

Mayor  
Elise Partin

Mayor Pro-Tem  
Tara S. Almond

Council Members  
Phil Carter  
Eva Corley  
James E. Jenkins

City Manager  
Tracy Hegler



**City of Cayce  
Council Meeting  
Wednesday, February 20, 2019  
5:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
www.caycesc.gov**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance

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

**III. Presentations**

- A. Recognition of University of South Carolina CreateAthon Students for Creating New Branding for the 12,000 Year History Park
- B. Presentation by Mr. Richard Skipper, Executive Director of the Greater Cayce West Columbia Chamber of Commerce, re Proposed Events in the City of Cayce

**IV. Other**

- A. Discussion and Approval of Hospitality Tax Fund Request – River Alliance Request for a Required Local Match for the Connected Communities Grant for the 12,000 Year History Park
- B. Discussion and Approval of Hospitality Tax Fund Request – Staff Request for a Required Match for the Frink Street Sidewalk Project

**V. City Manager's Report**

**VI. Committee Matters**

- A. Appointments and Reappointments  
Planning Commission - Two (2) Positions

**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 arrangements relating to the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

- IX. Reconvene**
- X. Possible Actions by Council in follow up to Executive Session**
- XI. Adjourn**

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

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# Memorandum

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**To:** Mayor and Council  
**From:** John Rabon, Special Projects Coordinator  
**Date:** February 13, 2019  
**Subject:** Discussion and Approval of Hospitality Tax Funding Request

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## Issue

City Council approval is needed to utilize Hospitality Tax funds to make a grant award outside the annual application process.

## Discussion

The City has received a revised Hospitality Tax grant application from the River Alliance. The application requests \$10,000 to provide a match for the Connected Communities Grant Application. The grant will enable the River Alliance to design, procure, and install twenty-two exhibits in the 12,000 Year History Park.

The River Alliance previously submitted an application for this grant during the application period last fall, but the request was not recommended for funding by staff or approved for funding by Council at the February 5, 2019 Council meeting. A lower funding amount was recommended to Council at the regular meeting. Staff noted during the review process that the River Alliance had not used all of the funds allocated in 2018 and determined the recommended amount would be sufficient to meet the River Alliance's needs through June 20, 2019. Staff now recommends an additional \$10,000 in hospitality tax grant funds so that the River Alliance can meet the match requirement for the Connected Communities Grant, which was just approved, without making cuts in funding for its other programs and marketing that bring visitors to Cayce.

Attached for Council review is the revised grant application.

## Recommendation

Staff recommends Council approve a \$10,000 grant for the River Alliance to serve as the match for the Connected Communities Grant application.

**City of Cayce  
Hospitality Tax Grant:  
Information & Application  
2019**



City of Cayce  
1800 12<sup>th</sup> Street Extension  
P.O. Box 2004  
Cayce, SC 29171  
803-796-9020  
[www.caycesc.gov](http://www.caycesc.gov)

# Information

The City of Cayce, in August 2014, established a local hospitality tax for the purpose of funding the operation and maintenance of current tourism-related facilities and to fund projects and events that promote quality of life, tourism and recreation. As part of this, the City makes grant funding available to nonprofit organizations hosting events within the Cayce city limits.

Grant funding is available to nonprofit organizations through a competitive application process. Applications for funding are accepted annually during the fall for the following calendar year. Grant awards are finalized by City Council in January, to be spent during the remainder of the year. Additional information about the City of Cayce Hospitality Tax, including the grant application, can be found at: <http://www.caycesc.gov/htax.asp>.

This document includes all information necessary to learn about and apply for a Hospitality Tax grant. Please review the information carefully prior to submitting a grant application.

## I. Hospitality Tax Law

According to the South Carolina Local Hospitality Tax Act, the revenue generated by the hospitality tax must be used exclusively for the following purposes (Section 6-1-730):

- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and renourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) advertisements and promotions related to tourism development; or
- (6) water and sewer infrastructure to serve tourism-related demand.

NOTE: A **tourist** is defined as a person who does not reside in but rather enters temporarily, for reasons of recreation or leisure, the jurisdictional boundaries of a municipality for a municipal project or the immediate area of the project for a county project. (Section 6-1-760).

## II. Eligibility Criteria

Non-profit organizations are eligible to receive grant funding. Applicants must provide a letter from the IRS confirming nonprofit status **OR** confirmation of registration with the South Carolina Secretary of State's Office as a nonprofit organization.

Grant funding is available only for events located within Cayce city limits. There is currently a moratorium on the approval of any requests for events outside of the City of Cayce.

The City of Cayce **WILL NOT** award Hospitality Tax funds to individuals, fraternity or sorority organizations, religious organizations, or organizations that support and/or endorse political campaigns.

## III. Funding Guidelines

The primary purpose of the application **MUST** be tourism. Priority will be given to projects that:

- Promote dining at restaurants and other eating/drinking establishments in the City of Cayce.
- Promote and highlight the City of Cayce's historic and cultural venues, recreational facilities, and events.

Promotional materials for the event/project (including, but not limited to, brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."

#### **IV. Application Process**

Nonprofit organizations interested in applying for Hospitality Tax grant funding must complete a formal application and provide required supporting documentation. Applications for grant funding must be submitted on the City's current Hospitality Tax Grant Application; submissions made on any other form will not be considered. Incomplete applications will not be evaluated. Applications are accepted via email, mail or in-person delivery by close of business on the specified due date.

All applications for funding will be reviewed by City staff and the City Manager. Staff will make recommendations for grant funding to City Council who ultimately make the final determination of grant funding.

Applicants may be required to make a presentation to City Council. Council meetings are normally held on the first Tuesday of each month at 6:00 p.m. in Council Chambers at City Hall. Applicants will be notified if such a presentation is required.

#### **V. Grant Payments**

Hospitality Tax grants are reimbursable awards. The City of Cayce issues grant award checks after the submission of a reimbursement request form documenting all related expenses with copies of receipts, invoices and cleared checks. City staff will review all reimbursement requests and documentation against the original grant application and award criteria. Expenses not previously identified in the application will not be reimbursed.

After the reimbursement request form has been approved by the City, a check will be issued to the organization for reimbursement. Project/event vendors will **NOT** be paid by the City of Cayce; checks will be written only to the approved applicant. The approved applicant must submit an IRS Form W-9, Statement of Assurance, and a full budget for the project on file to receive reimbursement. The process of receiving a reimbursement grant check, after receipt and review of reimbursement form, takes approximately 10-15 business days.

If an organization is found to have unspent funding or has spent funding in any other way than as described and approved per the application, the funds must be returned to the City of Cayce. All requests for grant reimbursement must be submitted by December 31, 2019.

#### **VI. Reporting Requirements**

Within 30 days following completion of the project or event, the applicant must submit a final project report. The report must include:

- Number of people that attended the event
- Number of attendees from outside the City of Cayce
- How the attendance number was determined (i.e. sign-in log, zip code request, etc.)
- Final budget, including both income and expenses
- Copies of all advertisements or promotional materials associated with project
- Up to five photographs of the project/event, including one photo exhibiting acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds



## **2019 Hospitality Tax Application**

**Applications must be received by 5:00 p.m. Friday, November 16.**

Please review the full 2019 Hospitality Tax Grant Information and Application packet prior to submitting an application. To apply for a grant:

- 1. Complete and sign the Hospitality Tax Application.**  
Incomplete applications will not be evaluated.
- 2. Provide the following required attachments:**
  - Letter from IRS confirming nonprofit status OR confirmation of registration with the South Carolina Secretary of State as a nonprofit organization
  - List of current board of directors
  - Copy of liability insurance
  - Copies of financial statements for the last three years or for the period of time for which the organization has been in operation
- 3. Provide the following optional attachments:**
  - One additional page for project description
  - One additional page for budget justification of grant expenditures
- 4. Submit three copies of the application and attachments:**
  - Secure each application with a paper or binder clip (no report folders, please)
  - Email, mail or hand deliver the application:
    - E-mail: [jrabon@caycesc.gov](mailto:jrabon@caycesc.gov)
    - Mail: City of Cayce  
Hospitality Tax Grant Application  
PO Box 2004  
Cayce, SC 29171
    - Hand deliver: Cayce Municipal Complex, 1800 12<sup>th</sup> Street

**For questions regarding the application process, please contact John Rabon:  
803-796-9020 ext. 3045 or [jrabon@caycesc.gov](mailto:jrabon@caycesc.gov)**

## 2019 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name: Connected Communities Grant Wayside Exhibits - 12KYHP	
Project Address/Location: 12,000 Year History Park, Cayce, SC	
Project Date(s): March 2019 to February 2020	Amount Requested: \$10,000

Organization Information	
Organization: The River Alliance	
Mailing Address: 300 Candi Lane	
City/State/Zip: Columbia, SC 29210	
Phone: 803-765-2200	Alternate Phone:
Fax: 803-765-9600	E-Mail: mikedawson@riveralliance.org
Executive Director: Michael T. Dawson	
Contact Person (if other than Executive Director):	
How many years has this organization existed: 24	

Project Description
<p>Working with the City of Cayce, the River Alliance successfully advocated for and secured this Central Carolina Community Foundation Grant. This Connected Communities Grant funds an on-site interpretive package providing wayside exhibits for the 12,000 Year History Park (12KYHP) on Congaree Creek in Cayce, South Carolina. The grant includes exhibit design, procurement and installation of exhibits. It is a \$30,000 grant. This \$10,000 request is the required "Local Government Match". The \$40,000 total will result in 22 wayside exhibits for the 12KYHP. These will mirror the interpretive exhibits already used on the Three Rivers Greenway.</p>



### Tourist Information

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

Estimated number of attendees **from outside of Cayce** to be attracted: Currently 88%

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

During current tours at the 12,000 Year History Park, number of tourists are calculated by visitor zip codes and feedback from visitors. Cayce attendees are approximately 11.3%. Outside Cayce attendance is 88.7%.

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

The ultimate goal of the 12KYHP project is a Visitor's Center and Interpretive experience on the Congaree Creek. Our estimation for the complete 12,000 Year History Park is 150,000 visitors annually based on the "12,000 Year History Park Development Feasibility and Target Market Identification" report by David Pearlman, University of South Carolina Institute of Tourism Research. While the 12KYHP currently offers an excellent series of tours, these interpretive installations will allow year-round, all day, on-site recognition of the cultural resources on Congaree Creek. Cayce may choose to sample this traffic. The waysides are an enabling step toward the completed park.

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
See attached	
<b>Total Project Cost</b>	

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
See attached	
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
Central Carolina Community Foundation	Received	\$30,000
City of Cayce, Local Government Match	Requested	\$10,000
	<b>Total</b>	<b>\$40,000</b>

### Statement of Assurances/Certification

The applicant has reviewed the full 2019 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change/and or variation must be reported immediately, otherwise funding may be withheld.


If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- Financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised, shall be conducted in a manner that provides maximum competition. The grant recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Cayce upon request.
- Unspent funding or funding that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by Hospitality Tax funds.
- Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
- That the organization carries liability insurance in the amount of \$ 2,000,000 and agrees to include the City of Cayce as a named insured for purposes of this project. The organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity, and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2019 Information and Application document.

Board Chairperson Signature: 

Board Chairperson Name (printed): John McArthur

Date: February 13, 2019

Executive Director Signature: 

Executive Director Name (printed): Michael T. Dawson, CEO

Date: February 13, 2019

# Connected Communities Budget

## River Alliance

### PROJECT INCOME

	Requested	Committed	Total	Received (Interim)	Received (Final)
<b>Contributed Income</b>					
Local Government		\$10,000	\$10,000		
State Government			\$0		
Federal Government			\$0		
CCCF Request**		\$30,000	\$30,000		
Other Foundations*			\$0		
Corporations*			\$0		
Board/Individual Contributions			\$0		
Other*			\$0		
<b>Earned Income</b>			\$0		
Client Fees			\$0		
Membership Dues			\$0		
Contract Services*			\$0		
Publications and Products			\$0		
Ticket Sales			\$0		
Other*			\$0		
<b>Total Project Income</b>	\$0	\$40,000	\$40,000	\$0	\$0

### PROJECT EXPENSES

Please complete this section in detail with formulas used

	Foundation Request	Other Funding	Total	Expensed (Interim)	Expensed (Final)
<b>Personnel Expenses</b>					
<i>Salaries &amp; Wages*</i>					
Project Mgmt, Reporting & Accounting (RA)		\$0	\$0		
Project Coordination (City of Cayce)		\$0	\$0		
<i>Fringe Benefits</i>			\$0		
			\$0		
<b>Non-Personnel Expenses</b>			\$0		
<i>Assessment/Accountability</i>			\$0		
			\$0		
NPS Battle of Congaree Creek Wayside Exhibits	\$18,000		\$18,000		
SC Museum Wayside Exhibits	\$22,000		\$22,000		
Groundbreaking Event and Marketing		\$0	\$0		
			\$0		
<b>Total Project Expenses</b>	\$40,000	\$0	\$40,000	\$0	\$0
<b>Excess* (Deficiency)*</b>	\$0	\$0	\$0	\$0	\$0

\*Please list or explain

Rows can be added to include additional expenses.

**\*\*Challenge Portion: Grantee must provide at least a 30% match of the grant award.**

**\$9,000**

February 12, 2019

Mr. Michael Dawson  
CEO  
The River Alliance  
400 Rivermont Drive  
Columbia, SC 29210

Dear Mr. Dawson:

On behalf of the Board of Trustees of the Central Carolina Community Foundation, I am pleased to share that your application for a Connected Communities Grant for *12,000 Year History Park* has been approved in the amount of \$30,000.00.

The terms of the grant are enclosed. **Please review carefully.** If you accept these terms, sign and return the document to the Foundation by February 18, 2019. We will then process your payment according to the terms specified once the contract is returned.

We ask that you acknowledge the Foundation's support as part of any publicity or media coverage for the program.

The The River Alliance is an integral component for the cultural vitality of the Midlands region. Central Carolina Community Foundation is pleased to be a partner in this effort.

If I can be of any assistance, please call me at 803.978.7822.

Sincerely,

Erin E. Johnson  
Vice President for Community Investment  
EEJ/tbd

Enclosure

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# Memorandum

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**To:** Mayor and Council

**From:** Rachele Moody, Assistant to the City Manager

**Date:** February 20, 2019

**Subject:** Authorization to utilize Hospitality Tax Funding for a grant match

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## Issue

The City of Cayce received an \$180,000 grant from the South Carolina Department of Transportation (SCDOT) to install an ADA-compliant sidewalk on Frink Street, from 12<sup>th</sup> Street Extension to State Street. The grant project requires a \$278,874 grant match from the City.

## Discussion

The City of Cayce intends to improve pedestrian access along Frink Street, from 12<sup>th</sup> Street Extension to State Street, through the installation of a 5-foot wide sidewalk. The sidewalk will run along the south side of Frink Street and will provide a safe path for pedestrians who travel the road visiting the numerous businesses on Frink Street and the adjacent streets. Currently in the project area, 75% of the roadway has sidewalk sections. However, the sidewalks in place are not contiguous and the majority have a width less than four feet and are not ADA compliant. The existing sidewalk sections are broken, uneven, and have vegetation growing in the cracks.

The new sidewalk will be the primary pedestrian pathway that leads in and out of the Cayce arts district located at the intersection of State and Frink Streets. The sidewalk will provide pedestrian access to the art studios, businesses and food and drink establishments located on or adjacent to Frink Street, such as Steel Hands Brewery, Southern Essence Distillery, Henry's and the future Piecewise Coffee shop. The sidewalk will also provide a connector to the Cayce Riverwalk trailhead – pedestrians will be able to traverse Frink Street to State Street, head north on a State Street sidewalk for two blocks and access the trailhead.

Installation of the sidewalk will allow pedestrian access by visitors and tourists to the existing and future businesses on and around Frink Street. For this reason, staff recommends the use of Hospitality Tax Funds for the match requirement of the Frink Street Sidewalk Project.

## Recommendation

Staff recommends Council approve the expenditure of \$278,874 from the Hospitality Tax Fund to pay for the required grant match for the Frink Street Sidewalk Project.

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

**COUNCIL ACTION REQUIRED**

**PLANNING COMMISSION – TWO (2) POSITIONS**

The Planning Commission currently has two open positions. The City has received potential member applications from Mr. Joe Long and Mr. Stockton Wells. Staff Liaison and Planning & Development Director Carroll Williamson met with both applicants and recommends them for appointment. Mr. Long and Mr. Stockton's potential member applications are attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

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

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

Dr. Pete Cassidy was the Chairperson of the Accommodations Tax Committee, he passed away in August 2018. Mr. John Hert resigned from the committee in March 2018 after serving for 16 years. The other open position must be filled by someone from the motel industry in Cayce.

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

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

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

Mr. Vi'Dual Futch and Ms. Sarah Donnelley no longer live in the City.

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

The Foundation has no recommendation at this time.

**PLANNING COMMISSION – TWO (2) POSITIONS**

Mr. John Raley and Mr. Butch Broehm recently passed away.

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

The Foundation has no recommendations at this time.

CITY OF CAYCE  
POTENTIAL COMMITTEE MEMBER APPLICATION



Name: JOSEPH (JOE) D. LONG

Home Address N. Ave. City, State, Zip CAYCE, SC 29833

Telephone: 803-447-1177 E-Mail Address BLACKBARN@MAC.COM

Resident of Cayce:  Yes  No Number of Years 45 yrs

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

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

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

Work Address

Company: BLACKBARN (SELF) Position OWNER

Address: PO BOX 5114, W. COLUMBIA, SC 29169

City, State, Zip W. Columbia Telephone: 803-447-1177

Fax: — E-Mail BLACKBARN@MAC.COM

Work Experience: \_\_\_\_\_

Educational Background: R. EARLDHUS, BARBEMIDDLE, BC High, Univ. of South Carolina

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

Beautification Board, Beautification Fundation, HOA BOARD (4 yrs.)

Volunteer Work: Competitive Cheer JUDGE (South Carolina High school league)

SC cheerleading coaches Association

Hobbies: TRAVEL, WEIGHT LIFTING

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

\* BOARD MEMBER FOR CAMP CELEBRATION (camp for children w/ disabilities)



**CITY OF CAYCE  
POTENTIAL COMMITTEE MEMBER APPLICATION**



Name: E. Stockton Wells

Home Address:     Lyles Street City, State, Zip Cayce, SC 29033

Telephone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Resident of Cayce:  Yes  No      Number of Years   4  

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

**Work Address**

Company:   Merrill Lynch   Position   Junior Analyst  

Address:   1301 Gervais Street, Suite 1500  

City, State, Zip   Columbia, SC 29201   Telephone:   (800) 350-2817  

Fax:   (803) 741-5128   E-Mail   stockton.wells@ml.com  

**Work Experience:**   Currently employed as an Analyst with Merrill Lynch in Columbia; interned with BB&T, Waddell & Reed, and the SC State House during college.  

**Educational Background:**   University of South Carolina Class of 2018: Bachelors in Finance & Marketing  

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

  Simpsonville United Methodist Church, The Palmetto Club  

**Volunteer Work:**   Multiple international & domestic mission trips, fraternity partnership with Big Brothers  

  Big Sisters of Columbia  

**Hobbies:**   Gardening, Hunting  

\_\_\_\_\_