturing, for the most part, and a limited number of retail uses. The property is contiguous to property that is zoned C-4.

Ms. Ellen Coffey was in attendance at the Planning Commission meeting and asked Mr. Redmond questions about his current system for draining water from his property and whether that would be affected by this rezoning. Mr. Redmond stated that he currently had no plans to change the building.

The Planning Commission considered the request for rezoning at its regular meeting on May 18, 2015. The rezoning request was opened for public comment. There were no members of the public present to speak in favor or against the request. The Planning Commission voted unanimously to recommend rezoning the property. The requested zoning will be in compliance with the Comprehensive Plan.

## **RECOMMENDATION**

The Planning Commission recommends Council approve First Reading of an Ordinance to rezone 500 Cayce Avenue from M-2 (Heavy Industrial) to C-4 (Highway Commercial).

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

**ORDINANCE 2015-06**  
**Amending Zoning Map and**  
**Rezoning property located at 500**  
**Cayce Ave, Tax Map Number**  
**005767-01-001 from M-2 to C-4**

**WHEREAS**, Mr. Leo Redmond, as the property owner, requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown as 500 Cayce Ave., TMS# 005767-01-001, now zoned Heavy Industrial (M-2) to Highway Commercial (C-4); and

**WHEREAS**, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners; and

**WHEREAS**, the Planning Commission met on May 18<sup>th</sup>, 2015, to review public comments and vote on recommending the rezoning request and unanimously voted to recommend this change to the existing zoning,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the property hereinafter listed is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as C-4 Highway Commercial:

**TMS# 005767-01-001**  
**500 Cayce Avenue**

This Ordinance shall be effective from the date of second reading approval by Council.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

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

Attest:

\_\_\_\_\_  
Mendy Corder, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

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

**CITY OF CAYCE  
PLANNING COMMISSION  
STAFF EVALUATION REPORT**

**CASE NO. MA003-15**

**APPLICANT:** Leo Redmond

**TYPE OF REQUEST:** Re-Zoning

**LOCATION/ADDRESS:** 500 Cayce Avenue

**TAX MAP NUMBER:** TMS# 005767-01-001

**NUMBER OF ACRES:**

**EXISTING ZONING CLASSIFICATION:** M-2 (Heavy Industrial)

**REQUESTED ACTION:**

The applicant is requesting to change the current zoning to C-4 (Highway Commercial).

**COMPLIANCE WITH COMPREHENSIVE PLAN:**

The proposed zoning is in compliance with the adopted plan for the area and the surrounding neighborhood.

**STAFF COMMENTS/CONCERNS:**

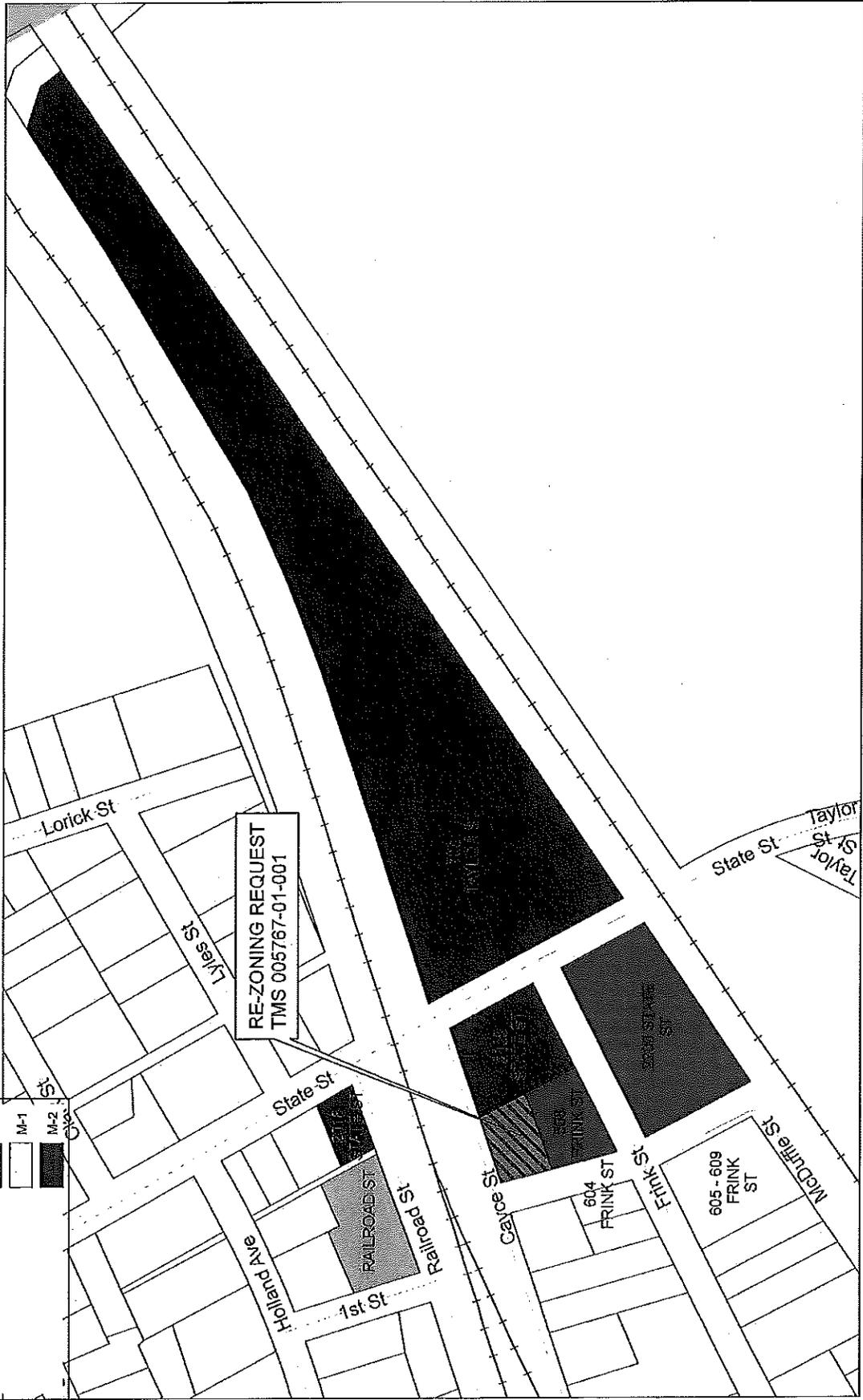
The applicant is requesting to change the zoning from M-2 (Light Industrial) to C-4 (Highway Commercial). The applicant believes the M-2 zoning is too restrictive to plan future use of the property. M-2 zoning permits uses that are manufacturing, for the most part, and not a great number of retail uses. The property is contiguous to property that is zoned C-4. The re-zoning request is in compliance with the 2019 Land Use Plan.



Re-Zoning Request  
MA003-15

**Legend**

	RE-ZONING REQUEST ZONING
	PROPERTY LINES
	RS-3
	C-4
	M-1
	M-2



City of Cayce  
South Carolina

*Planning Commission Zoning Map Amendment*

Date Filed: APRIL 16, 2015 Request No: MA003-15  
Fee: \$200.00 Receipt No: \_\_\_\_\_

*A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.*

**THE APPLICANT HEREBY REQUESTS** that the property described as above be considered for rezoning from M-2 to C-4

The justification for this change is as follows: Contiguous properties are C-4. The M-2 zoning is too restrictive for future planning.

APPLICANT(S) [print]: Leo Redmond  
Address: 1601 Axtell Drive Cayce, SC  
Telephone: 803-261-3983 [Business] [Click here to enter text.](#) [Residence]  
Interest: [Click here to enter text.](#) Owner(s): Leo Redmond Agent of owner(s): [Click here to enter text.](#) Other: [Click here to enter text.](#)

OWNER(S) [if other than Applicant(s)] : [Click here to enter text.](#)  
Address: [Click here to enter text.](#)  
Telephone: [Click here to enter text.](#) [Business] [Click here to enter text.](#) [Residence]

PROPERTY ADDRESS: 500 Cayce Ave  
Lot [Click here to enter text.](#) Block [Click here to enter text.](#) Subdivision [Click here to enter text.](#)  
Tax Map No. 005767-01-001 Plat Book [Click here to enter text.](#) Page [Click here to enter text.](#)  
Lot Dimensions: [Click here to enter text.](#) Area: [sq. ft. or acreage] [Click here to enter text.](#)  
Deed restrictions/limitations on property: [Click here to enter text.](#)

DESIGNATION OF AGENT [complete only if owner is not applicant]  
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: April 16, 2015

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Owner signature(s)

KNOX ABBOTT VILLAGE NEIGHBORHOOD MARKET *Wal-Mart*

1. ECR Draft
2. SCDOT Approval letter
3. Site Plan
4. Landscape Plan

STATE OF SOUTH CAROLINA	)	RESOLUTION
	)	Approving Law Enforcement
COUNTY OF LEXINGTON	)	Assistance and Support Contract
	)	with City of Myrtle Beach
CITY OF CAYCE	)	

**WHEREAS**, the need for law enforcement agencies to enter into contracts with other law enforcement agencies for mutual aid and support and for multijurisdictional task forces is recognized in Chapter 20 (“Law Enforcement Assistance and Support Act”) of Title 23 (“Law Enforcement and Public Safety”) of the South Carolina Code of Laws, and in S.C. Code sections 23-1-210 and 23-1-215; and

**WHEREAS**, S.C. Code section 23-20-50, which is a part of Chapter 20 of Title 23 of the State Code, provides that an agreement entered into pursuant to that chapter on behalf of a law enforcement authority must be approved by the appropriate state, county or local law enforcement authority’s chief executive officer, and by the governing body of each jurisdiction; and

**WHEREAS**, S.C. Code sections 23-1-210 and 23-1-215 also require or may be construed by the Courts to require the approval of the Council in multijurisdictional agreements entered into pursuant to those sections; and

**WHEREAS**, the Council wishes to clarify and confirm the process by which it approves such mutual aid agreements and task force agreements as are entered into between the law enforcement agency of the City of Cayce and the law enforcement agencies of other political subdivisions of the State,

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

The City Council hereby ratifies or approves the City of Cayce and its Department of Public Safety entering into a Law Enforcement Assistance and Support Contract, in the written form attached or in substantially similar written form, with the City of Myrtle Beach. The City Manager and the Director of the Department of Public Safety are authorized to sign the Contract on behalf of the City.

**ADOPTED** this \_\_\_\_\_ day of June 2015.

\_\_\_\_\_  
Elisa Partin, Mayor

**ATTEST:**

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

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

**STATE OF SOUTH CAROLINA  
COUNTY OF HORRY  
CITY OF MYRTLE BEACH**

**LAW ENFORCEMENT ASSISTANCE AND SUPPORT CONTRACT**

**WITNESSETH:**

WHEREAS, Section 23-20-10, et seq, of the Code of Laws of South Carolina (1976), as amended, provides that the General Assembly recognizes the need to promote public safety and further recognizes that there may be situations where additional law enforcement officers are needed to maintain the public peace and welfare. Therefore, the General Assembly authorizes a law enforcement agency of this State to enter into contractual agreements with other law enforcement providers as may be necessary for the proper and prudent exercise of public safety functions. Public safety functions include traditional public safety activities which are performed over a specified time period for patrol services, crowd control and traffic control, and other emergency service situations. All contractual agreements shall adhere to the requirements contained in Section 23-20-40; and

WHEREAS, the City of Myrtle Beach has requested the assistance and support of THE \_\_\_\_\_ ;  
and, together, they do make and enter into this contract of law enforcement

assistance and support to be effective upon the date of approval by the respective governing body as shown herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto contract as follows:

**I. DEFINITIONS**

As used in this Contract:

“Law enforcement agency” means any state, county, municipal, or local law enforcement authority that enters into a contractual agreement for the procurement of law enforcement support services.

“Law enforcement provider” means any in-state or out-of-state law enforcement authority that provides law enforcement services to a law enforcement agency pursuant to this chapter.

“Law enforcement services” means any law enforcement assistance or service for which a fee is paid based on a contractual agreement.

**II. THE SPECIFIC SERVICES TO BE PROVIDED**

A. The law enforcement provider named above shall provide traditional public safety activities in concert with the requesting law enforcement agency, the City of Myrtle Beach.

B. The law enforcement services shall be performed each year beginning in 2015 running through 2020, during and over a specified time period beginning on the Thursday preceding Memorial Day Weekend through the Monday following Memorial Day Weekend of each year, during a time commonly known as Black Bike Week, aka Atlantic Beach Bikefest.

C. The law enforcement services and purposes include patrol services, crowd control and traffic control, and other emergency service situations, and the maintenance of the public peace and welfare.

D. Nothing herein contained shall be construed or interpreted to imply that the law enforcement officers providing assistance in accordance with this agreement shall be employees of the law enforcement agency requesting such assistance.

### **III. THE FINANCIAL AGREEMENTS BETWEEN THE PARTIES**

A. The City of Myrtle Beach shall provide lodging, meals and pay the individual officer a total per diem of \$200.

B. The assistance and support of the law enforcement agency made pursuant to this Contract shall in no manner affect or reduce the compensation, pension or retirement rights of the officers of the providing law enforcement agency.

**IV. THE RECORDS TO BE MAINTAINED**

A. All records of compensation, participation, and law enforcement services and assignments shall be maintained by the City of Myrtle Beach.

B. All records of law enforcement actions, including arrest, incarceration and prosecution, shall be maintained by the prosecuting entity, either in the City of Myrtle Beach or the County of Horry, or the applicable Federal District Court, as required by law and crime classification.

**V. CONTRACT MODIFICATION OR TERMINATION**

A. Either law enforcement agency, or governing body may modify the contract with the consent of the other.

B. Either law enforcement agency, or governing body may terminate the contract, when in the judgment of the head of the law enforcement agency, exigent circumstances require a termination.

C. The parties mutually agree that the governing bodies may modify or terminate by way of Resolution, after the initial contract has been approved by ordinance.

**VI. THE LEGAL CONTINGENCIES FOR ANY LAWSUITS OR THE PAYMENT OF DAMAGES.**

A. Each law enforcement agency shall bear legal responsibility for the conduct of its law enforcement personnel in lawsuit or payment of damages.

B. In recognition of that both entities are subdivisions of the state, neither agency can indemnify or hold harmless the other.

**VII. WHICH LAW ENFORCEMENT AUTHORITY MAINTAINS CONTROL**

The City of Myrtle Beach Police Chief shall exercise authority in command and control in assignment of duties during the time of assistance and support.

**VIII. EQUIPMENT AND FACILITIES**

Each party shall supply the equipment for its law enforcement officers and shall bear the risk of its damage or loss; provided, however, that if the equipment is damaged by the acts or omissions of employees of the other party, then the other party shall reimburse the damage party for its loss. The host agency will provide the facilities for law enforcement operations and will designate its location at the time assistance is requested.

**IX. LAW ENFORCEMENT RIGHTS, DUTIES AND RESPONSIBILITIES  
INTACT**

A. The officers of the law enforcement provider have the same legal rights, powers, and duties to enforce the laws of South Carolina as the law enforcement agency contracting for the services.

B. Nothing in Chapter 23 of the South Carolina Code, or this contract may be construed to alter, amend, or affect any rights, duties, or responsibilities of law enforcement authorities established by South Carolina's constitutional or statutory laws or established by the ordinances of South Carolina's political subdivisions, except as expressly provided for in Chapter 23 of the South Carolina Code.

**X. APPROVALS AND NOTICE OF CONTRACTS NEEDED.**

A. This contract shall be approved by the appropriate state, county or local law enforcement authority's chief executive officer.

B. A state law enforcement authority must provide a copy of the agreement to the Governor and the Executive Director of the State Budget and Control Board no later than one business day after executing the agreement.

C. An agreement entered into with a local law enforcement authority pursuant to this chapter must be approved by the governing body of each jurisdiction.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date first above written.

Signatures on page 7

**CITY OF MYRTLE BEACH**

Approved by the Governing Body \_\_\_\_\_;

Attested by Clerk \_\_\_\_\_ .

\_\_\_\_\_

By: Chief of Police

\_\_\_\_\_

John Pedersen, City Manager or designee

**THE** \_\_\_\_\_

Approved by the Governing Body \_\_\_\_\_;

Attested by Clerk \_\_\_\_\_ .

\_\_\_\_\_

By: Sheriff or Chief of Police

\_\_\_\_\_

Chairman, Administrator, Manager, Mayor

<b>STATE OF SOUTH CAROLINA</b>	)	<b>RESOLUTION</b>
	)	<b>Declaring a Vacancy on Council and a</b>
<b>COUNTY OF LEXINGTON</b>	)	<b>Special Election to Fill the Vacancy and</b>
	)	<b>Advising of Filing Dates for Candidates</b>
<b>CITY OF CAYCE</b>	)	<b>and the Deadline for Declaration to be a</b>
	)	<b>Write-In Candidate</b>

**WHEREAS**, the Council, on this date, has accepted the resignation of Council Member Timothy M. James from Council effective this date; and

**WHEREAS**, the acceptance of the resignation creates a vacancy on Council from Council District 4 of the City and, pursuant to S.C. Code section 5-7-200(b), triggers the necessity for a special election since the vacancy occurs more than 180 days prior to the next general election; and

**WHEREAS**, the Council, in accord with S.C. Code section 5-15-50, previously has adopted an ordinance (now codified in the Cayce City Code as Section 16-3) specifying the application of S.C. Code section 7-13-190 for special elections; and

**WHEREAS**, S.C.Code section 7-13-190(C) sets the manner of calculation of the election date and the filing dates for candidates for a nonpartisan special election; and

**WHEREAS**, the City wishes to advise the public of the date of the special election and of the opening and closing dates for the filing by any candidate for such office of a statement of candidacy; and

**WHEREAS**, the City further wishes to advise the public of the deadline, under State law, for filing of any declaration to be a write-in candidate for such office,

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

- (A) A vacancy is declared for the Council seat for Council District 4 by reason of the resignation of the Council Member for that District effective on this date and accepted on this date.
- (B) This vacancy necessitates a special election that, pursuant to S.C.Code section 7-13-190(C), will be held on Tuesday, September 1, 2015.
- (C) Filing for candidates for election as the Council Member from Council District 4 is declared to open as of noon on June 19, 2015.
- (D) Filing for candidates for such election will be closed at noon on June 29, 2015.
- (E) As provided by S.C. Code section 7-113-190 (E), as amended effective January 16, 2003, any declaration to be a write-in candidate must be filed with the

municipal election commission at Cayce City Hall no later than fourteen (14) calendar days after the close of the filing period for candidates.

**ADOPTED** this \_\_\_\_\_ day of June 2015.

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

ATTEST:

\_\_\_\_\_  
Mendy Corder, Municipal Clerk

First Reading and adoption: June \_\_\_\_, 2015

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

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager

**Date:** May 27, 2015

**Subject:** Approval of First Reading of FY2015-2016 General and Utility Fund Budgets

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The General and Utility Fund Budgets have been amended to incorporate Council's decisions from the May 20, 2015 Budget Workshop.

## **General Fund Budget**

**The General Fund is balanced at \$11,208,886 and includes the following:**

- \$605,269 in Hospitality Tax Revenue, with \$420,000 for general operation and maintenance costs and \$185,269 in other capital and special events costs
- \$150,000 Special Grant allocation from SC PRT
- \$145,000 in Other Financing Sources, which is the allocation from the General Fund balance that was discussed at Council's Strategic Planning Session to pay for five new Public Safety Vehicles
- \$79,272 for a \$1.50 increase in Residential Sanitation Fees to continue our five year plan to make the Sanitation Department self-sufficient. This will take that fee to \$10.50.
- \$1,600,000 transfer from Utility Fund for Indirect Costs
- \$342,814 in capital expenditures. This is a reduced list that includes the items shown on the attached Capital Equipment sheet.
- Reduced personnel requests with only one personnel change being included which is the upgrade of the Assistant Court Clerk from part time to full time
- A 4% increase in health insurance costs. This will require the City changing from United Health Care to CIGNA.
- A 2% Bonus for employees at a one-time cost of \$122,546

**As discussed at the Budget Workshop, the measures used to balance this budget were:**

- Cut the three new firefighter positions for a savings of \$168,924

- Raise property taxes by the statutorily allowed amount, which is 2.7% or 1.19 mills. Expected revenue is approximately \$50,958.
- Pay for Capital Expenditures, not paid for by Hospitality Tax, with the fund balance, which is a savings of \$141,313
- Pay for any other overage and the 2% Bonuses with Fund Balance

### **Utility Fund Budget**

**The Utility Fund is balanced at \$11,857,079 and includes the following:**

- Reduced list of capital \$268,278
- \$161,000 in lease purchases
- Bond Payment and 15% debt coverage for the SRF funding for the Hwy 321 waterline
- 15% debt coverage for the City's utility fund debt
- \$1,600,000 transfer to General Fund for Indirect Costs
- A 4% increase in health insurance costs. This will require the City changing from United Health Care to CIGNA.
- A 2% Bonus for employees at a one-time cost of \$63,866

**As discussed at the Budget Workshop, the measures used to balance this budget were:**

- Increase rates by 3%, which will bring approximately \$300,000

### **RECOMMENDATION**

Staff recommends approval of first reading of the FY2015-2016 General and Utility Fund Budgets.

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

**ORDINANCE 2015-07**  
**To Adopt an Annual Budget, Levy a**  
**Property Tax, and Provide Revenue**  
**for the City of Cayce for the**  
**Fiscal Year Ending June 30, 2016**

**WHEREAS**, State law requires that the Council adopt by ordinance an annual municipal budget and also requires that the Council act by ordinance to levy taxes; and

**WHEREAS**, the Council wishes to comply with these requirements of State law and believes it is in the interest of the City to adopt the attached Budget and levy a property tax as provided herein; and

**WHEREAS**, the Council, in order to balance the annual municipal budget as adopted, is required to adjust the millage rate by \_\_\_\_\_ mills, which the Council finds to comply with the millage rate limitations in S.C. Code section 6-1-320(A); and

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

**Section 1.** That a property tax, to cover the period from the first day of July, 2015, to the thirtieth day of June, 2016, both inclusive, for the sums and in the manner hereinafter mentioned, at a rate of \_\_\_\_\_ mills on the value of all real estate and personal property of every description owned and used in the Lexington County portion of the City of Cayce, and at a rate of \_\_\_\_\_ mills on the value of all real estate and personal property of every description owned and used in the Richland County portion of the City of Cayce, except such property in either County as is exempt from taxation under the Constitution and laws of the State of South Carolina, is and shall be levied, collected and paid into the Treasury of the County in which the property is situated, for credit to the City of Cayce and for the use and service of the City, including for corporate purposes, for permanent improvements, for the payment of current expenses, and for the payment

of interest on and retiring of outstanding bonds of the City. Such tax is levied on such property as is assessed for taxation for County and State purposes.

**Section 2.** That the Budget attached hereto, the property tax, and the estimated revenue for the payment of the Budget as provided in the Budget are hereby adopted, and the attachment to the original of this Ordinance is hereby incorporated and made a part hereof as fully as if stated word for word herein.

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

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

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

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

**Section 5.** If for any reason any sentence, clause or provision of the ordinance shall be declared invalid, such shall not affect the remaining provisions hereof.

This Ordinance shall take effect on the later of second reading approval by Council or July 1, 2015.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of June, 2015.

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

**ATTEST:**

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

First Reading: \_\_\_\_\_

Public Hearing held: \_\_\_\_\_

Second and Final Reading: \_\_\_\_\_

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

## General Fund Revenue Detail

REVENUE CLASS	Actual FY 12-13	Budget FY13-14	Actual FY13-14	Proposed Budget FY14-15	Adopted Budget 6/30/2014 FY14-15	Adopted Budget 02/28/15 FY14-15	Revenues To Date 04/15/2015 FY14-15	Proposed Budget FY 15-16	Admin Rec. FY15-16
<b>PROPERTY TAXES</b>									
Current Property Taxes	\$ 1,850,480	\$ 2,050,000	\$ 1,866,871	\$ 1,765,060	\$ 1,848,041	\$ 1,848,041	\$1,784,003	\$ 1,887,350	\$1,938,309
Property Tax Revenue Richland Cty	\$ 104,193	\$ 120,000	\$ 95,284	\$ 107,000	\$ 107,000	\$ 107,000	78,701	\$ 100,000	\$100,000
Penalties- Current Taxes	2,306	2,600	2,531	\$2,200	\$2,500	\$2,500	2,735	\$3,000	\$3,000
Prior Year Property Taxes	30,166	40,000	51,696	\$45,000	\$50,000	\$50,000	39,786	\$50,000	\$50,000
Penalties-Prior Year Taxes	9,960	10,000	9,732	\$9,000	\$9,000	\$9,000	6,557	\$8,000	\$8,000
Other Personal Property Tax	108,270	105,000	94,684	\$105,000	\$105,000	\$105,000	57,390	\$105,000	\$105,000
Local Hospitality Tax					\$251,250	\$251,250	0	\$420,000	\$605,269
Local Option Sales Tax	12,047	12,000	10,883	\$13,000	\$13,000	\$13,000	11,153	\$13,000	\$13,000
County Municipal Revenue Fund	2,359	2,000	642	\$2,500	\$2,500	\$2,500	4,957	\$3,500	\$5,000
Fee In Lieu of Taxes (FILOT)	760,258	770,000	793,252	\$760,000	\$790,000	\$790,000	548,229	\$790,000	\$730,000
<b>SUBTOTAL</b>	<b>\$ 2,880,038</b>	<b>\$ 3,111,600</b>	<b>\$ 2,925,575</b>	<b>\$ 2,808,760</b>	<b>\$ 3,178,291</b>	<b>\$ 3,178,291</b>	<b>\$2,533,513</b>	<b>\$ 3,379,850</b>	<b>\$3,557,578</b>
<b>LICENSES AND PERMITS</b>									
Business Licenses	\$ 3,282,117	\$ 3,600,000	\$ 3,790,362	\$ 3,300,000	\$ 3,770,000	\$ 4,562,217	\$1,286,324	\$ 3,500,000	\$3,700,000
Business Licenses-Prior Year	16,150	1,000	27,980	15,000	15,000	15,000	2,453,516	15,000	\$15,000
Penalties-Business Licenses	16,150	3,000	11,024	5,000	5,000	5,000	3,126	5,000	\$5,000
Building Permit Fees	70,845	85,000	106,164	85,000	85,000	85,000	126,864	85,000	\$100,000
Electrical Permit Fees	6,877	5,500	15,063	6,000	6,000	6,000	12,227	6,000	\$8,000
Plumbing Permit Fees	5,089	5,000	9,773	6,000	6,000	6,000	20,745	6,000	\$8,000
Gas Permit Fees	3,483	3,000	5,166	3,000	3,000	3,000	779	1,500	\$1,500
Garage Sale Permit Fees	960	1,000	835	1,000	1,000	1,000	415	1,000	\$1,000
Miscellaneous Permit Fees	300	250	170	250	250	250	6,254	2,000	\$4,000
<b>SUBTOTAL</b>	<b>\$ 3,401,972</b>	<b>\$ 3,703,750</b>	<b>\$ 3,966,537</b>	<b>\$ 3,421,250</b>	<b>\$ 3,891,250</b>	<b>\$ 4,683,467</b>	<b>\$ 3,910,250</b>	<b>\$ 3,621,500</b>	<b>\$3,842,500</b>
<b>FINES AND FORFEITURES</b>									
Criminal Fines	\$ 30,720	\$ 45,000	\$ 21,308	\$ 5,000	\$ 5,000	\$ 5,000	\$70,156	\$ 40,000	\$60,000
Traffic Fines	159,816	235,000	209,122	228,000	200,000	200,000	148,133	200,000	\$200,000
Parking Fines	1,580	1,000	510	250	250	250	430	250	\$500
Victim's Assistance Revenues	31,088	32,000	37,437	30,000	30,000	30,000	40,011	35,000	\$35,000
<b>SUBTOTAL</b>	<b>\$ 223,205</b>	<b>313,000</b>	<b>\$ 268,377</b>	<b>\$ 263,250</b>	<b>\$ 235,250</b>	<b>\$ 235,250</b>	<b>\$ 258,730</b>	<b>\$ 275,250</b>	<b>\$295,500</b>

<b>INTEREST EARNED</b>	\$ 1,756	1,800	\$ 1,644	1,600	1,600	1,600	1,280	1,600	\$1,600
<b>SUBTOTAL</b>	<b>\$ 1,756</b>	<b>\$ 1,800</b>	<b>\$ 1,644</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ 1,280</b>	<b>\$ 1,600</b>	<b>\$1,600</b>
<b>STATE AID TO SUBDIVISIONS</b>									
Local Government Fund Revenue	\$ 270,719	271,326	\$ 210,640	270,000	270,000	270,000	210,641	270,000	\$270,000
Merchants Inventory Tax	71,566	71,568	71,566	71,568	71,566	71,566	53,675	55,000	\$55,000
<b>SUBTOTAL</b>	<b>\$ 342,286</b>	<b>\$ 342,894</b>	<b>\$ 282,206</b>	<b>\$ 341,568</b>	<b>\$ 341,566</b>	<b>\$ 341,566</b>	<b>\$ 264,315</b>	<b>\$ 325,000</b>	<b>\$325,000</b>
<b>CURRENT SERVICES</b>									
Hydrant Charge Fees	\$ 223,549	200,000	\$ 188,821	180,000	180,000	180,000	147,445	180,000	\$190,000
Animal Control Contract & Fees	20,060	55,000	16,088	1,000	1,000	1,000	616	500	\$500
Spec Govt Transfer-PS SRO Program	71,702	63,000	64,453	63,000	63,000	63,000	64,787	70,000	\$70,000
LRADAC/AET Agreements	22,568	25,000	32,528	29,000	29,000	29,000	38,949	35,000	\$40,000
Commercial Sanitation&Tipping Fees	300,547	0	1,531	0	0	0	0	0	\$0
Duplication Service Fees	2,779	2,750	3,251	2,800	2,800	2,800	2,477	2,800	\$2,800
Residential Sanitation Service Fees	73,899	239,000	210,031	387,000	469,872	469,872	358,026	469,000	\$554,904
<b>SUBTOTAL</b>	<b>\$ 715,104</b>	<b>584,750</b>	<b>\$ 516,703</b>	<b>\$ 662,800</b>	<b>\$ 745,672</b>	<b>\$ 745,672</b>	<b>\$ 612,300</b>	<b>\$ 757,300</b>	<b>\$858,204</b>
<b>MISCELLANEOUS REVENUE</b>									
O&M Indirect Cost	\$ 1,500,000	1,500,000	\$ 303,518	1,500,000	1,600,000	1,600,000	1,199,999	1,600,000	\$1,600,000
Miscellaneous Revenues	64,453	28,000	85,884	30,000	30,000	30,000	1,260,995	30,000	\$50,000
Resale-Plastic Refuse Bag	4,175	4,000	4,340	4,000	4,000	4,000	3,920	4,000	\$4,000
Sale of Personal Property	23,081	225,000	254,931	50,000	50,000	50,000	8,866	10,000	\$10,000
Admissions & Rents	645	600	486	550	550	550	319	400	\$400
Recycling Revenue	6,658	2,000	3,368	3,000	3,000	3,000	4,038	4,000	\$4,000
Transfer Accom Tax Revenue	38,089	38,100	39,887	39,000	39,000	39,000	20,500	39,000	\$39,000
Palmetto Pride Grant Revenue			4,391	5,000	0	0	0	0	\$0
State Parks Grant						150,000	150,000	150,000	\$150,000
Recycling Grant Revenue						0	4,000	0	\$0
Other State Grant Revenue			42,498		5,000	105,000	19,933	5,000	\$5,000
Non Govt Grant Revenue			250			0	0	0	\$0
Other Financing Sources									\$466,104
<b>SUBTOTAL</b>	<b>\$ 1,637,100</b>	<b>\$ 1,797,700</b>	<b>\$ 739,553</b>	<b>\$ 1,631,550</b>	<b>\$ 1,731,550</b>	<b>\$ 1,981,550</b>	<b>\$ 2,672,570</b>	<b>\$ 1,842,400</b>	<b>\$2,328,504</b>
<b>TOTAL GENERAL FUND</b>	<b>9,201,461</b>	<b>9,855,494</b>	<b>8,700,595</b>	<b>9,130,778</b>	<b>10,125,179</b>	<b>11,167,396</b>	<b>10,252,958</b>	<b>10,202,900</b>	<b>11,208,886</b>

## City of Cayce General Fund Expenditure Detail

Department	Budget FY13-14	Actual FY13-14	Budget FY14-15	Actual 04/10/2015 FY14-15	Proposed Budget FY15-16	Admin Rec FY15-16	Adopted Budget FY15-16
<b>1101-LEGISLATIVE</b>							
Salaries & Wages	\$ 23,700	\$ 23,700	\$ 60,900	\$ 41,025	\$ 79,500	\$ 79,500	
Printing & Office Supplies	1,500	1,388	1,500	377	1,000	1,000	
Postage	300	300	300	249	300	300	
Dues & Memberships	4,521	2,174	2,882	1,834	2,882	2,882	
Travel	13,950	12,485	10,650	5,941	10,650	10,650	
Telephone Expense	2,000	1,863	2,000	1,412	2,000	2,000	
Advertising	500		500		250	250	
Employee Training	5,120	4,124	6,080	4,770	5,930	5,930	
Employee Awards	4,875	4,607	5,000	4,602	5,200	5,200	
City Election Expense	0		2,000	2,614	0	0	
City Hosted Events	1,500	639	1,500	211	1,500	1,500	
Other Operating Expense	1,500	739	1,500	19	1,000	1,000	
SCRS Expense	1,665	977	5,839	4,263	9,038	9,038	
SCRS Pre-Ret Death Benefits	34	14	106	76	157	157	
SCPORS Expense							
SCPORS Pre-Ret Death							
SCPORS Accidental Death							
FICA Expense	1,815	1,813	4,659	3,139	6,082	6,082	
General Insurance					0	0	
Workers Comp. Ins. Expense	322	453	677	512	600	600	
Medical Insurance					0	0	
Unemployment Insurance					0	0	
Health Reimbursement					0	0	
<b>TOTAL</b>	<b>\$ 63,302</b>	<b>\$ 55,276</b>	<b>\$ 106,093</b>	<b>\$ 71,043</b>	<b>\$ 126,089</b>	<b>\$ 126,089</b>	
<b>1110-ADMINISTRATION</b>							
Salaries & Wages	\$ 344,813	\$ 369,517	\$ 417,523	\$ 339,061	\$ 432,109	\$ 440,755	
Printing/Office Supplies	4,500	4,290	5,500	4,687	5,500	5,500	
Postage	1,000	1,000	1,000	830	1,000	1,000	
Publications	300	40	200		100	100	
Dues & Memberships	2,562	2,429	3,587	2,970	3,812	3,812	
Travel	8,260	11,681	6,460	5,158	11,243	11,243	
Auto Operating Expense	6,600	5,649	10,600	6,328	13,100	12,600	
Car Lease Expense					0	0	
Telephone Expense	11,784	7,871	12,000	5,677	12,000	8,500	
Service Contracts	500	115	500	1,104	1,200	1,200	
Safety Budget	N/A		2,000	977	2,200	2,200	
Professional Services - HR	3,300	3,071	3,300	2,430	3,300	3,300	
Advertising	5,000		5,000		5,000	0	

Vehicle Insurance	800	637	1,500	1,454	2,000	2,000	
Employee Training	3,935	5,737	4,125	3,205	6,154	6,154	
Prof Service-Tech Assist		75	0	75	0	0	
Other Operating Expense	1,750	979	1,750	2,408	1,750	1,750	
Machines & Equipment					0	0	
SCRS Expense	37,213	36,077	45,839	36,507	47,143	47,143	
SCRS Pre-Ret Death Benefits	529	527	640	509	648	648	
FICA Expense	26,984	27,471	32,620	24,700	33,056	33,720	
General Insurance	3,175	2,786	2,400	3,323	4,500	4,500	
Workers Comp. Ins. Expense	4,050	4,101	6,761	6,120	8,097	8,260	
Medical Insurance	35,943	29,188	47,643	34,663	49,521	49,521	
Unemployment Insurance							
Health Reimbursement	2,000	2,042	2,000	2,762	3,000	3,000	
<b>TOTAL</b>	<b>\$ 504,998</b>	<b>\$ 515,282</b>	<b>\$ 612,948</b>	<b>\$ 484,946</b>	<b>\$ 646,433</b>	<b>\$ 646,906</b>	
<b>1121-COURT</b>							
Salaries & Wages	\$ 83,181	\$ 87,011	\$ 89,195	\$ 62,967	\$ 104,463	\$ 106,550	
Overtime Expense			\$ 2,951	\$ 279	\$ 2,951	\$ 1,250	
Juror Fees Compensation	1,500	2,385	3,000	390	3,000	2,000	
Printing/Office Supplies	3,000	3,269	4,000	1,451	4,000	3,500	
Postage	5,980	5,980	5,980	4,963	6,500	6,500	
Dues	175	125	225	120	225	226	
Travel	2,489	1,027	2,489	871	3,500	3,500	
Phone Expense		2,181		1,814	2,500	2,500	
Professional Services - HR							
Employee Training	1,550	415	1,550	347	1,550	1,550	
Pro Svc - Audit Exp		397					
Special Contract - Magistrate	10,000	9,785	10,000	7,329	10,000	10,000	
Special Dept Supplies	2,000	1,676	2,500	540	3,000	1,500	
Machines & Equipment				1,170	23,214	-	
SCRS Expense	8,776	8,331	9,938	6,756	11,610	11,610	
SCRS Pre-Ret Death Benefits	125	120	139	94	160	160	
FICA Expense	6,363	6,355	7,072	4,800	8,141	8,300	
General Insurance	1,280	1,128	1,750	1,375	1,750	1,750	
Workers Comp. Ins. Expense	450	507	634	603	1,044	1,065	
Medical Insurance	17,972	12,733	7,940	6,288	15,326	16,507	
Unemployment Insurance							
Health Reimbursement	1,000	1,000	1,000		1,000	1,001	
<b>TOTAL</b>	<b>\$ 145,841</b>	<b>\$ 144,426</b>	<b>\$ 150,363</b>	<b>\$ 102,157</b>	<b>\$ 203,934</b>	<b>\$ 179,469</b>	
<b>1140-LEGAL</b>							
Printing/Office Supplies	75	2	75	1	75	75	
Postage	500	500	500	415	500	500	

Professional Serv. - Attorney Fee	60,000	57,560	55,000	98,794	65,000	55,000	
Professional Serv. - Prosecutor Fee	16,000	34,651	22,000	12,502	22,000	16,500	
City Code Supplement	1,575	1,899	1,575	1,433	1,575	1,500	
<b>TOTAL</b>	<b>\$ 78,150</b>	<b>\$ 94,612</b>	<b>\$ 79,150</b>	<b>\$ 113,145</b>	<b>\$ 89,150</b>	<b>\$ 73,575</b>	
<b>1150 - IT</b>							
Salaries & Wages	\$ 85,373	\$ 85,687	\$ 85,373	\$ 69,026	\$ 126,915	\$ 87,080	
Printing/Office Supplies	800	\$ 970	1,000	514	1,000	1,000	
Postage Expense	140	\$ 140	140	116	140	140	
Publications	100		100		100	50	
Dues & Membership Expense	483	\$ 335	185	210	300	300	
Travel Expense	750	\$ 725	1,100	939	1,100	1,100	
Telephone Expense	1,050	\$ 2,024	4,176	1,394	2,122	2,122	
Service Contracts	10,864	\$ 7,056	2,320	1,576	4,000	4,000	
Equipment Repair Expense	1,000	\$ 693	1,000	712	1,000	1,000	
Software/Licenses Expense	21,257	\$ 23,702	21,150	45,147	55,480	24,750	
Employee Training	4,300	\$ 4,300	4,450	4,450	4,900	4,900	
Prof Service - Tech Assist	13,300	\$ 9,335	6,250	1,900	3,750	3,750	
Prof Services - Web Site Expense	450	\$ 1,053	2,831	2,838	3,500	3,500	
Other Operating Expenses	500	\$ 530	500		500	500	
Machines & Equipment Exp	27,229	\$ 35,451	30,340	33,066	65,811	47,712	
SCRS Expense	9,011	8,242	9,184	7,420	13,846	9,314	
SCRS Pre-Ret Death Benefit	128	118	128	104	190	128	
FICA Expense	6,534	5,946	6,536	4,999	9,709	6,665	
General Insurance Expense	636	559	1,000	539	2,000	2,000	
Workers Comp Ins Expense	1,375	1,679	1,819	1,933	2,031	1,395	
Medical Insurance Expense	7,189	7,307	7,941	6,288	14,596	8,298	
Health Reinbursement Acct Exp	1,000		1,000		1,000	1,000	
<b>TOTAL</b>	<b>\$ 193,469</b>	<b>\$ 195,853</b>	<b>\$ 188,523</b>	<b>\$ 183,171</b>	<b>\$ 313,990</b>	<b>\$ 210,704</b>	
<b>1170-COMMUNITY RELATIONS</b>							
Central Midlands COG Dues	\$ 9,396	\$ 9,396	\$ 9,396	\$ 7,047	\$ 9,397	\$ 9,398	
Municipal Assoc. of S.C. Dues	5,500	5,402	5,500	5,402	5,500	5,500	
Lex. County Mun. Assoc. Dues	500	500	500	531	500	500	
Christmas Decorations & Citizen Drop-in	4,400	3,517	4,400	3,317	4,400	4,400	

Prof Fees-Consultant for Public Relations	15,000	17,114	17,400	13,090	17,400	17,400
River Alliance Dues	10,000	10,000	10,000	10,000	10,000	10,000
Employee & Family Christmas Party	2,800	2,638		2,799	2,800	2,800
CMRTA Contribution	22,800	18,689	22,800	15,966	25,080	25,080
Community Programs	12,700	4,921	7,450	2,265	12,450	6,500
Cayce Drop In			2,800			
City Newsletter	13,000	12,137	14,000	9,471	14,000	14,000

<b>TOTAL</b>	<b>\$ 96,096</b>	<b>\$ 84,315</b>	<b>\$ 94,246</b>	<b>\$ 69,887</b>	<b>\$ 101,527</b>	<b>\$ 95,578</b>
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**1181-FINANCE & ACCOUNTING**

Salaries & Wages	\$ 157,206	\$ 161,054	\$ 167,842	\$ 133,466	\$ 206,280	\$ 176,500
Overtime						
Printing/Office Supplies	3,500	3,448	4,500	2,311	5,000	5,000
Postage	705	705	760	630	760	760
Dues & Memberships	500	510	370	400	530	530
Travel	0				0	0
Auto Operating Expense	0		1,500		0	0
Car Lease Expense	0				0	0
Telephone Expense	2,600	2,661	2,600	1,814	3,900	2,600
Service Contracts	11,322	6,753	10,580	11,457	11,980	11,980
Professional Services - HR	0				0	0
Vehicle Insurance	0		500		500	500
Employee Training	900		900		900	900
Prof. Ser. - Audit Expense	17,500	17,683	23,000	20,718	25,500	25,500
Advertising Expense	0				0	0
Machines & Equipment	0		0		1,000	0
SCRS Expense	16,585	15,160	18,114	14,181	22,263	18,504
SCRS Pre-Ret Death Benefits	236	218	253	198	306	254
FICA Expense	12,026	11,339	12,890	9,583	15,780	13,550
General Insurance	1,950	1,676	1,500	1,761	2,000	2,000
Workers Comp. Ins. Expense	800	1,281	2,321	2,477	2,581	2,435
Medical Insurance	21,570	20,647	23,822	18,201	34,941	24,760
Unemployment Insurance						
Health Reimbursement	1,000	1,146	2,000	1,500	2,000	2,001
<b>TOTAL</b>	<b>\$ 248,400</b>	<b>\$ 244,281</b>	<b>\$ 273,452</b>	<b>\$ 218,696</b>	<b>\$ 336,221</b>	<b>\$ 287,774</b>

**1183-TAX COLLECTION**

Printing/Office Supplies	\$ 50	\$ 40	\$ 50		\$ 50	\$ 50
Postage	60	60	60	50	60	60
Publications	0					
Prof. Service - Tax Contract	20,200	20,424	20,450		20,650	21,000

<b>TOTAL</b>	<b>\$ 20,310</b>	<b>\$ 20,524</b>	<b>\$ 20,560</b>	<b>\$ 50</b>	<b>\$ 20,760</b>	<b>\$ 21,110</b>	
<b>1190-PUBLIC BUILDINGS</b>							
Salaries & Wages	\$ 30,660	\$ 30,620	\$ 30,660	\$ 24,615	\$ 30,660	\$ 31,275	
Overtime	300	337	700	900	700	700	
Electric & Gas	32,000	29,445	32,000	23,199	32,000	32,000	
Auto Operating Exp		144	1,500	1,648	2,000	2,000	
Telephone	12,000	3,432	7,000	670	7,000	1,300	
Service Contracts	2,500	894	1,000	216	1,000	200	
Equipment Repair	2,000	1,537	2,500	13,135	2,500	1,500	
Building Repair	10,000	3,107	2,000	9,661	3,240	2,000	
Paint Supplies	400		400	18	400	100	
Electric/Light Supplies	500		500	354	500	500	
Uniforms	650	64	300	139	300	300	
Janitorial Supplies	3,000	3,023	2,750	2,581	2,750	3,500	
Vehicle Insurance Exp		0	500	245	500	500	
Copy Machine Contract	5,325	4,868	5,325	3,892	5,325	5,325	
Other Operating Expenses	1,300	274	500	597	500	100	
Machines & Equipment	0	1,773			1,239	0	
ECCGB Grant							
SCRS Expense	3,266	2,983	3,345	2,743	3,418	3,418	
SCRS Pre-Ret Death Benefits	46	43	47	38	47	47	
FICA Expense	2,368	2,281	2,381	1,887	2,399	2,450	
General Insurance	917	941	1,000	1,029	1,300	1,300	
Workers Comp. Ins. Expense	2,500	3,020	2,011	2,432	2,100	2,150	
Medical Insurance	7,190	7,307	7,941	6,288	8,000	8,299	
Unemployment Insurance							
Health Reimbursement	1,000						
Capital Outlay		7,349					
<b>TOTAL</b>	<b>\$ 117,922</b>	<b>\$ 103,441</b>	<b>\$ 104,360</b>	<b>\$ 96,287</b>	<b>\$ 107,878</b>	<b>\$ 98,964</b>	
<b>1210-PUBLIC SAFETY ADMIN</b>							
Salaries & Wages	\$ 237,741	\$ 238,526	\$ 236,787	\$ 189,848	\$ 234,092	\$ 238,775	
Printing/Office Supplies	10,200	8,802	10,200	5,522	9,000	7,500	
Postage	2,600	2,600	2,600	2,158	3,000	3,000	
Dues & Memberships	655	565	655	415	585	585	
Travel	2,000	1,320	2,000	928	2,000	2,000	
Auto Operating Expense	4,500	4,577	4,500	4,181	5,750	5,750	
Electric & Gas	45,000	38,484	45,000	31,660	45,000	45,000	
Telephone	50,196	50,678	51,400	39,486	51,400	51,400	
Service Contracts	7,500	9,969	7,500	10,518	19,150	10,000	
Building Repair	0	990	0	808	75,578	10,000	
Uniform Expense	1,200	900	1,200	632	1,200	1,200	
Janitorial Supplies	600	369	600	235	600	600	

Medical, Doctor, Physical	9,000	8,969	9,400	5,364	9,775	9,775	
Professional Services - HR							
Advertising	1,000	1,125			1,000	500	
Vehicle Insurance	1,650	1,272	1,000	972	1,000	1,000	
Employee Training	600		600	180	600	600	
Other Operating Expense					0	0	
Community Relations Expense	1,000	963	600	275	1,800	750	
Special Contracts	5,125	4,876	5,125	4,075	5,125	5,125	
Explorer Scouts	500		500		500	500	
Machines & Equipment	0				0	0	
SCRS Expense	9,600	8,793	9,674	7,540	9,426	9,426	
SCRS Pre-Ret Death Benefit	136	126	135	105	130	130	
SC PORS	19,224	16,840	19,091	15,449	19,576	19,576	
SC PORS Pre-Ret Death Benefit	293	271	293	237	293	293	
SC PORS Accident Death Benefit	293	271	293	237	293	293	
FICA Expense	18,187	17,958	18,200	14,263	18,200	18,565	
General Insurance	5,558	4,711	4,000	4,384	4,384	4,384	
Workers Comp. Ins. Expense	5,000	7,361	9,005	12,594	9,563	9,563	
Medical Insurance	28,754	29,224	31,762	25,152	31,762	33,198	
Unemployment Insurance			-		2,000	2,050	
Health Reimbursement	1000		1000		3000	3000	
<b>TOTAL</b>	<b>\$ 469,112</b>	<b>\$ 460,540</b>	<b>\$ 473,120</b>	<b>\$ 377,218</b>	<b>\$ 565,782</b>	<b>\$ 494,538</b>	
<b>1211-PUBLIC SAFETY DET</b>							
Salaries & Wages	\$ 369,452	\$ 358,206	\$ 363,963	\$ 300,982	\$ 373,911	\$ 381,390	
Overtime	14,500	13,682	16,240	10,380	16,240	14,000	
Dues & Memberships	650	365	650	265	650	650	
Travel	4,600	727	1,000	406	1,000	1,000	
Auto Operating Expense	35,000	43,560	38,000	18,851	38,000	32,000	
Service Contracts	7,348	3,617	7,348	3,505	7,348	7,348	
Equipment Repair	200		200	205	300	300	
Radio Supplies	350		350	234	350	350	
Uniform	4,800	4,194	4,800	2,100	4,800	4,800	
Professional Services - HR							
Vehicle Insurance	10,500	8,509	7,500	6,557	7,500	7,500	
Employee Training	3,400	490	2,000	250	2,000	1,500	
Special Dept. Supplies	3,000	3,267	3,000	2,315	3,000	3,000	
Machines & Equipment			0		113,979	45,202	
SC PORS	50,298	42,170	49,092	39,916	51,131	51,131	
SC PORS Pre-Ret Death Benefit	768	678	755	614	767	767	
SC PORS Accident Death Benefit	768	678	755	614	767	767	
FICA Expense	29,372	28,208	29,219	23,476	29,673	30,270	

General Insurance	11,050	9,460	8,000	8,607	8,607	8,607	
Workers Comp. Ins. Expense	15,200	16,491	20,561	27,568	20,378	20,785	
Medical Insurance	57,510	58,437	63,524	50,291	58,384	66,396	
Unemployment Insurance	2,000		2,000		2,000	2,000	
Health Reimbursement	4,000	3,762	4,000		4,000	4,000	
<b>TOTAL</b>	<b>\$ 624,766</b>	<b>\$ 596,500</b>	<b>\$ 622,957</b>	<b>\$ 497,134</b>	<b>\$ 744,785</b>	<b>\$ 683,763</b>	
<b>1212-PUBLIC SAFETY TRAFFIC</b>							
Salaries & Wages	\$ 1,746,634	\$ 1,708,563	\$ 1,721,455	\$ 1,371,990	1,677,540	1,711,090	
Overtime	134,925	140,835	134,925	127,328	165,234	160,000	
Fire Response OT Fees							
Dues & Memberships	1,150	1,045	1,150	895	1,150	1,150	
Travel	1,200	423	1,200	183	1,200	1,200	
SCMIT/DOJ Vest Grant Expense	10,000	6,262	10,000	14,777	10,000	10,000	
Auto Operating Expense	140,000	151,068	135,000	115,535	143,700	143,700	
Service Contracts	20,000	17,464	20,180	7,743	20,000	20,000	
Equipment Repair	9,500	5,334	9,500	8,303	9,500	9,500	
SLED-N.C.I.C. Equipment Expense	2,185	2,544	2,185	648	2,185	2,185	
Hand Tools & Supplies	500	166	500	3	500	500	
Radio Supplies	500		500	478	500	500	
Safety Supplies	2,600		2,600	1,498	2,600	2,600	
Uniforms	32,000	40,468	32,000	25,388	40,000	40,000	
Jail Detention Expense	600	238	600	118	600	600	
Laundry/Linen	100		100		100	100	
Vehicle Insurance	34,800	27,499	22,000	20,162	22,000	22,000	
Employee Training	15,000	9,785	15,000	20,882	14,143	14,150	
Victim Advocate Assessments Expense	58,046	51,691	53,000	43,090	78,711	78,711	
Dept of Juvenile Justice Expense	7,500	1,525	5,000	9,659	7,100	7,100	
Special Dept. Supplies	25,000	27,672	25,000	22,798	28,000	28,000	
Animal Control Expense							
Machines & Equipment			268,931	254,039	204,991	121,496	
SCRS Expense	19,291	15,979	25,571	44,900	25,571	25,571	
SCRS Pre-Ret Death Benefit	274	229	357	617	357	357	
SC PORS	222,494	192,923	210,532	144,538	219,915	219,915	
SC PORS Pre-Ret Death Benefit	3,397	3,101	3,236	2,261	3,381	3,381	
SC PORS Accident Death Benefit	3,397	3,101	3,236	2,600	3,381	3,381	
FICA Expense	143,918	135,496	142,741	110,415	143,027	145,890	
General Insurance	57,000	50,035	41,000	46,435	41,000	41,000	
Workers Comp. Ins. Expense	64,000	77,635	88,050	111,456	88,050	89,800	

Medical Insurance	283,925	284,926	345,359	235,964	383,760	340,504	
Unemployment Insurance	11,000	-677	13,000	-672	13,000	13,000	
Health Reimbursement	13,000	5,575	13,000		13,000	13,000	
Capital Outlay		24,447					
<b>TOTAL</b>	<b>\$ 3,063,936</b>	<b>\$ 2,985,351</b>	<b>\$ 3,346,908</b>	<b>\$ 2,744,031</b>	<b>\$ 3,364,196</b>	<b>\$ 3,270,381</b>	
<b>1213 - PUBLIC SAFETY FIRE</b>							
Salaries & Wages	444,581	459,259	532,725	414,416	725,197	640,925	
Overtime	30,000	26,405	30,000	38,036	30,000	30,000	
Fire Response OT Fees	25,081	29,281	30,000	1,726	30,000	30,000	
Dues & Memberships	885	285	885	350	885	885	
Travel	1,000		1,000	26	1,000	1,000	
Auto Operating Expense	45,000	65,402	65,000	24,786	50,000	50,000	
Service Contracts	7,750	1,924	7,750	3,018	8,110	8,110	
Equipment Repair Expense	1,500	3,501	4,000	1,517	4,000	3,500	
Building Repair Expense	0	1,208	4,000	3,563	5,000	5,000	
Hand Tools and Supplies	4,076	2,086	2,000	452	2,000	2,000	
Radio Expense	500	469	500	495	500	500	
Safety Supplies	3,500	3,243	3,500	1,613	3,500	3,500	
Uniform Expense	5,500	4,710	10,792	6,732	16,250	16,250	
Janitorial Supplies	600	405	600	382	600	600	
SCBA & Fire Extinguisher Expense	3,460	939	6,460	3,464	6,460	6,460	
Vehicle Insurance Expense	9,605	7,151	5,000	4,859	5,000	5,000	
Employee Training	5,000	2,351	3,000	7,548	7,500	7,500	
Special Department Supplies	5,000		3,500	2,305	3,500	3,500	
Machines & Equipment	16,000	20,271	528,398	539,753	224,720	24,496	
SC PORS	65,440	55,495	76,755	58,772	104,759	91,226	
SC PORS Pre-Ret Death Benefit	999	892	1,180	904	1,571	1,367	
SC PORS Accident Death Benefit	999	892	1,180	904	1,571	1,367	
FICA Expense	38,215	36,619	45,477	33,502	60,420	53,715	
General Insurance	12,405	10,462	8,600	12,036	12,036	12,036	
Workers Comp. Ins. Expense	15,066	24,799	26,577	26,354	36,850	32,770	
Medical Insurance	80,263	74,875	103,147	52,665	138,662	132,055	
Unemployment Insurance	2,000		3,000		3,000	3,000	
Health Reimbursement	3,000		3,000		3,000	3,000	
<b>TOTAL</b>	<b>\$ 827,425</b>	<b>\$ 832,922</b>	<b>\$ 1,508,026</b>	<b>\$ 1,240,180</b>	<b>\$ 1,486,091</b>	<b>\$ 1,169,762</b>	
<b>1214 - PUBLIC SAFETY ANIMAL SERVICES</b>							
Salaries & Wages	71,776	72,554	72,405	55,274	63,723	65,000	
Overtime	5,269	3,803	4,000	3,785	5,500	4,000	
Printing and Office Supplies	500	233	250	9	250	250	

Dues & Memberships	400	40	400	40	400	400	
Travel	500		500		500	500	
Auto Operating Expense	5,760	7,998	7,000	4,078	7,000	6,000	
Utilities Expense	5,340	6,383	2,500	4,369	5,000	5,000	
Service Contracts	14,040	2,788	2,500	3,104	7,000	7,000	
Equipment Repair Expense	2,500		2,500		1,500	1,500	
Building Repair Expense	2,500	337	2,500	317	1,500	1,500	
Radio Expense	100		100		100	100	
Uniform Expense	1,038	947	1,038	251	1,038	1,038	
Janitorial Supplies	1,500	1,045	1,000	67	1,000	250	
Advertising Expense	6,000	1,286	1,000		1,000	1,000	
Vehicle Insurance Expense	1,600	1,770	1,000	1,257	1,000	1,000	
Employee Training	2,000		2,000	255	2,000	2,000	
Shelter Operations Expense	4,500	1,427	2,250	1,410	3,000	1,500	
Animal Control Supplies	15,935	8,296	5,000	4,093	5,000	2,500	
Machines & Equipment			0		13,500	10,000	
SCRS Expense	8,147	8,146	3,537	6,482	7,565	7,565	
SC PORS Exp			5,612		0	0	
SCPORS Pre-Ret Death Benefit			86		105	105	
SCRS Pre-Ret Death Benefits	116	164	49	92	0	0	
SCPORS Pre-Ret Accidental Death Benefit			86	18	0	0	
FICA Expense	5,908	5,447	5,817	4,212	5,305	5,415	
General Insurance	2,760	2,325	2,000	2,153	2,000	2,000	
Workers Comp. Ins. Expense	2,500	2,787	2,968	1,141	1,324	1,350	
Medical Insurance	14,380	14,006	15,881	11,251	14,596	16,645	
Unemployment Insurance	1,000		1,630		1,630	1,630	
Health Reimbursement	2,000	1,000	2,000		2,000	2,000	
<b>TOTAL</b>	<b>\$ 178,069</b>	<b>\$ 142,782</b>	<b>\$ 147,609</b>	<b>\$ 103,657</b>	<b>\$ 154,536</b>	<b>\$ 147,248</b>	
<b>1214 - PUBLIC SAFETY PARKS</b>							
Salaries & Wages					130,750	133,370	
Overtime					10,000	10,000	
Printing and Office Supplies	0		0		100	100	
Dues & Memberships	0		0		80	80	
Travel	0		0		0	0	
Equipment Operating Expense	0		0		2,500	2,500	
Utilities Expense	0		0		500	500	
Service Contracts	0		0		240	240	
Equipment Repair Expense	0		0		2,500	2,500	
Building Repair Expense	0		0		0	0	
Radio Expense	0		0		250	250	
Uniform Expense	0		0		3,500	3,500	

Janitorial Supplies	0		0		250	250
Advertising Expense	0		0		0	0
Vehicle Insurance Expense	0		0		1,000	1,000
Employee Training	0		0		290	290
Special Department Supplies	0		0		2,000	1,000
Machines & Equipment	0		0		68,100	68,100
SCRS Expense	0		0		7,829	7,829
SCRS Pre-Ret Death Benefits	0		0		103	103
SC PORS Exp	0		0		9,397	9,397
SCPORS Pre-Ret Death Benefit	0		0		141	141
SCPORS Pre-Ret Accidental Death Benefit	0		0		141	141
FICA Expense	0		0		10,879	11,095
General Insurance	0		0		2,000	2,000
Workers Comp. Ins. Expense	0		0		4,969	5,070
Medical Insurance	0		0		29,192	33,014
Unemployment Insurance	0		0		1,000	1,000
Health Reimbursement	0		0		3,000	3,000
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ 290,711</b>	<b>\$ 296,470</b>
<b>1325-STREET LIGHTING</b>						
Electric & Gas Expense	\$ 150,000		\$ 210,000		\$ 232,000	\$ 232,000
Machines & Equipment						
<b>TOTAL</b>	<b>\$ 150,000</b>		<b>\$ 210,000</b>		<b>\$ 232,000</b>	<b>\$ 232,000</b>
<b>1337-STREETS AND SANITATION</b>						
Salaries & Wages	\$ 569,079	\$ 565,498	\$ 565,921	\$ 458,980	\$ 592,579	\$ 579,360
Overtime	1,500		1,500		1,500	750
Printing/Office Supplies	700	438	700	230	700	700
Postage	1,000	1,000	1,000	830	1,000	1,000
Dues & Memberships	583	634	583		420	420
Travel	1,020	144	1,020	220	895	895
Auto Operating Expense	140,500	143,457	160,000	89,512	150,000	140,000
Telephone Expense	7,000	5,927	7,000	3,955	6,000	6,000
Service Contracts	900	930	900	775	900	900
Building Repairs						
Equipment Repair	5,500	499	5,500	176	8,000	5,000
Waste Disposal & Tipping Fees	10,000	531	2,500	5	1,000	250
Hand Tools & Supplies	4,000	3,780	5,000	2,239	6,000	5,000
Safety Supplies	3,450	1,882	4,500	2,605	5,000	5,000
Uniforms	6,500	6,629	7,400	6,706	8,500	6,800
Janitorial Supplies	450	806	450	142	450	450

Medical, Doctor, Physical Signs and Signs Supplies	2,000	1,153	2,000	595	1,500	1,000	
Software/Licenses Expense			0				
Professional Services - HR							
Vehicle Insurance	14,240	10,727	8,000	7,288	9,000	9,000	
Employee Training	700	165	200	80	440	440	
Contract Labor Expense	500	11	0		0	0	
Special Supplies - Plastic Garbage Bags	3,850	3,618	4,250	226	4,500	4,500	
Special Sup- Recycle Bins & Leaf Bags	2,325	2,425	2,500	2,030	3,000	3,000	
Machines & Equipment	0	15,859	161,555	165,417	226,991	0	
Capital Outlay		6,523					
SCRS Expense	60,196	53,686	60,568	48,561	64,018	61,335	
SCRS Pre-Ret Death Benefits	856	770	845	677	880	843	
FICA Expense	43,649	40,324	43,660	32,856	45,447	44,435	
General Insurance	10,550	9,121	8,000	8,742	9,000	9,000	
Workers Comp. Ins. Expense	24,000	36,942	38,944	47,589	40,636	37,050	
Medical Insurance	119,806	124,220	134,989	105,573	137,932	141,323	
Unemployment Insurance	1,000		4,000		4,000	4,000	
Health Reimbursement	1,000	3390.86	4,000	1,500	4,000	4,000	
<b>TOTAL</b>	<b>\$ 1,036,854</b>	<b>\$ 1,041,090</b>	<b>\$ 1,237,485</b>	<b>\$ 987,508</b>	<b>\$ 1,334,288</b>	<b>\$ 1,072,451</b>	
<b>1463-PLANNING &amp; DEVELOPMENT</b>							
Salaries & Wages	\$ 234,956	\$ 212,912	\$ 191,082	\$ 152,603	\$ 265,219	\$ 270,525	
Printing/Office Supplies	2,700	1,903	2,700	1,379	2,250	2,250	
Postage	282	282	282	234	282	282	
Dues and Memberships	1,735	1,945	645	475	1,190	1,190	
Travel Expense	4,285	1,969	0	1,046	3,825	3,825	
Auto Operating Expense	2,600	3,715	2,600	1,976	2,600	2,600	
Telephone	5,990	6,099	5,900	4,465	5,900	5,900	
Building Repairs	500		500	17,024	4,500	4,500	
Hand Tools and Supplies	500	107	500	31	500	500	
Uniform Expense	300	300	300		300	300	
Professional Services - HR		60					
Advertising	1,500	510	1,000	798	1,000	1,000	
Vehicle Insurance	810	1,116	500	490	500	500	
Employee Training	5,294	3,537	769	1,591	3,200	3,200	
NPDES Phase II Project Expense	47,000	15,145	28,280	35,330	40,000	40,000	
Professional Contract Services	10,000	5,479	0	8,757	12,300	12,300	
Special Contract - Copier	2,650	2,434	0	1,970	2,000	2,000	
Special Dept. Supplies	4,800	3,406	4,860	3,050	5,620	5,620	
Special Contract Expense		1,081	2,650	1,103	0	0	

SCRS Expense	24,788	21,792	21,807	17,407	30,199	30,199	
SCRS Pre-Ret Death Benefits	352	438	438	251	547	547	
FICA Expense	17,974	15,515	14,691	10,986	20,289	20,690	
General Insurance	3,265	2,909	2,600	2,562	2,600	2,600	
Workers Comp. Ins. Expense	2,365	3,733	2,078	3,200	2,810	2,860	
Medical Insurance	35,945	40,138	31,762	25,154	39,367	41,589	
Unemployment Insurance							
Health Reimbursement	2,500	3,502	2,500		2,500	2,500	
<b>TOTAL</b>	<b>\$ 413,091</b>	<b>\$ 350,027</b>	<b>\$ 318,444</b>	<b>\$ 291,881</b>	<b>\$ 449,498</b>	<b>\$ 457,477</b>	
<b>1465-MUSEUM</b>							
Salaries & Wages	\$ 93,530	\$ 97,488	\$ 95,256	\$ 77,824	\$ 103,480	\$ 99,280	
Printing/Office Supplies	600	711	600	135	600	600	
Postage	140	140	150	124	150	150	
Dues & Membership	200		200		200	200	
Travel Expense	500	35.5	500	129	500	500	
Electric & Gas	6,000	5,465	6,200	5,131	7,300	7,300	
Telephone Expense	2,200	4,112	4,000	2,880	4,000	4,000	
Service Contracts	800	1,305	1,200	553	1,200	1,200	
Equipment Repair Expense	500	556	500	267	500	500	
Building Repair Expense	700	273	0		72,700	72,700	
Professional Services - HR							
Acc Tax Project Expense							
Vehicle Insurance	810	396	0		0	0	
Machines & Equipment						0	
SCRS Expense	8,865	8,133	9,077	7,383	9,839	9,168	
SCRS Pre-Ret Death Benefits	126	117	127	103	135	126	
FICA Expense	6,428	6,581	6,597	5,382	7,036	6,700	
General Insurance	1,690	1,677	1,700	1,807	2,000	2,000	
Workers Comp. Ins. Expense	410	926	1,892	1,976	1,723	1,655	
Medical Insurance	14,380	14,554	15,881	12,528	15,326	16,599	
Unemployment Insurance							
Health Reimbursement	1,000	1,000	1,000		1,000	1,000	
<b>TOTAL</b>	<b>\$ 138,879</b>	<b>\$ 143,469</b>	<b>\$ 144,880</b>	<b>\$ 116,223</b>	<b>\$ 227,689</b>	<b>\$ 223,678</b>	
<b>1720-PARK/GROUNDS MAINTENANCE</b>							
Salaries & Wages	\$ 284,092	\$ 266,058	\$ 315,037	\$ 229,605	\$ 340,550	\$ 347,365	
Overtime	1,500	810	1,500	862	2,000	1,500	
Printing & Office Supplies	300	203	300	252	400	400	
Postage	140	140	140	116	140	140	
Membership & Dues	605	572	555	290	600	600	
Travel	700	18	700	20	850	851	
Auto Operating Expense	20,000	25,153	26,000	18,412	30,000	30,000	

Electric & Gas	16,800	16,076	16,800	11,912	25,000	20,000	
Telephone Expense	3,850	3,704	3,950	2,676	4,600	4,600	
Service Contracts (Tree Maint)	1,750	4,522	4,500	2,199	4,500	4,500	
Equipment Repair	12,000	6,936	12,000	6,069	12,000	10,000	
Building Repair	18,000	13,358	3,000	1,317	3,000	3,000	
Hand Tools & Supplies	1,400	1,960	2,000	1,501	2,500	2,500	
Safety Supplies	2,000	2,213	3,600	1,223	4,800	4,800	
Uniforms	3,000	4,101	4,350	3,938	5,800	5,800	
Janitorial Supplies	2,200	2,389	2,200	1,042	2,200	2,200	
Chemicals	800	884	800	345	800	800	
Medical, Doctor, Physical	600	778	750	671	850	850	
Signs and Signs Supplies	1,000	1,277	1,000	495	1,000	1,000	
Advertising	1,500	419	1,500		1,500	500	
Vehicle Insurance	10,280	8,509	7,000	6,802	7,500	7,500	
Employee Training	1,635	215	600	130	1,575	1,575	
Special Dept. Supplies	4,000	4,236	4,000	3,224	4,000	4,000	
Beautification Board Projects	750	746	750	185	750	750	
Machines & Equipment	-	8,367	17,787	9,788	36,500	6,500	
Riiverwalk Parks/Parks			14,000	10,548	5,000	5,000	
SCRS Expense	30,130	25,083	34,035	24,620	36,936	36,936	
SCRS Pre-Ret Death Benefits	428	360	475	344	525	525	
FICA Expense	21,848	19,470	24,785	16,870	25,900	26,400	
General Insurance	6,920	6,659	6,500	7,462	8,670	8,670	
Workers Comp. Ins. Expense	5,500	8,602	7,004	7,999	8,020	8,180	
Medical Insurance	66,495	53,660	84,699	49,283	91,955	99,549	
Unemployment Insurance	750		750		750	750	
Health Reimbursement	1,000	815	1,500		1,500	1,500	
<b>TOTAL</b>	<b>\$ 521,973</b>	<b>\$ 488,294</b>	<b>\$ 604,567</b>	<b>\$ 420,200</b>	<b>\$ 672,671</b>	<b>\$ 649,241</b>	
<b>1750-AUTOMOTIVE GARAGE</b>							
Salaries & Wages	\$ 221,657	\$ 214,469	\$ 219,702	\$ 169,492	\$ 219,090	\$ 223,475	
Overtime	2,500		1,500		1,500	500	
Printing/Office Supplies	400	282	400	215	400	400	
Travel	1,500	862	1,500	376	1,500	1,500	
Auto Operating Expense	5,000	7,069	6,000	4,998	6,500	6,500	
Electric & Gas	8,000	7,183	5,000	5,471	6,000	6,500	
Telephone Expense	3,000	2,701	3,000	2,022	3,000	3,000	
Service Contracts	3,500	5,971	3,800	5,087	4,500	4,500	
Equipment Repair	4,000	5,159	5,000	4,458	5,000	5,000	
Building Repair	13,000	12,136	3,000	1,426	5,000	6,000	
Hand Tools & Supplies	5,000	4,069	6,100	4,924	5,000	5,000	
Paint Supplies	300		0		0	0	
Electric/Light Supplies	300		100		100	100	
Uniforms	2,400	2,907	2,700	1,905	2,900	2,300	

Vehicle Insurance	2,400	1,668	1,000	972	1,000	1,000	
Employee Training	3,500	723	2,000	402	2,000	2,000	
Special Dept. Supplies	7,000	10,110	7,500	8,835	8,500	8,000	
Machines & Equipment			0	4,401	128,331	0	
SCRS Expense	23,649	20,354	23,602	17,854	23,710	23,710	
SCRS Pre-Ret Death Benefits	336	292	329	249	331	331	
FICA Expense	17,148	16,251	16,995	12,868	23,630	24,050	
General Insurance	3,500	3,130	3,500	3,138	3,500	3,500	
Workers Comp. Ins. Expense	7,500	7,018	8,123	9,657	8,250	8,415	
Medical Insurance	35,943	30,947	39,703	26,807	38,315	41,451	
Unemployment Insurance							
Health Reimbursement	2,000		2,000		2,000	2,000	
<b>TOTAL</b>	<b>\$ 373,533</b>	<b>\$ 353,300</b>	<b>\$ 362,554</b>	<b>\$ 285,556</b>	<b>\$ 500,057</b>	<b>\$ 379,232</b>	
<b>1800-NON-DEPARTMENTAL</b>							
Medical Insurance Expense - Retirees	28,800	22,684	30,200	26,219	23,823	23,823	
Bonus Pool	20,280		22,000		22,000	0	
GASB 45-OPEB Expense	130,490		130,490		130,490	130,490	
Interest on Debt Expense	23,398	18,244	10,286	8,837	10,286	10,286	
Gen Fund Principal Payments	394,400	401,937	376,553	308,023	376,553	227,877	
Allocation for Prior Year Unreserved Funds							
<b>TOTAL</b>	<b>\$ 597,368</b>	<b>\$ 442,865</b>	<b>\$ 569,529</b>	<b>\$ 343,079</b>	<b>\$ 563,152</b>	<b>\$ 392,476</b>	
<b>GENERAL FUND TOTAL</b>	<b><u>\$ 9,863,494</u></b>	<b><u>\$ 9,295,150</u></b>	<b><u>\$ 11,175,774</u></b>	<b><u>\$ 8,746,049</u></b>	<b><u>\$ 12,531,438</u></b>	<b><u>\$ 11,208,886</u></b>	

**City of Cayce  
Capital Equipment Schedule  
FY 2015 -2016**

Department Code -Name	Initial Budget	Reductions
<b>General Fund</b>		
<b>1121 Recorders Court</b>		
Court Room Update	\$15,000	\$0
Jury Room Update	\$6,814	\$0
Jury Room AV Equipment	\$1,400	\$0
<b>Total 1121 Recorders Court</b>	<b>\$23,214</b>	<b>\$0</b>
<b>1150 IT</b>		
3 New Laptops (PS Investigations)	\$2,949	\$0
New PC (PS Fire)	\$850	\$0
Firehouse Software PC (PS Fire)	\$8,000	\$0
Surface Pro 3 w/keyboard and warranty (P&D)	\$1,267	\$0
Unitrends Backup System (IT)	\$19,680	\$19,680
2 New Servers (IT)	\$14,111	\$14,111
NAS (IT)	\$12,293	\$12,293
New PC (IT)	\$1,628	\$1,628
Shoretel Switchboard with 5 phones (IT)	\$2,916	\$0
New PC and Monitor (Finance)	\$850	\$0
Surface Pro 3 w/keyboard and warranty (Administration)	\$1,267	\$0
<b>Total 1150 IT</b>	<b>\$65,811</b>	<b>\$47,712</b>
<b>1181 Finance</b>		
Desk, chair, partitions for work space for new employee	\$1,000	\$0
<b>Total 1181 Finance</b>	<b>\$1,000</b>	<b>\$0</b>
<b>1190 Public Buildings</b>		
Council Chambers A/V	\$1,239	\$0
<b>Total 1190 Public Buildings</b>	<b>\$1,239</b>	<b>\$0</b>
<b>1211 PS-Detectives</b>		
Purchase (4) Level B Suits, and (2) SCBA Systems	\$11,000	\$11,000
Replace Vehicle 313 with new vehicle and equipment	\$28,664	\$0
Replace Vehicle 308 with new vehicle and equipment	\$26,769	\$26,769
Replace lab counter tops and sink	\$3,319	\$0
New Video System IP Cellular	\$8,795	\$0
4 New Taser X-26P	\$7,433	\$7,433
Covert Audio Surveillance System	\$2,500	\$0
Direct Link Video Throw Phone System	\$25,499	\$0
<b>Total 1211 PS - Detectives</b>	<b>\$113,979</b>	<b>\$45,202</b>
<b>1212 PS-Patrol</b>		
Replace vehicle 0021 '08 Impala (105,449) with new vehicle & equipment	\$27,774	\$27,774
Replace vehicle 0004 '07 Impala (112,321) with new vehicle & equipment	\$27,774	\$27,774
Replace vehicle 0005 '07 Impala (114,901) with new vehicle & equipment	\$27,774	\$27,774
Replace vehicle 0078 '09 Dodge Charger (90,000) with new vehicle & equipment	\$27,774	\$27,774
Replace vehicle 0079 '09 Dodge Charger (90,392) with new vehicle & equipment	\$27,774	\$0
5 800mhz radios	\$27,000	\$0
Radio software upgrades	\$10,400	\$10,400
Firearms Range	\$9,779	\$0
5 new Tasers	\$5,442	\$0
15 New WMD gas mask	\$13,500	\$0
<b>Total 1211 PS - Patrol</b>	<b>\$204,991</b>	<b>\$121,496</b>
<b>1212 PS-Fire</b>		
Equipment for 3 new personnel including uniforms	\$19,308	\$0
10 Sets of new bunker gear	\$24,496	\$24,496
12 Class A Haz-Mat suits	\$22,141	\$0
12 Class B Haz-Mat suits	\$8,462	\$0
5 800mhz APX 6000 extreme temp radios	\$23,540	\$0
New Brush Truck F-250 4X4 with skid unit	\$40,543	\$0
Small valves & gauges for high rise pack	\$3,698	\$0
Hurst battery powered extication equipment	\$26,678	\$0
8 Fire Dept. Bay Doors with remotes	\$41,950	\$0
<b>Total 1211 PS - Fire</b>	<b>\$210,816</b>	<b>\$24,496</b>
<b>1213 PS-Animal Services</b>		
2 800mhz radios	\$10,000	\$10,000
Pet licensing program	\$3,500	\$0
<b>Total 1213 PS-Animal Services</b>	<b>\$13,500</b>	<b>\$10,000</b>
<b>1215 PS-Parks</b>		
Riverwalk Club Car Golf Cart	\$7,600	\$7,600
2 800mhz radios	\$10,000	\$10,000
New storage building	\$50,500	\$50,500
<b>Total 1215 PS-Parks</b>	<b>\$68,100</b>	<b>\$68,100</b>
<b>1337 Sanitation</b>		
Rear Loader Garbage Truck	\$196,991	\$0
SUV/full size pick up	\$30,000	\$0
<b>Total 1337 Sanitation</b>	<b>\$226,991</b>	<b>\$0</b>
<b>1720 Parks</b>		
20'x30' metal building two 10' roll up doors and one 40" walk-in door	\$6,500	\$6,500
SUV/Crew Cab Truck for Manager	\$30,000	\$0
<b>Total 1720 Parks</b>	<b>\$36,500</b>	<b>\$6,500</b>
<b>1750 Garage</b>		
Used Oil Storage	\$4,400	\$0
Truck Jacks	\$23,000	\$0
Upgrade Disagnostics	\$5,350	\$0
Garage Doors (Repair)	\$16,000	\$0
Lean-to Office	\$2,500	\$0
Reels for hoses....etc	\$8,560	\$0
Air Compressor	\$3,521	\$0
Wash Rack with Oil Separator & Pressure Washer	\$65,000	\$0
<b>Total 1750 Garage</b>	<b>\$128,331</b>	<b>\$0</b>
<b>Total General Fund</b>	<b>\$1,094,472</b>	<b>\$323,506</b>

Htax  
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HTax

Htax





## CITY OF CAYCE

### O & M Fund Revenue Detail

REVENUES	Budget FY13-14	Actual to 01/31/2014 FY13-14	Requested Budget FY14-15	Approved Budget FY14-15	Actual to 03/30/2015 FY14-15	Proposed Budget FY15-16
<b>OPERATING REVENUES</b>						
Interest Earned	10,000	3,075	10,000	10,000		10,000
Sale of Property	4,000	0	5,000	5,000		5,000
Miscellaneous Revenue	1,300	153,333	5,000	5,000		5,000
Transfer in From Gross Revenue	9,258,098	4,960,221	10,822,878	11,503,652		11,731,885
Springdale Contract Revenue	105,194	61,363	105,194	105,194		105,194
<b>TOTAL OPERATING REVENUES</b>	<b>\$9,378,592</b>	<b>\$ 5,177,992</b>	<b>\$ 10,948,072</b>	<b>\$11,628,846</b>		<b>\$ 11,857,079</b>

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed	Admin Rec	
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	05/18/2015	Adopted
				FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>UTILITIES-1909 BILLING</b>							
Salaries & Wages	278,154	299,353	291,190	214,738	323,436	329,905	
Overtime	23,423	10,033	16,000	13,987	23,671	16,000	
Printing/Office Supplies	5,000	3,793	3,750	1,534	5,000	5,000	
Postage	42,000	40,834	44,500	28,700	49,000	49,000	
Dues & Membership	1,010	105	1,465	430	1,465	1,465	
Travel	1,360	18	1,560	75	1,560	1,560	
Auto Operating Expense	17,500	19,007	17,500	9,470	17,500	17,500	
Telephone Expense	5,646	5,833	8,401	3,658	8,977	8,977	
Service Contracts	15,650	15,247	16,750	16,637	27,750	29,250	
Hand Tools & Supplies	1,200	793	2,000	102	2,000	2,000	
Safety Supplies	600	616	1,500	397	2,300	1,750	
Uniform	1,400	860	1,500	732	2,500	1,750	
Vehicle Insurance	3,200	2,544	2,000	1,943	3,120	2,500	
Employee Training	2,470	725	7,260	750	7,260	6,500	
Spec Dept Fees-Collect, Chg Card, & On-Line	58,000	76,081	75,000	59,425	85,000	85,000	
Special Contract-Copier Machines & Equipment	900	642	0	0	0	0	
SCRS	31,835	27,551	33,171	24,454	37,967	37,967	
SCRS Pre-Retirement Benefit	453	395	463	341	522	522	
FICA Expense	23,084	21,218	23,606	16,977	26,622	27,155	
General Insurance	5,090	4,467	3,900	4,305	5,000	5,000	
Workers Compensation Insurance	3,400	4,207	5,687	4,945	10,000	5,100	
Medical Insurance	57,509	56,337	63,524	46,334	70,860	74,741	
Unemployment Compensation	5,000	0	5,000	0	5,000	1,000	
Health Reimbursement Account Expense	5,000	3,069	5,000	1,000	7,500	7,500	
OPEB Expense	0	0	0	0	0	0	
Christmas Bonus Pool	0	0	1,380	0	0	0	
<b>Total</b>	<b>588,884</b>	<b>593,728</b>	<b>638,707</b>	<b>453,790</b>	<b>725,210</b>	<b>718,342</b>	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed		
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	Admin Rec	Adopted
				FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>UTILITIES-1910</b>							
<b>ADMINISTRATION</b>							
Salaries & Wages	251,005	240,425	200,725	152,112	251,752	256,790	
Overtime	0	0	0	0	1,000	1,000	
Printing/Office Supplies	4,300	4,630	5,000	1,576	5,000	5,000	
Postage	4,000	4,000	5,375	3,548	6,000	6,000	
Dues & Membership	742	293	745	205	665	665	
Travel	2,370	1,803	2,655	1,568	3,540	3,540	
Auto Operating Expense	4,500	5,194	4,500	1,734	10,000	10,000	
Telephone Expense	8,150	6,417	6,800	4,213	7,500	7,500	
Service Contracts	7,816	8,702	4,122	14,178	18,972	18,972	
Equipment Repair	860	718	900	0	900	900	
Safety Supplies	5,250	4,567	2,750	1,852	3,500	3,500	
Uniform	150	131	200	0	550	550	
Medical, Doctor, Physical	4,100	1,859	4,100	1,532	4,100	4,100	
Professional Services - HR	0	0	0	0	0	0	
Advertising	8,000	872	4,000	739	3,000	1,000	
Vehicle Insurance	2,400	2,149	1,000	1,698	2,550	2,000	
Employee Training	2,525	1,800	3,450	1,034	3,035	3,035	
Professional Service - Audit	40,000	31,253	40,000	39,218	40,000	40,000	
Professional Service - Attorney	35,000	41,544	55,000	39,582	55,000	55,000	
Professional Service - Engineer	29,000	15,717	41,000	21,486	41,000	25,000	
Consultant Fees	29,988	34,997	48,500	45,137	50,000	50,000	
Special Contract-Copier	2,675	2,471	2,675	1,828	2,675	2,675	
Spec Dept Fees-Collect, Chg Card, & On-Line	0	0	0	0	0	0	
Easement Contracts-CSX	0	0	0	0	0	0	
Machines & Equipment	0	0	2,550	3,078	33,025	3,725	
SCRS	26,462	23,861	21,636	16,352	27,554	27,554	
SCRS Pre-Retirement Benefit	376	342	302	228	379	379	
FICA Expense	19,188	18,319	15,397	11,430	19,320	19,710	
General Insurance	2,640	2,364	2,100	2,046	5,200	5,200	
Workers Compensation Insurance	3,000	3,778	3,570	3,916	5,712	5,825	
Medical Insurance	28,755	35,699	23,822	17,897	31,493	33,152	
Unemployment Compensation	1,500	0	1,500	0	1,500	1,500	
Health Reimbursement Account Expense	2,000	731	2,000	1,000	3,000	3,000	
OPEB Expense	4,810	0	4,810		4,810	4,810	
Christmas Bonus Pool	0	0	540		0	0	

Paying Agent Fee/Bonds	8,000	7,233	8,000	7,112	8,000	8,000	
Website Expense	2,750	0	2,750	0	0	0	
<b>Total</b>	<b>542,312</b>	<b>501,868</b>	<b>522,474</b>	<b>396,298</b>	<b>650,732</b>	<b>610,082</b>	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed		
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	Admin Rec	Adopted
				FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>1911 WATER TREATMENT PLANT</b>							
Salaries & Wages	433,963	399,040	427,441	321,743	429,742	438,340	
Overtime	42,494	61,466	41,244	35,754	41,377	41,377	
Printing/Office Supplies	650	467	650	489	650	650	
Postage	250	250	275	318	275	275	
DHEC Permit Fees & CCR	24,500	23,461	23,700	23,259	24,000	24,000	
Dues & Membership	852	1,009	822	404	857	857	
Travel	2,360	2,410	2,360	2,728	2,600	2,600	
Auto Operating Expense	8,500	6,368	8,100	2,917	8,400	4,000	
Electric & Gas	275,000	278,506	285,000	258,274	350,000	345,000	
Telephone	5,000	11,985	4,500	5,605	6,933	6,933	
Lubrication Supplies	900	940	900	182	950	950	
Service Contracts	52,093	46,933	53,222	37,692	78,508	51,307	
Equipment Repair	75,000	78,541	75,000	126,642	65,000	65,000	
Building Repair	500	22	500	0	6,500	6,500	
Hand Tools & Supplies	900	867	900	782	900	900	
Electric/Light Supplies	600	665	600	133	600	600	
Safety Supplies	1,500	1,378	1,550	1,444	1,600	1,600	
Uniform Expense	2,100	2,134	2,300	2,270	2,400	2,400	
Janitorial Supplies	600	553	600	377	600	600	
Chemical	194,077	174,758	229,219	114,606	229,000	229,000	
Laboratory Supplies	23,500	19,946	22,500	23,370	29,000	29,000	
Professional Services - HR	0	0	0	0	0	0	
Vehicle Insurance	2,375	1,911	1,500	1,214	1,560	1,560	
Employee Training	2,008	1,500	2,750	1,689	2,750	2,750	
Professional Services - Eng	0	0	17,000	0	0	0	
Consultant Service/Lab Tests	17,000	11,572	0	5,737	8,500	8,500	
Machines & Equipment	75,000	7,253	83,190	57,694	238,853	159,853	
SCRS	50,254	44,215	50,590	38,125	51,399	51,399	
SCRS Pre-Retirement Benefit	715	635	706	532	707	707	
FICA Expense	36,440	33,873	36,001	26,641	36,041	36,765	
General Insurance	13,660	15,546	17,432	18,188	17,432	17,432	
Workers Compensation Insurance	16,170	18,659	18,192	22,717	22,014	22,455	
Medical Insurance	71,886	65,765	79,405	57,418	78,733	82,535	
Unemployment Compensation	500	0	500	312	550	550	
Health Reimbursement Account Expense	2,500	1,010	2,500	1,500	2,500	1,500	
OPEB Expense	5,411	0	5,411	0	5,411	0	

Christmas Bonus Pool	0		1,920	0	0	0	
<b>Total</b>	<b>1,439,258</b>	<b>1,313,638</b>	<b>1,498,480</b>	<b>1,190,756</b>	<b>1,746,342</b>	<b>1,637,895</b>	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed		
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	Admin Rec	Adopted
				FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>1912 WATER DISTRIBUTION &amp; MAINTENANCE</b>							
Salaries & Wages	497,616	438,022	499,975	353,946	500,031	510,035	
Overtime	16,100	49,528	36,000	37,920	46,067	46,067	
Printing & Office Supplies	3,000	1,064	3,000	1,896	3,000	2,500	
Dues & Membership	1,500	445	1,830	225	1,374	1,374	
Travel	1,800	748	5,310	709	5,760	4,080	
Auto Operating Expense	35,000	54,800	50,000	35,937	50,000	50,000	
Electric & Gas	37,500	49,743	40,000	41,692	50,000	50,000	
Telephone	20,000	9,246	20,000	5,041	15,000	12,000	
Service Contracts	179,681	173,985	209,495	156,373	210,185	210,185	
Equipment Repair	30,000	40,378	30,000	12,701	30,000	25,000	
Building Repairs	500	0	500	8,289	500	500	
Hand Tools & Supplies	6,000	6,566	6,000	5,892	8,000	8,000	
Masonry/Cement Supplies	3,000	408	3,000	2,997	4,500	4,500	
Asphalt/Grading Supplies	25,000	14,561	26,000	49,269	45,000	45,000	
Radio Supplies	250	0	250	0	250	250	
Safety Supplies	5,200	4,003	6,000	5,221	7,000	7,000	
Uniform	4,200	5,216	5,200	4,489	6,500	6,500	
Chemical	736	668	736	0	736	736	
Professional Services - HR	0	0	0	0	0	0	
Water Dist Repair Exp	60,000	194,477	67,000	53,437	65,000	65,000	
Vehicle Insurance	12,655	9,827	7,000	6,802	8,200	6,500	
Employee Training	5,000	5,031	12,109	9,438	10,084	9,034	
Water Distribution Meters	15,000	0	15,000	5,885	15,000	15,000	
Machines & Equipment	93,250	156,845	7,200	39	482,584	15,500	
SCRS	54,210	46,857	57,908	41,868	59,848	59,848	
SCRS Pre-Retirement Benefit	771	673	809	584	823	823	
FICA Expense	39,308	36,499	41,209	29,548	41,965	42,805	
General Insurance	9,540	9,616	9,700	10,756	9,700	9,700	
Workers Compensation Insurance	10,000	9,721	23,126	23,089	25,772	26,290	
Medical Insurance	97,046	85,929	111,170	68,195	102,353	107,295	
Unemployment Compensation	4,000	0	4,000	0	4,000	2,000	
Health Reimbursement Account Expense	2,000	0	2,000	0	2,000	1,000	
OPEB Expense	7,816	0	7,816	0	7,816	0	
Christmas Bonus Pool	0		2,700	0	0	0	
<b>Total</b>	<b>1,277,679</b>	<b>1,404,856</b>	<b>1,312,043</b>	<b>972,238</b>	<b>1,819,048</b>	<b>1,344,522</b>	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed		
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	Admin Rec	Adopted
				FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>1916 WASTEWATER TREATMENT PLANT</b>							
Salaries & Wages	537,402	514,337	543,680	395,803	562,891	574,150	
Overtime	41,255	27,155	32,000	14,257	24,000	20,000	
Printing/Office Supplies	525	803	680	454	680	680	
Postage	250	250	270	178	270	270	
State of S.C. Permit Fees	3,250	3,170	3,250	3,170	3,250	3,250	
Dues & Membership	1,500	615	1,500	435	1,500	1,500	
Travel	4,262	484	5,000	1,180	7,474	5,000	
Auto Operating Expense	45,000	58,758	45,000	27,769	45,000	37,000	
Water Expense	50,000	126,602	100,000	0	430,000	430,000	
Electric & Gas	740,000	805,382	806,200	596,433	939,000	939,000	
Telephone	12,650	28,116	27,700	15,578	27,700	27,700	
Lubrication Supplies	3,000	867	3,000	1,240	3,000	3,000	
Service Contracts	92,060	57,556	104,600	75,507	133,050	133,050	
Equipment Repair	30,000	84,042	55,000	252,367	66,000	66,000	
Building Repairs	800	28	500	88	500	500	
Sludge Disposal Fees	200,000	240,092	200,000	143,875	200,000	200,000	
Hand Tools & Supplies	3,700	2,041	3,700	917	3,700	2,000	
Electric/Light Supplies	210	349	210	2,125	2,000	2,000	
Radio Supplies	200	0	200	0	200	200	
Safety Program and Supplies	3,000	2,987	4,150	4,667	6,000	6,000	
Uniform	4,500	5,097	5,810	4,083	5,600	5,600	
Janitorial Supplies	1,000	782	1,000	599	1,000	1,000	
Chemical	280,000	118,433	152,510	95,738	150,996	150,996	
Laboratory Supplies	26,200	27,004	27,500	26,229	35,900	35,900	
Force Main/Line Repair Expense	0	141	0	0	0	0	
Professional Services - HR	0	0	0	0	0	0	
Vehicle Insurance	9,490	8,003	6,500	6,797	6,900	6,900	
Employee Training	6,073	2,092	6,608	3,175	11,670	6,000	
Professional Serv. Engineer	0	0	0	0	0	0	
Professional Serv. - Lab Tests	23,900	19,123	25,100	16,690	25,100	25,100	
FILOT Expense	0	160		0			
Machines & Equipment	58,700	4,050	17,520	4,223	139,350	57,000	
SCRS	61,048	51,707	62,163	43,912	65,433	65,433	
SCRS Pre-Retirement Benefit	868	742	859	613	900	900	
FICA Expense	44,267	39,808	44,238	30,078	45,881	46,800	
General Insurance	52,897	68,457	84,016	85,462	86,000	86,000	

Workers Compensation Insurance	18,500	23,816	25,606	31,991	26,638	27,170
Medical Insurance	86,263	83,393	100,581	70,161	94,480	99,042
Unemployment Compensation	2,000	0	2,000	170	2,000	2,000
Health Reimbursement Account Expense	1,500	2,250	1,500	122	1,500	1,500
OPEB Expense	6,615	0	6,615	0	6,615	6,615
Depreciation Expense	0		550,000	0	550,000	550,000
Christmas Bonus Pool	0		2,580	0	0	0
<b>Total</b>	<b>2,452,885</b>	<b>2,408,692</b>	<b>3,059,346</b>	<b>1,956,085</b>	<b>3,712,178</b>	<b>3,625,256</b>

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed		
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	Admin Rec	Adopted
	FY13-14	FY13-14	FY14-15	FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>1917 WASTEWATER COLLECTION</b>							
Salaries & Wages	410,773	406,679	520,012	359,925	534,775	545,470	
Overtime	16,100	48,993	40,000	47,486	62,670	55,000	
Dues & Membership	910	260	1,875	1,910	1,390	1,390	
Travel Expense	2,070	1,677	5,480	5,197	3,140	3,140	
Auto Operating Expense	95,000	101,481	67,000	44,358	85,000	60,000	
Electric & Gas	115,000	127,797	125,000	85,732	125,000	115,000	
Telephone Expense	36,000	29,287	38,200	25,897	45,000	40,000	
Lubrication Supplies	300	0	300	0	300	300	
Service Contracts	14,388	10,250	15,100	6,441	17,878	17,878	
Equipment Repair	103,000	105,361	135,000	155,624	175,000	135,000	
Hand Tools & Supplies	6,000	7,557	6,000	3,713	8,000	8,000	
Masonry/Cement Supplies	1,500	860	1,500	700	1,500	1,500	
Asphalt/Grading Supplies	25,000	14,293	25,000	25,416	25,000	25,000	
Radio Supplies	250	0	250	0	250	250	
Safety Supplies	15,000	14,385	6,000	4,809	7,500	7,500	
Uniform	4,200	5,028	4,500	4,592	6,200	6,200	
Janitorial Supplies	300	521	500	398	500	500	
Chemical	25,000	13,070	25,000	11,559	18,687	18,687	
WW Coll Repair Exp	50,000	128,780	66,000	78,726	85,000	85,000	
Transmission Line Operation & Maint	5,000	0	5,000	0	5,000	5,000	
Professional Services - HR	0	0	0	0	0	0	
Vehicle Insurance	14,236	11,341	8,500	8,260	8,850	8,850	
Employee Training	918	519	14,218	9,278	4,418	4,418	
Pro Ser - Eng Exp	0	0	0	0	0	0	
Machines & Equipment	20,000	348	98,700	139,389	536,798	29,500	

SCRS	45,029	43,198	60,460	43,671	65,181	65,181	
SCRS Pre-Retirement Benefit	640	620	844	609	896	896	
FICA Expense	32,651	34,125	43,025	30,755	45,705	46,620	
General Insurance	12,175	12,591	13,000	14,258	15,000	15,000	
Workers Compensation Insurance	18,000	21,410	28,638	30,102	27,566	28,120	
Medical Insurance	93,452	84,122	116,462	70,824	110,226	115,549	
Unemployment Compensation	1,000	0	1,000	0	1,000	1,000	
Health Reimbursement Account Expense	2,000	0	2,000	0	2,000	1,000	
OPEB Expense	5,411	0	5,411	0	5,411	0	
Christmas Bonus Pool	0	0	2,400	0	0	0	
Springdale Contract Expense	105,194	0	105,194	0	105,194	105,194	
<b>Total</b>	<b>1,276,497</b>	<b>1,224,553</b>	<b>1,587,569</b>	<b>1,209,629</b>	<b>2,136,035</b>	<b>1,552,143</b>	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed		
	FY13-14	FY13-14	FY14-15	03/26/2015	Budget	Admin Rec	Adopted
				FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>1920 WASTEWATER PRETREATMENT</b>							
Salaries & Wages	38,871	34,991	107,100	71,932	130,843	133,460	
Overtime	0	0	5,250	761	8,589	3,000	
Printing/Office Supplies	200	209	500	493	1,000	1,000	
Postage	100	100	300	198	600	600	
State of S.C. Permit Fees	0	0	0	0	0	0	
Dues & Membership	236	180	474	95	315	315	
Travel	1,402	171	1,402	482	1,829	1,829	
Auto Operating Expense	2,000	1,393	11,000	1,038	7,500	5,000	
Electric & Gas	12,000	151	36,000	1,366	15,000	4,000	
Telephone	600	1,082	2,380	1,372	3,280	3,280	
Lubrication Supplies		0	500	189	1,000	700	
Service Contracts		0	1,440	7,392	1,440	1,440	
Equipment Repair		0	1,500	4,609	6,000	6,000	
Building Repair		0	400	354	1,000	1,000	
Sludge Disposal Fees	8,400	0	27,300	731	98,000	98,000	
Hand Tools & Supplies	1,000	672	1,500	841	2,000	2,000	
Electric/Light Supplies	0	0	200	0	500	500	
Radio Supplies	0	0	0	0	0	0	
Safety Program and Supplies	200	0	975	324	1,100	1,100	
Uniform	750	12	1,300	660	2,000	2,000	
Janitorial Supplies	0	0	300	0	500	500	
Chemical	2,250	0	26,545	17,730	78,296	78,000	
Laboratory Supplies	0	0	500	0	0	0	
Professional Services - HR	0	0	0	0	750	750	
Vehicle Insurance	0	241	1,500	486	1,560	1,000	
Employee Training	534	225	859	158	925	925	
Professional Serv. - Lab Tests	0	0	10,000	2,027	10,000	8,000	
Machines & Equipment	20,000	37	51,100	225	51,500	0	
SCRS	4,107	2,889	12,103	7,814	15,212	15,212	
SCRS Pre-Retirement Benefit	58	41	169	109	209	209	
FICA Expense	2,978	2,401	8,613	5,499	10,667	10,880	
General Insurance		225	500	1,593	2,400	2,400	
Workers Compensation Insurance	0	729	5,560	1,091	6,620	1,530	
Medical Insurance	5,391	6,109	19,851	11,914	17,715	18,570	
Unemployment Compensation	0	0	0	0	0	0	

Health Reimbursement Account Expense	0		0	0	4,500	1,500	
OPEB Expense	0		0	0	0	0	
Christmas Bonus Pool	0		240	0	0	0	
<b>Total</b>	<b>101,077</b>	<b>51,858</b>	<b>337,361</b>	<b>141,482</b>	<b>482,850</b>	<b>404,700</b>	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Budget	Actual to	Proposed	Admin Rec	Adopted
	FY13-14	FY13-14	FY14-15	03/26/2015 FY 14-15	FY 15-16	FY 15-16	FY 15-16
<b>1990 NON-DEPARTMENTAL</b>							
Medical Insurance Expense							
Retiree	0	0	5,294	4,218	0	0	
O&M Indirect Cost Transfer	1,500,000	875,000	1,600,000	1,199,999	1,600,000	1,600,000	
Contra Water Expense	0	-54,383		0	0	0	
Capital Equipment Replacement Reserve	100,000	58,333	100,000	75,000	100,000	100,000	
Capital Improvement Projects Reserve	100,000	58,333	100,000	75,000	100,000	100,000	
Debt Service Principal			0		152,926	152,926	
Debt Service Interest			5,720		11,213	11,213	
Depreciation Expense			0		0	0	
<b>Total</b>	<b>1,700,000</b>	<b>937,284</b>	<b>1,811,014</b>	<b>1,354,217</b>	<b>1,964,139</b>	<b>1,964,139</b>	

**Grand Total \$ 9,378,592 \$ 8,436,477 \$10,766,994 \$7,674,494 \$13,236,534 \$11,857,079 \$0**

**O&M Revenue** \$10,948,072 \$ 11,857,079 \$ 11,857,079

**City of Cayce  
Capital Equipment Schedule  
FY 2015 -2016**

Department Code -Name	Initial Budget	FY 15-16	Budget Reduction
<b>O &amp; M Fund</b>			
<b>1909 Billing</b>			
Chevrolet Silverado	\$33,000	LP	
Computer Hardware	\$1,200	\$1,200	
100 W ERT Replacement-2000/year	\$150,000	\$0	
<b>Total 1909 Billing</b>	<b>\$184,200</b>	<b>\$1,200</b>	<b>\$183,000</b>
<b>1910 Utilities - Administration</b>			
Chevrolet Tahoe	\$29,300	LP	
Ladders	\$475	\$475	
Stationary Tool Storage Box	\$1,000	\$1,000	
Office Printer	\$250	\$250	
New Desktop Computer Replacement	\$2,000	\$2,000	
<b>Total 1910 Utilities - Admin</b>	<b>\$33,025</b>	<b>\$3,725</b>	<b>\$29,300</b>
<b>1911 Water Treatment Plant</b>			
Sodium Hypo Dosage System for 321 Booster Station	\$9,000	\$9,000	
High Service Transmission Pump	\$60,000	\$60,000	
Raw Water Transmission Pump	\$90,000	\$90,000	
Replace Vehicle 4108 and Vehicle 4109	\$44,800	LP	
Surface Wash Valves Replacement Filter One thru Filter Four	\$20,000	\$0	
Autoclave for WTP Laboratory	\$6,200	\$0	
Replacement Computer for WTP Office	\$853	\$853	
Replacement sample sink, cabinet and surround in the WTP Laboratory	\$8,000	\$0	
<b>Total 1911 Water Plant</b>	<b>\$238,853</b>	<b>\$159,853</b>	<b>\$79,000</b>
<b>1912 Water Distribution</b>			
Gate Operator/Card Reader	\$12,000	\$12,000	
New HD Vehicle to replace Vehicle 4159	\$40,092	LP	
New HD Vehicle to replace Vehicle 4158	\$40,092	LP	
3 Ruggedized Laptops or tablets	\$5,400	\$3,500	
Continue AMR meter conversion program	\$385,000	\$0	
<b>Total 1912 Water Distribution</b>	<b>\$482,584</b>	<b>\$15,500</b>	<b>\$467,084</b>
<b>1916 Wastewater Plant</b>			
Replacement Dump Trailer for #4261	\$46,500	\$46,500	
Headworks Rotating Screen Control Cabinet Air Conditioner	\$5,000	\$5,000	
Insulation & Heat Tracing for Headworks Grit Snails	\$10,000	\$0	
8" Lay Flat Hose, Kaniflex Hose, PVC Hose, all with Bauer Fittings	\$13,500	\$0	
Table Top Autoclave (lab)	\$5,500	\$5,500	
Chevy Colorado Extended Cab	\$22,500	LP	
BioRem Odor Control Recirculation Pump/Motor Assembly	\$5,350	\$0	
Headworks Rotating Screen Wash Impeller Pump	\$13,200	\$0	
Carousel Wilo Submersible Mixer	\$9,500	\$0	
Used Gasoline Utility Golf Cart	\$8,300	LP	
<b>Total 1916 Wastewater Plant</b>	<b>\$139,350</b>	<b>\$57,000</b>	<b>\$82,350</b>
<b>1917 Wastewater Collection</b>			
4" ByPass Pumps and Accessories (Reduced for additional piping only)	\$55,000	\$10,000	
2014 Vacuum Truck	\$350,300	LP	
HD Utility F450	\$40,092	LP	
F250 4x4 Truck	\$30,300	LP	
Timberland Pump Station II Conversion Phase Upgrade	\$25,000	\$0	
Electric Control Panel Davon Pump Station	\$6,500	\$6,500	
Mallard Trace PS Rebuild	\$13,000	\$0	
Spare Pump for Air South Pump Station	\$9,500	\$9,500	
Two Desktops Computers	\$1,706	\$0	
3 Ruggedized Laptops or Tablets	\$5,400	\$3,500	
<b>Total 1917 Wastewater Collection</b>	<b>\$536,798</b>	<b>\$29,500</b>	<b>\$507,298</b>
<b>1920 Septage &amp; Grease</b>			
Remodel old WWTP office/lab	\$50,000	\$0	
Computer Hardware	\$1,500	\$1,500	
<b>Total 1920 Septage &amp; Grease</b>	<b>\$51,500</b>	<b>\$1,500</b>	<b>\$50,000</b>
<b>Total O&amp;M Fund</b>	<b>\$1,666,310</b>	<b>\$268,278</b>	<b>\$1,398,032</b>

# CITY OF CAYCE

## Hospitality Tax Grant Application

Project Information	
Project Start Date <b>July 1, 2015</b>	Amount Requested \$ \$ <b>32,900.00</b>
Project Completion Date	Date Submitted <b>April 10, 2015</b>
Project Name <b>Phase 3 12KHP Interpretive Program, July-November 2015</b>	
Project Address/Location <b>12, 000 Year History Park , Cayce, SC and The River Alliance, 400 Rivermont Dr.</b>	

Organization Information	
Organization <b>The River Alliance</b>	
Mailing Address <b>400 Rivermont Dr.</b>	
City ST ZIP <b>Columbia, SC 29210</b>	
Telephone <b>803-765-2200</b>	Cell
Fax <b>803-765-9600</b>	E-Mail <b>admin@riveralliance.org</b>
How long has this organization or corporation existed? <u>20 years</u> Year(s)	

Project Description
<p>Proposed Work for Phase 3, 12KHP Interpretive Program, July 2015 to November 2015</p> <p>Outcomes:</p> <ol style="list-style-type: none"> <li>1. Continuation of Volunteer recruitment and training, 12KHP Interpretive Program</li> <li>2. Completion of Civil War Human Interest (CWHI) (first person diary and witness accounts) interpretive module</li> <li>3. Approximately 24 Volunteer-led tours</li> <li>4. Marketing and Advertising (see below)</li> </ol> <p>Phases of work:</p> <ol style="list-style-type: none"> <li>1. Carry out marketing of 12KHP resources</li> <li>2. Facilitate continued Volunteer recruitment and training, including information meetings</li> <li>3. Organize Civil War Human Interest (CWHI) (first person diary and witness accounts) interpretive module workshop</li> <li>4. Develop CWHI theme module</li> <li>5. Produce CWHI interpretive package content &amp; graphics</li> <li>6. Coordinate actions with Partners &amp; Constituents</li> <li>7. Conduct CWHI volunteer-led tours (Sept-Nov 2015)</li> <li>8. With draft Fort Congaree report by SCIAA, in hand, begin development of Fort Congaree theme interpretive module</li> </ol> <p>Marketing Strategy:</p> <p>Target Markets: 12KHP Working Group and Constituents/Partners: This work also inclusive of:</p> <ul style="list-style-type: none"> <li>o Families</li> <li>o History Buffs</li> <li>o Nature Enthusiasts</li> <li>o Church Groups</li> <li>o Civic Organizations</li> <li>o Boys &amp; Girl Scouts</li> <li>o Schools (e.g., work with Volunteer Pamela Sullivan re. Lex. Co. School District)</li> </ul> <p>University Community "Higher Education Day", Plan multi-departmental park orientation and tour for faculty, staff, and grad students (September 18, 2015)</p> <p>Media - Print, Broadcast, Social/Online, plus Brochure to be distributed at welcome centers, speaking opportunities, Greater DWC Chamber of Commerce and Visitor Center, Cayce Tennis and Fitness Center.</p>

**Tourist Information**

What is the estimated number of tourists to be attracted by this project? 500

Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.).

We will collect zip codes from tours attendees, plus on-line sign-up forms for tours and special events.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how these impacts were determined.

Tour and special event attendees, state-wide and regionally, will travel to Cayce and will spend the night in hotels, buy gas, and eat at local restaurants.

<b>Itemize Total Expected Project Costs</b>	
<b>Itemize Total Expense Below</b>	<b>Dollar Amount</b>
Labor to carry out 6 tasks outlined above	\$28,700.00
Materials (support graphics/maps/brochure)	\$2,200.00
Materials reproduction/distribution	2,000.00
<b>Total Cost of Project</b>	<b>\$32,900.00</b>

<b>Detail How the City's Hospitality Tax Grant Request Will Be Expended</b>	
<b>Detail Expense Items</b>	<b>Dollar Amount</b>
Labor/average per month	\$5,740.00
Creation of support materials, actual costs	\$2,200.00
Reproduction/distribution	\$2,000.00
<b>Amount Requested</b> (must equal <i>Amount Requested</i> on first page of application)	<b>32,900.00</b>

<b>List All Sources of Funds for the Proposed Project</b>		
<b>Sources of Funds</b>	<b>Indicate Status of Funds (Proposed, Requested, or Received)</b>	<b>Dollar Amount</b>
Hospitality tax		\$32,900.00
	<b>Total Budget</b>	<b>\$32,900.00</b>

**Statement of Assurances/Certification**

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised shall be conducted in a manner that provides maximum competition. The grant recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Cayce upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change/and or variation must be reported immediately, otherwise funding may be withheld.

Authorized Officer Signature 

Printed Authorized Officer Name Michael Dawson, Executive Director, The River Alliance

Date *Apr 13, 2015*

**Organization Contact Information**

Organization The River Alliance, 400 Rivermont Dr., Columbia, SC 29210

Contact Person John Jameson

Mailing Address 400 Rivermont Dr.

City/ST/ZIP Columbia, SC 29210

Telephone 803-765-2200

Cell

Fax 803-765-9600

E-Mail admin@riveralliance.org

**For Staff Use**

**MAKE SURE YOU KEEP A COPY OF YOUR APPLICATION- ESPECIALLY THIS SHEET.**

**IF AWARDED YOU MUST AGREE TO THE FOLLOWING REQUIREMENTS:**

1. Unspent funding must be returned to City of Cayce Hospitality Tax Funds. If your organization is found to have spent funding in any other way than as described and approved per your application, funding must be returned to City of Cayce Hospitality Tax Funds.
2. Any revenue generated by the event or attraction must be to benefit a community or organization within the limits of City of Cayce. (Profits cannot go to other division of the organization, if that division is outside of the City of Cayce, SC.)
3. The sponsoring agency shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.
4. Promotional material such as brochures, rack cards, etc., a statement must be added that states "Funding assistance provided by the City of Cayce through Hospitality Tax Funds".
5. When projects are finished a final "Accountability Report" is due to the City of Cayce, C/O Tara Greenwood, 1800 12<sup>th</sup> Street, Cayce, SC 29033.

**Accountability Report must include:**

1. A written summary of the project.
  2. A budget, noting the expenses that were outlined on your application.
    - a. A written account of income associated with this project.
    - b. A written account of expenditures associated with the project.
  3. Copies of your cancelled checks and invoices pertaining to the funds we award you.
  4. A marketing plan of how you will promote the project.
  5. Any advertisements or promotional material
  6. Photographs (5 or more) of the project and one additional photo exhibiting your acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds. (i.e. plaques, signs, etc.)
6. Agree to allow a representative of the City and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this project.
  7. I hereby declare that this organization carries liability insurance in the amount of \$2 million and agree to include the City of Cayce as a named insured for purposes of this project. This organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity, and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.

EXECUTIVE DIRECTOR SIGNATURE/DATE:

*[Handwritten Signature]* CFO April 29 2015

BOARD CHAIRMAN SIGNATURE/DATE:

# THE RIVER ALLIANCE

What 90 miles of river can be.

I hereby declare that this organization carries liability insurance in the amount of \$2 million with \$1 million per occurrence and agree to include the City of Cayce as a named insured for purposes of this project. This organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.



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Michael T. Dawson, CEO  
The River Alliance

# CITY OF CAYCE

## Hospitality Tax Grant Application

Project Information	
Project Start Date 10/10/2015	Amount Requested \$ 16177
Project Completion Date 10/11/2015	Date Submitted 4/18/2015
Project Name Native American Cherokee River Festival	
Project Address/Location 1800 12th St. Ext. Cayce, SC 29033 Granby Park	
Organization Information	
Organization Circle of Native Americans History	
Mailing Address 125 Ezra Jumper Rd.	
City ST ZIP Swansea, SC 29160	
Telephone 803-568-4698	Cell 803-317-8297
Fax	E-Mail circleofnativeamericans@gmail.com803-568-4698
How long has this organization or corporation existed? 8 Year(s)	
Project Description	
<p>The Circle of Native American History is a non-profit Organization dedicated to the education of others about the culture and heritage of the Native American people. We educate to erase the misconceptions about our people and to teach our children how the Native American actually lived.</p> <p>The purpose of The Native American Cherokee Trail River Festival is to give the public a fun and educational way of learning about the local Native American Culture. This will be our 14th year for this event.</p> <p>This year we will have drummers from the Edisto Natchez-Kusso Tribe, "Edisto River Singers" and dancers from around the quad state area, (SC, NC, GA, TN). There will be Native Americans in Regalia demonstrating special dances that are part of our history. We will Honor our Veterans and their families. There will be special dances involving the children. We will have " Aztec Dancers,Tlatlacayolotl", who have only been to the Catawba Pow Wow a number of years ago in the state of SC. They perform in surrounding states. There will be a Special Guest appearance by Chief Steve Silverheels, the son of Actor Jay Silverheels who played Tonto on the Long Ranger. There will be Native American style Flute players. We will have Living History Robert RedHawk Eldridge telling about the Cherokee. There will be storytellers telling stories that have been passed down by each generation to teach our people about Mother Earth and our history, for many generations. There will be a number of craft demonstrators, leather working, beading, basket weaving, and flint knapping to name a few, who will be demonstrating the craft and talking about the history of our crafts. The Cayce Historical Museum is also open to the public the days of our events. All of the crafts we now do were actually a way of life for the Native People.</p> <p>We will also have many food vendors offering a variety of foods and sweets for all to enjoy.</p>	

## Tourist Information

What is the estimated number of tourists to be attracted by this project? 3,000

Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.).

We will have a registration booth set up outside of Granby Gardens entrance to the park to obtain number of tourist and where they traveled from. We will also have a registration tent for the dancers and vendors to register. We will have two-part tickets also and we will obtain zip codes.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how these impacts were determined.

As we are a long standing event in the City of Cayce, we draw people from SC, NC, GA, TN, and VA. We are a two day event so those that are vendors and dancers will spend the night in local hotels, eat at local restaurants, buy gas, visit Krispy Kreme (who can pass up Krispy Kreme?), stop in at stores for necessities.

We reach out to local non-profits to see if they would like a free spot to highlight their group.

We are working on a Visitor Board that will list local hotels, attractions, and restaurants. We will work with the City of Cayce and the Chamber to find out what other future events will be.

Circle of Native Americans will use local businesses for supplies and groceries for our event in Cayce.

<b>Itemize Total Expected Project Costs</b>	
Itemize Total Expense Below	Dollar Amount
Drummers, Flute Players, AD,MC,Head Dancers,Speciality Dancers	2800
Ricardo Garcia Hernandez	1500
Hotel Accomadations. Insurance	725
Newspaper ads statewide & SC Living	3352
Awards and Gifts	2500
Porta Pots	300
Food, Water, Supplies	700
Flyers, Signs, Banners, Billboard, Radio, And TV Ad	5500
Chief Steve Silverheels, Robert Redhawk Elridge, and other demonstrators	1300
<b>Total Cost of Project</b>	<b>18677</b>

<b>Detail How the City's Hospitality Tax Grant Request Will Be Expended</b>	
Detail Expense Items	Dollar Amount
Ricardo Garcia Hernandez	1500
Chief Steve Silverheels, Robert Redhawk Elridge, other demonstrators	1300
Newspaper Ads & SC Living Ad, other ads	3752
Insurance	325
Signs, Banner, flyers	1500
Drummers, Flute Players, AD,MC,Head Dancers	2800
Porta Pots	300
Food, Water, Supplies	700
Billboard, Radio, and TV AD	4000
<b>Amount Requested</b> (must equal <i>Amount Requested</i> on first page of application)	<b>16177</b>

<b>List All Sources of Funds for the Proposed Project</b>		
Sources of Funds	Indicate Status of Funds (Proposed, Requested, or Received)	Dollar Amount
City of Cayce Accommodations Tax Fund	Requested 8000	2500 rec
City of Cayce Hospitality Tax	Requested	16177
	<b>Total Budget</b>	<b>18677</b>

### Statement of Assurances/Certification

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised shall be conducted in a manner that provides maximum competition. The grant recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Cayce upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change/and or variation must be reported immediately, otherwise funding may be withheld.

Authorized Officer Signature *Laura Bailey*

Printed Authorized Officer Name Laura Bailey

Date 4/18/2015

### Organization Contact Information

Organization Circle of Native Americans History

Contact Person Laura Bailey

Mailing Address 207 Arbor Ct

City ST ZIP Rock Hill, SC 29732

Telephone 803-366-1705

Cell

Fax

E-Mail baileysrh@yahoo.com

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EXECUTIVE DIRECTOR SIGNATURE/DATE:

(Chief)

*Shelba Ballard Hamilton*

4-21-15

BOARD CHAIRMAN SIGNATURE/DATE:



**Circle of Native Americans**  
125 Ezra Jumper Rd  
Swansea, SC 29160  
Chief, CEO Thelma Ballard Hamilton

**CHIEF FINANCIAL OFFICER / TREASURER**

Laura Bailey  
Print Name

Laura Bailey 4-14-2015  
Signature Date

201 Arbor Ct  
Mailing Address

Rock Hill, SC 29732  
City, State, Zip

803-366-1705  
Phone Number

**CHIEF EXECUTIVE OFFICER / PRESIDENT**

Thelma Ballard Hamilton  
Print Name

Thelma Ballard Hamilton 4-11-15  
Signature Date

125 EZRA Jumper Rd.  
Mailing Address

Swansea, S.C. 29160  
City, State, Zip

803 568 4698  
Phone Number





**CIRCLE OF NATIVE AMERICAN HISTORY THE**

*Note: This online database was last updated on 4/17/2015 3:07:31 AM.  
See our Disclaimer.*

DOMESTIC / FOREIGN: Domestic  
 STATUS: Good Standing  
 STATE OF INCORPORATION / ORGANIZATION: SOUTH CAROLINA Non Profit

**REGISTERED AGENT INFORMATION**

REGISTERED AGENT NAME: THELMA BALLARD HAMILTON  
 ADDRESS: 737 HOLLAND AVE  
 CITY: CAYCE  
 STATE: SC  
 ZIP: 29033  
 SECOND ADDRESS:  
 FILE DATE: 04/24/2008  
 EFFECTIVE DATE: 04/24/2008  
 DISSOLVED DATE: //

**Corporation History Records**

CODE	FILE DATE	COMMENT	Document
Agent	09/09/2013	CHANGED REGISTERED AGENT FROM--SUSAN L. REED	
Eleemosynary Incorporation	04/24/2008	NON-PROFIT	

Disclaimer: The South Carolina Secretary of State's Business Filings database is provided as a convenience to our customers to research information on business entities filed with our office. Updates are uploaded every 48 hours. Users are advised that the Secretary of State, the State of South Carolina or any agency, officer or employee of the State of South Carolina does not guarantee the accuracy, reliability or timeliness of such information, as it is the responsibility of the business entity to inform the Secretary of State of any updated information. While every effort is made to insure the reliability of this information, portions may be incorrect or not current. Any person or entity who relies on information obtained from this database does so at his own risk.

# Register Report

1/1/2012 Through 12/31/2012

Date	Account	Num	Description	Memo	Category	Amount
<b>BALANCE 12/31/2011</b>						
1/1/2012	Checking ...	DEP	Opening Balance			0.00
1/12/2012	Checking ...	1109	Ramona Bowles		Groceries	848.46
1/14/2012	Checking ..	1110	Adrian Bailey	mileage, food, supplies	Groceries	-343.45
3/30/2012	Checking ...	1111	Olympia Festival	food for River Festival	Groceries	-154.51
4/24/2012	Checking ...	1112	Randy Eisenhart	Vendor Fee	Advertising	-30.00
5/09/2012	Checking ...	1115	Masters Inn	sell at Olympia Festival	Groceries	-200.00
10/10/2012	Checking ...	1113	Paper Pro	Lodging	Entertainment	-223.14
10/10/2012	Checking ...	1116	Cash	signage	Advertising	-300.00
10/18/2012	Checking ...	DEP	Midlands Intertribal	MC, AD,Drum,Dancers, Food expenses	Entertainment	-1,858.56
10/26/2012	Checking ...	1114	Cash	Contribution	Gift Received	1,000.00
10/26/2012	Checking ...	DEP	Cash	Harold Spires signs labor	Advertising	-200.00
<b>TOTAL 1/1/2012 - 12/31/2012</b>						
						<b>528.79</b>

**BALANCE 12/31/2012**

**528.79**

**TOTAL INFLOWS**

**3,848.46**

**TOTAL OUTFLOWS**

**-3,319.67**

**NET TOTAL**

**528.79**

Circle of Native Americans Register Report 2012  
 Congaree Bank

1/1/2013 Through 12/31/2013

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 12/31/2012	528.79	528.79				528.79
1/29/2013	CNA Congaree	1117	Harold Spires	Volunteer Lunch	Dining	-200
1/30/2013	CNA Congaree	1118	Laura Bailey	Ink and mileage	Office Expenses	-100
2/23/2013	CNA Congaree	1119	Void			0
8/14/2013	CNA Congaree	ATM	Cash	Fuel Food for volunteers	Expenses	-260
8/15/2013	CNA Congaree	DEP	Cayce Grant	Festival Grant	Gift Received	3,000.00
8/28/2013	CNA Congaree	DEP	Walmart	Festival Grant	Gift Received	250
8/28/2013	CNA Congaree	1120	Congaree Bluegrass Fest Promotion		Advertising	-192
8/30/2013	CNA Congaree	1121	Cash	Fuel Food for volunteers	Expenses	-200
8/31/2013	CNA Congaree	1122	Laura Bailey	Flyers and mileage	Office Expenses	-97.48
8/31/2013	CNA Congaree	1123	Jerrie Hunter	Flyers, mileage, stamps	Office Expenses	-130.41
8/31/2013	CNA Congaree	1124	Regina Tager	mileage	Expenses	-20
9/5/2013	CNA Congaree	1125	Laura Bailey	Ink for flyers	Office Expenses	-68.47
9/5/2013	CNA Congaree	1126	SC Sec Of State	Change of Registered Agent	Office Expenses	-10
9/14/2013	CNA Congaree	1127	Perfect Printing	Tee Shirts and Bags 695-7722	Clothing	-550
9/27/2013	CNA Congaree	1128	City Of Cayce	Bluegrass festival addt space	Advertising	-108
9/29/2013	CNA Congaree	1129	Lowe's	Ramp for disabled person	Charity	-66.59
10/1/2013	CNA Congaree	DEP	Vendors		Fee	315
10/4/2013	CNA Congaree	DEP	Vendors	vendors and donations	Fee	272
10/13/2013	CNA Congaree	1130	SC Sec Of State	yearly registration	Fee	-50
10/14/2013	CNA Congaree	1131	Harold Spires	Festival expenses, lettering signs, Entertainment	Advertising	-150
10/15/2013	CNA Congaree	1132	SC Newspaper Network	statewide advertising	Advertising	-435
10/25/2013	CNA Congaree	1133	Cash	lettering for signa and labor	Advertising	-130
11/1/2013	CNA Congaree	DEP	Vendors	vendors and donations	Fee	615
11/8/2013	CNA Congaree	1134	Knights Inn	Marsha Johnson	Knights Inn	-36.57
11/9/2013	CNA Congaree	1135	Andy Spell	Edisto Singers	Entertainment	-500
11/9/2013	CNA Congaree	1136	Bonnie Lewis	Native American Musuem	Entertainment	-175
11/9/2013	CNA Congaree	1137	Marsha Johnson	MC and AD for festival	Entertainment	-100
11/9/2013	CNA Congaree	1138	Void			0
11/9/2013	CNA Congaree	1139	Barbara Paul Morningstai	Head Dancers	Entertainment	-200

Date	Description	Account	Amount	Category	Balance
11/9/2013	CNA Congaree	1140 Louie Arnold		storytelling	
11/9/2013	CNA Congaree	1141 Steve Silverheels		Speaker	
11/9/2013	CNA Congaree	1142 Jerrie Hunter		Director incurred expenses	
11/12/2013	CNA Congaree	Cash		vendors, auction, bags, teeshirts	
12/10/2013	CNA Congaree	1143 Thelma Hamilton		program at Charleston VA	
12/10/2013	CNA Congaree	1144 Harold Spires		Labor, Misc CNA Festival	
12/13/2013	CNA Congaree	1145 Theresa Buchannan		Photographer for CNA Festival	
TOTAL		163.9	163.9		163.9
1/1/2013 - 12/31/2013					
BALANCE 12/31/2013		692.69	692.69		692.69
TOTAL INFLOWS		5,108.00	5,108.00		5,108.00
TOTAL OUTFLOWS		-4,944.10	-4,944.10		-4,944.10
NET TOTAL		163.9	163.9		163.9

Circle of Native Americans Register Report 2014  
 Congaree Bank  
 1/1/2014 Through 8/4/2014

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 12/31/2013		692.69		692.69		692.69
2/21/2014	CNA Congaree	1145	Thelma Ballard Hamilton	Program and Mileage	Education	-25
2/21/2014	CNA Congaree	1147	Louie Arnold	Program and mileage	Education	-25
2/21/2014	CNA Congaree	1148	Adrian Bailey	Program and mileage	Education	-25
2/21/2014	CNA Congaree	1149	Laura Bailey	Program and mileage	Education	-25
2/22/2014	CNA Congaree	1150	Shoney's	Breakfast Meeting	Dining	-59.93
2/27/2014	CNA Congaree	1151	Mike Benton (never sent)	Hardeeville Pow Wow	Advertising	-100
2/28/2014	CNA Congaree	DEP	Mike Benton and Pendergrass SCH	CNA Program	Education	150
3/10/2014	CNA Congaree	1152	Laura Bailey	Hardeeville Pow Wow	Advertising	-100
3/17/2014	CNA Congaree	1153	SC Sec Of State	yearly registration	Fee	-50
3/19/2014	CNA Congaree	1154	Thelma Ballard Hamilton	Boom Box	Expenses	-80.24
5/16/2014	CNA Congaree	1155	Void			0
5/16/2014	CNA Congaree	1156	Louie Arnold & Little Dove	Program and mileage	Education	-50
5/16/2014	CNA Congaree	1157	Adrian And Laura Bailey	Program and mileage	Education	-50
5/24/2014	CNA Congaree	1158	Ink For Printer	Ink	Office Expenses	58.84
8/4/2014	CNA Congaree	1159	Thelma Ballard Hamilton	to close acct	Expenses	-243.68
TOTAL		-625.01		-625.01		-625.01
1/1/2014 - 8/4/2014						
<b>BALANCE 8/4/2014</b>		<b>67.68</b>	<b>67.68 Bank Discrepancy</b>	<b>67.68</b>		<b>67.68</b>
TOTAL INFLOWS		208.84		208.84		208.84
TOTAL OUTFLOWS		-833.85		-833.85		-833.85
NET TOTAL		-625.01		-625.01		-625.01

Circle of Native Americans Register Report 2014  
 TD Bank  
 7/1/2014 Through 12/31/2014

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 6/30/2014		0		0		0
7/1/2014	CNA TD		Opening Balance		[CNA TD]	0
7/9/2014	CNA TD	DEP	Blanca Lema Ruiz	Vendor	Vendor	100
7/11/2014	CNA TD	ATM	Harland Cleck Order	Check order	Bank Charge	150
7/21/2014	CNA TD	DEP	Irmo Chapin Recreation	Education	Gift Received	-31.42
7/21/2014	CNA TD	1001	Louie Arnold	Saluda Shoals 92 miles	Mileage	400
7/22/2014	CNA TD	1002	Laura Bailey	Saluda shoals 320 miles	Mileage	-12.88
7/22/2014	CNA TD	1003	Thelma Ballard	Saluda Shoals 92 miles	Mileage	-44.8
7/31/2014	CNA TD		Service Charge		Bank Charge	-12.88
8/4/2014	CNA TD	DEP	Congaree Bank	balance from Congaree Acct	Other Inc	-8
8/11/2014	CNA TD	DEP	City Of Cayce	Grant	CNA	243.68
8/11/2014	CNA TD	1004	SCNN		Advertising	1,700.00
8/20/2014	CNA TD	DEP	Becky Norwood	Vendor	Fee	-375
8/22/2014	CNA TD	1008	Laura Bailey	Ink for flyers	Office Expenses	100
8/25/2014	CNA TD	1005	Congaree Bluegrass Fest	Festival	Advertising	-41.22
8/26/2014	CNA TD	1006	Laura Bailey	Francis Mack School	Mileage	-125
8/29/2014	CNA TD	1007	Louie Arnold	Saluda Shoals 92 miles	Mileage	-21.96
8/29/2014	CNA TD	ATM	Service Charge		Bank Charge	-8
9/3/2014	CNA TD	DEP	Vendors	Bailey	Fee	-8
9/8/2014	CNA TD	DEP	Vendors		Fee	100
9/30/2014	CNA TD		Service Charge		Bank Charge	-8
10/17/2014	CNA TD	DEP	Vendors		Fee	700
10/17/2014	CNA TD	EFT	Cash	Edisto Singers, GT, Joey Jordan	Entertainment	-1,600.00
10/20/2014	CNA TD	ATM	Knights Inn	Edisto Singers	Knights Inn	-273.91
10/20/2014	CNA TD	ATM	Knights Inn	Joey Jordan	Knights Inn	-39.13
10/21/2014	CNA TD	ATM	Swansea Milling Inc	Hay	Charity-Non Cash	-60
10/30/2014	CNA TD		Service Charge		Bank Charge	-8
11/30/2014	CNA TD		Service Charge		Bank Charge	-8
12/30/2014	CNA TD		Service Charge		Bank Charge	-8
TOTAL		899.48		899.48		899.48
7/1/2014 - 12/31/2014						899.48

BALANCE 12/31/2014	899.48	899.48	899.48	899.48	899.48
TOTAL INFLOWS	3,593.68	3,593.68	3,593.68	3,593.68	3,593.68
TOTAL OUTFLOWS	-2,694.20	-2,694.20	-2,694.20	-2,694.20	-2,694.20
NET TOTAL	899.48	899.48	899.48	899.48	899.48

Circle of Native Americans Register Report 2015 ending April

1/1/2015 Through 4/30/2015

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 12/31/2014	899.48	899.48				899.48	899.48
1/30/2015	CNA TD		Service Charge		Bank Charge	R	-8
2/28/2015	CNA TD		Service Charge		Bank Charge	R	-8
3/2/2015	CNA TD	1009	Barbara Paul	dancers	Entertainment	R	-400
3/2/2015	CNA TD	1010	Laura Bailey		Mileage	R	-100
3/28/2015	CNA TD		Service Charge		Bank Charge	R	-8
4/2/2015	CNA TD	DEP	Cash	Contribution	Charity	R	10
4/15/2015	CNA TD	1011	Laura Bailey	flyers and sheet protectors	Office Expenses	R	-31.56
4/15/2015	CNA TD	DEP	Theresa Goings-Moore	membership	Other Inc	R	25
4/28/2015	CNA TD		Service Charge		Bank Charge	R	-8
TOTAL 1/1/2015 - 4/30/2015	-528.56	-528.56				-528.56	-528.56
BALANCE 4/30/2015	370.92	370.92				370.92	370.92
TOTAL INFLOWS	35	35				35	35
TOTAL OUTFLOWS	-563.56	-563.56				-563.56	-563.56
NET TOTAL	-528.56	-528.56				-528.56	-528.56



3060 South Church Street P.O. Box 286  
Burlington, North Carolina 27216  
(Local) 336-584-8892  
(Toll-Free) 800-334-6579  
(FAX) 336-584-8880  
(Claims FAX) 336-538-0094

Tuesday, April 14, 2015

To: Steven Highberger  
From: Cherise Gardner  
Extension 3035  
cgardner@gotapco.com

3930184  
GMM Insurance, Inc  
115-A Library Hill Lane  
Lexington, SC 29072

Applicant: **CIRCLE OF NATIVE AMERICANS**

Quote ID: **KVBWS**

**We are pleased to offer the following quote through: Western World Insurance Company**

**General Liability:**

- \$ 2,000,000 General Aggregate
- \$ Excluded Products/Completed Operations Aggregate
- \$ 1,000,000 Personal Injury/Advertising Injury
- \$ 1,000,000 Each Occurrence Limit
- \$ 50,000 Damage to Premises Rented to You
- \$ 1,000 Medical Payments
- \$ \*\*250 BI/PD/P&AI Deductible Per Claimant

39041 - Exhibitions- Educational-outside  
Days 2

49950 - Additional Insured  
Units 1

\* Excludes Professional, Nuclear Energy, War, Punitive, Exemplary, Asbestos, Silica, Lead, Toxic Substances, Total Pollution, Radon Gas, Subsidence, Mold, Spores, Fungus, Known Injury or Damage, Exclusion - Losses, Claims and Litigation Preceding Inception of Policy, Property Damage Claims in Progress, Participants, Assault & Battery, Abuse or Molestation, Liquor, Communicable Disease, Cancer, Employment Related Practices, Leased Workers, Voluntary Labor, Electromagnetic Fields, Injury To Contractors / Independent Contractors / Subcontractors, Radioactive Contamination, New Entities, Hired & Non Owned Auto, Year 2000 Computer Related and Other Electronic Problems, Violations of Statutes That Govern E-Mails / Fax / Phone Calls. Classification & Contractual Liability Limitations and Minimum and Deposit Premium Endorsement Apply. Terrorism is excluded unless coverage is purchased per the requirements of the Terrorism Risk Insurance Program Reauthorization Act of 2015. This list is for informational purposes only and does not intend to represent the entire list of forms and/or endorsements that may be attached to any policy issued as a result of this quotation.

CG2106-Exclusion Access or Disclosure of Confidential or Personal Information and Data-Related Liability-with Limited Bodily Injury Exception; CG2104 Exclusion - Products-Completed Operations Hazard; WW266 Cross Suits Exclusion. Athletic Participants exclusion and Liquor Liability exclusion applies. CG0068 -Recording & Distribution of Material or Information in Violation of Law Exclusion applies.

CG2106-Exclusion Access or Disclosure of Confidential or Personal Information and Data-Related Liability-with Limited Bodily Injury Exception;

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**This Premium is 100% Earned**

**The Term quoted is: Manual**

Base Premium:	\$255.00
Policy Fee:	\$50.00
Tax:	\$18.30
Total:	<u>\$323.30</u>
Your Commission:	\$31.88

**Comments:**

Premium quoted includes charge for additional insured. THIS ACCOUNT IS 100% EARNED. THIS ACCOUNT MUST BE PAID IN FULL AND IS NOT ELIGIBLE FOR FINANCING.

Please call our office to bind coverage. Coverage can be bound only when a TAPCO Binder Number has been assigned by a Company Underwriter at TAPCO.

**TAPCO accepts Visa, MasterCard, Discover, and electronic (ACH) checks.**

*The application must be signed by the producing agent on the account.*

*Please review the quotation carefully as terms and conditions of coverage quoted may differ from those requested. All applications to be completed have been attached to this account. Please note should any additional information/application be needed, it will be requested at the time of binding or issuance.*

*Any binder subsequent to this quote will be strictly per the coverages, limits, and conditions outlined above. Any revisions or updates to these terms can only be effected by a REPLACEMENT quote, prior to binding, from TAPCO. Discussions with any TAPCO underwriting staff, verbal or written, WILL NOT revise or update the terms of this quote unless a TAPCO replacement quote is received by your office.*

**Quote valid for 30 days.**



# Native American Cherokee Trail River Festival

**Presented by THE CIRCLE OF NATIVE AMERICANS, SC**

Sponsored by the City of Cayce, SC and the Funding assistance provided by the City of Cayce through Hospitality Tax Funds"

**Granby Gardens Park**

**1800 12<sup>th</sup> Street Ext. Cayce, SC 29033**

**HOST HOTEL: Knights Inn Airport West Columbia, SC \$32.95**

**OCTOBER 10<sup>TH</sup> and 11th 2015**

10 AM – 5 PM Grand Entry 11am

**Public is invited, FREE ADMISSION**

**Bring your own chairs and blankets**



- Native American Dancers in Regalia
- History of the Cherokee Trail
- Story Telling
- Children Activities
- Craft Vendors
- Food Vendors
- Demonstrations
- Head Lady: Barbara MorningStar Paul
- Head Male: John Wakinyan
- AD: G T Martinez
- MC: Joey Jordan
- Host Drum: Edisto River Singers
- Native American Style Flute: Adrian Bailey
- Special Guest: Chief Steve Silverheels,



**Contact Laura Bailey, Director 803-366-1705**

4

## Cayce Historical Museum Complex Commission Meeting – March, 2015

Members present: Mary Sharpe, Ann Diamond, Lynn Summer, AG Dantzler, Marion Hutson, Archie Moore and Alice Brooks  
 Executive Director: Leo Redmond

Absent: Cyndy Peake (excused), Scott Morgan

- Commission Chairman Mary Sharpe called the meeting to order.
- Commissioner Dantzler offered the invocation.
- Minutes: The February meeting was used as a last-minute working meeting for the February 14-15<sup>th</sup> Battle of Congaree Creek Commemoration event. Therefore, no official minutes were taken; however, a detailed news release of the event was distributed to all Commissioners, City Council members, and City officials the same day it was distributed to Midlands press (February 6, 2015)
- Director Redmond presented the resumé of Harry Dale Gaskins, candidate for the opening on the Museum Commission, vacated by Scott Morgan. Gaskins is not only interested in filling this position, but is extremely qualified, having served the Saxe Gotha Commission recently. Commissioner Brooks moved that Gaskins' application be accepted and Commissioner Summer seconded. Gaskins was approved unanimously and will be presented to City Council as our newest Commissioner.
- Redmond stated that Commissioners Peake and Summer are up for re-appointment and will file their paperwork, respectively. Commissioners approved both reappointments unanimously.
- Commission Chair Mary Sharpe reported that local resident, WW II hero, noted author and longtime Museum docent and friend, Frederick Klutzhov passed away last week. Commissioners expressed condolences to his family, especially his widow Merline Hutto Byars.
- Discussion of the February 14-15<sup>th</sup> Battle of Congaree Commemoration:
  - Attendance was excellent both days, but especially Saturday, February 14<sup>th</sup>. Commissioners expressed concern that the events were not publicized on the City of Cayce website, nor mentioned at the City's event the previous Friday when the African-American memorial was unveiled near the historic Earthworks site.
  - Press attention was largely print and radio and Commissioner Brooks expressed gratitude for those media outlets that really pushed the event, despite a seeming lack of support from the City.
  - Director Redmond reported that Mayor Elise Partin had attended the event to show her support. A relative of Councilman Jenkins' was also in attendance. Several City workers were also present and, with the crowds and scattered locations around the Complex, it was difficult to identify all who attended.
  - Response by all who participated was extremely positive (invited authors, reenactors, the Cherokee Nation representatives, historians, the Relic Association, etc.).
  - This was truly a family-friendly event that reflected well on the Museum, the City, and our Community.

- New business:
  - Director Redmond reported that Budget hearings were scheduled and he is presently working on the Museum's budget.
    - Commissioners directed Redmond to take into consideration the Museum's fair portion of the monies generated by the Hospitality Tax when asking for distributions. Many improvements are still needed at the Museum.
    - Commissioners also requested that they be contacted by Redmond when the Museum's hearing is set so that some or all can attend, commending the City on its policy of transparency.
  - Commissioner Brooks submitted a draft proposal for rental of the Museum (by private parties) for special events such as weddings, professional meetings, etc. The Museum has previously not charged for usage of the Museum and Commissioners are seeking nominal remuneration. (Draft of proposed policy is attached for Commissioners to review and make changes/additions.)
- Having no further business, Commissioner Summer moved that the meeting be adjourned. Commissioner Moore seconded and the motion was carried.
- **The next meeting of the Museum Commission is set for Wednesday, April 1, 2015, 4:00 pm.**

Respectfully submitted,

Alice Brooks

Secretary, Board of Commissioners

CC: Museum Commission Chair Mary Love Sharpe and Museum Complex Commissioners  
Leo Redmond, Museum Complex Director; Rachel Steen, Assistant Director

# Meeting Agenda/Summary

## Cayce Event Planning Committee

<b>Subject</b>	Event Planning Committee	<b>Date/Time</b>	March 12, 2015 at 5:45 PM		
<b>Location</b>	Cayce City Hall – Council Chambers				
<b>Attendees</b>					
<b>Event committee</b>	<b>Y/N</b>	<b>GUEST SPEAKERS</b>	<b>Y/N</b>	<b>City Staff</b>	<b>Y/N</b>
Mr. Danny Creamer	Y			Ms. Kara Carmine	Y
Ms. Rachel Scurry	Y			Ms. Mendy Corder	Y
Ms. Cindy Pedersen	Y			Mr. James Denny	Y
Mr. Dave Capps	Y				
Ms. Kimberly Christ	Y				
Ms. Brenda Cole	Y				
Ms. Ellen Mancke	Y				
Dr. Jason Munsell	N				
Ms. Frankie Newman	N				

MIINUTES			
No.	Motion	First/Second	References/handouts/notes
1.	Call to Order	Mr. Danny Creamer, Chair	
2.	Approval of minutes	Ms. Brenda Cole– Motion Ms. Rachel Scurry- second  Passed as amended	Committee members pointed out errors within the minutes of the 2/12/15. The committee then approved the minutes with the stated amendments.
3.	CBF – Update on Committee Member’s Assignments in preparation of 2015 CBF		<p>Ms. Scurry reported that Band Contract Packets were sent 3-12-15. Ms. Kara Carmine presented her research on Billboards. See Ms. Carmine’s information attached. Ms. Pedersen presented the traffic information (see attached) she received from Mr. Capps. Mr. Creamer stated the Hendersonville/Asheville area should be a priority. Ms. Scurry recommended placing billboards on major highways near the areas near where the bands are located. Ms. Brenda Cole stated that she saw a Tartan Day billboard and suggested that a meeting with Mr. Banks take place to utilize his knowledge and experience. Ms. Brenda Cole will report at the March meeting on Vendor options and possible fees.</p> <p>Mr. Creamer told the Committee about the Chapin News “FaceBook Newspaper” that has approximately 100,000 followers. 8 weeks of a “story” and 8 pictures would cost approximately \$50 per week to equal \$400. It would be inexpensive to place some</p>

## Meeting Agenda/Summary

### Cayce Event Planning Committee

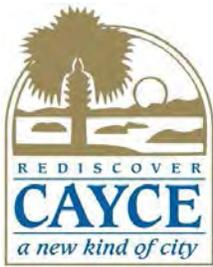
			<p>early “teasers” to get the word out about the CBF as a “Save The Date” concept. The CBF website currently has 285 followers.</p> <p>The Committee discussed the .com website(s) for the CBF. Ms. Carmine offered to write a letter to Ms. Julie Isom to negotiate control/ownership of the CBF Facebook page and website domain name <a href="http://www.congareebluegrassfestival.com">www.congareebluegrassfestival.com</a>. The Committee would like to purchase/control the domain name and Facebook page.</p> <p>One city staffer and 1 committee member would work together as Administrators of the website and Facebook page. The committee agreed with Ms. Scurry’s suggestion that we need to utilize Dr. Munsell’s knowledge to improve the social media presence of the CBF.</p> <p>Ms. Kim Christ spoke about the stage design from an advertising perspective and suggested many possible improvements such as vertical banners, List of Sponsors on stage, etc. Ms. Christ plans to review/revise the Sponsor Brochure, price vertical banners and report back to the Committee at the April meeting. The committee discussed the sound system and contract. Dr. Munsell’s PowerPoint presentation (see attached) was distributed and will be discussed at the next meeting.</p>
4.	Spring guided Nature Tour – Discussion of Assignments	Ms. Ellen Mancke, Mr. Dave Capps, Ms. Kara Carmine, Ms. Cindy Pedersen, Ms. Rachel Scurry	<p>The Guided Nature Tours at Timmerman Trail with Dr. Rudy Mancke is scheduled for Saturday April 25, 2015.</p> <p>The 10am children’s tour will be staffed by Ms. Ellen Mancke, Ms. Rachel Scurry and Ms. Carmine. The 1pm adult oriented tour will be staffed by Ms. Cindy Pedersen, Mr. Dave Capps and Ms. Corder.</p>
5.	Update on Hospitality Tax Fund Request for the CBF.	Ms. Mendy Corder	Ms. Corder updated the committee on Ms. Carmine’s progress in completing the Hospitality Tax Fund Request and the Accommodations Tax Fund Request. She will report the results of the request from the April 7 <sup>th</sup> City Council Meeting at the April meeting.
6.	Budget Review and Discussion - CIC		Ms. Scurry made the motion to table this discussion until a future meeting. Ms. Mancke second the motion.
7.	Review of To do List for Christmas in Cayce		Ms. Scurry made the motion to table this discussion until a future meeting. Ms. Mancke second the motion.
8.	Adjournment		Ms. Pedersen made the motion to adjourn and Mr. Capps second the motion.

## Meeting Agenda/Summary

### Cayce Event Planning Committee

Action Items		
No.	Action Item	Owner/ Target Completion Date
1.	Accommodation Tax Application	Mendy will submit A-Tax request for \$13,000 on 3/6/15 and report on the results at the April meeting
2.	H-Tax Request	Mendy will submit the H-Tax application to city council on 4/7 and will report the results at the April meeting.
3.	Committee member assignments	Each committee member agreed to continue work on his/her assignment. The Sponsor Challenge will begin once new sponsor Packets have been developed.
4.	Mendy will distribute her list of preparation activities for each of the committee's events	Mendy will bring the "to do" list for discussion and/or delegation. There is a need for the committee to take responsibility for some tasks from city staff. The committee will review the list and discuss delegation.
5.	Nature Tour	Mendy and Kara will ensure adequate supplies for the nature tours.

**Next Meeting:** Thursday, April 16, 2015



**APPROVED MINUTES  
PLANNING COMMISSION  
COUNCIL CHAMBERS  
CITY OF CAYCE, 1800 12<sup>TH</sup> STREET EXTENSION, CAYCE SC  
Monday, March 16, 2015  
6:00 PM**

**I. CALL TO ORDER**

Chair Ed Fuson called the meeting to order at 6:20 pm. Members present were Robert Power, John Raley, Maryellyn Cannizzaro, Butch Broehm, and Larry Mitchell. Chris Kueny was absent-excused. Staff present were Shaun Greenwood, Monique Ocean, and Tara Greenwood.

**II. APPROVAL OF MINUTES**

A motion was made by Mr. Mitchell to approve the minutes from the February 23, 2015 meeting, as written. Mr. Power seconded the motion. All were in favor.

**III. STATEMENT OF NOTIFICATION**

Mr. Fuson asked if the public and media were duly notified of the public hearing. Ms. Ocean affirmed that everyone was notified.

**IV. PUBLIC HEARING – Map Amendment 002-15 [A request by the Applicant for a zoning change from General Residential (RG-2) to Light Industrial (M-1).]**

**a. Opening Statement**

Ms. Ocean addressed the Commission to discuss the request for rezoning of 931 Holland Avenue from RG-2 to M-1. Ms. Ocean explained that staff had previously initiated rezoning efforts for several properties on Holland Avenue and 10<sup>th</sup> Street to correct errors on the Official Zoning Map. Ms. Ocean pointed out that the zoning of the properties did not comply with the history of use and current types of structures that were present. Ms. Ocean made clear that the rezoning request was pursued with the permission of the individual property owners and 931 Holland Avenue was not included in the rezoning request because the property owner could not be reached at the time. Ms. Ocean explained that, since that time, the applicant would like to request a similar zoning change for the property at 931 Holland Avenue. The applicant, Davis Clark, was present to address the Commission.

**b. Testimony**

No one was present to speak for or against the rezoning request.

**c. Adjourn Hearing**

With no further discussion, the hearing was adjourned.

**V. MOTION – Map Amendment 002-15**

A motion was made by Mr. Raley to approve the request for rezoning of 1931 Holland Avenue from RG-2 to M-1. Mr. Broehm seconded the motion. The vote passed unanimously.

**VI. OTHER BUSINESS**

**1. Annual Review of the Priority Investment Schedule (CIP)**

Tara Greenwood, Grants /Special Projects Coordinator, came forward to discuss the Priority Investment Schedule. Ms. Greenwood explained that a copy was included in the packets for the Planning Commission and she discussed the sections individually.

**2. Continued Discussion of the 5 year update of the City of Cayce Comprehensive Plan**

Monique Ocean continued the discussion from previous meetings on the updates to the Comprehensive Plan. Ms. Ocean explained that the updates concluded the last two sections of the Plan and she requested the Planning Commission contact her to discuss any problems with the draft. Ms. Ocean mentioned that a red-lined copy with all updates and corrections for the entire document will be provided for the Planning Commission.

**VII. ADJOURNMENT**

Mr. Broehm made a motion to adjourn. Mr. Raley seconded the motion. The vote passed unanimously.

**A quorum of Council may be present.  
No discussion or action on the part of Council will be taken.**

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

**COUNCIL ACTION REQUIRED**

**BEAUTIFICATION FOUNDATION – ONE (1) POSITION**

The Beautification Foundation currently has one open position. The City has received a potential member application from Ms. Maryann Dowd. Her application is attached for Council's review.

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

Mr. Jack Sightler's term expired in June and he would like to serve again. Mr. Sightler has served on the Cayce Housing Authority since 1995 and is currently the Chairperson. A letter from Mr. Gilbert Walker, the Executive Director of the Columbia Housing Authority, is attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

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

**ACCOMMODATIONS TAX COMMITTEE – THREE (3) POSITIONS**

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

**BEAUTIFICATION BOARD – TWO (2) POSITIONS**

Ms. Joanne Wilson resigned from the Board in January. Her resignation letter is attached. The Board has no recommendation at this time. Mr. Joshua Call was removed from the Board in March due to three or more consecutive unexcused absences.

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

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

**EVENTS COMMITTEE – TWO (2) POSITIONS**

Mr. Jay Thompson resigned from the Events Committee in September due to an increased workload. There is also another open position on the Committee since the membership increased from nine members to eleven. There are no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS**

At the February 3, 2015 Council Meeting Council approved amendments to the Cayce Public Safety Foundation's Bylaws. In order to ensure that Council is able to recruit more directors to the Foundation, the Foundation Bylaws now read that Council may appoint directors from within the City at large and directors need not be from particular Council districts.

Also, the amended Bylaws state a quorum consists of the number of directors attending a meeting; provided, that in no event shall a quorum consist of fewer than two (2) directors. Therefore any action needed can be taken at each meeting.



# CITY OF CAYCE BEAUTIFICATION FOUNDATION APPOINTMENT APPLICATION

Name: Alyson Dowd

Home Address: North Eden Dr City, State, Zip Cayce, SC

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

Cell Phone: [REDACTED]

Resident of Cayce:  Yes  No Number of Years 55

Business Located in Cayce:  Yes  No Number of Years \_\_\_\_\_

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: Plastic Surgery Consultants Position RN

Address: 1220 Blanding St.

City, State, Zip Cayce, SC 29033 Telephone: [REDACTED]

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

Work Experience: 45 yrs. RN in Operating room & recovery

Educational Background: Assoc degree in Science

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

Edenwood Garden Club, Cayce Women's Club.

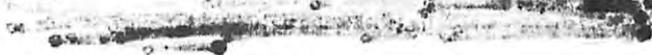
Volunteer Work: Organized Potluck lunch Club.

Hobbies: Reading, Sewing, Gardening

Return to:

Mendy Corder, Municipal Clerk  
mcorder@cityofcayce-sc.gov

City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004  
Telephone: 803-550-9557 • Fax: 803-796-9072





**THE HOUSING AUTHORITY OF THE CITY OF CAYCE, SOUTH CAROLINA**

**1917 Harden Street \* Columbia, SC 29204-1015**

**Telephone: (803) 254-3886**

**TDD: (803) 256-7762**

May 26, 2015

The Honorable Elise Partin  
City of Cayce, South Carolina  
P.O. Box 2004  
Cayce, South Carolina 29171

Dear Mayor Partin:

This letter is to recommend the reappointment of Jack Sightler to the Cayce Housing Authority Board of Commissioners.

Mr. Sightler has served faithfully for many years as Chair of the Cayce Housing Authority and we deeply value his experience, commitment and dedication.

Please feel free to contact me at 376-6103 if you need additional information regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Walker", is positioned above the typed name of the signatory.

Gilbert Walker  
Executive Director

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# Memorandum

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**To:** Mayor and Council  
**From:** Mendy Corder  
**Date:** May 27, 2015  
**Subject:** Request by the Cayce Events Committee to Amend By-Laws

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## **ISSUE**

Council Approval is needed for the Cayce Events Committee to amend their By-Laws to reflect the meeting time change from 5:45pm to 5:30pm.

## **BACKGROUND/DISCUSSION**

The Events Committee original meeting time was 5:30pm on the second Thursday of the month. At the June 2014 Council Meeting they requested Council approval to change the meeting time to 5:45pm because the Chairperson at that time worked until 5:30pm. The committee has a new Chairperson and they have asked to have the time moved back to 5:30pm.

## **RECOMMENDATION**

Staff recommends Council approve the requested changes to the Events Committee By-Laws.

# **EVENTS COMMITTEE**

## **Bylaws**

### **ARTICLE I**

### **ORGANIZATION**

#### **SECTION 1 - ESTABLISHMENT**

The name of this organization shall be the *EVENTS COMMITTEE* established in 2003 by the Cayce Mayor and City Council. This Committee's name replaces the Holiday Event Committee established in 1998.

#### **SECTION 2 - PURPOSE**

The purpose of the EVENTS COMMITTEE is to plan and organize special events sponsored by the City of Cayce under the approval of Mayor and Council.

#### **SECTION 3 - MEMBERS**

Members of the EVENTS COMMITTEE are appointed by the City Council to one or two year terms. The total number of members is as determined by City Council. Currently the Committee consists of eleven members. The members of the EVENTS COMMITTEE may recommend individuals for appointments or the reappointment of a current member to Mayor and Council. Members/potential members must be residents of the City of Cayce and/or operate a business in the City of Cayce.

#### **SECTION 4 - OFFICERS**

The Officers of the EVENTS COMMITTEE shall be the Chairman, Vice-Chairman and Secretary. These officers shall be elected by the EVENTS COMMITTEE members. Elections will be held during the first meeting in each calendar year. The officers shall perform the duties described in these bylaws and in accordance with the rules of order. No person shall hold office that is not a member. No one shall hold more than one office at the same time.

# EVENTS COMMITTEE Bylaws

## SECTION 5 - CHAIRMAN

The Chairman shall be a voting member of the EVENTS COMMITTEE. The responsibilities and authorities of the Chairman shall be:

- Call meetings of the EVENTS COMMITTEE
- Approve the agenda
- Preside at meetings
- Act as spokesperson of the EVENTS COMMITTEE
- Sign documents approved by the members for the EVENTS COMMITTEE
- Transmit reports and recommendations to the City Manager and Mayor and Council through the City's staff liaison
- Appoint and charge sub-committees from members of the EVENTS COMMITTEE and/or volunteers from the general public
- Perform other duties approved by the Committee

## SECTION 6 -VICE-CHAIRMAN

The Vice-Chairman shall exercise the duties of the Chairman in the absence or disability of the Chairman. In the absence of both the Chairman and the Vice-Chairman, an Acting Chairman shall be elected by the members present to preside at the meeting.

## SECTION 7 - SECRETARY

The Secretary shall, with the support of City of Cayce staff:

- Provide timely notice of meetings to the members of the EVENTS COMMITTEE
- Assist the Chairman in the preparation of the agenda
- Keep minutes of meetings
- Maintain the documents related to the EVENTS COMMITTEE as a public record through the support of the City's staff liaison
- Prepare correspondence for the approval and/or signature of the EVENTS COMMITTEE officers or members
- Perform other duties customarily conducted by a secretary as approved by the Committee

# EVENTS COMMITTEE Bylaws

## ARTICLE II

### MEETINGS

#### SECTION 1 - TIME AND PLACE

The regular meetings of the EVENTS COMMITTEE shall be held monthly on the second Thursday of each month at 5:45 p.m. A schedule of regular meetings shall be prepared and made available to the public. Special meetings may be called by the Chairman upon twenty-four hours notice, posted and delivered to all EVENTS COMMITTEE members. Meetings shall be held at the time, date and place stated on the meeting notice. All meetings of the EVENTS COMMITTEE shall be open to the public.

#### SECTION 2-AGENDA

A written agenda as approved by the Chairman may be furnished by the secretary to each member of the EVENTS COMMITTEE. The agenda shall be sent by mail or distributed at the meeting to each EVENTS COMMITTEE member. The agenda may be modified, e.g. an item added at the meeting upon presentation and a second and a majority vote of the Committee.

#### SECTION 3 - QUORUM

A majority of the members of the EVENTS COMMITTEE shall constitute a quorum. The Chairman shall determine the presence of a quorum at each meeting. A quorum shall be present before any business is conducted other than to reschedule the meeting.

#### SECTION 4 - RULES OF ORDER

Robert's Rules of Order (The Modern Edition) shall govern the conduct of meetings except as otherwise provided by these Bylaws. In the event of conflict or controversy, the Chairman shall control the floor and no person shall speak at the EVENTS COMMITTEE meeting without the permission of the Chairman.

#### SECTION 5-VOTING

A member must be present to vote.

# EVENTS COMMITTEE Bylaws

## ARTICLE III

### RECORDS

#### SECTION 1 - MINUTES

The Secretary shall prepare minutes of each meeting for the approval of the EVENTS COMMITTEE at the next regular meeting. Minutes shall be maintained as public record by the City's staff liaison.

#### SECTION 2 - ATTENDANCE

The minutes shall show the members in attendance at each meeting. At the January 6, 1998 Council Meeting, Council established a policy requiring any member with three consecutive, unexcused absences to step down. The EVENTS COMMITTEE may recommend to Mayor and Council the removal for cause of any member and may recommend individuals to be considered for open positions on the Committee.

#### SECTION 3 - REPORTS

The Secretary shall assist in the preparation and forwarding of all reports and recommendations of the EVENTS COMMITTEE in appropriate form. Copies of all correspondence, reports and recommendations shall be maintained as public record by the City of Cayce.

## ARTICLE IV ADOPTION AND AMENDMENT

#### SECTION 1 - ADOPTION

These Bylaws were adopted by a vote of the majority of the members of the EVENTS COMMITTEE at the regular public meeting of \_\_\_\_\_, 2003.

#### SECTION 2 - AMENDMENT

These Bylaws may be amended at any regular meeting of the EVENTS COMMITTEE by a majority vote of the members of the EVENTS COMMITTEE. Amendments of these Bylaws must be placed on the agenda of a regular meeting, and any proposed amendments to the Bylaws shall be sent to each member in writing. Members of the EVENTS COMMITTEE must be given at least seven days notice of any meeting when By-law amendments are to be considered.

# **EVENTS COMMITTEE Bylaws**

**DATE**

**APPROVED: ,2003**