

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Deputy City Manager
Jim Crosland
Assistant City Manager
Michael Conley



**City of Cayce
Regular Council Meeting
Tuesday, July 11, 2023
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
June 6, 2023 Regular Council Meeting
June 21, 2023 Public Hearings and Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Ordinances

- A. Discussion and Approval of Ordinance 2023-12 Establishing New Municipal District/Ward Lines for the Election of Council Members Reflecting Population Changes in the Year 2020 Census and Repealing All Previous Ordinances Establishing District/Ward Lines – Second Reading

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval for one (1) School Resource Officer Position and Memorandum of Understanding
- B. Discussion and Approval of Contractor Selection to Repair the Railroad Avenue and State Street Sewer Line

V. Committee Matters

- A. Approval to Enter the following Committee approved Minutes into the City's Record
Cayce Housing Authority – February 21, 2023
Cayce Housing Authority – April 11, 2023
Museum Commission – May 3, 2023
Events Committee – May 11, 2023
- B. Appointments
Events Committee – One (1) Position
Zoning Board of Appeals – One (1) Position

VI. City Manager's Report

VII. Council Comments

VIII. Executive Session

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

B. Discussion of negotiations incident to proposed contractual agreements

IX. Reconvene

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

XI. Adjourn

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

**City of Cayce
Regular Council Meeting
Tuesday, June 6, 2023**

The June 6, 2023 Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin and Council Members Phil Carter and Tim James. City Manager Tracy Hegler, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Police Chief Chris Cowan, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Utility Director Betsy Catchings and City Attorney Danny Crowe were also in attendance.

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

Call to Order

Mayor Partin called the meeting to order and Council Member Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance. Mayor Partin noted that Mayor Pro Tem Jenkins was representing the City at a Walkability Institute and learning about opportunities to bring back to Council and staff and Council Member Sox had a work obligation.

Approval of Minutes

Council Member Carter made a motion to approve the May 2, 2023 Regular Council Meeting and the May 24, 2023 Regular Council Meeting minutes as written. Council Member James seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Mr. Mark Wilson – Item IV. F. Mr. Wilson stated that he was employed with Scannell Properties and he was speaking on the rezoning request of 3965 Platt Springs Road from its current zoning to M-1 light industrial. He stated that he wanted to introduce himself and introduce Scannell Properties. He stated that they were requesting the rezoning for a new Class A light industrial development. He stated that there were a lot of properties in the area with that zoning as the current market overall was booming with great investments by large companies such as Scout Motors, and many others in the community. Mr. Wilson stated that Scannell Properties was developers from all over the country and Europe. He stated that Scannell had done roughly 580 different industrial developments across the United States with some of their biggest clients being Amazon and FedEx. He stated that Scannell did both speculative and build to suit development and one of their most recent developments

was just down Platt Springs Road. He stated that it was a 247,000 square foot development for ASUS, a local electric company, which they were very proud of. He stated that they were looking to do a similar development in Cayce so he wanted to introduce himself and Scannell.

Presentation

A. Recognition of City Employee Shawn Grant Graduating from The Southern Police Institute

Mayor Partin asked Assistant Chief Shawn Grant to join her at the podium. She stated that he was being recognized for graduating from the Southern Police Institute. She stated that the Southern Police Institute was an advanced educational and training institute at the University of Louisville in Kentucky. The primary mission of SPI is “to enhance the professional development of law enforcement practitioners.” SPI encompasses an academically challenging curriculum that is centered around research. SPI also focuses instruction on effective organizational and structural leadership, trauma informed policing, criminal justice administration, managing organizational performance, ethics in policing, legal issues, budgeting and generational differences in supervision. Upon successful completion of the 13th week administrative officers course graduates are awarded a graduate certificate in police executive leadership. Mayor Partin congratulated Assistant Chief Grant on his remarkable achievement. Assistant Chief Grant thanked Council, City management and Chief Cowan for the opportunity to learn ways to better serve the community.

Ordinances

A. Discussion and Approval of Ordinance 2023-06 to Adopt an Annual Budget with included ARPA Allocations, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2024, and To Adopt and Establish Certain New Fees and Charges with Amounts - First Reading

Ms. Hegler stated that she was going to read from the Budget White Paper for the sake of transparency and to share how proud staff was of the budget they had proposed for Council. She stated that the General Fund budget was currently balanced at \$19,731,000 and included projected revenues of the following: no millage increases were proposed, \$115,000 was anticipated from a proposed \$2 per month increase fee in sanitation fees that would make the cost \$15.50 per month which was the lowest in the area. She stated that it would help to offset a lot of the cost of rising gas prices that was happening with sanitation. Ms. Hegler stated that the General Fund budget also included a \$2.1 million transfer from the City’s Utility Fund for indirect costs and included \$1.2 million in hospitality tax revenues. She stated that staff continued to conservatively estimate the City’s accommodations taxes as everyone continued to rebound from COVID. She stated that the General Fund budget also included \$755,000

from Lexington School District Two for the City's School Resource Officers (SRO's) since they cost share at 75% of most of the City's Officers which were in every school. Ms. Hegler stated that the City also had three (3) SRO's that were 100% funded through the State.

Ms. Hegler stated that the General Fund Budget included \$500,000 in lease revenue for 10 vehicles. She stated that staff proposed the purchase of 10 vehicles but to do that in a lease purchase agreement, so it showed up as revenue as well as expense. She stated that it also included a 5% increase in construction-related permits and fees per the increasing CPI that would generate a small amount for the City and it would keep the City consistent with the cost of doing business. Ms. Hegler stated that the General Fund expenditures included capital expenditures totaling \$508,000 and in that were the 10 replacement vehicles. She stated that included five (5) replacement Patrol vehicles, one (1) Administrative replacement vehicle, one (1) Information Technology replacement vehicle, one (1) Sanitation vehicle, one (1) Planning and Development replacement vehicle and one (1) Fire replacement vehicle. She stated that staff also proposed using hospitality tax funds to purchase \$70,000 worth of capital which included a new rugged terrain vehicle for the Parks department to use, a dump trailer and grabber bucket for the skid loader that helps the Parks staff clean the Riverwalk after storm events, and an electronic sign board display that will help the City get information out to the community. Ms. Hegler stated that the City had to borrow an electronic sign board display in years past.

Ms. Hegler stated that additional proposed expenditures were one (1) new position that would be a full-time position in Planning and Development. She stated that the department needed a full time Administrative Assistant because it had never had an administrative assistant in the billing and collections of business licenses, permits and code enforcement actions. She stated that the additional position would also aid the department in continued audits of accounts to ensure correct billing amounts and would assist with customer service at the window. Ms. Hegler stated staff also proposed taking a part-time position that Council approved last year and reclassifying it for the IT Department to full time. She stated that position would handle all help desk issues. She stated that the General Fund budget included a 4% cost of living increase for the General Fund employees that totaled \$447,000. She stated that it also included increases in insurance to include a 16% increase in the City's SMIRF insurance, a retirement increase in the State system at 1% and a PEBA insurance increase of 3.7%. Ms. Hegler stated that the current balanced budget had risen approximately \$2.73 million from last fiscal year's budget. She stated that that increase was due mainly to two (2) things; the City's aggressive and successful pursuit of grants in the coming year, that accounted for \$2.25 million of the \$2.73 million, and the City's operating revenues increased by \$432,000 due to the rise in property assessment values after last year's reassessment.

Ms. Hegler stated that the City's Utility Fund budget was balanced at \$37,000,800 and no rate increase for water or sewer was being proposed. She stated that it did fund a utility rate study and enhancements to the City's online utility bill payment. She stated that the Utility Fund budget included capital expenditures totaling \$292,000 from the City's 1916 wastewater reserve fund. She stated that the expenditures included a poly blend system for the City's centrifuge, some membrane upgrades and mixers, and additional items needed for the City's Water Plant. Also included were proposed two (2) new full-time employees and an additional electrician that would help at the Wastewater Treatment Plant which was a heavily run electrical situation. She stated that it also included a Water Treatment Plant Trainee full-time position that would assist in getting people into the system that could then advance as an Operator. Ms. Hegler stated that the Utility Fund budget included a 4% cost of living increase for the City's Utility employees at \$225,000.

Ms. Hegler stated that the City was required to cover its debt at 15% and continue with its bond payments. She stated that 100% of the City's user fees for online credit card transactions were being transferred to the customer. She stated that currently the City was paying part of that and the customers were paying part. She stated that the Utility Fund budget included all of the insurance increases that the General Fund budget included. She stated that the current balance of the Utility Fund budget had risen approximately \$1.13 million for fiscal year 2023. Ms. Hegler stated that the increase was due to the use of reserve transfers in the amount of \$292,000 for necessary capital expenditures from the 1916 account as well as the exhaustion of the Town of Lexington's deferred capacity credit from the City's long-term wastewater agreement with them.

Ms. Hegler stated that the City had to allocate the remaining tranche two budget that it was receiving from ARPA. She stated that staff proposed using those funds for capital upgrades to include continuing upgrades for the IT department, a new awning for the drive-thru in the Water Department and replacement of all handheld radios for the Police Department. She stated that the ARPA funds would also be used to purchase a license plate reader for the Police Department, RPC capital replacement upgrades needed for the coming year, a Fire Department station alerting system, a Fire Department mobile data terminal, an exhaust removal system for the Fire Department and software for the City's business license and permitting department. Ms. Hegler stated that staff was also doing a code rewrite since this was a unique opportunity to allow staff to rewrite the City's 2001 code. She stated additional proposed capital upgrades were kitchen upgrades for Parks staff, upgrades to the courtroom and jury box, meters and meter reading equipment and a water system chlorination improvement. She stated that the following items were all capital projects that Council had heard about for years from the Utility Department - a high service pump, Water Treatment Plant valves and equipment, wastewater pumping improvements and upgrades to Pump Station One for a total of \$3.4 million. Ms. Hegler stated that the City had unallocated funding from the original tranche so the City had a savings in some of

the things that Council approved last year. She stated that staff was requesting a timekeeping software. She stated that the City did work on a timekeeping software in the past year but it did not work out therefore staff would like to allocate that money to that system again.

Ms. Hegler stated that the Master Fee Schedule would be approved along with the General Fund and Utility Fund budget. She stated that according to the consumer price index, the National Inflation Rate was currently 8%. She stated that this substantial increase in costs had a major effect on the City's operations and daily business. She stated that City staff was requesting increases for certain existing service and user fees, and certain charges that were predominantly related to development and special duty charges for Police. She stated that staff was requesting an increase in the Police Special Duty pay from \$45 per hour to \$55 per hour that would be passed on to the requester of the Officer's special duty. She stated that staff was also proposing new additional fees for certain businesses, a food truck inspection sticker, a charitable solicitation permit and a sticker for a coin operated machine. Ms. Hegler stated that these were not business licenses but things that businesses would come in and ask for staff to inspect them. She stated that staff was also asking that the land disturbance permit for Richland County be passed on to the developer or the applicant. She stated that the City currently did not have a fee for a land disturbance permit in Richland County.

Council Member James made a motion to approve the budget on First Reading. Council Member Carter seconded the motion. Council Member James asked if the charitable solution permit covered all denominations that wished to solicit donations in the City. Ms. Hegler stated that people had requested to be in the City's public places and solicit donations and this permit would cover that. She stated that it was similar to having to obtain an event permit. Council Member James stated that it was a good idea, as long as it was not overreaching.

Council Member Carter thanked Ms. Hegler and staff for all the effort that went into the budget. He stated that he really appreciated that it was possible to get the 4% COLA increase for staff. He stated that everyone had some challenges in the last few years starting with COVID and getting to today with a healthy physical outlook and a well-run City was well done. Council Member James stated that it was a big budget that came together with no millage increase and that was a big deal. He stated that this was the second year that the City was able to boast that 4% COLA increase coming out of COVID. He thanked Ms. Hegler and staff for digging deep into the budget to be able to make sure that staff had that COLA increase. Mayor Partin called the question which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2023-07 Amending City Code Section 40- 4 ("Account Setup and Transaction Fees") and Section 40-119 ("Fees Related to Fats, Oils and Grease") - First Reading

Council Member Carter made a motion to approve Ordinance 2023-07 on First Reading. Council Member James seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2023-08 Amending City Code Section 40- 34 ("Utility Billing") - First Reading

Ms. Hegler stated that Council would need to take Ordinances 2023-08 through 2023-10 separately as an action. She stated that staff had to propose some amendments based on the Master Fee Schedule and other items that came up throughout the year. She stated that specifically, these amendments would propose to refer fees to the City's Master Fee Schedule, clarify language and procedures in Utility billing, a discontinuance of service, confirm the use by the City of South Carolina set off debt collection for collection of utility charges, add language for sewer billing and discontinuation of service and declare a lien for debts related to unpaid charges for sewer service.

Council Member James made a motion to approve Ordinance 2023-08. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2023-09 Amending City Code Section 40- 67 ("Fire Hydrant Service Fee") - First Reading

Council Member James made a motion to approve Ordinance 2023-09. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval of Ordinance 2023-10 Amending City Code Section 40- 118 ("Sewer Rates") - First Reading

Council Member James made a motion to accept Ordinance 2023-10. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

F. Discussion and Approval of Ordinance 2023-11 Amending the Zoning Map and Rezoning a Portion of Property (Tax Map Number 006796-02-009(P)) Located on Platt Springs Road between 3949 and 3955 Platt Springs Road from C-4 to M-1 - First Reading

Ms. Hegler stated that the subject parcel was located among the City of Cayce properties in the C-4 zoning district and surrounded by Lexington County properties that were zoned intensive and restricted development. She stated that the applicant was requesting to rezone just a portion of the parcel, 28.84 acres, which did not include the areas that were fronting Platt Springs Road. She stated that the M-1 zoning would not have any frontage on Platt Springs Road; however, there would be frontage on Lake

Dogwood Drive and Emanuel Church Road. She stated that the M-1 light industrial zoning district was intended to accommodate wholesaling, distribution, warehousing, processing, light manufacturing, office and related business uses on individual lots and in business park settings. Ms. Hegler stated that approved uses in the M-1 zoning district included light manufacturing, retail, trade, warehousing and storage. She stated that the subject property was located in the commercial business retail area of the City's Future Land Use Map. She stated that the CBR land use classification was intended to concentrate business and retail establishments for cumulative draw in areas central and accessible to the community at large. She stated that principle permitted uses included office retail and service establishments and alternative zoning districts were listed as RG-2 and M-1 which this was.

Ms. Hegler stated that the requested zoning was in compliance with the City's Comprehensive Plan. She stated that staff recommended approval of the rezoning request for the following reasons - it was in compliance with the Comprehensive Plan and permitted uses in the M-1 zoning classification were consistent with the area. She stated that was the recommendation staff made to the Planning Commission who met on May 15, 2023 to receive public comment and vote on the rezoning request. She stated that several members of the public were present and most were observing and asking questions about the rezoning request. She stated that one person spoke against the request noting that he believed the proposed use would be a dramatic change in the area and he had concerns about diminished property values and increased traffic. Ms. Hegler stated that the Planning Commission did vote unanimously in favor of the rezoning which was consistent with staff's recommendation.

Council Member Carter made a motion to approve Ordinance 2023-11. Council Member James seconded the motion. Council Member James thanked the Stannell representative for attending the meeting. He said it meant a lot to have someone in attendance. Mayor Partin called the question which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval of a Grant Award from the Rural Infrastructure Authority for a South Carolina Infrastructure Investment Plan Grant

Ms. Hegler stated that in August 2022, Council approved the submission of a grant application to the Rural Infrastructure Authority for what staff was calling SCIIP which stood for the South Carolina Infrastructure Investment Program. She stated that this was a program that came down from the Federal government and was being administered by the Rural Infrastructure Authority. She stated that the City was awarded \$10 million for the Avenues Drainage Project and staff was requesting that Council authorize the City Manager to sign the award letter and accept that. Ms. Hegler stated that the City had long been working to address drainage issues in the Avenues

that were a result of persistent localized flooding in the Avenues portion of the City. She stated that a multiyear storm drainage improvement program was currently underway and the SCIIP grant opportunity afforded the City a unique way to address that further and continue efforts in the Avenues district and surrounding area without burdening the City's General Fund, which does not, collect money for street and/or drainage repairs. She stated that the grant was really important to the City to be able to do this for citizens and without burdening the City's tax coffers.

Council Member James made a motion to approve the award letter from the South Carolina Rural Infrastructure Authority for a South Carolina Infrastructure Investment Program Grant in the amount of \$10 million that would address stormwater drainage issues in the Avenues and authorize the City Manager to execute. Council Member Carter seconded the motion. Mayor Partin thanked staff and stated that the City had great partners at the State level. She stated that Representative Micah Caskey and Senator Nikki Setzler had done a great job in partnering with the City. She stated that the City had made it clear to its Federal, State and County partners that the stormwater drainage issue was not one that the City created. She stated that the City did not own the streets or bring in tax money for any of the streets, and that included stormwater drainage. She stated that the City had always been very clear that the City did not cause the problem but was happy to coordinate the solution in ways that were not a burden to its citizens. Council Member James stated that in addition to City staff, and he thanked them greatly for maximizing the funds the City received through grants, but he also wanted to say thank you to the City's citizens who lived in these areas, and worked along with staff while all the construction was going on. Mayor Partin called the question which was unanimously approved by roll call vote.

Committee Matters

- A. Approval to Enter the following Committee approved Minutes into the City's Record
 - Events Committee – March 9, 2023
 - Museum Commission – April 5, 2023
 - Planning Commission - April 17, 2023

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

City Manager's Report

Ms. Hegler stated that Mayor Pro Tem Jenkins was participating that night in the South Carolina Walkability Action Institute along with the City's Planning and Zoning Administrator Monique Ocean. She stated that they were invited by the Brookland

Lakeview Empowerment Center to participate in the institute's partnership with the National Association of Chronic Disease Directors and the CDC. She stated that the Institute was one of the nation's premier courses on community and transportation design. She stated that they were bringing in national experts to help teach local leaders on how to design walkable communities for people of all ages and abilities in areas where they live, learn and work. Ms. Hegler stated that the West Columbia and Cayce community via the Brookland Lakeview Empowerment Center had been selected to participate in the two-day learning and action institute which was followed by seven (7) virtual sessions. She stated that participating teams would develop collaborative action plans that would create walkable and livable communities, both for recreation and for essential daily functions. She stated that this was no cost to the City.

Ms. Hegler stated that the City's Business Services Administrator Rochelle Smith had developed an online H tax and A tax form that could be completed by the City's customers without ever having to come to City Hall. She stated that the City had received great attention for the new Community Tool Shed that was funded by the Beautification Foundation, and with donors such as the Carter Insurance Group, Martin Marietta, and Lowe's. She stated that the Tool Shed was 100% the idea of Ken Walters, the City's Residential Building Inspector and Code Enforcement Officer. She stated that he saw a problem and proactively addressed it through a creative means. Ms. Hegler stated that the City's Code Enforcement Manager Jarrett Epperson had been heavily working with the City's Grants Manager Taylor Gray to develop a litter campaign in the City. She stated that the City received a lot of calls about litter, and staff was just trying to figure out how best to address the issue. She stated that Mr. Epperson and Ms. Gray had been working hand in hand to address it and they were maintaining a direct working relationship with Palmetto Pride, Keep Midlands Beautiful, the Cayce Woman's Club, the Cayce Police Department, DEHC and Lexington County. She stated that Mr. Epperson had also been working with the Parks and Sanitation departments to find creative and proactive solutions for high litter areas in the community. She stated that the City recently had a cleanup in the Hilltop neighborhood.

Ms. Hegler stated that the first part of the Avenues drainage project was complete along Axtel Drive and the road was open. She stated that the project started on Blake Drive then moved to Delieesseline and then to Axtel, improving culverts and the drainage situation in that part of the Avenues. She stated that the City had been selected to participate at no cost in the National League of Cities Drinking Water State Revolving Fund Bootcamp. She stated that its goal was to provide clear, actionable and user-centered information on funding opportunities that were available to all local governments. She stated that it would provide hands-on training for a team of the City's staff members on grant overviews, federal and state administration priorities, how to use and incorporate data, how best to engage the community and it would demystify capital stocks and budgeting. Ms. Hegler stated that anytime staff could

seek other resources that would teach staff to look for additional funding opportunities better at no cost to the community they were happy to do so.

Ms. Hegler stated that the City had been awarded a FEMA grant for approximately \$75,000 to install a new generator at the Lloydwood Pump Station. She stated that staff would be bringing that bid award to Council at the next Council Meeting. She stated that the bid process for the contractor that would be doing the sewer repair work on Railroad Avenue had been completed. She stated that Railroad Avenue had been closed for some time. She stated that the Police Department received a grant through Serve and Connect for 10 licenses for the Babel app and 10 team members could learn Spanish. She stated that it was a great launching pad for greater communication and safety for the City's citizens and Police Officers. Ms. Hegler stated that the City's SRO's would continue their education over the summer attending the South Carolina Association of School Resource Officers Conference which would be funded by the School District at 75%. She stated that the SRO's were also conducting the second annual character education camp July 17 through July 27 for six- to 14-year-old kids. She stated that scholarships were available if money was an issue for parents. She stated that she wanted to recognize the City's Fire Department for their assistance to Irmo after their loss of Firefighter Muller. She stated that she would never forget how the community rallied behind the City after Drew and she was really happy to be able to reciprocate that. She also thanked the Spartanburg Fire Department for manning the City's fire station so the entire team could attend that funeral.

Council Comments

There were no Council comments.

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

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

Reconvene

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

Adjourn

Council Member Carter made a motion to adjourn the meeting. Council Member James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:20 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

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

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting June 6, 2023

Name	Address	Agenda Item
Mark Willson	2941 Grove Ln E, Wayzata, MN 55391	✓ F

***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.

**City of Cayce
Public Hearings and Regular Council Meeting
Wednesday, June 21, 2023**

A Public Hearing was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Deputy City Manager Jim Crosland, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Police Chief Chris Cowan, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Utility Director Betsy Catchings and City Attorney Danny Crowe were also in attendance.

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

I. Opening Statement

Mayor Partin stated that Pursuant to Section 6-1-80 and Section 6-1-330 of the South Carolina Code of Laws, public notice was hereby given that the City of Cayce City Council would hold a Public Hearing on the proposed budget and establishment of a new fee and fee amounts to be adopted as part of the Budget Ordinance. She stated that the 23-24 fiscal year revenues were \$19,731,716 and the expenses were \$19,731,716. She stated that the budget within the agenda packet and that was detailed in the flyers that citizens received on their roll carts was what Council was acting on that night. She stated that Council looked forward to hearing from the public and one did not need to sign up to speak during the public hearing. Mayor Partin asked anyone who would like to come forward and speak to please do so.

II. Public Testimony

There was not any public testimony.

III. Close Hearing

There was not any public testimony therefore Mayor Partin closed the hearing.

I. Opening Statement

Mayor Partin stated that pursuant to Section 5-15-50 of the South Carolina Code of Laws, public notice was hereby given that the City of Cayce City Council would hold a Public Hearing on the proposed new municipal ward/district lines for the election of Council members reflecting population changes brought forth by 2020 census data. Redistricting is the process of redrawing the district lines from which public

officials are elected and typically takes place after each census to accommodate population changes over the previous decade. It is in the interest of Cayce to establish new municipal ward or district lines reflecting the changes in population as shown by the Census to provide for fair and equal representation of population to comply with the United States Constitution and Voting Rights Act of 1965. Redistricting affects all jurisdictions that have single-member elections and seeks to equalize population among those districts. Redistricting is to be accomplished prior to the start of the next election's filing period.

Mayor Partin stated that Mr. Adam DeMars with the South Carolina Office of Revenue and Fiscal Affairs was in attendance to speak on the process of redistricting and public testimony would be open after his presentation.

Mr. DeMars stated that he appreciated having the opportunity to speak on the process of redistricting as a whole. He stated that the Revenue and Fiscal Affairs Office had consistently over the course of many decades assisted local governments and municipalities with the redistricting process. He stated that it was a rather easy process to go through however, there were a lot of individual steps in order to meet the criteria affiliated with the process. He stated that the Office of Revenue and Fiscal Affairs was a neutral party agency which looked at data and statistics as a whole and tried not to use any individual local level knowledge in order to create the redistricting drafts. Mr. DeMars stated that from his office's perspective, they were drafts only, and were meant to start conversation amongst the Council members themselves and amongst the community members as a whole. He stated that his office also helped to ensure that when the redistricting plans come to fruition, and when they were voted upon, that those datasets also came into the Office of Revenue and Fiscal Affairs, and they then helped with the State Election Commission, with respect to making sure that when the voters go to the polling locations that they had the proper ballots. He stated that one of the things the RFA did was to create a benchmark report which had a detailed wealth of information with respect to it.

Mr. DeMars stated that one of the items he wanted to bring to everyone's attention was something called differential privacy. He stated that differential privacy was set up by the Federal government, specifically the Census Bureau, and it tried to make it a little bit more difficult for individuals to figure out where people live within specific census blocks. He stated that specific census blocks have unique geometries in and amongst themselves however, differential privacy inserts, "noise into the data." He stated that meant for example if it was known for a fact that one block within the City of Cayce had 100 people, the census block itself may show 70 people, the other 30 people's information was dispersed amongst the blocks that were coinciding. He stated that one of the things that it makes very, very difficult within this process was to ensure that the differential privacy and the number of individuals were all accounted for within the City itself. Mr. DeMars stated that one item that did help with the entire process was the RFA submitted the City boundaries to the Census Bureau prior to that differential

privacy being added or "noise" added to that data itself, therefore, they did know that whoever had filled out the census itself was counted within the city limits at that time.

Mr. DeMars stated that the RFA used the Department of Justice's racial breakdowns with respect to NH DOJ Black, which is Non-Hispanic Department of Justice's Black definition. He stated that they also equated that to the Hispanic community with respect to the numbers that were affiliated with it, and they broke things down with the Hispanic community, the black community, the white community, and then grouped the number of it's called other with respect to the Pacific Islanders. He stated that in developing plans, RFA regulations followed the recommended constitutional and statutory provisions specific to the one person one vote within the equal protection clause of the 14th amendment. He stated that in addition, the Voting Rights Act, primarily section two, with respect to the interest of special racial minority population, the RFA also takes into consideration any of those individual applicable court decisions and State and Federal law. Mr. DeMars stated that however, RFA took that data and added their own principles to it also. He stated that some of those principles were making sure that the wards or districts were drawn contiguously so there were no gaps. He stated that they also tried to minimize the division of voting precincts which helped with respect to the local Voter Registration Office within Lexington County. He stated that districts or wards also must be as geographically compact as humanly possible. Mr. DeMars stated that they understood that within a municipality this caused challenges solely for the fact that there were doughnut hole polygons within the City itself that were unincorporated. He stated that districts or ward's would also be drawn when feasible with respect to communities of interests. He stated that if the RFA got a community of interest, per individual citizen, that wanted to keep that community of interest within one district, they tried to accommodate that as best as humanly possible and in addition, tried to make sure that they kept in consideration court decisions.

Mr. DeMars stated that the City of Cayce's population had increased 10% from 2010 to 2020, growing from 12,528 to 13,781. He stated that because of this, the individual districts had changed. He stated in order to create benchmark reports the RFA takes the current Council districts and mash that data along with the census data in order to create the deviation. He stated that the deviation was the total number of people within the City itself divided by the number of districts and each one of those was then calculated, basically on an over-under. He stated that the highest deviation plus the lowest deviation then was considered the overall deviation. Mr. DeMars stated that if that number was above 10%, statutorily, one would have to then redistrict. He stated that the City a Cayce was at 54.74% and Districts One and Two were the two (2) individual districts that needed to make up population. He stated that District One had an under population count of 66 people and District Two had an under count of 988 people. He stated that however, District Three and District Four had overages with respect to those populations, 157 and 898 respectively. He stated that the RFA recommended that during the entire process Council create public meetings to create the new district plans.

Mr. DeMars stated that the RFA tried to make as minimal changes to the populations as possible. He stated that however, when there were variations within each one of the districts and one was trying to balance out districts to equal population, there were challenges to try to keep that to within 5% which was 2% plus or minus of that equal population and the equal population the RFA was attempting to meet would be 3,445 people per district. He stated that with respect to the Black population, District Two within RFA's benchmark report had a built Black population of 54.25% however, that individual district also needed to increase by 988 people. He stated that therefore, sometimes there were going to be fluctuations within those numbers.

Mr. DeMars stated that an additional item to note as part of the entire process was the RFA tried if the benchmark basically stated there was a Black population of above 50%, they wanted to try to keep it there. He stated that however, making sure and balancing out those populations was somewhat challenging to do. He stated that the RFA recommended that Council and wards be drawn contiguously and the draft map the RFA drafted for the City attempted to do that. He stated that he thought they did that very well. He stated that the other items to take into consideration was the minimization of voter precinct splits again, and the RFA took that into consideration with respect to the draft plan itself. He stated that wards needed to be drawn geographically compact when practical and they attempted to do that, and he thought they did a very good job of doing that. He stated that they also tried to take into consideration the majority minority population with respect to Section Two of the Voting Rights Act. Mr. DeMars stated that however, that was one item that did not make the cut because they were slightly below the 50% at 47%. He stated that the RFA also tried to keep that deviation of roughly 5% and in the draft they created for the Council itself was 1.75%. He stated that District One to District Two had roughly a 59-person change, District Two to District Four had roughly a 238 people change, District Four to District Three had roughly a 656 people change and District Three to District Two had roughly a 787 person change. Mr. DeMars stated that there were a few other blocks that changed that did not have any population with respect to that. He stated that there was not a mandate by the State to adopt the draft map that the RFA created. He stated that the idea was to abide by the rules and regulations that Revenue and Fiscal Affairs needed to create in order to make them a neutral party as possible and they tried to do that with statistics and statistics only.

Council Member Carter asked if the 13,781 population was based on the census. Mr. DeMars stated that was correct. He stated that one of the big challenges was how does one know that the Census data was correct. He stated that unfortunately, the data they received was provided by the Federal government and in his opinion, it was a disservice not only to your city, your state, your county but your federal government, if one did not fill out their Census. He stated that it had to be done to get equal population so that way you know who was growing and who was not, and how some of that Federal funding was then dispersed amongst the 50 States as a whole.

Council Member James stated as the RFA looked at the maps, some might question why they went up in one area and around another to just pull certain data and the answer to that was it was all part of the RFA algorithms and process. He stated that it was nothing staff, or a Council member, or anyone else had any input into. Mr. DeMars stated that was correct, no one had any input. Mayor Partin asked Council Member Carter if he thought the numbers were way off. He stated that he thought the City's population was closer to 15,000 but he thought the City had a good return on the Census. Mr. DeMars stated another big challenge was the fact that Census blocks did not follow parcel boundaries. He stated that the RFA could not split a census block based on parcel boundaries. He stated that municipalities could annex and when one had annexed over the course of the past four (4) years, because that data was submitted to the Census in 2019, one of the things that the RFA allowed municipalities to do was when the RFA takes the municipalities current municipal boundary, they overlay that on the census blocks. He stated that if there were census blocks that were 40-50% more, meaning the municipality covers 50% of that census block, they allow the municipality to then choose to either accept that entire census block or not choose to take that census block to create a more realistic population of the City as it stands currently. He stated that they had not found anything in law that says that municipalities cannot do that.

Mayor Pro Tem Jenkins asked if there was any way to identify who turned in their Census report and who did not. Mr. DeMars stated that only the US Census had access to that data. He stated that states and local municipalities could challenge the Census and there was a program that actually allowed people to be able to do that. He stated that the RFA would not do that for anyone but would provide one the tools to be able to do that. Mayor Partin asked if Council and staff thought that the numbers were that different should they look into that. Ms. Hegler stated that she did not think the numbers were great enough but she did not know what could be done if they were. She stated that Mr. DeMars stated that it was a disservice because one could only go with the numbers they were given. Mr. DeMars stated that the process of asking the Census to do recounts was a very lengthy process. He stated that the City had an election coming up and 99.9% of the time, it was ideal to get redistricting done prior to that happening. He stated that he did not know how long it would take for the Census Bureau to go through, and hopefully refine the numbers but it could be one of those things that dragged out for quite some time. He stated that there were other pieces of data called the ACS data set, which stood for the American Community Surveys and it basically gives estimations on population and sometimes those estimations were pretty solid, but other times they were not. He stated that in his personal and professional opinion, the City should use the data that was given in 2020, based off of that Census data and merge that data in with the current City districts with the City's current annexations over the course of roughly the past four (4) years. He stated that the RFA worked to get everybody down to almost a one person, one vote to balance out everyone's district so everyone had an equal voice at the end of the day.

IV. Public Testimony

There was not any public testimony.

V. Close Hearing

There was not any public testimony therefore Mayor Partin closed the hearing.

The Council Meeting immediately followed the Public Hearings at 5:29 p.m. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Deputy City Manager Jim Crosland, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Police Chief Chris Cowan, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Utility Director Betsy Catchings and City Attorney Danny Crowe were also in attendance.

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

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

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentation

- A. Presentation by Lakesha Dunbar, Spartanburg Office Director for Toole Design, Regarding the Central Midlands Council of Government Bike Share Expansion Feasibility Study

Ms. Dunbar stated that she was the Spartanburg Office Director and Senior Planner and Project Manager for the Bike Share Expansion Feasibility Study. She stated that Toole Design was hired by the Central Midlands Council of Government to conduct the study for the City of Columbia, the City of Cayce, the City of West Columbia and the Town of Springdale. She stated that the purpose of the study was to review the existing work for consideration of expansion in the City of Columbia. She stated that BlueCross BlueShield was the current sponsor and they were interested in consideration of continuing sponsoring the existing system and expansion of the existing system. She stated that the existing program was overseen by the City of Columbia and Blue Cross Blue Shield of South Carolina sponsored a system with initial capital for the purchase of the stations and bikes and ongoing funding for program operations. Ms. Dunbar stated that the Comet also provided additional capital through

an FTA grant process to add docks and stations. She stated that the current vendor's contract ended at the end of June and they were responsible for the operation, maintenance and promotion of the program and they also provided the equipment.

Ms. Dunbar stated that for the study, they did some system analysis and looked at the existing system and identified early action projects. She stated that BlueCross BlueShield of South Carolina was a dock bike share system with a mix of regular bikes and electric bikes. She stated that they currently had 18 stations located throughout the City of Columbia and the study focused on the top five (5) and top bottom performing stations as their other analysis to look at considerations of optimization of the system. She stated that for the local context, they looked at demographic information and utilized population information and looked at where people reside and where they work to identify opportunities for connectivity. Ms. Dunbar stated that they also did some network development, where they looked at how they could fill in gaps for last mile connections, particularly between the bike share stations, transit stations, and identify locations with connectivity between bike facilities and sidewalk facilities. She stated that they also identified regional coordination, where they looked at how they could coordinate the jurisdictions on these systems. She stated that the expansion of the current system and looking at how the bikes would be utilized across the river, the systems need to be compatible and need to be able to work and operate together. She stated that lastly, they identified two (2) early action projects for each jurisdiction to include an infrastructure project, and an event type pilot project. She stated that they were looking at either bringing in a vendor or just hosting some type of fair or event to pilot and kind of show how the bike share system operates.

Ms. Dunbar stated that as part of the study, they looked at public and stakeholder engagement and worked with PEQ planners for environmental quality. She stated that they had just under 450 total contacts that included online interactive math and an online survey. She stated that they also provided paper surveys and got responses that way. She stated that they did pop up events where they went to the Riverwalk and attended Benedict College and Soda City events to engage with the public. She stated they also did focus group with University of South Carolina students and held stakeholder interviews with City staff, Blue Cross Blue Shield, the Comet, and the vendor for the bikes. Ms. Dunbar stated that one of the questions they asked as part of the survey was would they support the expansion and the response they received for the City of Cayce respondents was an 87% yes. She stated that the 87% respondents said that they would support an expansion of the bike share system into the City of Cayce compared to the other jurisdictions, 91% for the City of Columbia, 88% for West Columbia, and 66% for the Town Springdale.

Ms. Dunbar stated that the expansion scenarios they looked at, the main objective was to try to identify a contiguous expansion system therefore they did not identify exact locations for new stations. She stated that they only identified areas to keep the existing system and connectivity to expansion. She stated that they looked at

the top five (5) performing locations by relocating docks from the lower performing stations within the City of Columbia, and also recommended expanding up to seven (7) new stations for the City of Columbia. She stated that their recommendation for the Cayce and West Columbia area was to add up to five (5) new stations with four (4) stations in the City of West Columbia and one (1) station in the City of Cayce. She stated that they did not have a recommendation for the Town of Springdale because they were trying to keep the system contiguous and Springdale was too separated to maintain a contiguous system. She stated that the proposed location for the City of Cayce would likely be near the Three Rivers Greenway where it connects near the Lyle Street connection. Ms. Dunbar stated that they identified locations for destinations factoring in key attractions, and where people would try to connect to. She stated that they also looked at some financial planning opportunities and identified what the capital costs and operating costs would be in the hopes there would be some cost reductions which was more specifically for the City of Columbia with the optimization of their existing system. Ms. Dunbar stated that they identified some projected revenues and also estimated the capital cost for the City of Cayce to be about \$47,000, \$17,000 for the annual operating costs and a projection of about \$5,000 for revenue from the system for the City. She stated that would include 10 docking stations per station.

Ms. Dunbar stated that the current vendor for the existing network contract ends at the end of June and the City of Columbia was putting out a request for information to identify other vendors who might be able to provide the services they were looking for. She stated that in looking into network development, they looked at the 2018 West Metro Bike and Pedestrian Plan to identify what the current existing and proposed bicycle and pedestrian facilities were. She stated that they built upon that to identify the gaps, and to look at how they could make those connections. She stated for the early action projects, they identified the intersection of M Avenue and State Street for the City of Cayce. She stated that the intent there was to improve pedestrian access to the end up WMJ Cayce Memorial Park and the Cayce Riverwalk and connectivity for the surrounding residents. She stated that it would be a high visibility crosswalk with the addition of ADA ramps.

Ms. Dunbar stated that the plan had been presented to Blue Cross Blue Shield and they were waiting for them to review it to see if they wanted to continue sponsoring the existing system and/or the expansion of the system. She stated that even if BlueCross BlueShield did continue sponsoring and sponsored the expansion, it was still recommended that the City consider additional sponsors to help deflect some of those costs that were estimated in the plan. She stated that it was also recommended utilizing the plan in looking at opportunities to apply for grant funding since there were Federal funds that might be available. Ms. Dunbar stated that the study also suggested working either through the COG or with the COG to identify Federal funds that could be used to apply for to help implement the project.

Council Member James asked if the proposed locations were based on surveys or population in that area. Ms. Dunbar stated that they were based on surveys they got through public engagement and also on the demographic information. Mayor Pro Tem Jenkins asked if a bike had to be returned to the same station that it was gotten from. Ms. Dunbar stated that one could get a bike in Cayce and ride it to West Columbia and leave it at one of the locations there. She stated that the vendor, over time, re-allocated the bikes to make sure there were enough bikes back at each location. Mayor Pro Tem Jenkins asked if the docking station was being proposed for M Avenue and State Street. Ms. Dunbar stated that location was an early action concept project that would upgrade that intersection for pedestrian crossings with high visibility crossings and ADA ramps and would give additional access for pedestrians and cyclists who may use that intersection. She stated that the location they were recommending for the docking station was near Lyles Street at the Riverwalk trailhead. Council Member Sox asked if one could ride one of the bikes outside of the service area. Ms. Dunbar stated it would depend on how the City wanted to have it set up. She stated that it was possible to have it so bikes could go outside of a certain boundary. She stated that the bikes would have trackers on them and you could set up a boundary to keep the bikes within a certain area so they would automatically shut off if they were taken outside of the boundary. Ms. Dunbar stated that another option was the vendor would make sure that they bikes get placed back in the correct location. Council Member Sox stated that it was curious that a lot of State Street on the City of Cayce's side was not included in the pink highlighted area. Mayor Partin asked for clarification on the sponsorship. She stated that Ms. Dunbar mentioned that Blue Cross Blue Shield was the original sponsor and they were hoping they would sponsor again but Ms. Dunbar also mentioned the City putting in dollars and finding grants. Ms. Dunbar stated that they did not know if the sponsorship would be expanded into the City of Cayce. She stated that the study was to provide data to Blue Cross Blue Shield to help inform them on whether or not they wanted to expand into additional jurisdictions. She stated that it was purely up to Blue Cross Blue Shield to make that decision but she was proposing that the City use the plan to study the information provided to help identify other opportunities for funding.

Ms. Dunbar stated that it would behoove the City, if they were interested in implementing the system, to find a way to identify additional sponsors. She stated that Blue Cross Blue Shield currently had their logos on the bikes but there was an option to change how the bikes were branded with another sponsor's logo. Council Member Carter asked if they had experience with this happening in other municipalities other than the City of Columbia. Ms. Dunbar stated that the study did identify other cities that they had worked with and cities they had studied as to how they were working.

B. Recognition of City Employees Kelly McMullen and Ben Wright for Graduating from the South Carolina Certified Public Manager Program

Mayor Partin asked Ms. Kelly McMullen and Mr. Ben Wright to join her at the podium. She stated that City Treasurer Kelly McMullen and Superintendent of Water

Distribution Ben Wright recently graduated from the South Carolina Certified Public Manager Program which was a nationally recognized professional development program for supervisors or managers in government. She stated that it was an 18-month advanced leadership course through the state of South Carolina that encouraged innovative management practices, and high ethical standards. Program participants attend workshops and field activities, complete a variety of application activities and projects and are tested on skills and knowledge learned. She stated that Ms. McMullen and Mr. Wright were honored to be selected to attend the Certified Public Management Program and appreciative of the experience and training that they received. Ms. McMullen stated that she and Mr. Wright were truly blessed to be chosen and it was a great experience.

Ordinances

- A. Discussion and Approval of Ordinance 2023-06 to Adopt an Annual Budget with included ARPA Allocations, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2024, and To Adopt and Establish Certain New Fees and Charges with Amounts – Second Reading

Ms. Hegler stated that staff was proposing for Council Second Reading of the budget and she would go into detail for the public as to how staff did that. She stated that the General Fund budget was currently balanced at \$19,731,716 and she knew Council was very conscious of impacts of budget to their citizens. She stated that the revenues did not include a millage increase and different from Council's White Paper in the agenda packet, but something staff had worked on it but was not included in what was before Council, which was a \$2 per month increase in sanitation fees. She stated that was proposed during the First Reading of the budget but again, knowing that Council was conscious of their impacts to the City's citizens as staff was as well, staff budgeted that with a transfer from the General Fund unassigned balance. Ms. Hegler stated that if that was Council's will, that would equate to \$115,000 in a transfer. She stated that the revenues included a \$2.1 million transfer from the Utility Fund for indirect costs, \$1.2 million funds in hospitality tax revenues, a conservative estimate in accommodations taxes and \$755,000 from Lexington School District Two for School Resource Officers, some of which were funded at 100%. Ms. Hegler stated that it also included a \$500,000 lease revenue which was also different from First Reading. She stated that during First Reading, staff had estimated that amount would purchase 10 new cars but were actually going to be requesting 11 vehicles for the same amount still budgeted. She stated that revenues also included a 5% increase in construction related permits and fees per the rising CPI.

Ms. Hegler stated that the expenditures for the General Fund included capital totaling \$508,500 which included 11 vehicles and a dedicated laptop computer for automated services and fleet management. She stated that it also included hospitality

tax purchases totaling \$70,000 which would be used to purchase a rugged terrain vehicle to be used in the Riverwalk, a dump trailer and grabber bucket for the skid loader which would also help in cleaning the Riverwalk and an electronic signboard which would help the City get information out to its residents. She stated that also included in the expenditures was one (1) new full-time employee for the Planning and Development Department to help with permits, business license collections and help them assisting customers at the front counter. Ms. Hegler stated that included in the expenditures was taking the IT part-time employee that was approved last year and converting that to a full-time position, since staff was having a hard time filling that position and thought part of that was because it was not a full-time position.

Ms. Hegler stated that the General Fund budget included a 4% cost of living increase for the General Fund employees that totaled \$447,000. She stated that it also included insurance increases and retirement. She stated that PEBA increased 3.7% after increasing 18% last year. She stated that the current General Fund budget was balanced and it had risen approximately \$2.73 million from last fiscal year due to staff's aggressive pursuit of grants and their successful writing of those grants. She stated that this dedication had resulted in grant funding for next year in the amount of \$2.25 million or 81% of the budget increase. Ms. Hegler stated that the City's operating revenues had also increased about \$432,000 due to the rise in property assessment values after last year's reassessment. She stated that she made that note because that was a great success of the City's but it might not happen year after year depending on how the grant environment worked out for the City.

Ms. Hegler stated that the Utility Fund budget was currently balanced at \$37,803,723 and there was no rate increase for water or sewer being proposed. She stated that it did include funding a utility rate study, online bill presentment and capital expenditures totaling \$292,000. She stated that was coming from the City's 1916 wastewater reserve fund and included in that was a poly blend system for a centrifuge membrane upgrades, an anaerobic mixer, and a pump. She stated that it also included two (2) new full-time employees - a new electrician, as well as a Water Treatment Plant trainee employee and included a 4% cost of living increase for the Utility employees that totaled \$225,000 and included 15% debt coverage for the City's Utility Fund debt. Ms. Hegler stated that the expenditures included payments for all of the City's bonds, and bonds 2002 and 2016A would be paid in full in the upcoming year. She stated also included was a 100% transfer of the user fees for online credit card purchases to the customer as well as the same insurance increases she mentioned for the General Fund. She stated that the current balanced Utility Fund budget had risen approximately \$1.13 million from fiscal year 2022-23 and that increase was due to the use of reserve transfers in the amount of \$292,000 that were referenced earlier from the 1916 capital account. She stated that it also increased because of the exhaustion of the Town of Lexington's deferred capacity credit for their wastewater services agreement with the City.

Ms. Hegler stated that also included in the budget were proposed uses and allocations for the City's second tranche of the ARPA dollars which was done last year as well. She stated that some of the proposed uses were continued security upgrades for the IT department and IT services, a new awning for the water department's drive thru, replacement of all handheld radios for the Police Department and a license plate reader for the Police Department. She stated also proposed were General Fund capital replacement for computers, a Fire Department station alerting system, a Fire Department mobile data terminal, an exhaust removal system for the Fire Department, software for the business license and permitting center which would also help Code Enforcement keep better track of things. Ms. Hegler stated that staff was proposing a code rewrite. She stated that the City recently adopted its Comprehensive Plan and staff thought this was a good time to rewrite the code. She stated that kitchen upgrades for the Parks Department, jury box upgrades for the courtroom, meters and meter reading equipment for the Utility Billing department and a water system chlorination improvement were included as well. A high service pump, Water Treatment Plant valves and equipment, wastewater pumping improvements as well as upgrades to Pump Station One which was the wastewater pump most all of the City's services go through were included in the proposed uses as well. She stated that the tranche two disbursement was \$3.4 million and \$887,000 of that were proposed for General Fund projects and \$2.6 for the Utility Fund.

Ms. Hegler stated that the City had a slight amount of remaining funds from tranche one of ARPA funding that equaled \$67,000, which staff was recommending putting towards better timekeeping software. She stated that she would also review the City's Master Fee Schedule because it would need to be adopted along with the budget. She stated that according to the consumer price index, the National Inflation Rate was currently at 8% and the City was feeling that hit to all its services and the costs for doing services was going up. She stated that staff was requesting increases to certain services, user fees and charges to keep pace with that rising cost. She stated to disregard the proposal for a \$2 per month increase for a sanitation fee, since staff managed to balance the budget without that increase. She stated that staff did propose increasing the Police special duty pay from \$45 to \$55 which was 100% passed on to the user requesting the special duty and all credit card fees be based on the vendors pricing and paid by the user instead of the City supplementing that. She stated that staff was proposing a variety of new fees for different businesses, to include stickers for food truck inspections, a charitable solicitation permit and a sticker for coin operated machines. Ms. Hegler stated that staff was also requesting within the new Master Fee Schedule to transfer any stormwater and development related fees that happened on the Richland County side of the City's jurisdiction to the developer there.

Council Member James made a motion to approve the annual budget and Master Fees Schedule with the recommended amendments. Council Member Sox seconded the motion. Council Member Carter stated that he wanted to comment on the funds being proposed to transfer out of the fund balance. He stated that typically he paid

close attention to a fund balance but thanks to the City's administration staff and Ms. McMullen and her staff Council had been handed a wonderful budget. He stated that this was his eighth budget and they had always been good budgets that took care of Council's constituents and City staff. He stated that the City had built up a manageable and healthy fund balance so transferring funds out of it would not hurt the City. Council Member Sox asked if staff was confident that none of the ARPA funds would be needed to match the stormwater grant. Ms. Hegler stated that the City was making great progress and staff was pretty confident that the DOT would come through with their share. She stated that if they did not come through, it would have to be addressed in a different manner. Council Member James stated that the budget was one of the very most important things that the citizens vote their Council Members for. He stated that if anyone thought the budget came from the City Manager and Council just voted on it, they would be wrong. He stated that the budget process went back several months to when the City Manager and the leadership of the City met with Council to discuss with Council what their needs were. He stated that budget workshop was open to the public. He stated that during that time, Council again, regained confidence that the leadership of the City did so very much to keep the City moving every single day and staff was very passionate about what they did. Council Member James stated that many times staff did more with even less. He stated that Council recognized that they dealt with people in the City that were everything from a fixed income to an extremely discretionary income, but where they balanced the budget affected everybody. He stated that it was important that Council balanced a budget that fulfilled what he liked to call an all-service city. He stated that Mayor Partin said a great deal of the time that the City offered everything. He stated that the citizens had become reliant upon that therefore Council had to fund that. Council Member James stated it was important that Council cared well for the City employees and made sure that they had a competitive salary so they stay with the City and that they were trained and competent. He stated those were the top two (2) things Council took into consideration.

Council Member James stated that when the City Manager brought the budget to Council it was not at the percentage that Council wanted it to be able to give a cost of living to the employees, but administration staff quickly worked with Council so they could raise the cost of living. He stated that Mayor Partin and Council and the City Manager were working hard to be able to improve the parks and recreation in the City. He stated that the City had a younger population that was starting to come back into the City and Council and staff were responding accordingly to make sure that what they were doing was going to be something that they would appreciate. He stated that Council heard from the City's citizens to make sure that their property value stayed, maintained or grew. He stated that came in the line of code enforcement and the City Manager spoke about being able to give funding back to code enforcement business initiatives to continue to grow that. Council Member James stated that the City was very transparent. He stated that the City Manager detailed where the monies were going from 11 brand new patrol cars, down to new seats for the jury box. He stated that there were no hidden fees or hidden agendas. He stated that the leadership of the Mayor and

the other members of Council and the City Manager of trying to again dig so deep to where they did not have to put a \$2 impact upon the citizens per month. He stated that he was proud to be able to make the motion for the budget because he knew that the monies were going in the right way.

Mayor Pro Tem Jenkins stated that he would like to get a report on what area and items the ARPA funds were being spent on. He stated that it needed to be spread all over the City. Mayor Partin stated that when she was first elected the City did not have a fund balance. She stated that they had worked hard to make sure that the City's citizens were not in jeopardy when there were things that had to be taken care of. Mayor Partin called the question which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2023-07 Amending City Code Section 40- 4 ("Account Setup and Transaction Fees") and Section 40-119 ("Fees Related to Fats, Oils and Grease") - Second Reading

Ms. Hegler stated that Ordinance 2023-07 as well as the following three (3) Ordinances were all related to fee changes, fee proposals, scrivener errors and things staff had to address in individual Ordinances to match the Master Fee Schedule as well as some changes throughout the year.

Council Member James made a motion to approve Ordinance 2023-07. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2023-08 Amending City Code Section 40- 34 ("Utility Billing") - Second Reading

Council Member Carter made a motion to approve Ordinance 2023-08. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2023-09 Amending City Code Section 40- 67 ("Fire Hydrant Service Fee") - Second Reading

Council Member James made a motion to approve Ordinance 2023-09. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval of Ordinance 2023-10 Amending City Code Section 40- 118 ("Sewer Rates") - Second Reading

Council Member Carter made a motion to approve Ordinance 2023-10. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

- F. Discussion and Approval of Ordinance 2023-11 Amending the Zoning Map and Rezoning a Portion of Property (Tax Map Number 006796-02-009(P)) Located on Platt Springs Road between 3949 and 3955 Platt Springs Road from C-4 to M-1 - Second Reading

Council Member James made a motion to approve Ordinance 2023-11. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

- G. Discussion and Approval of Ordinance 2023-12 Establishing New Municipal District/Ward Lines for the Election of Council Members Reflecting Population Changes in the Year 2020 Census and Repealing All Previous Ordinances Establishing District/Ward Lines – First Reading

Ms. Hegler stated that in March 2023, Council adopted a Resolution that would outline the standards that Revenue and Fiscal Affairs Office then subsequently used to prepare the draft map that was in Council's agenda packet. She stated that Mayor Partin mentioned that staff had reached out to the directly affected property owners that were in the proposed change districts by a mailed letter. She stated that the letters indicated what district they were currently in, where they were proposed to move to, as well as reminded them of that night's Council Meeting and encouraged them to reach out to staff should they have any questions.

Mayor Pro Tem Jenkins made a motion to approve Ordinance 2023-12. Council Member Sox seconded the motion. Council Member Carter stated that the proposed district changes included a part of a neighborhood called Forest Park located probably from the west side of Dogwood from Haynes back towards Taylor Road. He stated that it seemed unique that it was just one side of the street and was not really neighbors. Council Member Carter stated that there was a street but it could be confusing and asked Ms. Hegler to check on it for him. Mayor Partin asked Council Member Carter to detail where he was talking about. He stated that if one went down Taylor Road and turned right on Dogwood, Edenwood would be on the left and he thought it was called Dogwood Court and it not only included two (2) houses on Dogwood but some of the homes behind them were on Oak Lane which he did not understand why they were included. Mayor Partin called the question which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

- A. Discussion and Approval of Intergovernmental Cooperative Agreement and Urban Entitlement Resolution

Ms. Hegler stated that Lexington County was designated with the urban county status, which allowed them to receive funding each year from CDBG and HOME for projects in the county and they were responsible for administering that program. She

stated that what was before Council was a renewal of an IGA that the City had with the County for years. She stated that the agreement's term, which were incorrect on the White Paper, was for the years 2023 to 2025. She stated that the IGA afforded the City the right not to participate after three years, but the City had been a part of the program since at least 2004. She stated that it was a renewal of the agreement, as well as adoption of a Resolution stating that the City wanted to be a part of the program with Lexington County. Ms. Hegler stated that Richland County had their own program and the City participated with them on that side of the river.

Council Member Carter made a motion to approve the intergovernmental cooperative agreement with Lexington County, authorize both the Mayor and the City Manager to sign the agreement and adopt the related urban entitlement Resolution so the City could continue to request funds through the County for those purposes. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Bid Award for the Lloydwood Pump Station Generator

Ms. Hegler stated that funding in the amount of approximately \$72,278 had been awarded to the City through a FEMA Hazard Mitigation Grant and that grant money was allocated to purchase an emergency generator for the Lloydwood Sewer Pump Station. She stated that the project would include the purchase and installation of the generator as well as the construction of a concrete pad for the generator to sit on. She stated that the City was required to pay 10% of the total eligible costs which was estimated at approximately \$8,000 which would be funded through the Utility Department's current FY23 O&M budget. She stated that staff had located a 150 kilowatt Caterpillar generator from Blanchard Power Systems that met the City's specifications for this work. She stated that the generator was in stock and Blanchard was holding the price of \$65,300 plus tax for 30 days for the City to purchase. Ms. Hegler stated that if the generator could not be purchased it likely would go up and increase the time for it to be delivered. She stated that Council could waive the informal bid procedures as established by Ordinance when it was in the City's advantage to sole source in certain situations, particularly situations where not doing so would delay it.

Council Member Sox made a motion to waive the formal bid process and approve the purchase of the generator in the amount of \$65,200 plus tax from Blanchard Power Systems. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Committee Matters

A. Appointments Beautification Foundation – One (1) Position

Events Committee – One (1) Position
Zoning Board of Appeals - One (1) Position

Council Member Sox made a motion to appoint Ms. Forest Ryan to the Beautification Foundation. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that there was one (1) open position for the Events Committee and there were three (3) potential member applications. She stated that the next one in order of received would be Ms. Carrie Ridgway. Council Member James made a motion to appoint Ms. Ridgway to the Events Committee. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that there was one (1) open position on the Board of Zoning Appeals and the City had a potential member application from Ms. Cindy Pedersen. Mayor Pro Tem Jenkins made a motion to appoint Ms. Pedersen to the Board. Mayor Partin stated she would second the motion to get it on the floor for discussion. Mayor Pro Tem Jenkins asked why no one wanted to vote for Ms. Pedersen. Ms. Corder stated that Ms. Pedersen had served on the Events Committee for at least 20 years and had always wanted to serve on the Zoning Board of Appeals. Mayor Pro Tem Jenkins asked if anyone ever had a problem with Ms. Pedersen. Ms. Corder stated no, not at all. She stated that over the years Ms. Pedersen had served as the Chairperson, Vice Chair and Secretary on the Events Committee. Mayor Pro Tem Jenkins stated if there was not an issue then why couldn't the motion get a second. Council Member James stated his reason for that was the Committee Appointment Report stated that Ms. Cindy Pedersen resigned from the Events Committee to fill an open position on the Zoning Board of Appeals and that had not been allowed in the past unless he was wrong with that and that someone would not step down after an unfilled term to take on another position. He stated that was the reason he stayed away from that. Mayor Partin stated that she was not sure she was following and asked Council Member James to explain again. Council Member James stated that this particular candidate did not fulfill their term on the Events Committee and they resigned from the Events Committee. Mayor Partin stated that was correct. She stated that her position had always been if citizens wanted to serve then the City wanted them to serve but she did not think it was fair for someone to serve on two (2) committees because there were people who wanted to serve that were not serving on one (1). She stated that the City currently had a lot of openings but she wanted to be mindful of not being on two (2) different committees and taking two (2) different positions. Mayor Partin stated that Ms. Pedersen resigned off of one to serve on another. She stated that she did not know if the City had ever held anyone to a term of appointment before letting a citizen volunteer to help make the City better. She stated that she did not recall ever having a discussion about someone having to finish out a term before they could apply for another committee. Council Member Carter stated that he could not recall. Council Member Sox stated that Council probably set the precedent when someone from a committee wanted to take the open

seat on Planning and put in an application and Council denied them as they still had to finish out their time on the Events Committee. He stated that he believed that had happened twice since he had been on Council. Mayor Partin stated that had never happened. She asked Ms. Corder if that had ever been the case. Ms. Corder stated that she thought Council was referring to Mr. Danny Creamer when he wanted to serve on the Planning Commission, but he was the Chairperson of the Events Committee. She stated that she thought Mr. Creamer was given the option and he chose to not resign from the Events Committee. Council Member Sox stated that was how he recalled it but he did not recall Mr. Creamer saying that he did not want to resign from the Events Committee to take on the new position. Ms. Corder stated that she thought Mr. Creamer was in the audience the night that they were referring to. Council Member Sox stated that Mr. Creamer attended the meeting and said that he would be willing to step down to be appointed to Planning and it was not approved.

Mayor Pro Tem Jenkins stated that anyone who served on a City committee was a volunteer and they were not under contract so if they wanted to resign from one and if there was an opening on another that was fine. He stated forcing a volunteer to stay until their term was up was not the way the City needed to operate. Council Member James stated that there were some questions that probably could get clarified if they could ask the recorder to review that and let them know what the situation was. He stated that he was sure that Ms. Cindy Pedersen would be excellent wherever she wished to serve. He stated that he was just going by memory of what Council did before and if he was wrong, that was perfectly fine and he would be happy to make the motion after that. Mayor Partin asked the City Attorney to give a little bit of guidance. Mr. Crowe stated that he did not have that section of the City Code with him but he was not aware of any prohibition on a committee member resigning to serve on another committee. Mayor Partin asked what questions staff needed to figure out and were they holding up the citizen from volunteering while they waited for that answer. Council Member James stated that Mayor Partin asked for his reason for not making a motion and it was to clarify Council's consistency of how they dealt with residents who stepped down or were allowed to step down or resign in the middle of their term. Ms. Corder stated her memory was that staff or someone on Council had spoken with Mr. Creamer and at that time, he was not ready to get off the Events Committee. Ms. Hegler asked if Mr. Creamer had resigned or was he still on the Events Committee. Ms. Corder stated that he was still on the Committee. She stated that she could certainly go back and look, but what she remembered was he was not willing to resign at that point and wanted to wait a while.

Mayor Partin asked if the conversation on what Council needed to do to make sure to put someone on a committee that the City had to have by law seemed like an important conversation. She stated that she was 99% sure that what was going to come back next month was Council said they did not want someone on two (2) different committees in the City because they wanted to make sure that everyone had a chance to be involved and serve. She stated that she did not recall ever having a conversation

regarding if someone wanted to be on a committee, they could not quit the committee they were serving on and Council would not let them, as a volunteer citizen, quit from a committee until the end of their term and hoped it would line up with an opening on another committee. Council Member Sox stated that he would echo what Council Member James said about deferring to the next meeting so someone could go back and listen to it and come back with that information. Mayor Partin asked what they were going back and listening to. Council Member Carter stated that he thought it would behoove them to ask Mr. Creamer for his understanding of what occurred, did he not recuse that night. He stated that he could not recall what Mr. Creamer spoke about that night. Mayor Partin stated that she believed he spoke in favor of another female, an application that he suggested Council appoint. She stated that Mr. Creamer did not say he would resign if it was the end of his term. She stated that he actually spoke for one of the other applicants who now serves on the Planning Commission, because Council took them in order and let people serve. Mayor Partin stated there was a motion to approve Ms. Pedersen and she asked Mr. Crowe for guidance. She stated that she felt the motion was going to fail, and she did not know that that was necessarily the intent of the Council for her to not get voted on. Mr. Crowe stated that they needed to vote on the motion on the floor. Mayor Partin stated there was a motion to postpone the appointment of Ms. Pedersen until the next Council. Council Member Sox seconded the motion. Council Member Carter voted yes, Mayor Partin and Mayor Pro Tem Jenkins voted no.

City Manager's Report

Ms. Hegler stated that the City had an employee who was attending advanced training on the City's new street sweeper so there would be another staff member who could drive it. She stated that Parks staff was trying to keep all of the Riverwalk open as 10 more days of rain was predicted. She stated that the Fire Department's new trailer for deploying boats for river rescue was getting some great publicity. She stated that staff had a meeting with the RIA the next day to officially kick off the City's \$10 million grant award for stormwater repairs in the Avenues. Ms. Hegler stated that staff had put out an RFP for an on-call general contractor since staff was having to do a lot of little repairs, sidewalk repairs and repairs in the Riverwalk. She stated that they would like to have someone on call to help with the repairs.

Council Comments

There were no Council comments.

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

There were no items to discuss in Executive Session.

Adjourn

Council Member James made a motion to adjourn the meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:44 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

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

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting *June 21, 2023*

Name	Address	Agenda Item

***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: July 11, 2023

Subject: Ordinance Establishing New District Lines for Municipal Elections - Second Reading

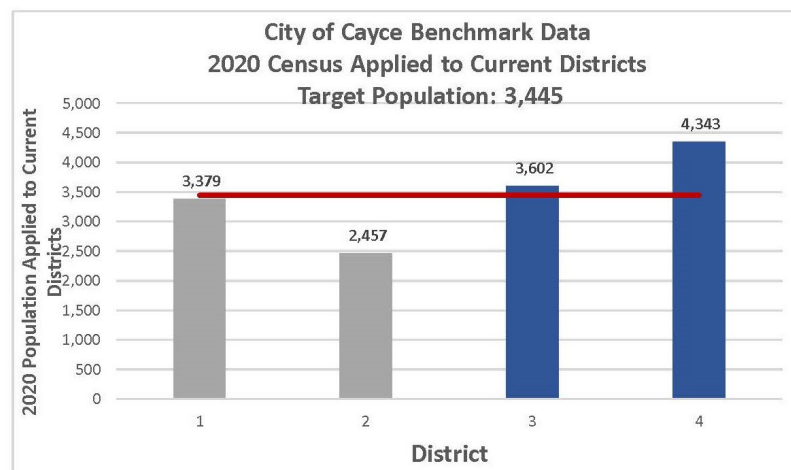
ISSUE

Council's approval is needed to give Second Reading to an Ordinance establishing new district lines for Municipal elections.

BACKGROUND

In response to the issuance of the new decennial census data, the City is obligated to undertake a redrawing of its Districts, if determined necessary, and worked with the South Carolina Revenue and Fiscal Affairs Office (SCRFA) to complete this process.

After reviewing the City's Census data, SCRFA identified a target population for each District of 3,445 individuals. To achieve a recommended population deviation of 5%, District 2 needs to increase their population and District 4 needs to decrease their current population.



In March 2023, City Council adopted a Resolution (attached) outlining the standards by which it will use to achieve its redrawn district boundaries.

The attached Map, Exhibit A, shows the proposed new boundaries to meet the adopted standards and required laws. Corresponding demographics can be seen in Exhibit B. A map showing the affected changes to each district is attached as Exhibit C.

RECOMMENDATION

Staff recommends Council give second reading approval of an Ordinance "Establishing new Municipal District/Ward Lines for the Election of Council Members Reflecting Population Changes in the Year 2020 Census and Repealing All Previous Ordinances Establishing District/Ward lines."

ORDINANCE 2023-12

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

**Establishing New Municipal District/Ward
Lines for the Election of Council Members
Reflecting Population Changes in the
Year 2020 Census and Repealing All
Previous Ordinances Establishing
District/Ward Lines**

WHEREAS, the Council is authorized, pursuant to S.C. Code Section 5-15-50, to establish by ordinance municipal ward or district lines for the election of City Council members elected from wards or districts; and

WHEREAS, the results of the Federal Year 2020 Census reveal changes in the populations of the existing wards or districts from which Council members are elected; and

WHEREAS, the Council has determined that it is in the interest of the City to establish new municipal ward or district lines reflecting the changes in population as shown by the Census so as to seek to provide for fair and equal representation of the population in the wards or districts of the City and to comply with the United States Constitution and the Voting Rights Act of 1965, as amended; and

WHEREAS, the Council adopted a resolution approving the process for 2020 redistricting at its meeting on March 7, 2023;

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

(1) That the ward or district lines for election of Council members from the four single-member wards or districts, as shown in the map attached as Exhibit "A" hereto, are hereby adopted and are incorporated herein by reference as if fully set forth.

(2) That the pertinent demographic data in reference to the election wards or districts depicted in Exhibit "A" is attached to this Ordinance as Exhibit "B" and is incorporated herein by reference as if fully set forth.

(3) That, upon adoption of this Ordinance, the map attached as Exhibit "A" shall be kept in the official records of the City.

(4) That the provisions of any prior Ordinances of the City establishing other ward or district lines for election of Council members, including without limitation the Ordinance adopted April 13, 2004, are hereby specifically and expressly repealed. This repeal shall not affect the validity of the offices of any Council members elected pursuant to ward or district lines in effect at the time of their elections to such office.

(5) The City Manager is authorized and directed to take such administrative actions to promulgate and execute such procedures and policies as may be necessary or desirable to carry into effect and implement the redistricted single member election districts provided for in this Ordinance including the elections required thereby.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2023.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

Public Hearing: _____

First Reading: _____

Second Reading and Adoption: _____

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

STATE OF SOUTH CAROLINA)

RESOLUTION APPROVING THE
PROCESS FOR 2020
REDISTRICTING

COUNTY OF LEXINGTON)

WHEREAS, the data for the 2020 Census pertaining to Cayce, South Carolina has been released for review, assessment, and redistricting of City districts in the City of Cayce; and

WHEREAS, to ensure maximum review and public participation in developing redistricting plans based on the 2020 Census, the City of Cayce Council deems it necessary to publicly adopt criteria for the development of a redistricting plan in accordance with the 1965 Voting Rights Act as amended; and

WHEREAS, the following criteria for developing plans for redistricting 2020 will ensure compliance with the 1965 Voting Rights Act as amended and maximum public participation in the redistricting process:

1. The City will adhere to the court ordered constitutional requirement of "one person, one vote."
2. The City will adhere to the 1965 Voting Rights Act as amended and by associated controlling court decisions.
3. The City will ensure that districts are drawn contiguously, so that all parts of the district are connected to each other.
4. The City will ensure districts are drawn to minimize the division of voting precincts.
5. The City will keep proposed districts geographically compact to the extent practicable, such that nearby areas of population are not bypassed for a more distant population.
6. The City will ensure the districts are drawn, when feasible, with respect to existing districts and communities of interests, which will require input from Council and citizens.
7. The City will comply with other applicable court decisions and federal and state laws.
8. The City will solicit public comment and input as part of the development, review, and adoption process.
9. The City will adhere to the recommendations of the South Carolina Revenue and Fiscal Affairs Office of adopting a plan with a population variance of five percent (5%) or less; and

WHEREAS, the City of Cayce commits to developing a plan which will not have the purpose nor the effect of diluting any existing minority voting strength as part of its redistricting efforts so long as such commitment does not impact the City's ability to comply with the constitutional principles outlined above; and

WHEREAS, the City of Cayce expects the next steps to include receipt of a baseline map prepared by the South Carolina Revenue and Fiscal Affairs Office; public review and input of the baseline map; City Council review of baseline map; potential revisions; and Council adoption.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the above listed criteria for the 2020 Census Redistricting criteria and associated processes are hereby adopted to ensure maximum public participation, transparency, and engagement in the redistricting process.

APPROVED this 17 day of March, 2023.


Elise Partin, Mayor

ATTEST:


Mendy C. Corder, Municipal Clerk

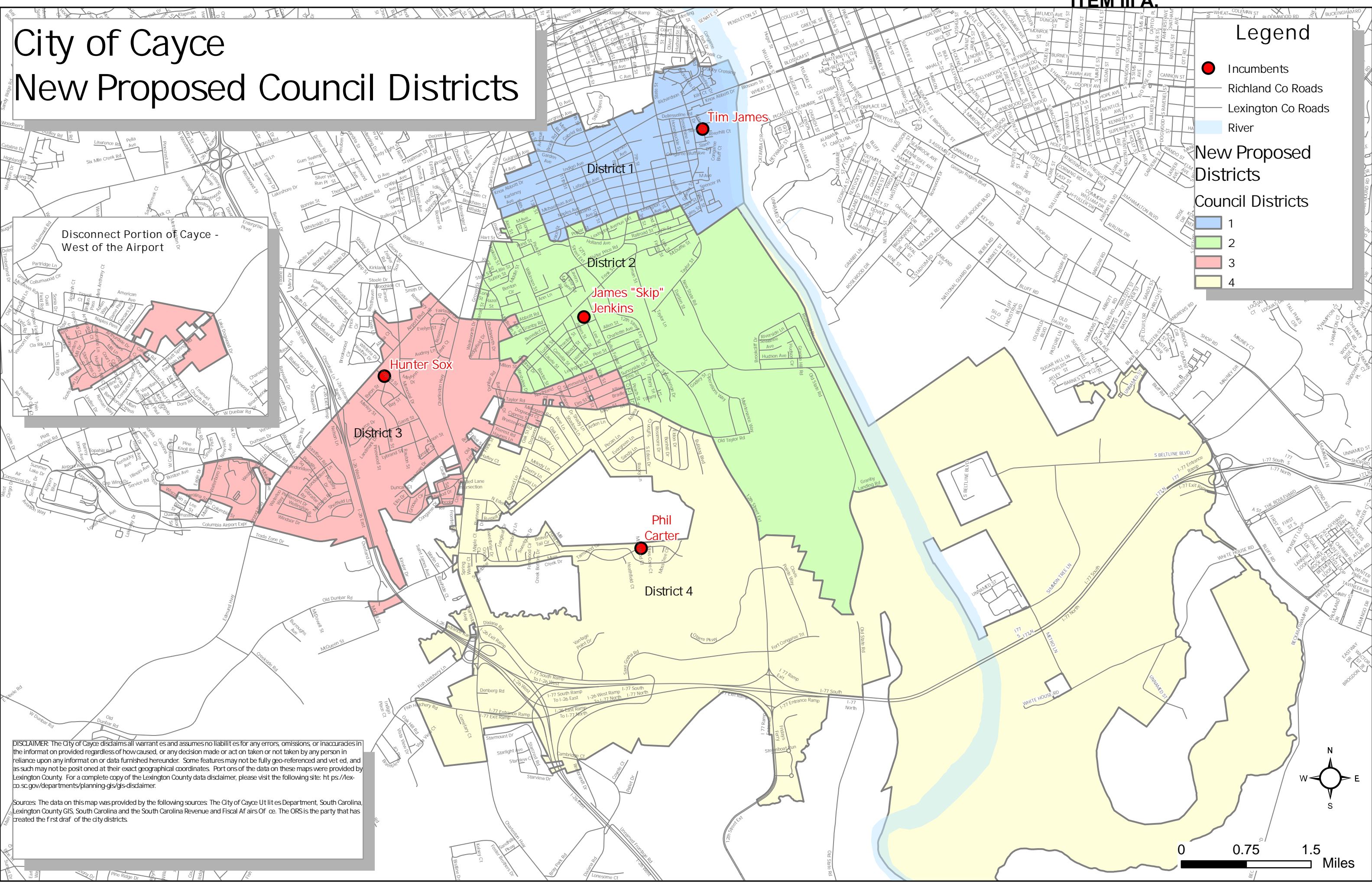
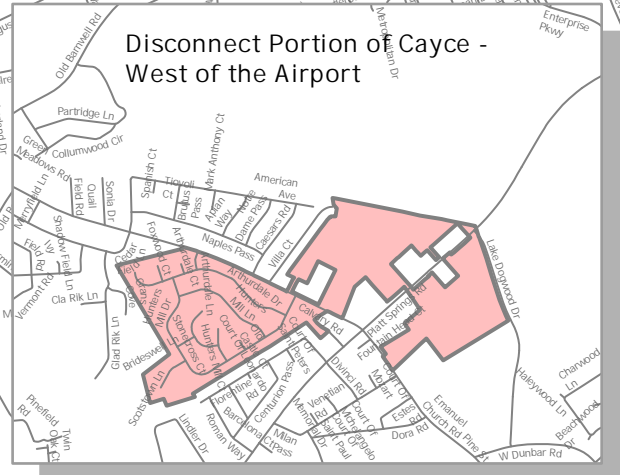
City of Cayce New Proposed Council Districts

Legend

- Incumbents
- Richland Co Roads
- Lexington Co Roads
- River

New Proposed Council Districts

- 1
- 2
- 3
- 4



DISCLAIMER: The City of Cayce disclaims all warranties and assumes no liabilities for any errors, omissions, or inaccuracies in the information provided regardless of how caused, or any decision made or act on taken or not taken by any person in reliance upon any information or data furnished hereunder. Some features may not be fully geo-referenced and vetted, and as such may not be positioned at their exact geographical coordinates. Portions of the data on these maps were provided by Lexington County. For a complete copy of the Lexington County data disclaimer, please visit the following site: <https://lex-co.sc.gov/departments/planning-gis/gis-disclaimer>.

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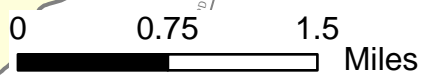
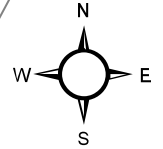


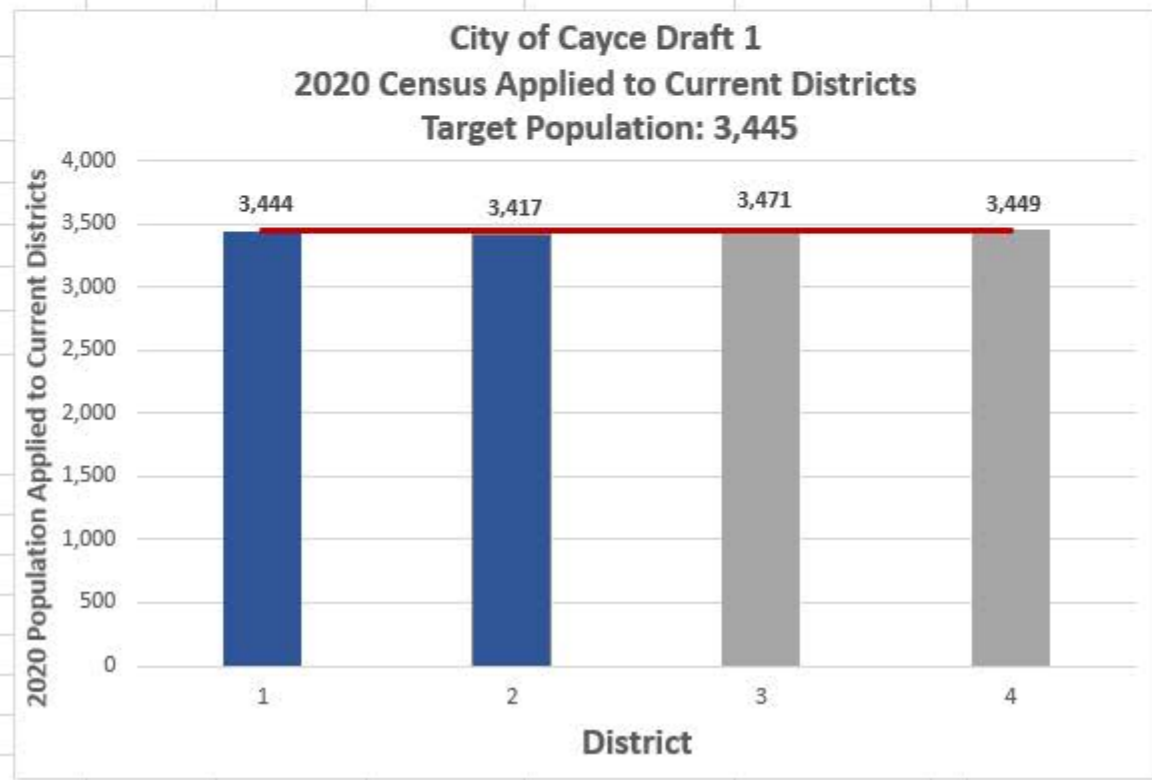
Table 2: Total Population by Race *Race defined using DOJ definitions. Not Hispanic or Latin										
Municipality	District	Total	Hispanic	% Hispanic	NH White	% NH White	NH DOJ Black*	% NH DOJ Black	NH Other Race	% NH Other Race
Cayce	1	3,444	200	5.81%	2,599	75.46%	338	9.81%	307	8.91%
Cayce	2	3,417	175	5.12%	1,459	42.70%	1,606	47.00%	177	5.18%
Cayce	3	3,471	402	11.58%	2,116	60.96%	647	18.64%	306	8.82%
Cayce	4	3,449	114	3.31%	2,490	72.19%	638	18.50%	207	6.00%
Total		13,781	891	6.47%	8,664	62.87%	3,229	23.43%	997	7.23%

Table 1: 2020 Census Counts Applied to Current Districts					
District	2020 Census	Goal	Over/(Under)	% Deviation	
1	3,444	3,445	(1)	-0.04%	
2	3,417	3,445	(28)	-0.82%	
3	3,471	3,445	26	0.75%	
4	3,449	3,445	4	0.11%	
Lowest					-0.82%
Highest					0.75%
Range					1.57%

ITEM III A.

Table 3: Voting Age Population by Race *Race defined using DOJ definitions. Not Hispanic or Latin										
Municipality	District	Total VAP	Hispanic VAP	% Hispanic VAP	NH White VAP	% NH White VAP	NH DOJ Black* VAP	% NH DOJ Black VAP	NH Other Race VAP	% NH Other Race VAP
Cayce	1	3,106	149	4.80%	2,386	76.82%	312	10.05%	259	8.34%
Cayce	2	2,595	105	4.05%	1,214	46.78%	1,147	44.20%	129	4.97%
Cayce	3	2,651	226	8.53%	1,768	66.69%	450	16.97%	207	7.81%
Cayce	4	2,913	76	2.61%	2,175	74.67%	484	16.62%	178	6.11%
Total		11,265	556	4.94%	7,543	66.96%	2,393	21.24%	773	6.86%

Row Labels	Sum of total	Sum of Hispanic	Sum of NH_DOJ_BLACK	Sum of NH_OTH_WHITE	Sum of VAP_TOTAL	Sum of VAP_HISPANIC	Sum of VAP_NH_WHITE	Sum of VAP_NH_DOJ_BLACK	Sum of VAP_NH_OTHER
1	3444	200	2599	338	3106	149	2386	312	259
2	3417	175	1459	1606	2595	105	1214	1147	129
3	3471	402	2116	647	2651	226	1768	450	207
4	3449	114	2490	638	2913	76	2175	484	178
Grand Total	13781	891	8664	3229	11265	556	7543	2393	773



City of Cayce Proposed District Changes

Legend

- Incumbents
- Richland Co Roads
- Lexington Co Roads
- River

Current Council Districts

Council Districts

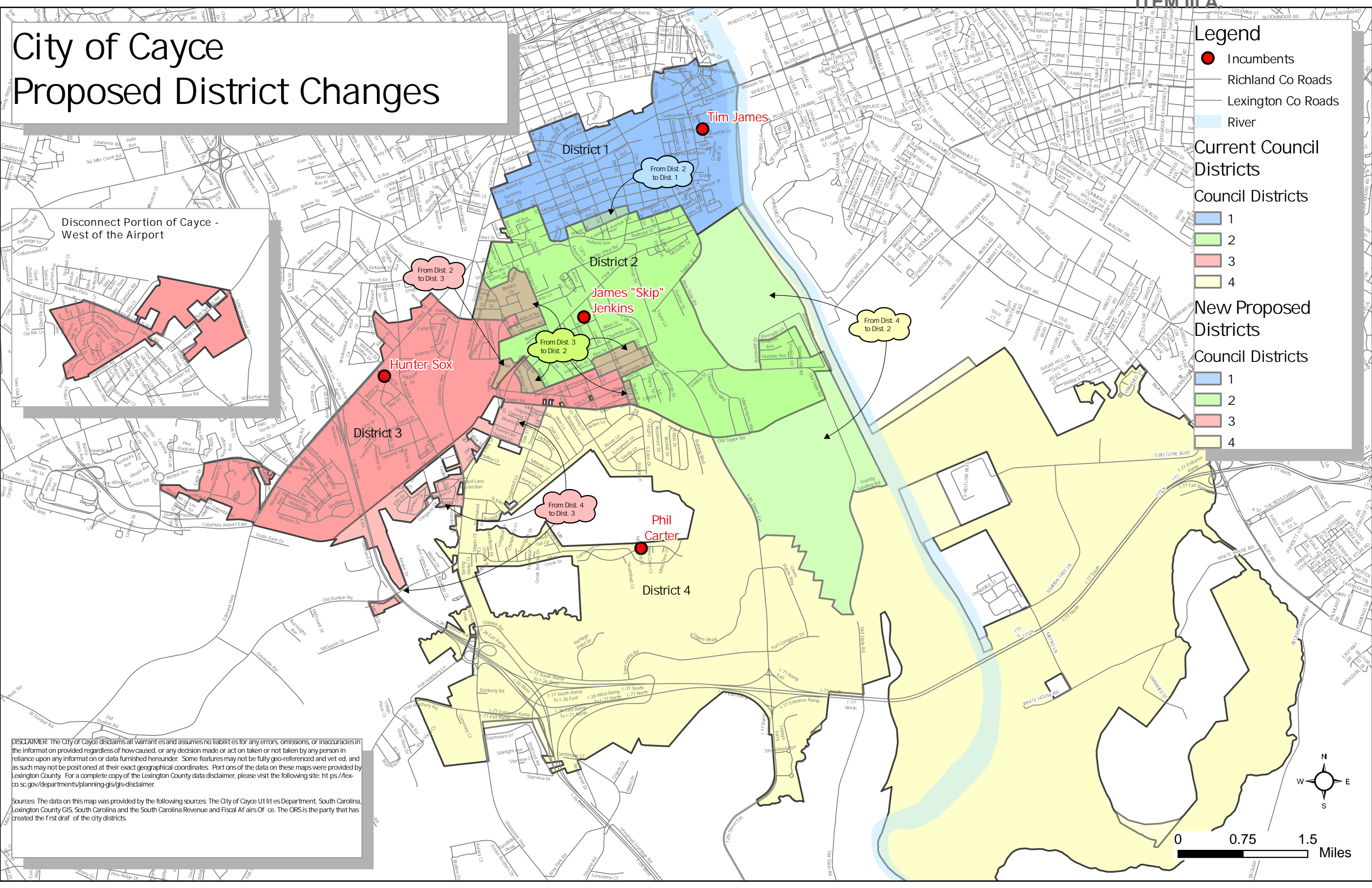
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New Proposed Districts

Council Districts

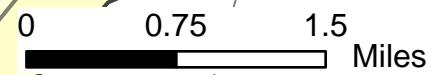
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Disconnect Portion of Cayce - West of the Airport



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Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: July 11, 2023

Subject: Discussion and Approval of an additional School Resource Officer and Memorandum of Understanding with Lexington School District Two

ISSUE

Council approval is required to create one (1) new full time School Resource Officer (SRO) position to provide law enforcement services in the Lexington School District Two schools located in the City of Cayce and to authorize execution of the related agreement.

DISCUSSION

Currently, the Cayce Police Department has nine (9) School Resource Officers assigned to each school located within the City limits and School District Two. Lexington School District Two approved funding for their FY24 year to include a tenth (10) SRO and will provide 100% funding for salary, vehicles, equipment, and training for at least the first year. Subsequent years will be negotiated at the time of annual MOU renewals, and included in the budget, as appropriate. The additional officer will be assigned to Cayce Elementary School, placing two (2) in that location because of the high student population.

RECOMMENDATION

Staff recommends Council approval to add one new School Resource Officer position within the Cayce Police Department with 100% funding from Lexington School District Two and authorize the City Manager to sign the related agreement with Lexington School District Two.

**SCHOOL RESOURCE OFFICER
AGREEMENT AND MEMORANDUM
OF UNDERSTANDING**

This Agreement and Memorandum of Understanding is made by and between:

**THE CITY OF CAYCE
1800 12th Street
Cayce, South Carolina 29033**

Including its

**Cayce Police Department
2 Lavern Jumper Road
Cayce, South Carolina 29033**

and

**LEXINGTON COUNTY SCHOOL DISTRICT TWO
715 Ninth Street
West Columbia, South Carolina 29169**

THIS AGREEMENT and MEMORANDUM OF UNDERSTANDING for law enforcement services is entered into by and between The City of Cayce and its Cayce Police Department (hereinafter "City") and Lexington County School District Two, (hereinafter "District"), all subject to the following terms and conditions:

1. The City through its Police Department will provide on-site law enforcement services to the District as specified herein. Services by the City will be provided by Officer(s) specially trained to be School Resource Officer(s) (hereafter referred to as "SRO(s)"). The SRO(s) will be assigned to the District for eight and one-half hours per day, including a meal break, for all school days in the 2023-2024 school term, as well as for any scheduled Summer School session. The SRO(s) will work during hours agreed upon by the City and the District on the agreed campuses:

One (1) SRO Position

For the consideration set forth herein, to be paid by the District to the City, the SRO will provide general law enforcement services for their assigned school. The SRO will perform duties as the City shall assign for other times of the year, when their school is not in session, and s/he will be under no obligation to the District for other than the assigned school days. The SRO may

utilize the equipment furnished under this Agreement for such other duties as may be directed by the City. First and foremost, the SRO will perform law enforcement duties in the school such as handling assaults, thefts, burglary, bomb threats, weapons, and drug related incidents.

The SRO is not a school disciplinarian and will not be utilized as such. See S.C. Regulation 43-210. The SRO will provide a visible and positive image; arriving at school on time every morning and remaining on the school premises until school is recessed for the day. If there should be times when the SRO must be elsewhere than on the school property, such absence shall be pre-approved by his/her SRO Supervisor, unless in an emergency situation. It is also the responsibility of the SRO to notify the school Principal of his pending absence. In the event that the SRO is absent from the school, the City will assign another SRO to assume their duties until he/she returns. In the event that no other SRO is available, the City will assign an Officer to assume such duties on a temporary basis, Furthermore, the SRO shall at all times, when on duty or off duty, strive to protect the school environment and help to maintain an atmosphere therein where teachers feel safe to teach and students can feel safe to learn.

2. Funding for Salaries and Benefits, Equipment and Supplies: The District will provide funding for one hundred percent (100%) of salary and benefits for the SRO(s) from the beginning date of the Agreement until the termination as set out in Paragraph 7. The salary paid for the term of this Agreement will be based on an annual salary not more than Sixty-Three Thousand Three Hundred Fifty-Four Dollars and 47/100 (\$63,354.47) nor less than Forty-Two Thousand Two Hundred Thirty-Six Dollars and 31/100 (\$42,236.31) for each SRO.

In the event it should become necessary for the City to pay overtime compensation to the SRO(s) to provide services contemplated under this Agreement and mandated by Federal Wage and Hour guidelines, the parties agree the responsibility for funding such compensation to be as follows:

- If the overtime is the result of a law enforcement emergency, not on school grounds, the City will be responsible for covering overtime costs;
- If the overtime is required for school-sponsored activities such as ball games, dances, or similar activities, the District shall contract directly with the SRO Division supervisor within the guidelines of Departmental Policy and shall be responsible for covering any compensation due to the City. The assigned SRO will assist with all extra duty employment requests made by each school. The District will utilize the City's vendor, Extra Duty Solutions, to request and pay for extra duty work provided by law enforcement.
- The District has no authority to authorize overtime to be paid by the City.

The benefits paid on behalf of the City to the SRO(s) will include the employer's portion under the Federal Insurance Contributions Act (FICA), employer's portion of the Police Retirement System, health insurance, life insurance, General Tort Insurance and Workers Compensation Insurance.

The District will provide funding for 100% percent (100%) of the equipment and operating supplies for the SRO(s). This includes but is not limited to: vehicle meeting the standards of the City; lights and siren for the vehicle; vehicle markings; portable radio; firearms; ETM; protective cages; mounting device; vehicle insurance; gas/oil/fuel/vehicle maintenance costs; uniforms/clothing; police supplies; vests, body camera, taser, laptops, cell phones, and training requirements. It is expressly understood, however, that upon the sale of any vehicle purchased for the use of the SRO under the terms of this paragraph, any net proceeds derived therefrom shall be divided between the parties on the same 100% ratio as utilized when the vehicle was first purchased. The parties further agree that all equipment and supplies may be utilized by Officers for duties outside the scope of this Agreement, if so directed by the City.

It is agreed and understood that a marked vehicle may not be accessible to the SRO(s) upon the onset of this Agreement. A marked vehicle will, however, be provided to the SRO(s) at such time as a vehicle meeting the above specifications is available.

3. Equipment and Ownership: Uniforms/clothing/equipment purchased for the SRO(s) at 100% as in Paragraph 2 will be utilized for the particular SRO during the duration of this Agreement but will become the property of the City upon purchase and the District will have no rights to the uniforms/clothing/equipment upon termination of this Agreement.

4. SRO Office and Furniture: The District shall provide suitable office space and furniture for the SRO(s) (including a safe) and, at a minimum, access to a location where confidential matters may be discussed.

5. Selection of SRO Officers: The City will select the particular SRO(s) to fill positions based on the terms of this Agreement and will provide specialized training required for SRO Certification. The District and the Principal, or their respective designee, may participate in the selection of the SRO to be assigned. A good faith effort will be made to ensure compatibility between the school and the SRO. However, the City will be solely responsible for the selection and assignment of the SRO(s). The City understands the benefit of continuity in the school setting and will endeavor to keep the same SRO(s) assigned to the District under this Agreement unless the City determines, in its sole discretion, that a change in assignments should be made. The City also understands that conflicts arise and if the District notifies the City at any time during the term of this Agreement that a conflict with any SRO(s) assigned under this Agreement has arisen, the City will confer with the District to determine whether the conflict can be resolved. In the event that the conflict cannot be resolved to the satisfaction of the District and the City by the same SRO(s) remaining at their assigned school(s), the City will assign another qualified and certified SRO(s) for the remainder of the term of this Agreement, noting that due to South Carolina Criminal Justice Academy restrictions on providing SRO training, Cayce Police Department has up to ten (10) months to certify the new SRO. It is agreed that an SRO who has completed certification requirements approved by the South Carolina Criminal Justice Academy will be assigned. If the assigned Officer is away from work for any reason for five (5) consecutive school days, the City will temporarily assign another Officer to the position. The replacement Officer may not have received specialized SRO training.

6. Drug Seizures, Forfeitures, and Criminal Charge Disposition: The Cayce Police Department, Solicitor's Office, or other eligible law enforcement agencies shall receive any and all cash or proceeds from cash or property seized and forfeited pursuant to Title 44, Chapter 53 of the South Carolina Code of Laws, (1976, as amended). All arrests made or citations given while on District property will be disposed of as provided by law through the Courts having jurisdiction over Cayce Police Department charges and the Defendant.

7. Term: This Agreement will become effective upon provision of services / signing and will terminate on June 30, 2024. It is agreed that officer services will be provided through the last day of the 2023-2024 school year; however, the Agreement will remain effective as previously stated for billing and payment purposes. The City will bill the District quarterly. The quarterly bill amount will be based on a proration of the annual cost for the District. Reconciliation will be completed at the end of the fourth quarter and an invoice or check, whichever is appropriate, will be sent to the District. This will ensure that the District is not billed more than the actual expenses. The invoices should be received by the School District during the first month of the quarter. Payment is due upon receipt of invoice. Either party may terminate the Agreement before the termination date listed above for non-performance of any conditions of the Agreement and upon thirty days written notice to the other party. In the event of such a termination, both parties shall be released from any monetary obligations beyond those obligations incurred as of the time of the termination of services.

8. Performance Evaluation of Services: The City and District agree to establish a system to evaluate the performance of services contemplated under this Agreement. This is to be accomplished by an annual review of services performed by the School Resource Supervisor and the Principal or his/her designee, of each school to which an SRO is assigned pursuant to this Agreement, in conjunction with the District's Supervisor of Student Services. The results of the review shall be reduced to writing, signed by the School Resource Supervisor and the School's representative. A completed copy shall be retained by each party. Any concerns or deficiencies noted shall be addressed in follow-up memorandum. This process is in no way intended to limit the City or the school officials from discussing service delivery at any time during the contractual period.

9. Cooperation between SRO(s) and Assigned Schools: Each SRO assigned under this Agreement shall abide by District policies, rules, and regulations, as applicable to an SRO, during the period of the time they are working on behalf of the School/District, provided such policies, rules and regulations do not conflict with City policies or conflict with the City's (or the SRO's) duties and responsibilities under the law. Each SRO shall endeavor to work cooperatively with School/District Administration. The City shall retain sole authority to assign specific duties for the SRO; however, the Principal of each site to which the SRO is assigned may make requests to the City concerning such assigned duties, which requests, if appropriate in the sole discretion of the City, may be granted by the City.

10. Severability: This Agreement contains all matters considered by the parties. There have been no oral agreements made and this document shall reflect the entire agreement. The parties may amend this Agreement at any time by executing a signed written Addendum.

IN WITNESS WHEREOF, the parties, with the approval of their governing bodies and by and through their undersigned duly authorized representatives, execute this Agreement as follows:

Tracy Hegler, City Manager
City of Cayce

Witness as to City

Dated: _____

Witness as to City

Chris S. Cowan, Chief of Police
Cayce Police Department

Witness as to Cayce Chief of Police

Dated: _____

Witness as to Cayce Chief of Police

Dr. Brenda Hafner, Superintendent
Lexington County School District Two

Witness as to District

Dated: _____

Witness as to District

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: July 11, 2023

Subject: Bid Award – Cayce Street and Railroad Avenue Gravity Sewer Relocation

ISSUE

Council approval is needed to accept the bid proposal from TCO Construction, Inc. for the Gravity Sewer Relocation between Railroad Avenue and Cayce Street, and to authorize the City Manager to execute a contract between the City of Cayce and TCO Construction, Inc.

BACKGROUND

The sewer line that crosses the railroad tracks from Railroad Avenue to Cayce Street, near State Street, collapsed in November of 2021. The line was unable to be fixed or removed, and we have been using one of our pumps to bypass around the collapsed line. The City contracted with American Engineering Consultants, Inc. (AEC) to oversee the permitting, design, and construction for the project. We obtained approval from Norfolk Southern in May 2023 for a new bore that will be drilled in the same area as the old line and a new pipe will be laid. The project was advertised for bids immediately upon finalizing negotiations with Norfolk Southern.

On June 1, 2023, at 2:00 PM in Council Chambers, a bid opening was held for the project that will include construction of approximately 116 linear feet of 10-Inch PVC Gravity Sewer, boring of approximately 130 linear feet of 24-Inch Steel Casing with 10-Inch PVC Carrier Pipe, installation of three (3) new manholes, connections to the existing system, abandonment of existing gravity sewer lines, and all other necessary appurtenances. Four (4) bid packages were received and read aloud. The lowest responsive bidder for the project was TCO Construction, Inc. with a unit price bid total amount of \$274,559.00, which is within the budgeted amount approved by Council in the FY23 ARPA expenditure. AEC has reviewed all bids and provided a Recommendation of Award letter (attached).

RECOMMENDATION

Staff recommends City Council approve the lowest responsive bid from TCO Construction, Inc. in the amount of \$274,550.00, and authorize the City Manager to execute a contract between the City of Cayce and TCO Construction, Inc.



ENGINEERING CONSULTANTS, INC.

1300 12th Street, Suite A • P.O. Box 2299 • Cayce, SC 29171 • (803) 791-1400 • FAX: (803) 791-8110

ITEM IV. B

June 21, 2023

Ms. Tracy Hegler
City Manager
City of Cayce
P. O. Box 2004
Cayce, SC 29171

RE: Recommendation of Award
Gravity Sewer Relocation – Cayce Street and Railroad Street
AEC Project No. 22-029

Dear Ms. Hegler:

On Wednesday, June 1, 2023 at 2:00 PM, in the Council Chambers at Cayce City Hall, four (4) bid packages were received and read aloud for the above referenced project. Pursuant to the opening of the bids, and in accordance with the City's request, we have reviewed the bids taken for the project and the lowest responsive bidder for the project was TCO Construction, Inc. with a unit price bid total amount of \$274,559.00.

Based on a review of the bid documents, it is recommended that the City of Cayce award a contract for the construction of this project to TCO Construction Inc. in the amount of \$274,559.00. Upon your direction, we will prepare the Contract Documents for execution by the City and the Contractor.

Copies of the Bid Tabulation and Bid Certification are enclosed. Should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

American Engineering Consultants, Inc.

Craig A. Kirby, P.E.
Project Manager

Enclosures

cc: Ms. Betsy Catchings, Director of Utilities, City of Cayce

American Engineering Consultants, Inc.

**Gravity Sewer Relocation – Cayce Street and Railroad Street
CITY OF CAYCE**

BID DATE: June 1, 2023 at 2:00 PM

AEC Project No.: 22-029

Certified as Correct: 

Date: 6/2/23

Item	Description	Qty	Unit	G. H. Smith Construction, Inc.		TCO Construction Inc.		TNT, Inc.		Williams Infrastructure, LLC	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.	10-Inch PVC Pipe (C900-SDR 25) Sanitary Sewer In Place	116	LF	\$250.00	\$29,000.00	\$127.05	\$14,737.80	\$150.00	\$17,400.00	\$386.00	\$44,776.00
2.	Bore & Jack 24-Inch Steel Casing with 10-Inch PVC (C900-SDR 25) Carrier Pipe In Place	130	LF	\$2,000.00	\$260,000.00	\$1,200.66	\$156,085.80	\$1,300.00	\$169,000.00	\$1,230.00	\$159,900.00
3.	4' Diameter Precast Concrete Manhole w/ Epoxy Coating	3	EA	\$13,500.00	\$40,500.00	\$12,039.49	\$36,118.47	\$15,000.00	\$45,000.00	\$12,454.00	\$37,362.00
4.	Remove and Dispose of Existing 10-Inch Concrete Sanitary Sewer	76	LF	\$150.00	\$11,400.00	\$31.09	\$2,362.84	\$100.00	\$7,600.00	\$148.00	\$11,248.00
5.	Connect New Sanitary Sewer Line To Existing Manhole	2	EA	\$6,000.00	\$12,000.00	\$5,556.96	\$11,113.92	\$5,000.00	\$10,000.00	\$6,696.00	\$13,392.00
6.	Plug / Abandon Existing Sanitary Sewer Lines	1	LS	\$10,000.00	\$10,000.00	\$5,468.83	\$5,468.83	\$7,500.00	\$7,500.00	\$7,402.00	\$7,402.00
7.	Sawcut, Remove, and Replace Asphalt Roadway	18	SY	\$450.00	\$8,100.00	\$1,915.63	\$34,481.34	\$1,000.00	\$18,000.00	\$535.00	\$9,630.00
8.	Landscape / Gravel Parking Restoration and Erosion Control	1	LS	\$8,000.00	\$8,000.00	\$14,190.00	\$14,190.00	\$15,000.00	\$15,000.00	\$9,821.00	\$9,821.00
TOTAL BASE BID AMOUNT					\$379,000.00		\$274,559.00		\$289,500.00		* \$293,531.00

* Math Error

American Engineering Consultants, Inc.

BID TABULATION FORM

Gravity Sewer Relocation – Cayce Street and Railroad Street CITY OF CAYCE

BID DATE: June 1, 2023 at 2:00 PM

AEC Project No.: 22-029

CONTRACTOR		TOTAL BASE BID AMOUNT
G. H. Smith Construction, Inc.		\$379,000.00
LAD Construction LLC		NO BID
TCO Construction Inc.	1	\$274,559.00
TNT, Inc.	2	\$289,500.00
Williams Infrastructure LLC	3	\$293,531.00 *

* Math Error



**Minutes for the February 21, 2023 Regular Board Meeting
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, February 21, 2023 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:05 pm. A copy of the agenda was posted on the Housing Authority’s website. Roll call was conducted, and the following members of the Board were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Gloria Warner, Regional Property Manager
Commissioner	Johnetta Riley	Present	Lee McRoberts, Chief of Staff
Commissioner	Silvia Sullivan	Absent	Brianna Weston, Property Manager
Commissioner	Cheryl Seymour	Absent	Deneishia Graves, Accounting Manager
			Visitors:
			Stuart Jones, City of Cayce

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held December 13, 2022. Upon motion of Commissioner Smith, seconded by Commissioner Riley, the minutes were approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan			X
Commissioner	Cheryl Seymour			X

Mr. Sightler called for approval of the minutes for the Annual Meeting held December 13, 2022. Upon motion of Commissioner Sightler, seconded by Commissioner Smith, the minutes were approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan			X
Commissioner	Cheryl Seymour			X

CEO REPORT:

Mrs. Bean requested approval to move the April, 2023 meeting from April 18, 2023 to April 11, 2023 to accommodate the timely submission of the Annual Plan. This request is made annually to ensure the Plan is submitted to HUD by April 18, 2023. Upon motion of Chairman Sightler, seconded by Commissioner Smith it was approved to move the April 2023 meeting to April 11, 2023.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan			X
Commissioner	Cheryl Seymour			X

The Resident Advisory Board will meet virtually on March 7, 2023 to review the plan, make comments and ask questions. The RAB is comprised of different community members, the meetings will be held virtually to encourage participation and the links will be shared once finalized.

Mrs. Bean reported that an appeal has been made regarding the Public Housing Assessment System (PHAS) score. The appeal request has been partially approved by HUD – see attached letter. Final approval and a change in performance designation will be made by HUD once the audit for the fiscal year ending June 30, 2022 is submitted and reviewed by HUD.

Commissioner Smith asked if the appeal is successful will the PHAS score improve. Mrs. Bean said that staff is hopeful the appeal will add enough points back to the overall score to change the rating to “Standard”. Factors including higher than normal vacancies due to renovations and vacancies being incorrectly coded during the renovations played a part in the score and designation for this year, but the goal is to regain “High Performer” status.

Mrs. Bean said that a list of current Board members and terms was supplied as requested at the previous meeting.

Mrs. Bean said that an easement from 1982 granting the road at Spencer Place back to the City of Cayce was identified during legal research on the property and that was included in the Board report for review and has been supplied to the City of Cayce regarding ongoing conversations about maintenance and ownership of the road.

Commissioner Smith asked if any repairs have been made to the road. Mrs. Bean said that she is not aware of any repairs and that recently an individual whose car had been damaged on the road had been sent to the Columbia Housing offices by the City of Cayce. Mrs. Herrera said that she spoke to the individual and redirected him to the city after giving him a copy of the easement.

There was a general discussion regarding how maintenance of the road became an issue after the apartment complex Cayce Cove inquired about maintenance and upkeep in the previous year. During title research, the 1982 easement was discovered and forwarded to the City Manager. Mrs. Herrera said that she does not know how the city plans to proceed and has not spoken to the City Manager regarding the matter. Chairman Sightler asked City of Cayce representative Stuart Jones if he was aware of the City of Cayce’s position on the road. Mr. Jones said that he knows the matter is being reviewed by the City Manager and legal counsel at this time.

Chairman Sightler expressed concern for the residents of Spencer Place that use the road. Mrs. Bean said she shares his concerns and joins Cayce Cove in asking that repairs be made.

Commissioner Riley said that she would like to discuss the attendance policy for the Board. The roster distributed notes that the City of Cayce’s Committee Attendance Policy allows for members to be removed after missing 1/3 of regularly scheduled meetings within a 12-month period. Commissioner Riley said that she does not see a corresponding policy in the Cayce Housing bylaws and asked who tracks attendance for the Board.

Mrs. Bean said that the policy is the City of Cayce’s policy so they would be responsible for tracking attendance and implementing any consequences. Chairman Sightler said that attendance has only been an issue in the past when a quorum could not be reached and action taken. Commissioner Smith said that replacing members and finding people willing to serve has been an issue in the past. Commissioner Riley asked if attendance should be tracked internally in order to be in compliance with the City’s policy.

Mrs. Bean said that the bylaws can be amended to include an attendance policy if needed. Commissioner Riley said that flagrant disregard for the policy should be addressed and supports lining up the Cayce Housing bylaws with the City’s policy. Mrs. Bean said that she will distribute the current bylaws, involve legal and get input from the Commissioners to begin the process if the Board wishes to move forward. A resolution adopting the changes would then be presented at the to the full Board for approval.

Commissioner Riley motioned that the Cayce Housing bylaws be revised with the purpose of including attendance requirements, Chairman Sightler seconded the motion. Mrs. Bean suggested the motion be amended to state that the bylaws be reviewed and updated to ensure compliance with local, state and federal guidelines that include attendance requirements.

Commissioner Riley amended her previous motion that the Cayce Housing bylaws be reviewed and updated with purpose of being compliant with local, state and federal guidelines that include attendance requirements. Chairman Sightler seconded the motion and it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan			X
Commissioner	Cheryl Seymour			X

OPERATIONS REPORT:

Mrs. Bean asked Ms. Weston to deliver the Operations Report.

Ms. Weston presented the below Operations Report for December, January and February.

	December	January	February
Accounts sent to Magistrate	3	1	0
Account more than 30 days	7	3	4
Work Orders received	14	24	14
Work Orders Completed	7	24	12
Work Orders Remaining	7	0	2
Emergency Work Order	3	5	1

****Magistrate Update:**

Follow up from November 2022

Tenant that was taken to the Magistrate for eviction due to a lease violation was set-out in January, 2023.

December – 3 cases sent to the magistrate.

1 moved before court date was set, 1 paid her outstanding balance, 1 requested a court date.

January- 1 cases sent to the magistrate.

Tenant was taken to Court based on non-payment of rent, Judge found in CH's favor and ordered an eviction. Tenant moved out before the set-out occurred.

February - No cases sent to the magistrate.

Commissioner Riley thanked staff for providing the magistrate information and said it was helpful; she asked what the lease violation was for the set-out in January. Ms. Warner said that there was an unauthorized dog in the unit that exceeded the 20 lb. weight limit and had not been reported appropriately.

Mrs. Bean asked Mrs. Herrera to present the Development Report. Mrs. Herrera gave the Development Report. All contracts for the renovation work have been closed out and the work is now under warranty. The community building on Poplar St. is now vacant and staff is looking at options to best use the property; an analysis of converting the space to dwelling or reverting it to a management office is currently underway.

Staff is waiting on an environmental assessment to submit the final RAD conversion application to HUD. Suspected underground tanks were located near Poplar and Wilkinson from an old gas station and due to a lack of prior documentation additional testing has to be conducted. The work is expected take 4-6 weeks with additional jurisdictional and Board approvals needed during the process.

Mrs. Herrera said that staff anticipates being notified of the 2023 Capital Fund allocation soon and hopes to complete some of the remaining interior work at Poplar and Wilkinson and begin tree work with the funds. Additional work can be completed once the RAD conversion is complete with private financing.

Commissioner Riley asked when Cayce Public Safety moved out of the community building. Ms. Warner said that it was earlier this month. Chairman Sightler asked if all construction trailers have been removed from the properties; Mrs. Herrera said they have been removed. Commissioner Smith asked if staff checked on the roof that does not match the other roofs at Poplar and Wilkinson; Mrs. Herrera said that the roof was replaced fairly recently and for some reason not completed with shingles that matched the other units. It is a cosmetic difference and will be changed when the roof needs to be re-shingled. Commissioner Riley asked if a plan is in place to check on the community building at Poplar and Wilkinson as it is now empty; Ms. Warner said that property management staff is on the site weekly and that cameras are in place on the front of the building. Mrs. Bean stated that the cameras have helped reduce the criminal activity at the property. Commissioner Riley noted that the City of Cayce has recently enacted a new ordinance that penalizes property owners for excessive false alarm calls.

Mrs. Bean asked Ms. Graves to present the Financial Report. Ms. Graves gave the Financial Report.

	Current Period January 2023	Year-toDate Actuals	Year-toDate Budget	Variance
Public Housing				
Operating Income				
Tenant Revenue	6,795	41,301	49,223	(7,923)
HUD Operating Grant Revenue	13,447	97,659	87,225	10,434
COVID Operating Grant Revenue	-	-	-	0
CFP Operating Revenue	20,917	167,334	167,334	0
Other Revenue	806	1,586	1,954	(368)
Total Operating Income	41,965	307,880	305,737	2,143
Operating Expenses				
Administrative Expenses	5,042	52,902	57,757	(4,855)
Tenant Services	668	88,989	72,955	16,034
Utilities	1,204	10,276	3,442	6,834
Maintenance	8,024	82,450	55,993	26,457
Protective Services	448	3,357	3,865	(508)
Insurance Expense	929	6,505	6,376	129
Real Estate Taxes-PILOT	490	3,429	3,429	0
Other General Expenses, Collection Losses	-	-	-	0
Equipment Replacements	-	-	-	0
Total Routine Operating Expenses	16,805	247,908	203,817	44,091
Cash Flow (Deficit) from Operations	25,161	59,972	101,920	(41,948)

Mrs. Bean said that the budget is not performing at a level staff would like to see due to the costs associated with the renovations but expects it to return to better levels post-conversion. Mrs. Bean said that she would like to present the option of adding a travel and training budget line item to the upcoming FY 2024 budget as the current budget does not include those costs. A list of training opportunities was sent to the Board earlier in the year without addressing the potential budget impacts and discussion is needed as adding costs and the line item to future budgets will have a financial impact as funds are limited.

There was a general discussion regarding the option of adding a travel and training line item to future budgets. Chairman Sighter stated that he feels as if all resources should be focused on filling units, stabilizing operations and increasing revenue as the agency is just completing a large renovation project. Chairman Sightler also added that he supports training opportunities and understands that a line item for training could be added and that if it was not utilized it would not impact the finances of the agency. Mrs. Bean said that she strongly recommends adding the item to the budget for planning purposes and said that the Board can determine how much to allocate. Mrs. Herrera said that in her experience housing authorities of similar sizes typically budget between \$2,500 and \$5,000 annually for training and travel and that could be a good starting point for the budget that begins July 1, 2023 with regular review during the year to adjust if needed.

Mrs. Bean asked if the Board wants to delay any future training and travel until an approved budget is in place. Commissioner Riley said that she attended the Public Housing Authorities Directors Association meeting in January and had a good experience, she said she has also taken 2 NAHRO training classes in order to gain a Commissioner's Certification and is currently interested in attending the Carolina's Council Commissioner's Workshop at the end of March. Commissioner Riley asked if the current conversation impacts her attending the CCHRCO workshop. Mrs. Bean said that additional expenditures will increase the current budget deficit. Commissioner Riley asked if the units being fully reoccupied will help close the current budget gap; Mrs. Bean said that it will not impact things significantly this year. Commissioner Smith asked if rents will go up after the RAD conversion; Mrs. Herrera said that they will increase but

tenant's portion will remain 30% of their income. Chairman Sightler asked for additional information to be sent to the Board on the CCHRCO conference; Mrs. Bean said that the information was sent out in December and that it is a workshop for housing authority Commissioner's from NC and SC. The approximate cost of the trip per person is \$1500. Commissioner Riley said that she supports another Commissioner attending if they are interested and that she did not realize there would be a \$41,000 deficit when she expressed interest in attending earlier this year. Commissioner Smith said that he supports Commissioner Riley attending the Commissioner's Workshop, Chairman Sightler agreed that Commissioner Riley should attend.

ADJOURNMENT

There being no further business and upon motion of Commissioner Smith, seconded by Commissioner Riley, it was unanimously approved to end the meeting at 6:20 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer

**Minutes for the April 11, 2023 Regular Board Meeting
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, April 11, 2023 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:05 pm. A copy of the agenda was posted on the Housing Authority’s website. Roll call was conducted, and the following members of the Board were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Lucinda Herrera, Chief Development Officer
Commissioner	Johnetta Riley	Present (via Zoom)	Taleshia Stewart, SVP Resident & Strategic Initiatives
Commissioner	Silvia Sullivan	Present	Gloria Warner, Regional Property Manager
Commissioner	Cheryl Seymour	Present	Lee McRoberts, Chief of Staff
			Brianna Weston, Property Manager
			Marisa Stanley, Chief Financial Officer
			Deneishia Graves, Accounting Manager
			Damian White, Community Safety Manager
			Visitors:
			Mike Conley, City of Cayce
			Jarrett Epperson, City of Cayce
			Eric Rumberger, Cohn Reznick

Commissioner Smith opened with prayer.

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held February 21, 2023. Commissioner Sullivan made the motion and Commissioner Seymour seconded, Chairman Sightler then opened the floor for discussion regarding the minutes. Commissioner Sullivan said that she read the discussion regarding attendance and apologized for missing meetings during the previous year. Commissioner Sullivan said that she had experienced a death in the family and had been dealing with issues related to that matter; she said that she had considered resigning but met with Chairman Sightler who asked her to stay. Chairman Sightler thanked Commissioner Sullivan for her attendance and said that he had originally requested a copy of the current terms for Commissioner’s serving on the Board. The document the City supplied included their attendance policy which caught the attention of the Board. Chairman Sightler discussed the policy with the City Manager who directed the Board to handle attendance concerns within their ranks.

Chairman Sightler stated that there was a discrepancy in the financial report included in the minutes versus what was presented at the February meeting. The variance between the year to date actual cash flow compared to the year to date budgeted cash flow was stated as \$41k and the graph in the minutes shows a much higher amount. Mrs. Bean said that the

wrong report had been included in the minutes but would be corrected with the insertion of the correct report. Mrs. Bean said that the minutes could be approved with an amendment that allows for the report to be corrected.

There was a general discussion regarding whether the variance was a budget deficit or difference in actual versus budgeted totals. Mrs. Bean said that additional renovation costs had been added to the report incorrectly that was inserted in the minutes and that the report presented in February had not included all of those totals. Mrs. Stanley said that the Cayce Housing Authority does have a positive cash flow but that it is not as high as originally budgeted.

Chairman Sightler made a motion to defer the approval of the February 11, 2023 minutes to ensure the right report was included until the June meeting, seconded by Commissioner Smith, it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

Commissioner Sightler made a motion to approve the Agenda as presented, seconded by Commissioner Sullivan it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

AUDIT PRESENTATION:

Mrs. Bean introduced Eric Rumberger of Cohn Reznick, the auditing firm that conducted the audit, and asked him to present the audit to the Board.

Mr. Rumberger made the following presentation.

Audit Procedures and Results:

The Housing Authority of the City of Cayce (Cayce) is a quasi-governmental agency in receipt of federal funds subject to three sets of auditing standards and results in two Auditor’s Reports:

- Auditing standards generally accepted in the United States of America (GAAS).
- Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS or Yellow Book).
- Auditing Standards required by Uniform Guidance (UG) – No reporting required as under \$750k in federal funds.
- Both reports are unmodified (clean) opinions and no control deficiencies or noncompliance reported.

Testing required by Auditing Standards Generally Accepted in the United States of America:

- To provide an opinion on financial statement balances and footnote disclosures
- Risk based approach to test significant items on Statement of Net Position (balance sheet) and Statement of Revenues, Expenses, and Changes in Net Position (income statement)
- Financial statements contain both audited and unaudited information
- Unmodified opinion on the financial statements

Required Communication:

- Auditor’s Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards
- Express an opinion as to whether the financial statements, prepared by management, are fairly presented in all material respects, in conformity with the accounting principles adopted by Cayce
- Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
- Consider internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements
- Auditor’s Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards
 - Express an opinion as to whether the financial statements, prepared by management, are fairly presented in all material respects, in conformity with the accounting principles adopted by Cayce
 - Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement
 - Consider internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements
- Auditor’s Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards
 - Express an opinion as to whether the financial statements, prepared by management, are fairly presented in all material respects, in conformity with the accounting principles adopted by Cayce
 - Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement
 - Consider internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements
- Other Comments
 - Management is responsible for the selection and use of appropriate accounting policies
 - We noted no transactions entered into by Cayce and related accounting policies during the year for which there was a lack of authoritative guidance or consensus
 - There were no disagreements or difficulties with management
 - There were no consultations with other accountants regarding auditing or accounting matters
 - Significant estimates applicable to Cayce are as follows:
 - Allowance for doubtful accounts
 - Useful lives of capital assets
- Significant Audit Adjustments/Summary of Audit Differences
 - In connections with our procedures, there were no posted audit adjustments identified by CohnReznick

New Accounting Updates:

- Current year adoption of GASB 87 - Leases
- Audit reports impact by Statement on Auditing Standards 134
- Future period GASB pronouncements
 - GASB 96 – Subscription-Based Information Technology Arrangements (FY ‘23)
 - GASB 101 – Compensated Absences (FY ’25)

Mr. Rumberger opened the floor to questions. Chairman Sightler asked if the increase in net position from \$1.7 million in 2021 to \$1.9 million in 2022 was related to an increase in property values. Mr. Rumer said that the audit does not reflect real estate values but reflects capital assets and liabilities. Mrs. Bean thanked Mr. Rumberger for the presentation and work done to prepare the report.

Chairman Sightler called for a motion to accept the audit as presented by Cohn Reznick as information only. Upon motion of Commissioner Seymour, seconded by Commissioner Smith, it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		

Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

Commissioner Riley stated she wants to make sure the motion is clear that the report is only being accepted as information as the Board did not receive in time to review in depth. Mrs. Bean said that if questions arise, the Board may ask questions at any time.

ANNUAL PLAN:

Mrs. Bean introduced Senior Vice President of Resident and Strategic Initiatives Taleshia Stewart and asked her to present the 2023/2024 Annual Plan. Ms. Stewart said that HUD requires an annual plan to evaluate housing authorities strategic goals and report progress on those goals. The public comment period for the plan was from February 18, 2023 to April 4, 2023. A Resident Advisory Board meeting was held on March 7 to present the plan to Cayce Housing residents and receive their comments and questions. A virtual public hearing was held on April 5, 2023 to present the plan to the community and will be submitted to HUD on April 14, 2023 pending approval of the Board.

Mrs. Stewart presented the Strategic Goals and updates on progress.

Strategic Goal 1: Increase availability of quality, affordable housing by improving the quality of assisted housing.

Objectives:

- Continue public housing high performing status, with the public housing assessment strategy of ninety percent (90%) or greater.
- Maintain the public housing vacancies at a rate of two percent (2%) or less.

Progress:

- Cayce is a Standard Performing Agency with a score of 76% of its last assessment from HUD
- The current occupancy rate is 95.1%, with a vacancy rate of 4.9%.

Proposed Policy Changes:

- Implementation of new income limits, effective June 24, 2023.
- Convert all over-income families to nonpublic housing.
- Implementation of new nonpublic housing leases at Fair Market Rents.
- Provide families with 2 advance notices – beginning at 24 months and again at 12 months.
- Interim Income Reviews will be performed only if the annual adjusted income increases or decreases more than 10%.
- Streamlined verification consent form should only be signed once for each adult household member.
- EIV is not required at interims; may use other federal programs income data for verification.
- Increase standard deductions from \$400 to \$525 for families with a head, co-head or spouse who is elderly or a person with a disability.
- Allowances for unreimbursed health and medical care/disability expenses increased to 10% phased in over two years. – 5%; 7.5% and 10%.
- Extend a deduction for unreimbursed childcare expenses that causes economic hardships for 90 days with extensions as needed.
- Allow self certification of net assets if estimated to be at or below \$50,000.
- For eligibility and continued assistance, total assets cannot exceed \$100,000 and cannot own real estate suitable for occupancy.
- Streamlined recertifications every three years for households with 90% fixed income.

Strategic Goal 2: Promote self-sufficiency in assessment of families and individuals.

Objective:

- Increase the percentage of employed persons in assisted housing.

Progress:

- Established a plethora of economic and self-sufficiency opportunities for residents, by enlisting community partners and leveraging subject matter experts to deliver a COVID-19 friendly series of virtual workshops that foster economic independence and self-sufficiency. The series consists of monthly online sessions in the areas of:
 - Career Development/Employment,
 - Self-Sufficiency,
 - Health & Safety,
 - Technology,
 - Youth and Senior Programs.
- At three (3) residents attended self sufficiency training opportunities.

Strategic Goal 3: Ensure Equal Opportunity in providing Fair Housing for all.

Objectives:

- Continue affirmative measures that will facilitate access to suitable living environment regardless of race, color, national origin, religion, sex familial status and disability.
- Continue affirmative measures that will prove acceptable for persons with disabilities regardless of the unit size required.

Progress:

- Continue affirmative measures that will facilitate access to suitable living environment regardless of race, color, national origin, sex, familial status, and disability.
- Continue affirmative measures that will prove acceptable for persons with disabilities regardless of the unit size required.
- Review annually to ensure that practices are not in place that violate Fair Housing regulations.
- Residents are provided information on their rights under Fair Housing during initial lease-up.
- The CH Cares Coordinator handles resident complaints, hearings, and manages other issues and concerns brought forward by residents.
- CH ensures that team members participate in fair housing training annually.
- Standard Operating Procedures for Grievance Hearings were developed to ensure that residents are prepared and have a fair hearing process.

Strategic Goal 4: Capital Assets and Repositioning

Objective:

- Convert forty-one (41) public housing units to project-based vouchers.

Progress:

- Completed \$1.2 million dollars in renovation work.
- Submitted a conversion application in May 2023.
- Conversion approval will be completed by December 2023.

Mrs. Herrera added that additional issues were identified at Spencer Place following the \$1.2 million renovation and work is in progress to resolve those issues as many fall under within the warranty. Staff hopes to submit the RAD conversion application soon with the process complete by the end of the year. Additional renovations on units that were not rehabilitated in the first phase will begin after conversion is complete.

Commissioner Seymour stated that there had been multiple issues with her unit and Mrs. Herrera said that staff would be in touch to address them specifically. Commissioner Smith asked about the status of the unit on Byron St. that was damaged by a tree. Mrs. Herrera said that work on the unit had been completed and a family is currently occupying. Commissioner Sullivan asked about the tree work to be done that has been previously discussed. Mrs. Herrera said that a tree plan has been developed and that trees to be removed have been identified and that work will be done soon.

Mrs. Bean said that a motion is needed to approve the Annual Plan as presented. Chairman Sightler called for a motion to approve Resolution 2023-001: Approval of Annual Plan FY 2024, upon motion of Commissioner Riley, seconded by Commissioner Sullivan it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Johnetta Riley	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		

CEO REPORT:

Mrs. Bean asked Ms. Weston to deliver the Operations Report.

Ms. Weston presented the below Operations Report for February, March and April.

	February	March	April
Accounts sent to Magistrate	0	1	0
Account more than 30 days	4	2	1
Work Orders received	14	29	1
Work Orders Completed	12	18	0
Work Orders Remaining	2	11	1
Emergency Work Order	1	1	0

****Magistrate Update:**

February- zero cases sent to the magistrate.

March- one cases sent to the magistrate for non-payment of rent.

April- zero cases sent to the magistrate.

Ms. Weston stated that all work orders have been completed.

Chairman Sightler said that as previously discussed at the last regular meeting a review of the current Cayce Housing bylaws and possible update is currently being considered. Chairman Sightler said that a committee to review the bylaws will be formed and will consist of; Chairman Sightler, Commissioner Riley, Mrs. Bean and Attorney Campbell. Mrs. Bean said that Attorney Campbell will review and recommend updates to ensure compliance with state regulations if needed. A meeting of the Bylaws Committee will be scheduled soon to begin the review process. Commissioner Riley asked if the motion made at the previous meeting regarding reviewing the bylaws should be amended to broaden the bylaw review from just attendance; Mrs. Bean said that the motion included wording to ensure compliance with local, state, and federal regulations so no amendment was needed. Commissioner Riley asked if the Cayce Board could review the Columbia Housing bylaws during the process, Mrs. Bean said that she would share them with the Cayce Board.

ADJOURNMENT

There being no further business and upon motion of Commissioner Smith, seconded by Commissioner Sullivan, it was unanimously approved to end the meeting at 6:18 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer

**Cayce Historical Museum Commission
May 3, 2023 Meeting Minutes**

The May 3, 2023 meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 4:00 by Chair, James Stewart. The following individuals attended the meeting:

Name	Status
Archie Moore	Commissioner
Mary Sharpe	Commissioner (Excused Absence)
James Stewart	Commissioner (Chair)
A.G. Dantzler	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner (Excused Absence)
David Brinkman	Commissioner
Marcy Hayden	Commissioner
Andy Thomas	Cayce Museum Curator
Mike Conley	Assistant City Manager

Upcoming Events:

- 5/10 Legends of Cayce Event
- 5/27 CMC Strategic Planning Retreat (TBA)
- 6/3 Public Archeology Day
- 9/20 SC Federation of Museums Reception (TBA)

Invocation: Commissioner Dantzler

Action Items:

- Museum Fees
- Strategic Planning
- Old State Road NRHP Nomination Committee

April Meeting Minutes:

The Commission reviewed the previous meeting minutes. Commissioner Moore asked that include the paved portion of Old State Road under the report section. Vice Chair Sulton motioned that the meeting minutes be accepted and Commissioner Earle seconded the motion, and the minutes were approved.

Museum Staff Report:

Updates:

Crescent Roofing has completed the cabin roof. The African American exhibit is moving forward with finishing the panels for the exhibit and purchasing a display case. Cliff Spring completed interviews with five (5) “legends” for the Legends of Cayce event and for use in multimedia display for exhibit. The locks for the Firehouse have been replaced and research is being done to determine additional cameras for the outside areas of the museum. Several individuals and organizations have been contacted regarding the Guinyard Park House and tours. Unfortunately, at this time no one is available to assist with this project with the appropriate expertise. The Quarry presentation was well attended and may do more collaboration with them for future events and tours. Public Archaeology day will be held on June 3rd from 9am-3pm on the grounds of the Museum. Shovel testing has already been conducted by the Archaeology Society of SC-Midlands Chapter and will continue with additional work to document the archaeology of the Museum grounds. The Public Archaeology day is open to the public, free and will have children’s activities.

New Information:

- The SC Federation of Museums would like to host a reception at the Cayce Museum on Sept. 20th, 2023 from 5pm-6:30pm. This would be similar to the reception hosted last year for the Museum Directors Organization and will include music, bar and food. Mr. Thomas asked the Commission to take this item into consideration for approval. Commissioner Moore made a motion that the Cayce Museum host the event and it was seconded by Vice Chair Sulton. The motion passed.

New Acquisitions:

- The presenters from the Quarry lecture have offered to donate scrapbooks from the quarry with historical significance to Cayce and the surrounding area.

Committee Reports:

- The Old State Road National National Historic Register Committee reported that the project for Old State Road is moving forward with the research of maps and photos.. Commissioner Moore said that additional pictures need to be taken and has someone

donating time to cover the area with a drone. Chair Stewart said that he would assist with the project with maps and suggested also utilizing the county tax maps. Jeff is working on a “white paper” for the narrative.

Ongoing Business:

- The Committee for Strategic Planning is moving forward with planning a retreat tentatively scheduled for May 27th. The Innovation Center is available on this date, but a facilitator has not been confirmed. Tom Vismore, Mr. Chapman and the Weathers Group are in consideration currently and the Committee is awaiting their availability. Chair Stewart asked for Commissioners to consider additional dates through the summer months.
- The Fees Committee created a handout with pricing and rules for renting the Museum space. Due to the absence of both committee members, this handout is for information only and will be revisited at the next meeting.
- Christmas in Cayce event planning is beginning. Vice Chair Sulton has reviewed ideas and past programs with the Chair and Museum staff in addition to touring the Museum grounds. To improve this year's Christmas festivities, it is suggested that we utilize more of the outdoor areas, the front of the Museum and add better signage. Additionally, reenactors will need scripts and more organization to provide visitors with the most interaction. A committee has not been developed yet, but will be established by the June meeting.

New Business:

- Historical marker “grant” guidelines and budget need to be established as part of the ongoing work of the Museum in the community. In the past we have had several requests, but no guideline regarding which items will be approved and what the budget is for each. This item will be revisited at the next meeting in June.
- Museum Operational Budget-According to Mr. Conely, the Museum does not currently have an operational budget and other commissions do not have a budget. Chair Stewart has requested that this be considered. Mr. Conely said that it would need to be a City policy and considered on a case-by-case basis. Vice Chair Sulton said that she would also like the Commissioners to have more knowledge regarding the 12,000 Year History Park and be at the table for these discussions. Mr. Thomas and staff are currently working on this, but as of now it is not fully part of the work of this Commission and should be. This topic will be revisited.
- Cayce Historic Foundation is now incorporated and has a “draft by-laws.” The organization is not considered functioning and does not have officers. Vice Chair Sulton, Commissioner Hayden and Chair Stewart volunteer to serve on the Board of Directors, but are actively seeking individuals outside of the Museum Commissioners to serve. Updates on the progress will be reported to the Commission

Having no further business, Vice Chair Sulton motioned for the meeting to adjourn. The motion was seconded by Commissioner Earle and the meeting was adjourned at **5:06PM.**

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
May 11, 2023**

Present: Cindy Pedersen, Johnathon Moore, Alexis Moore, Meghan Lightle, Byron Thomas, Danny Creamer, Maxine Creamer, Ebony Reed

Absent: Dwede Dennis, Robert Cathcart

Guest: Carrie Ridgeway

City Representatives: Amanda Rowan, James Denny

Chairperson Moore called the meeting to order. Ms. Reed said the invocation and Mr. Moore led the group in the Pledge of Allegiance.

Review of March 9, 2023 Minutes:

Ms. Lightle made a motion to approve the minutes as written. Mr. Capps seconded and the motion passed unanimously.

Soiree on State:

Mr. Moore asked the committee for their feedback on the Soiree on State event. Ms. Reed stated she felt it went well but would like to see more variety in food trucks, while Ms. Moore thought the City should have additional face painters due to the wait time. Mr. Moore would like to set up the Committee tent in the future and hand out candy or popsicles. Mr. Capps stated the Jaycees offered to assist with events in the future. Mr. Moore asked the Committee to look over the list of suggested events gathered during the Soiree (see attached) and note which they would like to see the City host in the future. Ms. Reed suggested an idea of the “Taste of Cayce” involving local restaurants. Ms. Moore liked the idea of Art Crawls. Ms. Creamer liked the Lantern Tour suggestion. Mr. Moore requested members take the list home and circle their top five ideas.

Sport Subcommittee:

Mr. Capps researched three sports as possibilities for the Committee to host future events; 5K’s, Pickleball, and Disc Golf. He stated a race would have the shortest prep time but the committee would need to hire a race director. The location could move yearly to different areas of Cayce. The Committee would design shirts with sponsors and partners on the back.

Mr. Capps stated that the Cayce Tennis and Fitness Center has a new director who is more favorable to Pickleball. Mr. Capps stated there were no Pickleball events in Cayce. Ms. Rowan brought up that the Public Safety Foundation has a yearly Pickleball Tournament with the Police Department and Special Olympics. Pickleball and Disc Golf are two growing sports and considered “green sports” (eco-friendly). A partnership with Lexington Recreation and Aging would be possible.

Mr. Capps passed around a few discs and explained the purpose of each for Disc Golf. The Committee would need to create a special disc to hand out during an event. A course would need created: Mr. Capps suggested two courses, one for recreation and one for tournaments. This could start with a temporary course to gauge interest.

Marketing:

Mr. Moore suggested members take flyers to hand out for the Guided Nature Tour and encouraged members to think of ways to get the word out regarding events. He stated that the City posts City events on the City's website and social media.

Nature Tour:

The Guided Nature Tour with Dr. Rudy Mancke will take place on May 20th at 10:00 and again at 1:00 pm. Mr. Moore volunteered for the 10:00 tour with Mr. Denny. Ms. Pedersen volunteered for the 1:00 pm tour. Ms. Rowan explained the set up and where to meet. Mr. Moore stated that he wanted 3 volunteers for each time slot and asked members to email him if available.

Cayce Cool Down:

Ms. Rowan briefly went over the idea of the water cool down event. She stated that it would be a two-hour event in July for people to come out and enjoy water activities. Ms. Rowan provided the first day of school for Lexington Two. Ms. Pedersen made a motion to hold the event on July 29, 2023 from 11am-1:00pm. Mr. Capps seconded. The motion as passed.

New Business:

Ms. Pedersen suggested a mud event for kids. Mr. Denny explained that the City does not have the property to host that type of event. Mr. Moore requested that members bring any new ideas to the Committee.

With no further business a motion was made by Ms. Lightle to adjourn the meeting. Mr. Capps seconded and the meeting was adjourned.

Respectfully submitted by
Maxine Creamer

The next Events Committee meeting is June 8, 2023 at 5:30PM

COUNCIL ACTION REQUIRED

EVENTS COMMITTEE – ONE (1) POSITION

Mr. Robert Cathcart resigned from the Committee due to him no longer living in the City. The City has received a potential member application from Ms. Alyssa Daniel. Her application is attached for Council's review.

ZONING BOARD OF APPEALS – ONE (1) POSITION

Ms. Robin DiPietro resigned from the Board due to her no longer living in the City. The City has received a potential member application from Ms. Cindy Pedersen. Her application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions remain open until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

The Accommodations Tax Committee advises Council on the expenditure of local accommodations tax funds for the purpose of promoting tourism, the arts and cultural affairs in the community. Members are selected from the hospitality and lodging industries, as well as from the community at large. The Committee currently has two (2) open positions that must be filled by someone who works at a Cayce restaurant. There are no recommendations at this time.

BEAUTIFICATION FOUNDATION – TWO (2) POSITIONS

The Beautification Foundation is a 501 C (3) that plans, funds and implements projects to enhance the quality of life for the citizens of Cayce. The Foundation currently has two (2) open positions. There are no recommendations at this time.

PUBLIC SAFETY FOUNDATION – ONE (1) POSITION

The Public Safety Foundation is a 501 C (3) that raises funds to provide equipment and supplies to the Cayce Police and Fire Departments which are not available through other means. There are no recommendations at this time.

STANDARD TECHNICAL CODES BOARD OF APPEALS – ONE (1) POSITION

Reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

APPOINTMENT PROCESS

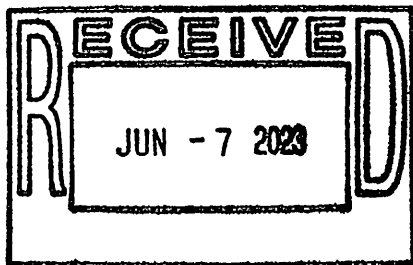
Cayce citizens have an opportunity to actively participate in the City through their services on a number of advisory boards, commissions, foundations and committees. These groups help shape and carry out policy.

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

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



CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Alyssa Daniel Date 06/07/2023

Home Address: Haynes Lane City, State, Zip Cayce, SC 29033

Telephone: 803- E-Mail: .

Resident of Cayce: Yes No Number of Years: 2

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee Cayce Housing Authority Events Committee
 Consolidated Board of Appeals Municipal Election Comm Museum Commission
 Planning Commission 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: Richland County Position: Systems Analyst and Project Leader

Address: 2020 Hampton Street City, State, Zip Columbia, SC 29204

Telephone: 803-576-1502 E-Mail: alyssa.daniel@richlandcountysc.gov

Work Experience: Department of Education (SC), Richland County

Educational Background: Bachelor Degree in Computer Science, Master's in Instructional Design

EdS completion in Educational Technology in early 2024

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

Professional: SC Women in Leadership

Volunteer Work: Converge SE, Far above Rubies

Hobbies: Reading, Crochet, Gardening

Return to:

Mendy Corder, Municipal Clerk

City of Cayce, PO Box 2004, Cayce, SC 29171-2004

Telephone: 803-550-9557 ♦ Fax: 803-796-9072 ♦ Email: mcorder@caycesc.gov



**CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

Name: Cynthia "Cindy" Pedersen

Home Address: Michaelmas Ave City, State, Zip: Cayce, SC 29033

Telephone: _____ E-Mail Address _____

Resident of Cayce: Yes No Number of Years: 25

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 X{ Board of Zoning Appeals

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

Work Address

Company: SCDHHS Position: Program Coordinator II

Address: 1801 Main Street P O Box 8206

City, State, Zip: Columbia, SC 29202-8206 Telephone: 803-898-2033

Fax: 803-255-8204 E-Mail: pedersen@scdhhs.gov

Work Experience:

1983-1989 – Empire Returns, Utica, NY; 1989-1990- Eli Witt Co., West Columbia, SC

1990-present – SC Dept. of Health and Human Services, Columbia, SC

Educational Background:

Regents Diploma, Waterville Central School 1979, BA, Potsdam College, 1983

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

Volunteer Work: Event Planning Committee, Mealtimes on Wheels, Breast Cancer Awareness, SC Guardian Ad litem Program, Animal Rescue, Christmas Traditions at the Cayce Historical Museum

Hobbies: Camping, gardening, dog sitting, music concerts and festivals

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**

