

# CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
PHIL CARTER  
EVA CORLEY

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

**City of Cayce  
Special Council Meeting  
Wednesday, January 25, 2017  
5:00 p.m. – Cayce City Hall – 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

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

**III. Presentations**

A. Presentation by Mr. Dennis Becker re Cayce Public Safety

**IV. Ordinances and Resolutions**

A. Discussion and Approval of Ordinance 2016-18 Amending Zoning Map and Rezoning Property Located at 1741 Airport Blvd Tax Map Numbers 5743-01-001, 005743-01-002 and 005743-01-013 (P) from RS-2 to M-1 – Second Reading

**V. Other**

A. Discussion and Approval of Hospitality Tax Fund Requests for 2017

B. Discussion and Approval of Bid Award for Cayce Riverwalk Repairs Project

**VI. City Manager's Report**

**VII. Committee Matters**

A. Appointments and Reappointments  
Events Committee - One (1) Position

**VIII. Council Comments**

**IX. Executive Session**

A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege

B. Personnel Matter – City Manager's annual evaluation and salary review

C. Discussion of negotiations incident to proposed contractual arrangements

regarding the funding of a waterline project

- D. Discussion of negotiations incident to proposed contractual arrangements for the provision of sewer service
  - E. Discussion of negotiations incident to proposed contractual arrangement concerning a possible economic development project and discussion of matters relating to proposed location and provision of services encouraging location of business in the City
- X. Reconvene**
- XI. Possible Actions by Council in follow up to Executive Session**
- XII. Adjourn**

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

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# Memorandum

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**To:** Mayor and Council

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

**Date:** January 23, 2017

**Subject:** Second Reading of an Ordinance Amending Zoning Map and Rezoning Property Located at 1741 Airport Blvd (TMS# 5743-01-001, 005743-01-002, and 005743-01-013 (P)) from RS-2 (Single Family Residential) to M-1 (Light Industrial).

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## ISSUE

Council approval is needed for Second Reading of an Ordinance to re-zone 1741 Airport Blvd (TMS# 5743-01-001, 005743-01-002, and 005743-01-013 (P)) from RS-2 (Single Family Residential) to M-1 (Light Industrial).

## BACKGROUND/DISCUSSION

The applicant wishes to rezone the properties listed above from RS-2 (Single Family Residential) to M-1 (Light Industrial). The RS-2 zoning classification is primarily for single-family dwellings and their accessory uses. Whereas, M-1 is intended to accommodate wholesaling, light industry, office and related business uses.

The Columbia Wilbert Vault Company has been located on the properties for many years and the current zoning (RS-2) makes the existing use of miscellaneous manufacturing a nonconformity. Zoning regulations limit the expansion or modification of a non-conforming use. The applicant was denied a zoning permit to start an expansion to the existing business because of the residential zoning designation. The applicant would like to re-zone the properties in order for the zoning to fit the current business and any future expansion.

The rezoning request is over 4 acres in size and consists of two parcels and a portion of a third. The subject properties are contiguous to residential and light manufacturing zoned districts. The request complies with the Zoning Ordinance and the Future Land Use Plan.

City Council requested that the matter be re-evaluated by the Planning Commission at the next regular scheduled meeting to discuss the potential traffic impact if the properties were rezoned. The Planning Commission reheard the request for re-zoning at the meeting on December 19, 2016, as requested by City Council.

Staff informed the Planning Commission that they spoke with a representative of the SC Department of Transportation (SCDOT) to discuss potential traffic through the area. The SCDOT indicated that the neighborhood could request a traffic study if they felt that traffic was becoming an issue. The traffic study could determine if the commercial traffic posed a problem for the neighborhood streets and signs could be installed to prohibit commercial traffic through the area.

The re-zoning request was opened for public comment. Two members of the public signed up to speak against the potential rezoning. Krystle Eckrote and Brandon Williams of 1909 Fairlawn Circle stated they were concerned with the effect the rezoning may have on their property value, the noise that may be produced, and long term health concerns from a pet crematory.

The Planning Commission unanimously recommends City Council approve the requested rezoning.

### **RECOMMENDATION**

The Planning Commission recommends Council approve Second Reading of an Ordinance to re-zone 1741 Airport Blvd (TMS# 5743-01-001, 005743-01-002, and 005743-01-013 (P)) from RS-2 (Single Family Residential) to M-1 (Light Industrial).

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

**ORDINANCE 2016-18**  
**Amending Zoning Map and Rezoning**  
**Property Located at 1741 Airport Blvd**  
**(Tax Map Numbers 005743-01-001,**  
**005743-01-002, and 005743-01-013 (P))**  
**from RS-2 to M-1**

**WHEREAS**, Margie Hoffman-Johnson, as the property owner, requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown as 1741 Airport Blvd (TMS# 005743-01-001, 005743-01-002, and 005743-01-013 (P)), now zoned Single Family Residential (RS-2) to Light Industrial (M-1), 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 November 14 and December 19, 2016, 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, and as shown on the attached sketch, is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as M-1, Light Industrial:

TMS# 005743-01-001, 005743-01-002, and 005743-01-013 (P)  
1741 Airport Blvd

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

Attest:

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

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

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

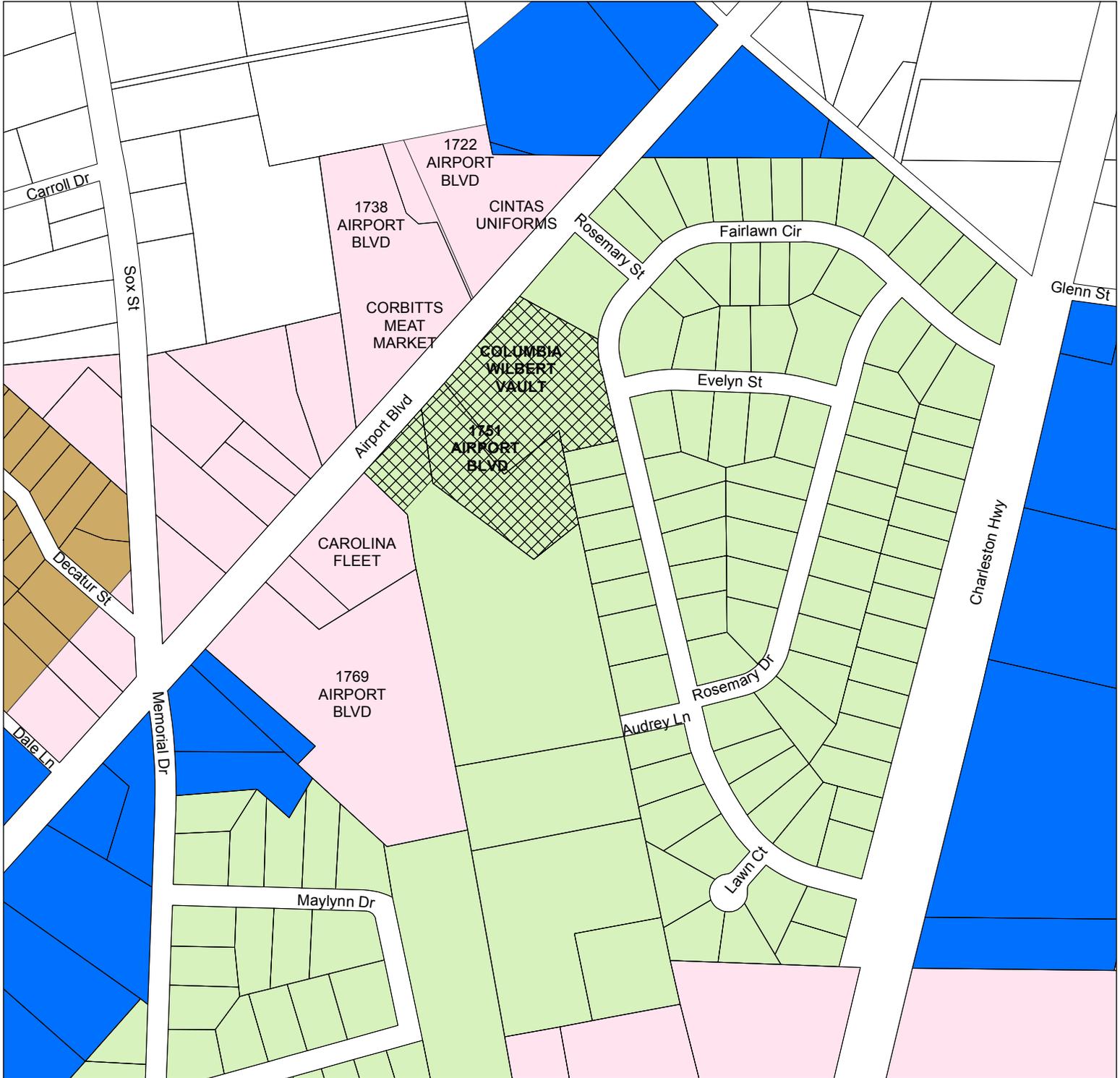
Approved as to form: \_\_\_\_\_  
Danny C. Crowe, City Attorney

Rezoning Request  
 MA007-16  
 1741 Airport Blvd



**Legend**

	Re-zoning Request	<b>ZONING</b>	RS-4	C-1	C-4	D-1			
	RS-1		RG-1		C-2		M-1		PDD
	RS-2		RG-2		C-3		M-2		DAD
	RS-3								



500 250 0 500 Feet



City of Cayce  
South Carolina  
*Planning Commission Zoning Map Amendment*

Date Filed: 10/06/16

Request No: MAC07-16

Fee: \_\_\_\_\_

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 Residential to MI- Light Industrial

The justification for this change is as follows:  
Our correct designation based on our NAICS code and past 76 years of usage should be MI- Light Industrial and we would like it to be updated to reflect this.

APPLICANT(S) [print]: Margie G. Hoffman-Johnson  
Address: 174I Airport Blvd., Cayce, SC 29033  
Telephone: (803) 794-3619 [Business] (803) 920-0217 (Cell) [Residence]  
Interest: Owner(s):  Agent of owner(s):  Other:

OWNER(S) [if other than Applicant(s)] : \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ [Business] \_\_\_\_\_ [Residence]

PROPERTY ADDRESS: 174I Airport Blvd., Cayce, SC 29033  
Lot        Block        Subdivision 5743-01-001, 5743-01-002, 5743-01-013  
Tax Map No. \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_  
Lot Dimensions: \_\_\_\_\_ Area: [sq. ft. or acreage] \_\_\_\_\_  
Deed restrictions/limitations on property:  
N/A

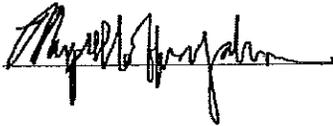
DESIGNATION OF AGENT [complete only if owner is not applicant]  
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 10/06/16

  
\_\_\_\_\_

\_\_\_\_\_  
Applicant signature(s)

Official Use Only:  
Property posted: 10-28-16 By: MO

Published in Newspaper on: 10-27-16

PLANNING COMMISSION: \_\_\_\_\_

RECOMMENDATION: \_\_\_\_\_

CITY COUNCIL [1<sup>st</sup> Reading] \_\_\_\_\_

ACTION: \_\_\_\_\_

CITY COUNCIL [Final Reading] \_\_\_\_\_

ACTION: \_\_\_\_\_

Notice to applicant sent on \_\_\_\_\_ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager

**Date:** January 25, 2017

**Subject:** Discussion and Approval of Hospitality Tax Funding for 2017

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## Issue

City Council approval is needed to utilize Hospitality Tax funds to make grant awards in calendar year 2017.

## Discussion

The City received 17 Hospitality Tax Fund requests totaling \$276,875. Applications were accepted for a six week period from October 10 through November 18, 2016. Requests were made for grant funding for events and/or projects taking place during calendar year 2017.

### Hospitality Tax Revenues:

As of July 1, 2016, the City had a Hospitality Tax Fund balance of \$374,497. During the first six months of FY17, revenues collected total \$512,421. Based on revenues collected to date, staff projects a FY17 total Hospitality Tax revenue collection of at least \$950,000.

### Hospitality Tax Expenditures:

During this fiscal year, staff anticipates using \$690,000 in Hospitality Tax Funds for 2017-2018 operation and maintenance of tourism-related activities and capital items. Staff also recommends holding back \$50,000 in the fund balance as reserve.

2016-17 projected revenue	\$950,000
Anticipated FY18 operation and maintenance / capital items	- \$690,000
Hold in reserve	- <u>\$50,000</u>
Eligible for grant making	\$210,000

Attached for Council review are the following documents:

- 2016 Hospitality Tax Fund Grant Review
- 2017 Hospitality Tax Fund request chart & copies of each grant application

## Recommendation

Staff recommends Council hold back \$50,000 in the fund balance as reserve and approve staff's suggested levels for grants. Staff recommends making 15 grant awards totaling \$207,575, as listed below. Please see attached 2017 Hospitality Tax Request chart for additional information.

Organization	Event	2017 Request	2017 Staff Review	Notes
Cayce Avenues Association	Cayce Festival of the Arts	\$ 9,650	\$ 9,650	Adding music to event in 2017
Cayce Public Safety Foundation	Cayce Serves Tennis Tournament	\$ 5,325	\$ 5,325	Adds an extra tournament day in 2017
Cayce/West Cola Chamber	Holiday Parade of Lights	\$ 7,000	\$ 7,000	No change to event in 2017
Cayce/West Cola Jaycees	Hall of Horrors	\$ 5,000	\$ 5,000	Advertising for event
Congaree Rapid FC	Cayce Soccer	\$ 11,500	\$ 5,000	Billboard & media ads only
Girls on the Run	Girls on the Run 5K	\$ 27,300	\$ 20,000	No change to event in 2017
River Alliance	Tartan Day South	\$ 33,000	\$ 24,000	Expands Sunday events
River Alliance	River Alliance Interpretive*	\$ 96,000	\$ 90,000	Tours and special events
Senior Resources	March for Meals 5K	\$ 2,500	\$ 2,000	No change to event in 2017
Staff Request	Granby Park Electrical	\$ 1,600	\$ 1,600	Phase II of electrical upgrades
Staff Request	Congaree Blue Grass Festival	\$ 20,000	\$ 20,000	No change to event in 2017
Staff Request	Christmas in Cayce	\$ 14,000	\$ 14,000	Purchase new light displays
Staff Request	City Specialty Items	\$ 1,000	\$ 1,000	Promotional items
Staff Request	Christmas Float Maintenance	\$ 1,500	\$ 1,500	Christmas float maintenance
Staff Request	Engenuity SC	\$ 1,500	\$ 1,500	Leading Partner support level
		\$ 276,875	\$ 207,575	

Council may approve, deny or reduce any of the grant requests and/or the reserve amount.

## 2016 Hospitality Tax Fund Grant Review

	Organization	Event	Funding Request	Amount Funded	Amount Paid	Funding Use	Event Date(s)	Total Attendees	Non-Cayce Residents	Attendance Determination
1	Cayce Avenues Neighborhood Association	Cayce Festival of the Arts	\$ 7,600	\$ 5,000	\$ 5,000	Event advertising	4/9/16	2,022	1,664	Greeters collect zip codes
2	Cayce Public Safety Foundation	Cayce Firehouse 5k	\$ 9,650	\$ 5,000	Event was not held					
3	Cayce Public Safety Foundation	Cayce Serves Tennis Tournament	\$ 3,725	\$ 3,725	\$ 3,272	Advertising, fees, insurance, supplies	6/18/16	98	97	Registrations
4	Cayce/West Columbia Chamber	Holiday Parade of Lights	\$ 10,000	\$ 7,000	\$ 7,000	Event advertising	12/10/16	9,000		Estimate
5	Circle of Native American History	Native American River Fest	\$ 22,925	\$ 10,000	Event was not held					
6	City of Cayce	Christmas in Cayce	\$ 13,000	\$ 13,000	\$ 13,000	New LED lights for Christmas display	12/1/16			
7	City of Cayce	City Specialty Items	\$ 3,000	\$ 3,000	\$ 2,956	Promotional items with City logo	ongoing			
8	City of Cayce	Congaree Blue Grass Fest	\$ 35,000	\$ 30,000	\$ 30,000	Advertising, insurance, supplies	10/1-10/2	1,200	1,090	Greeters collect zip codes
9	Congaree Rapid FC	Cayce Soccer	\$ 10,000	\$ 4,700	\$ 2,695	Advertising and billboards	ongoing	9,616		Athletes & guests
10	Girls on the Run	Girls on the Run 5K	\$ 26,570	\$ 17,000	\$ 16,767	Advertising, fees, insurance, supplies	4/30 & 11/19	4,209	4,174	Registrations
11	River Alliance	River Alliance Interpretive	\$ 42,620	\$ 42,620	\$ 40,772	Labor, Support Materials, Marketing	Jan - June 2016	No information provided by organization		
12	River Alliance	River Alliance Interpretive	\$ 41,000	\$ 41,000	\$ 18,421	Labor, Support Materials, Marketing	July - Dec 2016	No information provided by organization		
13	River Alliance	Tartan Day South	\$ 25,000	\$ 20,000	\$ 20,000	Event advertising	3/31 - 4/3	10,221	3,440	
14	Senior Resources	March for Meals 5K	\$ 5,409	\$ 2,000	\$ 2,000	Event advertising, promotional items	2/27/16	276		Registrations
15	South Carolina Brewers Guild	South Carolina Brewers Festival	\$ 25,000	\$ 13,750	\$ 6,501	Event advertising	5/21/16	No information provided by organization		
16	Women's Club of Cayce	Hotflash 5K	\$ 9,650	\$ 5,000	Event moved to spring 2016					
<b>Totals</b>			<b>\$ 290,149</b>	<b>\$ 222,795</b>	<b>\$ 168,384</b>			<b>36,642</b>	<b>10,465</b>	

76% of funds paid out as of 1/23/17

## 2017 Hospitality Tax Requests

Organization	Event	2015 Request	2015 Funded	2016 Request	2016 Funded	2017 Request	2017 Staff Review	Notes
Carolina Marathon Association	Governor's Cup Road Race					\$ 10,000		Submitted on 11/30 (after deadline)
Cayce Avenues Association	Cayce Festival of the Arts	\$ 3,600	\$ 3,600	\$ 7,600	\$ 5,000	\$ 9,650	\$ 9,650	Adding music to event in 2017
Cayce Public Safety Foundation	Cayce Firehouse 5k			\$ 9,650	\$ 5,000			
Cayce Public Safety Foundation	Cayce Serves Tennis Tournament	\$ 3,070	\$ 3,070	\$ 3,725	\$ 3,725	\$ 5,325	\$ 5,325	Adds an extra tournament day in 2017
Cayce/West Cola Chamber	Holiday Parade of Lights			\$ 10,000	\$ 7,000	\$ 7,000	\$ 7,000	No change to event in 2017
Cayce/West Cola Chamber	Family Movie Night			\$ 11,800	\$ -			
Cayce/West Cola Jaycees	Hall of Horrors					\$ 5,000	\$ 5,000	Advertising for event
Circle of Native Americans	Native American River Fest	\$ 16,117	\$ 16,117	\$ 22,925	\$ 10,000			
Columbia Metropolitan CVB	Total Solar Eclipse Weekend					\$ 30,000		Event not Cayce-focused
Congaree Rapid FC	Cayce Soccer			\$ 10,000	\$ 4,700	\$ 11,500	\$ 5,000	Billboard & media ads only
Girls on the Run	Girls on the Run 5K	\$ 15,772	\$ 15,772	\$ 26,570	\$ 17,000	\$ 27,300	\$ 20,000	No change to event in 2017
River Alliance	Tartan Day South	\$ 18,000	\$ 18,000	\$ 25,000	\$ 20,000	\$ 33,000	\$ 24,000	Expands Sunday events
River Alliance	River Alliance Interpretive*	\$ 32,900	\$ 32,900	\$ 83,620	\$ 83,620	\$ 96,000	\$ 90,000	Tours and special events
Senior Resources	March for Meals 5K			\$ 5,409	\$ 2,000	\$ 2,500	\$ 2,000	No change to event in 2017
South Carolina Brewers Guild	South Carolina Brewers Festival			\$ 25,000	\$ 13,750			2016 app submitted & approved post deadline
Staff Request	Easter Eggstravaganza	\$ 1,500	\$ 1,500					
Staff Request	Granby Park Electrical	\$ 30,000	\$ 30,000			\$ 1,600	\$ 1,600	Phase II of electrical upgrades
Staff Request	Congaree Blue Grass Fest	\$ 30,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 20,000	\$ 20,000	No change to event in 2017
Staff Request	Christmas in Cayce	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 14,000	\$ 14,000	Purchase new lights
Staff Request	Riverwalk Repair	\$ 7,000	\$ 7,000					
Staff Request	City Speciality Items			\$ 3,000	\$ 3,000	\$ 1,000	\$ 1,000	Promotional items
Staff Request	Christmas Float Maintenance					\$ 1,500	\$ 1,500	Christmas float maintenance
Staff Request	Engenuity SC					\$ 1,500	\$ 1,500	Leading Partner support level
Womans Club of Cayce	Hotflash 5K			\$ 9,650	\$ 5,000			
		<b>\$ 170,959</b>	<b>\$ 170,959</b>	<b>\$ 301,949</b>	<b>\$ 222,795</b>	<b>\$ 276,875</b>	<b>\$ 207,575</b>	

Total 2017 Requests      17      \$ 276,875  
 Staff Recommended Awards      15      \$ 207,575

\*2015 amount is for 6 months only; 2016 amount combines two separate requests and awards totaling 12 months of funding

# 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name:	
Project Address/Location:	
Project Date(s):	Amount Requested:

Organization Information	
Organization:	
Mailing Address:	
City/State/Zip:	
Phone:	Alternate Phone:
Fax:	E-Mail:
Executive Director:	
Contact Person (if other than Executive Director):	
How many years has this organization existed:	

Project Description

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project:

Estimated number of attendees **from outside of Cayce** to be attracted:

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

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:



### Statement of Assurances/Certification

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$\_\_\_\_\_ and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

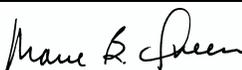
Board Chairperson Signature:



Board Chairperson Name (printed):

Date:

Executive Director Signature:



Executive Director Name (printed):

Date:

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Cayce Festival of the Arts	
Project Address/Location: 1300 State Street, Cayce SC 29033 (Brookland Cayce High School grounds)	
Project Date(s): April 8, 2017	Amount Requested: \$9650.00

Organization Information	
Organization: Cayce Avenues Neighborhood Association	
Mailing Address: PO Box 3072	
City/State/Zip: Cayce, SC 29171	
Phone: (803) 261-5403 (Association)	Alternate Phone: 803-730-5487 (Pamme Eades)
Fax:	E-Mail: caycefest@gmail.com
Executive Director: Pamme Eades (President)	
Contact Person (if other than Executive Director): Aubrey Shaw (Secretary)	
How many years has this organization existed: 9 years	

Project Description
<p>On April 8, 2017, the Cayce Avenues Neighborhood Association will hold the 3rd Annual Cayce Festival of the Arts at the historic Brookland-Cayce High School from 9am to 5pm. This outdoor event is free to the public and family friendly. The show will feature artists, crafters and authors from Cayce and across South Carolina.</p> <p>Last year, 100 artisan vendors and 5 food vendors participated in the Festival. Artists include photographers, wood turners, painters, jewelry makers, stained glass artists, potters, and basket makers as well as children and adult fiction authors. Thirteen of the artists were from Cayce, which doubled our amount from the previous year. We anticipate the same number of vendors for 2017.</p> <p>We are also planning to add live music by utilizing the natural stages at the Brookland-Cayce entrances to help us widen our marketing effort and encourage visitors to explore more of our artisan offerings. We are currently looking for performers and sponsors for mini-concerts throughout the day. We also plan to intersperse spoken word events for our author participants between these mini-concerts.</p> <p>The Neighborhood Association created the Festival as a way to highlight the Cayce Avenues but become a more inclusive event that promoted the City of Cayce as a progressive, robust alternative to the larger cities around us. In 2016, we documented 2022 visitors with – with 429 from Cayce (or 23%) and 1593 from outside of Cayce. 52 (2.5%) were from outside of South Carolina, 306 (15.5%) was from outside of the Cayce-Columbia Metropolitan area and 1235 (or 75%) from within the Metropolitan area. Based on last year's demographics, we feel that we have a great opportunity to grow our market share from Newberry, Batesburg-Leesville, Sumter and Orangeburg through newspaper, billboard and social media targeting with a goal of increasing our non-Cayce and non-Metropolitan area visitors to 25%.</p>

### Tourist Information

Estimated number of **total attendees** to be attracted by this project: 3000

Estimated number of attendees **from outside of Cayce** to be attracted: 2300

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

We were able to learn from our first year at the Brookland-Cayce location how visitors flow from the parking areas to the vendor areas. We are currently working on a layout that will allow us to completely control our perimeters so that visitors will enter and leave through only 2 locations. This will allow us accurately count all visitors and collect their zip codes.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

Since this is a one day event, most vendors do not use hotel accommodations, however we have seen indication that visitors go to local businesses and restaurants before or after the festival. We are developing with Cayce's restaurants and other businesses a way to determine economic impact the weekend of the event. This may be done through a weekend discount card/flyer that can be collected by the businesses when presented.

Last year, we also discussed with the City the possibility of having a "City" tent at the festival highlighting the Riverwalk, Timmerman Trail, the Cayce Historical Museum, the Tennis Center and parks, to encourage non-citizens to utilize our greatest resources. Although the discussions began too late in the planning process last year, we would like to work with the City to make this a reality for 2017.

This year, we are increasing our advertising budget from \$6,400 to \$7,800 so we can incorporate Billboard Advertising to our mix. Our advertising will also include:

- 1) Facebook advertising to locations outside of the metropolitan area
- 2) Print and electronic advertising through the larger newspapers, and
- 3) Increase local advertising through poster and flyers within the Cayce-West Columbia area.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Event Insurance	400.00
Portable Toilets, Handwashers and Toiletry Supplies	600.00
Advertising (For Artists, events and volunteers)	7800.00
Rental of Tables, Chairs, Easels, Tents	600.00
Office Supplies	150.00
Police Officers/Fire Marshal	910.00
Festival T-Shirts (Volunteer)	400.00
Entertainment and Sound Systems	1250.00
<b>Total Project Cost</b>	<b>\$12,110</b>

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
(Advertising) Social Media Boosting	1000.00
(Advertising) Banners, Newspaper Advertising, Radio Advertising, Billboards, Flyers and Posters	6800.00
Portable Toilets, Handwashers and Toiletry Supplies	600.00
Entertainment and Sound Systems	1250.00
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>9650.00</b>

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Vendors	Proposed	4100.00
Sponsors	Proposed	2500.00
	<b>Total</b>	<b>6600.00</b>

### Statement of Assurances/Certification

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$ 2,000,000 purchased separately and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:	<i>Pammy L. Fades</i> President	
Board Chairperson Name (printed):	<i>Pammy L. Fades</i>	Date: <i>11/17/10</i>
Executive Director Signature:	<i>N/A</i>	
Executive Director Name (printed):		Date:

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Cayce Serves tennis Tournament	
Project Address/Location: 1120 Fort Congaree Trail Cayce, SC 29033	
Project Date(s): 06/17/2017	Amount Requested: 5325

Organization Information	
Organization: Cayce Public Safety Foundation	
Mailing Address: PO Box 5422	
City/State/Zip: Cayce, SC 29033	
Phone: (803)550-9529	Alternate Phone: (803)546-2121
Fax:	E-Mail: khutchinson@cityofcayce-sc.gov
Executive Director: Murray Fant	
Contact Person (if other than Executive Director): Kay Hutchinson	
How many years has this organization existed: 6	

Project Description
<p>The fifth annual, Cayce Serves Tennis Tournament will be held at the nationally recognized Cayce Tennis and Fitness Center at Ottarre Pointe on Saturday, June 17, 2017. The site is in a strategic area of Cayce where players and guests can enjoy the natural beauty of the City by walking its trails that lead to the Riverwalk, which is only a few steps away from the complex. This is an ongoing fundraiser presented by The Cayce Public Safety Foundation in order to raise funds for the Cayce Public Safety Department not available through other means.</p> <p>The past four tournaments have produced a net profit of \$19,317.37. Items purchased for the department include: taser packages, chain saws, industrial fans, smoke detectors, flash hoods, boots, and radios, as well as meals and groceries for Public Safety Officers. These items help to ensure Cayce Public Safety is properly supported and equipped to "Protect and Serve" its citizens.</p> <p>The tournament is a USTA sanctioned doubles, one day, round robin event that includes breakfast, lunch, T-Shirts and a "Clock Your Serve Contest". Prizes and awards are given, including medals for 1st and 2nd place Male and Female Teams and the 1st and 2nd place "Clock Your Serve" winner.</p> <p>The Tennis Facility and players are already excited about next year's tournament and would love to see it expand to include a Mixed Doubles event and a Player's Party on Friday evening.</p>

### **Tourist Information**

**Estimated number of total attendees to be attracted by this project:** 120

**Estimated number of attendees from outside of Cayce to be attracted:** 100

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

Registration entries show where the participants are from. Last year, the tournament grew by 25 players and 97 of the 98 players were from outside of Cayce. There were also some family members and friends that came to support them.

**Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:**

Meals from Cayce restaurants are purchased for lunch. Last year, Sub Station II provided sandwiches and Piggie Park provided boxed lunches (their sauce plant is in Cayce). Other local restaurants also include coupons and donate gift cards which are used after the tournament. Most of the sponsors are Cayce businesses who have a vested interest in the tournament.

Cayce businesses are also interested in growth of the tournament as shown by their continued support. Ten of the cash sponsors and over thirty of the in-kind sponsors were Cayce businesses. Many of them were restaurants and most of them were repeat contributors. \$1,440 in revenue from the tournament was put directly back into Cayce businesses. For example, medals were purchased from The Trophy and Gift Shop, lunch from Sub Station II, Court Fees and Balls from the Tennis Center, etc.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Food	1700
Player T-Shirts	1200
Court Fees	150
Balls	150
Liability Insurance	600
Print/Signs/Advertising	800
USTA Membership/Tournament Fee	75
Prizes/Awards	500
Office Supplies/Decorations	150
<b>Total Project Cost</b>	<b>5325</b>

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
Food	1700
Player T-Shirts	1200
Court Fees	150
Balls	150
Liability Insurance	600
Print/Signs/Advertising	800
USTA Membership/Tournament Fee	75
Prizes/Awards	500
Office Supplies/Decorations	150
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>5325</b>

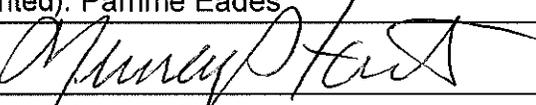
<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Sponsors	Proposed	5000
Registration	Proposed	2700
	<b>Total</b>	<b>7700</b>

### Statement of Assurances/Certification

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If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$\_\_\_\_\_ and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:		
Board Chairperson Name (printed):	Pamme Eades	Date: 11/18/2016
Executive Director Signature:		
Executive Director Name (printed):	Murray Fant	Date: 11/18/2016

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: HOLIDAY PARADE OF LIGHTS	
Project Address/Location: 12TH STREET IN CAYCE & WEST COLUMBIA	
Project Date(s): DECEMBER 9TH, 2017	Amount Requested: \$7,000

Organization Information	
Organization: GREATER CAYCE-WEST COLUMBIA CHAMBER	
Mailing Address: 1006 12TH STREET	
City/State/Zip: CAYCE, SC 29033	
Phone: 803-794-6504	Alternate Phone: 803-602-0580
Fax: 803-794-6505	E-Mail: CWCCHAMBERSC@GMAIL.COM
Executive Director: GREGG PINNER	
Contact Person (if other than Executive Director): CORY HARRISON	
How many years has this organization existed: SINCE 1958	

Project Description
<p>CHRISTMAS/HOLIDAY PARADE AT NIGHT. PARADE STARTED IN 1998. STARTS AT CORNER OF MEETING &amp; 12TH STREET IN WEST COLUMBIA AND PROCEEDS DOWN 12TH STREET ENDING AT CAYCE MUNICIPAL COMPLEX</p>

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project: 10,000 +

Estimated number of attendees **from outside of Cayce** to be attracted: 7,000+

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

EYEWITNESS ACCOUNT FROM LAW ENFORCEMENT, VIDEOGRAPHERS, AND VOLUNTEERS. WE ESTIMATE DEEPNESS OF CROWD (4-5 PEOPLE DEEP) PLUS LENGTH OF PARADE ROUTE. WE ALSO GET FEEDBACK FROM LOCAL RESTAURANTS ON SALES. MANY SAY IT IS THEIR 1ST OR 2ND BIGGEST SALES DAY OF THE YEAR.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

MASSIVE ADVERTISING CAMPAIGN REACHES TENS OF THOUSANDS OF MIDLANDS RESIDENTS OUTSIDE OF CAYCE

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
RADIO ADVERTISING	\$2,700
TV ADVERTISING	\$6,000
PRINT ADVERTISING	\$3,000
BILLBOARDS	\$1,000
INSURANCE	\$800
VOLUNTEER SHIRTS	\$300
FOOD & SUPPLIES	\$200
<b>Total Project Cost</b>	\$14,000

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
RADIO ADVERTISING	\$1,600
TV ADVERTISING	\$3,000
PRINT ADVERTISING	\$1,500
INSURANCE	\$400
BILLBOARDS	\$500
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	\$7,000

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
CAYCE	PROPOSED	\$7,000
WEST COLUMBIA	PROPOSED	\$7,000
SPONSORSHIPS	PROPOSED	\$1,000
	<b>Total</b>	\$14,000

Statement of Assurances/Certification

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If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
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- 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.
- That the organization carries liability insurance in the amount of \$1 - 2 MILLION and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:	
Board Chairperson Name (printed):	VICKIE LOVETT
	Date: 11-18-16
Executive Director Signature:	
Executive Director Name (printed):	GREGG PINNER
	Date: 11-18-16

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Hall of Horrors Haunted Attraction	
Project Address/Location: 1153 Walter Price Street	
Project Date(s): Month of October	Amount Requested: \$5,000

Organization Information	
Organization: Cayce-West Columbia Jaycees	
Mailing Address: 1153 Walter Price Street	
City/State/Zip: Cayce, SC 29033	
Phone: (803) 814-5858	Alternate Phone:
Fax:	E-Mail: president@cwcyjcees.org
Executive Director: Mary Anne Deal	
Contact Person (if other than Executive Director): Steve Cohen	
How many years has this organization existed: 40	

Project Description
<p>Hall of Horrors is a non-profit haunted attraction located in Cayce, South Carolina organized by the Cayce-West Columbia Jaycees. For over 37 years, Hall of Horrors, the longest-running haunted attraction in South Carolina, has been scaring guests and raising money for many local and state charities, including South Carolina Jaycee Camp Hope, Harvest Hope, Wounded Warriors, Hidden Wounds, and the FealGood Foundation.</p> <p>The Cayce-West Columbia Jaycees, or Junior Chamber of Commerce, is a non-profit organization that has offered leadership training through community service in the Cayce and West Columbia areas for over 50 years. The Jaycees give adults between the ages of 18 and 40 the tools they need to build the bridges of success for themselves in the areas of community service, individual development, management skills, and business connections. With the focus on volunteerism, the Jaycees are enlarging areas of opportunity for adults who want to not only improve themselves but enrich the lives of others. Since 1958, our chapter has donated its time and money to such charities as Relay For Life, Harvest Hope, SisterCare, Families Helping Families, Support Our Troops, and Jaycee Camp Hope--a camp specifically designed for children and adults with cognitive disabilities--which is sponsored by the South Carolina Jaycees.</p>

## Tourist Information

Estimated number of **total attendees** to be attracted by this project: 4000

Estimated number of attendees **from outside of Cayce** to be attracted: 3500

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

We utilize a Point of Sale system (Square) where we have the ability to gather this information as either: sale to Cayce resident or non-Cayce Resident. We can report on this information at the close of the season.

Given the style of advertising we are recommending, we will also provide a detailed report as to the number of impressions that we target through social media advertising and the general location of that advertising (we can even advertise to people only outside of Cayce) with the requested dollars if that is a requirement.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

Since 2008, we have attracted roughly 30,000 people to our non-profit haunted attraction. Our location is right across the street from City Hall, which requires people attending to drive through the business district in Cayce (Knox Abbott Road). We attract a wide range of patrons to our attraction including many high school and college students all the way to people with small families. We make every effort to ensure that anyone who wants to experience our attraction can do so. In fact, the Hall of Horrors is currently the only haunted attraction in the Midlands that is entirely compliant with the Americans with Disabilities Act.

The use of the requested dollars would be used to incrementally increase advertising spending to grow the number of attendees to our non-profit haunted attraction. This, in turn, will drive traffic through the business district and potentially lead to additional spending in the area.

Since we have a direct sale to each customer through our ticket booth, we can hand out with each ticket advertising to local Cayce restaurants or other Cayce events. We also have area in our queue line where we can hang Cayce business banners or posters. We believe there are a number of ways for us to promote businesses in Cayce and we do recognize that the Hospitality Tax grant is a great way to ensure we are bringing people into the area to spend money outside of our attraction at those same businesses that are providing the Hospitality Tax dollars from their customers.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Building Materials	\$950
Props	\$2,000
Supplies	\$1,550
Marketing Expenses (Website, Social Media, Promo, Flyers)	\$4,300
Volunteer Expenses (Food, Water, Apparel, Appreciation, First Aid)	\$1,850
Customers (Porta Johns, Merchandise, Tickets, Miscellaneous)	\$800
Management Expenses (Insurance, Fire Code, Miscellaneous)	\$850
Proposed Hospitality Grant Project (Pandora, Billboards, Facebook)	\$5,000
<b>Total Project Cost</b>	17,300

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
Pandora Radio Advertising	\$1,500
Facebook Advertising	\$1,000
Billboard Advertising	\$2,500
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>\$5,000</b>

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Internal Budget	Received	\$12,300
Hospitality Grant	Proposed	\$5,000
<b>Total</b>		<b>\$17,300</b>

### Statement of Assurances/Certification

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If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
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- 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.
- That the organization carries liability insurance in the amount of \$2,000,000 and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature: *Mary Anne Deal*

Board Chairperson Name (printed): Mary Anne Deal

Date: 11/17/2016

Executive Director Signature: *James Wall*

Executive Director Name (printed): James Wall

Date: 11/17/2016

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Total Solar Eclipse Weekend Columbia SC	
Project Address/Location: Entire Midlands Region of South Carolina	
Project Date(s): 8/18/2017-8/21/2017	Amount Requested: 30,000

Organization Information	
Organization: Columbia Metropolitan Convention & Visitors Bureau	
Mailing Address: 1101 Lincoln St.	
City/State/Zip: Columbia, SC 29201	
Phone: 803-545-0018	Alternate Phone: 803-545-0008
Fax: 803-545-0013	E-Mail: kbarbrey@columbiaauthority.com
Executive Director: Bill Ellen	
Contact Person (if other than Executive Director): Kelly Barbrey	
How many years has this organization existed: 24	

Project Description
<p>The total solar eclipse, occurring on Monday August 21, 2017, will be a once-in-a-lifetime event for the City of Columbia and surrounding areas. We are positioned to be in the path of totality, an incredible spectacle that people travel internationally, across the world to witness.</p> <p>Columbia is positioned to have one of the best viewing spots in the nation with over 2 minutes and 35 seconds of total darkness in the middle of the afternoon. The Total Solar Eclipse Committee, made up of cultural and tourism agencies in the midlands will oversee a campaign to promote all of the activities associated with this event held by attractions, neighborhoods and businesses to external markets in order to encourage travel and tourism and more importantly, economic impact to our region.</p> <p>The CVB is acting as a fiscal agent for the campaign and will also be the agency in contract with the PR and marketing firm that will handle all promotions. This eclipse is a huge economic opportunity for the midland's region as well as an opportunity to showcase the best and brightest of our region. The hope of the committee is to not only celebrate this incredible event and our lucky location within it, but also to leave a legacy of art and cultural expression as we come together as a region to put on a show for the world.</p>

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project: 200,000+

Estimated number of attendees **from outside of Cayce** to be attracted: 200,000+

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

Each participating attraction or cultural institution will be asked to track all visitors to their events so that we can produce a report of all the visitors to our area from this campaign.

The CVB will be monitoring hotel rooms in the region as well as the Greater Columbia Restaurant and Lodging Association.

In addition, we are collecting as much online data as possible to track guests to our region as a result of this campaign.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

When Cayce businesses participate in this campaign, they automatically get promoted for free through the efforts of the committee. We will promote any and all activities that are occurring within the region during the weekend of August 18-21 and will focus on driving visitors and guests to all the events that are happening. The intention of this campaign is solely to attract people to the Columbia region and send them to all of the events hosted by our businesses and cultural attractions.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Public Relations/Marketing/Branding/Social Media/Website	225,000
Solar eclipse glasses	29,000
In-market advertising	20,000
Out-of-marketing advertising	40,000
Website creation	20,000
Printing	10,000
Photography/videography	6,000
<b>Total Project Cost</b>	<b>350,000</b>

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
Out-of-marketing advertising	20,000
Website creation	10,000
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>30,000</b>

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
City of Columbia	Received	50,000
City of Cayce	Proposed	30,000
Sponsorships and other grants	Proposed	270,000
<b>Total</b>		<b>350,000</b>

### Statement of Assurances/Certification

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If awarded, the applicant agrees:

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- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
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- 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.
- That the organization carries liability insurance in the amount of \$ 20,000,000 and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:

Board Chairperson Name (printed):

John N. Hardee

Date: 17 Nov 2016

Executive Director Signature:

Executive Director Name (printed):

BILL ELLEN

Date: 11-15-16

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Congaree Rapid FC - Cayce Soccer 2017	
Project Address/Location: Cayce, SC (Specific Addresses Listed Below)	
Project Date(s): January 2017 - December 2017	Amount Requested: \$11,500

Organization Information	
Organization: Congaree Rapid FC	
Mailing Address: PO Box 2135	
City/State/Zip: West Columbia, SC 29171	
Phone: 803-814-5013	Alternate Phone: 803-447-6496 (Kevin Heise cell)
Fax: 803-739-4970 (Attn: Coach Heise)	E-Mail: kheise@lex2.org
Executive Director: Kevin Heise	
Contact Person (if other than Executive Director):	
How many years has this organization existed: 24	

Project Description
<p>Congaree Rapid FC, established in 1993, serves the Cayce area for all levels of youth soccer - Recreational (U5-U12), Junior Academy (U8-U12), and Select (U13-U19).</p> <p>Our club, often in association with Lexington School District Two High Schools Airport and Brookland-Cayce, host a variety of soccer events throughout the calendar year.</p> <p>The following facilities are used for soccer in Cayce:            Brookland-Cayce HS (The Cage &amp; BCHS Stadium) - 1300 State Street            Busbee Creative Arts Academy - 501 Bulldog Blvd            Granby Education Center - 147 Dunbar Road            River Bluff Baptist Church - 100 Old State Road</p> <p>Other facilities utilized that often bring people into the Cayce area include:            Airport HS - 1315 Boston Avenue, West Columbia            Heathwood Hall Episcopal School - 3000 S Beltline Blvd, Columbia            West Columbia Soccer Complex - 760 Old Barnwell Road, West Columbia</p>

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project: 10,000+

Estimated number of attendees **from outside of Cayce** to be attracted: 7,000

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

- Columbia Regional Sports Council study
- SCYS Schedules with teams from out-of-town/state
- High School tournament schedules with teams from out-of-town/state
- SurveyMonkey - tournament feedback

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

Due to the large number of teams traveling to Cayce for the weekend matches and tournaments throughout the fall and spring, hotel accommodations and restaurant availability is at a premium.

Our teams desire to stay as close to the tourney (and match) facilities as possible, but the lack of suitable hotels has pushed many of our attendees towards Columbia and West Columbia in search of adequate accommodations. I believe the new Courtyard by Marriott on Fort Congaree Trail will help in addressing this situation.

However, many of our local restaurants/stores have benefited greatly from the teams playing in Cayce, including: Arby's BiLo, D's Wings, Hardee's, Just Us Cafe, the Kingsman, Krispy Kreme, La Fiesta, Lizard's Thicket, Marco's Pizza, McDonald's, Monterrey's, Piggie Park, Schlotzsky's, Southside Restaurant, SubStation II, Subway, Wendy's, and Zaxby's to name just a few.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Officials	29,700
Facilities Rentals	13,500
Athletic Trainers	5,500
Billboards	3,600
Marketing & Sanctioning	3,500
Website Hosting	1,500
Shirts	8,000
Stock Concessions	5,000
<b>Total Project Cost</b>	70,300

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
BCHS Scoreboard Signage for CRFC	5,000
Billboards	3,600
Media Advertisements	2,500
SCYS Mailing Lists	300
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	11,500

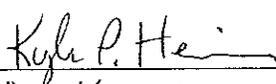
<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Ticket Receipts		37,150
Entry Fees		21,225
Advertisement / Shirts / Promo		12,000
	<b>Total</b>	70,375

**Statement of Assurances/Certification**

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$ 1,000,000 and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature: 

Board Chairperson Name (printed): KYLE P. HETSE

Date: 11/16/2016

Executive Director Signature: 

Executive Director Name (printed): KEVIN HETSE

Date: 11-16-16

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Girls on the Run 5k Events	
Project Address/Location: Historic Columbia Speedway, 2001 Charleston Hwy, Cayce	
Project Date(s): April 29, 2017 & November 18, 2017	Amount Requested: \$27,300

Organization Information	
Organization: Girls on the Run of Columbia	
Mailing Address: PO Box 5167	
City/State/Zip: West Columbia, SC 29171	
Phone: (803) 381-0482	Alternate Phone: (864) 723-1962
Fax: n/a	E-Mail: mary.lohman@girlsontherun.org
Executive Director: Mary Lohman-Vargas	
Contact Person (if other than Executive Director):	
How many years has this organization existed: 12	

Project Description
<p>The Girls on the Run (GOTR) 5k is the culminating event of every GOTR season. Over the course of the 10-week program, girls in 3rd-8th grades learn life skills through fun, engaging lessons that celebrate the joy of running. The program inspires girls to improve their emotional and physical health, foster healthy social relationships, and contribute positively to their communities. At the end of the season, girls from all the GOTR teams in the Midlands come together to celebrate their accomplishments with the non-competitive 5k. Each girl is accompanied by at least one adult running buddy and spectators include family members, friends, school employees, and other community members.</p> <p>GOTR-Columbia seeks Hospitality Tax Grant funds for two 5k events in 2017 (April and November). These events will start and finish at the Historic Columbia Speedway; the 5k course runs through surrounding neighborhoods and around the City of Cayce Department of Public Safety and Municipal buildings (see attached 5k course). The requested grant amount entitles the City of Cayce to Presenting Sponsorship Benefits for both 2017 events.</p> <p>The Spring and Fall 2017 GOTR 5k events will each attract 1,400+ runners/walkers, 200 volunteers, and at least 700 spectators. Of these 4,000+ visitors, 97% will travel from outside of Cayce to attend the event. The majority of participants will come from Kershaw, Lexington, Richland and Sumter counties, where the GOTR program currently operates. Additional participants and spectators will travel from out-of-state to support their friends and family in the Girls on the Run program. [See additional page attached.]</p>

## Tourist Information

Estimated number of **total attendees** to be attracted by this project:

Estimated number of attendees **from outside of Cayce** to be attracted:

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

Girls on the Run collects zip codes from all 5k participants and volunteers when they register for the event. Zip codes for all additional spectators will be collected by volunteers at the three entrance points to the Speedway track. GOTR will also keep a clicker counter total for all participants entering the speedway.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

The biannual GOTR 5k draws thousands of tourists to the area for race day, while also highlighting the City of Cayce and the Historic Columbia Speedway as premier event locations. Cayce will be featured in GOTR-Columbia's various promotional efforts, including traditional media, social media, and the GOTR-Columbia website (Marketing Plan attached).

To further drive tourist traffic to local restaurants, we are encouraging participants to eat at Cayce restaurants the weekend of the events. As additional incentive, the 2017 budget includes prizes to be used for a post-event drawing for participants who visit Cayce restaurants. A flyer will be placed on every vehicle the day of the event to encourage visiting Cayce establishments. Additionally, GOTR Columbia will promote the prize drawing on our social media channels leading up to and on race day. Participants will enter the prize drawing by taking a picture of themselves at one of the Cayce restaurants, and using the hashtag #CayceGOTR5k. This will promote the city and restaurants while simultaneously serving as a way to better track the number of visitors to each establishment. The information regarding the winners of the drawing will be shared post-5k on social media channels.

GOTR promotes Cayce businesses in the 5k packets which are distributed to all participants and volunteers. In addition to listing local restaurants, the 2017 participant packet will include a full page which Cayce can use to welcome visitors and showcase upcoming events and tourist attractions. GOTR will also promote Cayce events via social media.

The City of Cayce logo and acknowledgements of the Hospitality Tax funds will be prominently displayed throughout the event. In addition to the branded materials outlined in the budget, all printed materials will recognize the City of Cayce as the presenting sponsor of each sponsored event. Additionally, the City of Cayce logo will be included on the front of the participant and volunteer 5k guides, on 5k t-shirts and race bibs, and on the finisher medals for each sponsored event. The logo and recognition of the Hospitality Tax funds will also be included in e-mail communication to participants and their families. We will encourage participants to share their photos on social media using the hashtag #CayceGOTR5k.

After the event, all 5k participants and their families will be emailed a survey with questions about their tourism-related behavior and money spent at Cayce businesses.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
5k Professional Services (DJ, Parking, Overnight Security)	\$3,500
5k Rentals (Portable toilets, transportation, venue, etc)	\$3,500
5k EMT and Police	\$4,800
5k Materials	\$5,000
5k Promotion/Marketing	\$6,000
5k T-shirts for Participants	\$18,200
5k Volunteer Appreciation (Shirts & Refreshments)	\$3,000
Finisher Medals	\$6,000
Background Checks for Volunteers	\$1,200
<b>Total Project Cost</b>	<b>\$51,200</b>

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
Cayce Public Safety - Course & Venue Safety	\$4,800
Marketing & Promotions - Increase Attendance & Improve Visibility for Cayce	\$6,000
Co-branded Finisher Medals - Improve Visibility for Cayce	\$6,000
Volunteer Shirts - Safety & Crowd Control; Improve Visibility for Cayce	\$2,500
5k Shirts for GOTR Program Participants - Improve Visibility for Cayce	\$6,500
Venue Rental	\$1,500
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>\$27,300</b>

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
5k Sponsors (Various)	\$3,000 Received; \$3,000 Proposed	\$6,000
Participant Registration Fees	Proposed	\$18,000
H-Tax Grant	Requested	\$27,300
	<b>Total</b>	<b>\$51,300</b>

### Statement of Assurances/Certification

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$1,000,000 and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature: *Katherine Schantz*

Board Chairperson Name (printed): *Katie Schantz* Date: *11/10/16*

Executive Director Signature: *Mary Lohman-Vargas*

Executive Director Name (printed): *Mary Lohman-Vargas* Date: *11/10/16*

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Tartan Day South Highland Games and Celtic Festival	
Project Address/Location: Historic Columbia Speedway 2001 Charleston Hwy. Cayce, SC 29033	
Project Date(s): March 29 - April 2 2017	Amount Requested: \$33,000.00

Organization Information	
Organization: The River Alliance	
Mailing Address: 420 Rivermont Drive	
City/State/Zip: Columbia, SC 29210	
Phone: 803-765-2200	Alternate Phone: 803-664-7620
Fax: 803-765-9600	E-Mail: johnbanks@columbiaspeedway.com
Executive Director: Mike Dawson	
Contact Person (if other than Executive Director): John Banks	
How many years has this organization existed: 18	

Project Description
<p>Tartan Day South is a five day celebration of Celtic Culture. Americans of Scottish and Irish descent have played a vibrant and influential role in the development of the United States. From the framers of the Declaration of Independence to the first man on the moon. Eleven million Americans claim Scottish and Scotch-Irish roots -- making them the eighth largest ethnic group in the United States. Congress has designated April 6th National Tartan Day. The largest population of Scotch-Irish descendents outside of New York reside in South and North Carolina. The festival is designed to grow into the largest Tartan Day Celebration in the Southeast.</p> <p>Tartan Day South is a festival built around the ancient Scottish sports, Highland Games. The festival also includes traditional and current Celtic music, massed bag pipe bands, traditional dancing exhibitions, herding exhibitions, Celtic Clans, genealogy, Axe throwing and archery exhibitions, fencing exhibitions, medieval encampment, falconry, and much more. We host the largest Classic British Car Show in South Carolina with over 130 incredible machines from many states.</p> <p>We have continued to add new components to each years event, including the "Power of Plaid" fashion show, that will break out to it's own Gala Thursday evening in 2017. We continue to attempt to keep patrons in our area longer in 2017 by extending into a much more expanded Sunday portion of the event. The new Sunday schedule includes a 5K run, a Cross Fit competition and an exhibition of the Harry Potter inspired sport Quiditch at the speedway. This added day at the speedway will hopefully benefit our area restaurants and hotels for extended days.</p> <p>Tartan Day South has now spread over five days to encourage longer stays by our travelers. These travelers came from 21 states as well as hundreds of cities and towns in SC outside of Lexington County in 2016. Other large Tartan Day Celebrations are in New York, Washington D. C. and San Francisco. We hope to make Cayce the destination for those Celtic Americans to celebrate this National Holiday in the Southeast. The multi-faceted nature of the event gives it a wide appeal for all demographics.</p> <p>Added interesting data from our most recent Cayce Demographics state that 1,578 residents are of Scottish, Irish, or Scotch-Irish ancestry. That is more than 12% of our Cayce's residents.</p>

## Tourist Information

Estimated number of **total attendees** to be attracted by this project: 14,000

Estimated number of attendees **from outside of Cayce** to be attracted: 13,200

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

We ask for Zip Codes and the number in their parties as each patron enters the gate to all the events each day. We then confirm the location of the zip code and devise a report of where our visitor have traveled. This also give us an idea of how many days that many of our patrons are staying. We count those folks from outside 50 miles of 29033 to be traveling tourists. We are also collecting e-mail addresses on our new web site as people enter. We will be surveying those people as well. We also have an incredible Facebook reach. Through our Social Marketing Consultant we had 56,343 people interacting with our page the week of the event in 2016.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

The biggest budget item for us is of course Advertising and Marketing. Getting the word out is a very difficult task because patrons get their information from so many different media sources today. We know that we generally have to touch someone six times for it to register with them. We have done a very good job growing each year by expanding that part of our budget almost 15% per year. The additional dollars will all be earmarked to grow those marketing efforts through many avenues billboard, TV, radio, Celtic publications, newspapers, internet media, and social networking. Those additional touches are the most integral cog in building the festival to 25,000 attendees by the end of the decade. By creating a catchy Tartan Day Jingle in 2016 we are learning to maximize our advertising effectiveness. We received a call from the New York City Tartan Day Committee inquiring about the use of our Jingle. We also have been building our brand awareness in person by having booths at 13 other Highland Games festivals throughout the Southeast and with booths at St. Patty's Day Celebrations in Savannah and Columbia as well as at Columbia's Home and Garden Show in March each year. The total marketing budget for TDS in 2017 will exceed \$32,000.00.

We try new avenues each year to reach previously untouched patrons. We purchased geo-targeted ads in 2016, but they did not have the desired reply back rate. This year we plan to advertise on Pandora. Their programs allow us to target very specific demographics in specified large markets within reasonable travel markets like Atlanta, Raleigh, Jacksonville, and Charlotte.

We introduced new campaign at the festival in 2016. "Cayce has great Tastes" brochure was marketed at the Chamber of Commerce booth as well as at the front gate as patrons exited the event to promote our local restaurants. We will also have a special page in the program promoting the campaign.

We know the impact of the festival through talking with our local businesses. The Cayce Farmers Market down the street tells us they have one of their largest sales days of the year on that Saturday with tons of new faces from the event. Many of the local eateries like Vella's, D's Wings, and Murray's have made comments about killed people visiting during the run of the festival. We know even the folks inside 50 miles who are eating and visiting our Cayce businesses during their trip to and from the event.

We also estimate an economic impact through SCPRT guidelines. That impact using the most the SCPRT models in 2016 was 1.33 million dollars. This impact will only grow as the event attendees grow. We are working on adding the the additional assets of a stay in Cayce to the event web site this year to promote more things to do during their visit.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Logistics Expenses and Security	20,000
Entertainers, Exhibitors, and Sound	22,000
Athletics	3,000
Rooms for Bands and Judges	2,800
Event Insurance	2,000
Advertising and Marketing	33,000
Amusement Taxes	2,000
Awards, photographer and other small costs	500
Misc Labor and Professional Production Fees	5,000
<b>Total Project Cost</b>	<b>90,300</b>

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
Billboards	3,000
Radio in and Out of Market	9,500
National Themed Publications	1,700
Newspapers	2,700
TV Ads	6,000
Pandora Major City Marketing	6,000
Print Marketing Materials	2,500
Other Internet Marketing Specific Charleston & Charlotte	500
Peachjar Straight to Family Marketing	1,100
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>33,000</b>

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Separate form Attached		
	<b>Total</b>	

**Statement of Assurances/Certification**

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$ 3,000,000 and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:



Board Chairperson Name (printed):

John R. Banks

Date: 11/18/2016

Executive Director Signature:



Executive Director Name (printed): Mike Dawson

Date: Nov 18, 2016

## 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: 12,000 Year History Park Education and Interpretation Programs	
Project Address/Location: 12,000 Year History Park, Cayce, SC	
Project Date(s): January 1 to December 31, 2017	Amount Requested: \$96,000.00

Organization Information	
Organization: 12,000 Year History Park Working Group	
Mailing Address: c/o The River Alliance, 400 Rivermont Drive	
City/State/Zip: Columbia, SC 29601	
Phone: 803-765-2200	Alternate Phone: 850-322-5636
Fax: 803-765-9600	E-Mail: jhameson@yahoo.com
Executive Director: Staff Secretary: John Jameson	
Contact Person (if other than Executive Director): Staff Secretary: John Jameson	
How many years has this organization existed: 3	

Project Description
<p>Program phases:</p> <ol style="list-style-type: none"> <li>1. Volunteer recruitment and training, including information meetings and workshops -</li> <li>2. Develop Natural Resources (Jan.-June), and Multi-component Timeline (June-Dec.) interpretive modules</li> <li>3. Produce interpretive packages, content &amp; graphics</li> <li>4. Coordinate collaborative actions with partners, constituents, and schools</li> <li>5. Conduct Civil War Anniversary Lantern Tour, Feb 15</li> <li>6. Conduct Native American Lifeways Lantern Tour, April TBA</li> <li>7. Conduct Civil War Lantern Tour, October TBA</li> <li>8. Conduct Multi-component Timeline Lantern Tour, November TBA</li> <li>9. Conduct 10 regular tours (Natural Resources), March to May 2017 and 10 regular tours (Timeline), September-November 2017</li> <li>10. Coordinate and Oversee Fort Congaree Artifacts Cataloging, Accessioning, and Storage at SCIAA, 15 boxes</li> <li>11. Lex. County I and II School Districts curriculum integration with park programs and resources, Boy and Girl Scouts activities and tours</li> <li>12. Marketing (Schools, businesses, media, online)</li> </ol>

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project:

Estimated number of attendees **from outside of Cayce** to be attracted:

Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.);  
Online and on-site registration of tour and special event participants, including collecting demographic information such as zip codes and publicity sources.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:  
Tour and special event attendees, regionally and state-wide, will travel to Cayce and will spend the night in hotels, buy gas, and eat at local restaurants.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
Labor to carry out 12 phases of work tasks as outlined above	81200.00
Materials (support graphics, maps, marketing tools, artifacts curation)	14800.00
<b>Total Project Cost</b>	<b>96000.00</b>

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
Labor/average per month	6767.00
Creation, implementation of support materials and marketing tools	14800.00
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	<b>96000.00</b>

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Hospitality Tax		84000.00
Other sources		12000.00
	<b>Total</b>	<b>96000.00</b>

**Statement of Assurances/Certification**

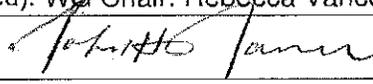
The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change/and or variation must be reported immediately, otherwise funding may be withheld.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$ N/A and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:

Board Chairperson Name (printed): WG Chair: Rebecca Vance Date: 11/17/2016

Executive Director Signature: 

Executive Director Name (printed): WG Secretary: John Jameson Date: 11/17/2016

# 2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name:	
Project Address/Location:	
Project Date(s):	Amount Requested:

Organization Information	
Organization:	
Mailing Address:	
City/State/Zip:	
Phone:	Alternate Phone:
Fax:	E-Mail:
Executive Director:	
Contact Person (if other than Executive Director):	
How many years has this organization existed:	

Project Description

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project:

Estimated number of attendees **from outside of Cayce** to be attracted:

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

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:



### Statement of Assurances/Certification

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- 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.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- 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.
- That the organization carries liability insurance in the amount of \$\_\_\_\_\_ and agrees to include the City of Cayce as a named insured for purposes of this project. The 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.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2017 Information and Application document.

Board Chairperson Signature:

 GARY GEB, JR.

Board Chairperson Name (printed):

Date:

Executive Director Signature:  Pamela M. Duke

Executive Director Name (printed):

Date:

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# Memorandum

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**To:** Mayor and Council

**From:** Rachelle Moody, Special Projects/Grants Manager on behalf of James Denny, Parks Manager

**Date:** January 25, 2017

**Subject:** Discussion and Approval of Hospitality Tax Funding Request for Granby Park Electrical – Staff Request

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## **ISSUE**

Council discussion and approval is needed for Staff's request to utilize Hospitality Tax Funds for Granby Park Electrical.

## **BACKGROUND/DISCUSSION**

Cayce staff is requesting to be allowed to utilize up to \$1,600 of Hospitality Tax Funds for City of Cayce to repair electrical wiring in Granby Park. This is phase II of the electrical repair project. Council previously funded phase I with Hospitality Tax Funds in 2015.

## **RECOMMENDATION**

Staff recommends approval of the Hospitality Tax Fund Request.

# CITY OF CAYCE

## Hospitality Tax Grant Application

Project Information	
Project Start Date October 7, 2017	Amount Requested \$ 20,000
Project Completion Date October 8, 2017	Date Submitted December 13, 2016
Project Name Congaree Bluegrass Festival	
Project Address/Location Columbia Speedway, 2001 Charleston Highway,	
Organization Information	
Organization Cayce Events Committee	
Mailing Address PO Box 2004	
City ST ZIP Cayce, SC 29171	
Telephone 803-550-9557	Cell 803-206-3279
Fax 803-796-9072	E-Mail dannycreamer@gmail.com
How long has this organization or corporation existed? 9 Year(s)	
Project Description	
<p>Congaree Bluegrass Festival – two day festival featuring a variety of bluegrass bands, instrument contests, food vendors, and children’s activities. 2017 is the tenth year for the festival and we have seen increase in attendance from visitors from more than 50 miles each year. This festival continues to grow each year and provides a great opportunity to build tourism in the City of Cayce.</p>	

## Tourist Information

What is the estimated number of tourists to be attracted by this project? 3,500

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

A group of volunteers stand at the entrance to the festival and request each person's zip code. This not only helps us determine how many people attend the festival but how many miles they have traveled to attend. There is an admission cost for non-residents of Cayce and Cayce residents are also given a ticket at the gate therefore attendance numbers can be calculated by counting the tickets.

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

Bluegrass music is a popular genre for our community. Bill's Pickin' Parlor is a mile from the City and has experienced great success in attendance at music concerts they produce. There is no other event like this in our community and with the popularity of the genre, it has proven to bring in attendees from the states of Georgia, North Carolina, Tennessee and beyond. Hotels and restaurants in the city have advised that they reap the benefits of the tourists who attend the events. Every year we ask each person attending the festival for their zip code.

<b>Itemize Total Expected Project Costs</b>	
Itemize Total Expense Below	Dollar Amount
Advertising (4 Billboards in surrounding states, Radio, Newspaper, National Magazine, Television Commercials, digital ads, flyers/posters, media consultant, etc)	24000
Event Signage	1500
Equipment Rentals (Stage, Trolley, Golf Carts, Port-o-johns, sound)	14000
Entertainment (Bands and Accommodations, Emcee)	8000
Decorations	400
Bouncy house for children's area	1200
Miscellaneous (Bunting, Prize awarded to band competition winner, postage, cleaning fees, Velcro and other supplies, music license, etc)	1000
Liability Insurance	2500
<b>Total Cost of Project</b>	<b>52,600</b>

<b>Detail How the City's Hospitality Tax Grant Request Will Be Expended</b>	
Detail Expense Items	Dollar Amount
Billboards in 4 surrounding states	4000
Print Ad's (newspaper, national & local magazine, posters/flyers)	6450
Digital Ad's and Television Commercial	4000
All new event signage	1000
Media Consultant	1000
Ad Specialty Items (t-shirts, fans, koozies, hats, etc)	1550
Decorations	400
Children's area bouncy house	600
Liability Insurance	1000
<b>Amount Requested</b> (must equal <i>Amount Requested</i> on first page of application)	<b>20,000</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
Accommodations Tax Funds	Requested	15,000
Sponsorship Funds, Vendor Fees, Sale of ad.	Proposed	2,000
Hospitality Tax Funds	Requested	20,000
<b>Total Budget</b>		<b>37,000</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 Danny Creamer, Chairperson, Events Committee

Date February 20, 2015

### Organization Contact Information

Organization Cayce Events Committee

Contact Person Danny Creamer

Mailing Address PO Box 2004

City ST ZIP Cayce, SC 29171

Telephone 803-550-9557

Cell 803-206-3279

Fax 803-796-9072

E-Mail dannycreamergmail.com

### For Staff Use

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# Memorandum

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**To:** Mayor and Council

**From:** Mendy Corder, Events Committee Staff Liaison

**Date:** January 25, 2017

**Subject:** Discussion and Approval of Hospitality Tax Funding Request for Christmas in Cayce and Carols Along the Riverwalk – Staff Request

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## **Issue**

Council discussion and approval is needed for Staff's request to utilize Hospitality Tax Funds for Carols Along the Riverwalk and Christmas in Cayce.

## **Discussion**

Cayce staff is requesting to be allowed to utilize up to \$14,000 of Hospitality Tax Funds for Carols Along the Riverwalk and Christmas in Cayce. These events have continued to grow year after year in our city and attract more visitors to this area each year.

This year the Events Committee and Cayce Staff are requesting \$4,000 for the Carols Along the Riverwalk event. This is to add more lights and decorations to the venue, along with a Christmas tree, refreshments, trolley service for the event goers and advertising of the event.

Cayce staff is requesting \$10,000 for Christmas in Cayce to begin purchasing new light displays and phasing out the older displays.

## **Recommendation**

Staff recommends approval of the Hospitality Tax Fund Request.

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# Memorandum

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**To:** Mayor and Council  
**From:** Mendy Corder, Municipal Clerk  
**Date:** January 25, 2017  
**Subject:** Discussion and Approval of Hospitality Tax Funding Request for Advertising Specialty Items – Staff Request

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**ISSUE**

Council discussion and approval is needed for Staff’s request to utilize Hospitality Tax Funds for City of Cayce Advertising Specialty Items.

**BACKGROUND/DISCUSSION**

Cayce staff is requesting to be allowed to utilize up to \$1,000 of Hospitality Tax Funds for City of Cayce advertising specialty items. These items are used as giveaways to promote our city. These items are also placed in welcome or gift bags to groups visiting the area, new residents moving into the City and are given away at City events.

**RECOMMENDATION**

Staff recommends approval of the Hospitality Tax Fund Request.

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# Memorandum

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**To:** Mayor and Council

**From:** Rachele Moody, Special Projects/Grants Manager on behalf of James Denny, Parks Manager

**Date:** January 25, 2017

**Subject:** Discussion and Approval of Hospitality Tax Funding Request for Christmas Float Maintenance – Staff Request

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## **ISSUE**

Council discussion and approval is needed for Staff's request to utilize Hospitality Tax Funds for Christmas float maintenance.

## **BACKGROUND/DISCUSSION**

Cayce staff is requesting to be allowed to utilize up to \$1,500 of Hospitality Tax Funds for City of Cayce to repair and maintain floats used during annual Christmas parade in December.

## **RECOMMENDATION**

Staff recommends approval of the Hospitality Tax Fund Request.

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# Memorandum

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**To:** Mayor and Council

**From:** Rachelle Moody, Special Projects/Grants Manager

**Date:** January 25, 2017

**Subject:** Discussion and Approval of Hospitality Tax Funding Request for Engenuity – Staff Request

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## **ISSUE**

Council discussion and approval is needed for Staff's request to utilize Hospitality Tax Funds for Engenuity.

## **BACKGROUND/DISCUSSION**

Cayce staff is requesting to be allowed to utilize up to \$1,500 of Hospitality Tax Funds for City of Cayce to participate in Engenuity SC at the Leading Partner level. This partner level includes:

- Municipality logo prominently listed on Midlands Regional Competitiveness Report
- Customized presentation to Council on the MRCR results
- Up to 50 hard copies of MRCR, upon request
- Invitation to attend annual EngenuitySC USC President's reception
- 4 complimentary tickets to EngenuitySC's annual celebration *Ignite!*
- Name on EngenuitySC's supporter wall and website

## **RECOMMENDATION**

Staff recommends approval of the Hospitality Tax Fund Request.

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Rachelle Moody, Special Projects/Grants Manager

**Date:** January 25, 2017

**Subject:** Bid Approval, Approval of a Contract for General Contracting Services for the Cayce Riverwalk Repairs, and Spending Approval

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## Issue

City Council's approval is needed to accept the bid from AOS Specialty Contractors, authorize the City Manager to execute the contract for general contracting services for the Cayce Riverwalk Repairs Project, and to spend up to \$1,494,949 from TIF funds for the repairs.

## Discussion

During the October 2015 flood event, the Cayce Riverwalk sustained extensive damage requiring partial closure until repairs are complete. The City of Cayce originally estimated repair costs totaling \$1,494,949 and was preliminarily approved for up to \$1,121,211 in public assistance grant funding from FEMA for the repairs. This is a reimbursable grant, and the City can request up to 75% of the total project costs as a reimbursement from FEMA. Funding has not been fully obligated (final approval) by FEMA, but is expected by the end of February.

Professional general contractor services are needed to complete this project; a request for bids was placed in SCBO on November 30, 2016 and two firms responded:

1. AOS Specialty Contractors
2. Digging Deep Construction

AOS Specialty Contractors was the lowest responsive responsible bidder with a bid of \$1,305,048.44 on January 5, 2017. Attached is a letter from the LandPlan Group South (the Riverwalk Repairs Project's design engineer) recommending that the City accept the bid from AOS Specialty Contractors. Since funding has not been obligated by FEMA, the City will award the bid to the contractor with a contingency that grant funds must be approved prior to work commencement.

## **Recommendation**

Staff recommends that City Council accept the bid from AOS Specialty Contractors, authorize the City Manager to execute the contract for general contracting services for the Cayce Riverwalk Repairs Project contingent upon grant fund final approval, and to spend up to \$1,494,919 from TIF funds for the repairs.



THE LANDPLAN GROUP SOUTH, Inc.  
*Landscape Architecture ✧ Engineering ✧ Planning*

January 10, 2017

City of Cayce  
Rebecca Vance  
1800 12th Street Extension  
Cayce, SC 29171

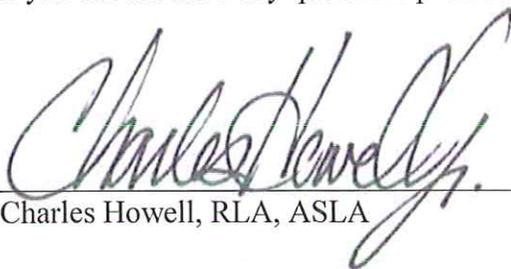
Re: Cayce Riverwalk Repairs

Ms. Vance,

On January 5, 2017, two (2) bids were received for the above referenced projects. A tabulation of the two (2) bids is attached for your information and review. We have reviewed the low bidder's references and are satisfied with the responses. We have contacted LLR, and the BBB and the bidder has no known issues with either agency. The contractor is located in Lexington County and has previously performed work with the City of Cayce.

The LandPlan Group South recommends award the lowest, responsive bidder AOS Specialty Contractors in the amount of \$1,305,048.44.

If you should have any questions please don't hesitate to contact me.

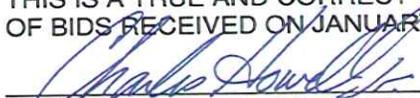


Charles Howell, RLA, ASLA

1621 Pickens Street  
Columbia, SC 29201  
O: 803.256.0562  
F: 803.256.0572  
[www.landplansouth.com](http://www.landplansouth.com)

I, CHARLES W. HOWELL, JR., CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED ON JANUARY 5, 2017

**BID TABULATION  
CAYCE RIVERWALK REPAIRS  
CAYCE, SC**

  
S.C. LANDSCAPE ARCHITECT #730

Item#	DESCRIPTION	QTY.	UNIT	Bidder #1		Bidder #2	
				AOS Specialty Contr.		J.F. Contractors	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization	1	LS	\$177,534.50	\$177,534.50	\$100,000.00	\$100,000.00
2	Site Preparation and Grading	1	LS	\$17,499.46	\$17,499.46	\$100,000.00	\$100,000.00
3	Select Fill	583	CY	\$54.38	\$31,703.54	\$180.00	\$104,940.00
4	Rip Rap	92	CY	\$71.28	\$6,557.76	\$500.00	\$46,000.00
5	Remove and Replace Concrete	601	LF	\$78.93	\$47,436.93	\$200.00	\$120,200.00
6	Concrete End Cap	4	EA	\$5,997.66	\$23,990.64	\$6,000.00	\$24,000.00
7	Remove & Replace 5'x5' Concrete	3	EA	\$1,895.62	\$5,686.86	\$1,000.00	\$3,000.00
8	Remove & Replace High Boardwalk	109	LF	\$855.40	\$93,238.60	\$500.00	\$54,500.00
9	Level Existing Boardwalk	357	LF	\$84.50	\$30,166.50	\$100.00	\$35,700.00
10	Remove & Replace Handrail on	45	LF	\$132.60	\$5,967.00	\$150.00	\$6,750.00
11	Remove & Replace Low Boardwalk	15	LF	\$32.50	\$487.50	\$100.00	\$1,500.00
12	Repair Loose Handrail Post Repair	40	EA	\$195.00	\$7,800.00	\$500.00	\$20,000.00
13	Remove and Replace Handrail Cap	445.5	LF	\$16.90	\$7,528.95	\$30.00	\$13,365.00
14	Remove and Replace Handrail Post	15	EA	\$487.50	\$7,312.50	\$200.00	\$3,000.00
15	Repair wooden Retaining wall	1	LS	\$1,950.00	\$1,950.00	\$3,500.00	\$3,500.00
16	Repair Boardwalk Decking	1	LS	\$26,000.00	\$26,000.00	\$3,000.00	\$3,000.00
17	Piping and Ditch Grading						
	a) 8" Ductile Pipe (and swale)	24	LF	\$97.50	\$2,340.00	\$100.00	\$2,400.00
	b) 12" RCP (and swale)	12	LF	\$130.00	\$1,560.00	\$100.00	\$1,200.00

I, CHARLES W. HOWELL, JR., CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED ON JANUARY 5, 2017

**BID TABULATION  
CAYCE RIVERWALK REPAIRS  
CAYCE, SC**

  
S.C. LANDSCAPE ARCHITECT #730

Item#	DESCRIPTION	QTY.	UNIT	Bidder #1		Bidder #2	
				AOS Specialty Contr.		J.F. Contractors	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
18	Repair/ Replace Chain Link Fence	1,016	LF	\$28.60	\$29,057.60	\$20.00	\$20,320.00
19	Concrete Retaining Wall at Restroom	1	LS	\$58,072.40	\$58,072.40	\$38,500.00	\$38,500.00
20	Remove & Replace Monkey Creek	1	LS	\$268,261.50	\$268,261.50	\$275,000.00	\$275,000.00
21	Bank Erosion Repair	1	LS	\$141,472.50	\$141,472.50	\$250,000.00	\$250,000.00
22	Remove & Replace Bridge #2	1	LS	\$305,160.70	\$305,160.70	\$250,000.00	\$250,000.00
23	Reset Existing Bench	3	EA	\$520.00	\$1,560.00	\$500.00	\$1,500.00
24	Reset Existing Picnic Table	1	EA	\$650.00	\$650.00	\$500.00	\$500.00
25	Planting						
	a) Asiatic Jasmine	200	EA	\$10.40	\$2,080.00	\$20.00	\$4,000.00
	b) Hydroseed	3,550	SF	\$0.46	\$1,633.00	\$1.00	\$3,550.00
	c) Sod	500	SF	\$2.60	\$1,300.00	\$2.00	\$1,000.00
26	Coordinate with Quarry and SCE&G	1	LS	\$1,040.00	\$1,040.00	\$10,000.00	\$10,000.00
<b>TOTAL, BASE BID</b>					<b>\$1,305,048.44</b>		<b>\$1,497,425.00</b>



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

**COUNCIL ACTION REQUIRED**

**EVENTS COMMITTEE – ONE (1) POSITION**

There are currently two open positions on the Events Committee. The City has received a potential member application from Mr. Calvin Bowen. He has attended an Events Committee meeting and the Committee recommends him for appointment. His appointment application is attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

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

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

Two positions must be filled by someone from the motel industry in Cayce. One position must be filled by someone from the restaurant industry in Cayce.

**BEAUTIFICATION BOARD – THREE (3) POSITIONS**

The Board has no recommendations at this time.

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

There is currently one open position on the Cayce Housing Authority.

**CAYCE MUNICIPAL ELECTION COMMISSION – TWO (2) POSITIONS**

There are currently two open positions on the Municipal Election Commission.

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

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

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

There is currently two open positions on the Events Committee. The Committee has no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – THREE (3) POSITIONS**

The Foundation has no recommendations at this time.



CITY OF CAYCE  
COMMITTEE MEMBER APPOINTMENT APPLICATION

Name: CALVIN T. BOWEN, JR.

Home Address: [REDACTED] TAYLOR RD. City, State, Zip CAYCE, S.C. 29033

Telephone: (803) [REDACTED] E-Mail Address [REDACTED]

Resident of Cayce: {  Yes } {  No } Number of Years 10

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

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

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

Work Address

Company: ELEMENT ELECTRONICS Position QUALITY CONTROL

Address: 392 HWY 21

City, State, Zip WINNSBORO, S.C. 29180 Telephone: (803) [REDACTED]

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

Work Experience: US NAVY, PHOTOGRAPHY, QUALITY CONTROL, LOGISTICS.

Educational Background: LIMESTONE COLLEGE, BS, CS MANAGEMENT INFORMATION SYSTEMS

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

Volunteer Work: U.S. COAST GUARD AUXILIARY, S.C. STATE GUARD.

Hobbies: PHOTOGRAPHY, PAINTING, CHESS

Return to:  
Mendy Corder, Municipal Clerk  
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004  
Telephone: 803-550-9557 • Fax: 803-796-9072  
mcorder@cityofcayce-sc.gov