

Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Tara S. Almond Phil Carter Eva Corley	City Manager Rebecca Vance	Asst. City Manager Shaun M. Greenwood
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**City of Cayce
Council Meeting
Tuesday, December 5, 2017
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
November 7, 2017 Regular Meeting
November 21, 2017 Special Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations and Other

- A. Presentation by Ms. Joni Coleman re Lexington Two Innovation Center
- B. Presentation by City Manager re the City Receiving the South Carolina Municipal Insurance and Risk Fund Award
- C. Presentation by Mr. Carroll Williamson re an Update to the City's Property Registration Program
- D. Approval of 2018 Council Meeting Dates

IV. Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2017-15 Amending City Code Section 12-153 ("Provision for Reimbursement") of the Incentive Reimbursement Grant Program for Insurance Companies with Corporate Headquarters in the City - Second Reading
- B. Discussion and Approval of Ordinance 2017-16 Amending Article IV ("Rental, Non-Owner Occupied and Unoccupied Property Regulations") of Chapter 10 ("Buildings and Building Regulations") of the Cayce City Code – First Reading
- C. Consideration and Approval of Resolution Approving the City's Strategic Plan

V. City Manager's Report

VI. Committee Matters

- A. Approval to enter the following approved Committee Minutes into the City's Record
Museum Commission – October 4, 2017
Events Committee – October 12, 2017

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. Personnel Matter – Discussion of City Manager's annual evaluation, salary review and employment contract renewal

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.



Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Tara S. Almond Phil Carter Eva Corley	City Manager Rebecca Vance	Asst. City Manager Shaun M. Greenwood
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CITY OF CAYCE
Public Hearing and Regular Council Meeting
November 7, 2017

A Public Hearing was held at 6:00 p.m. in Council Chambers to obtain public comment on the proposed changes to the approved development agreement between the City of Cayce and Lexington School District Two to allow for an indoor sports arena on the Brookland-Cayce High School property. Those present included Mayor Pro Tem James Jenkins, Council Members Tara Almond, Phil Carter and Eva Corley, City Manager Rebecca Vance, Mendy Corder, Municipal Clerk, Garry Huddle, Municipal Treasurer, Public Safety Assistant Director Jim Crosland and City Attorney Danny Crowe. Mayor Pro Tem Jenkins asked if members of the press and the public were duly notified of the Public Hearing in accordance with the Freedom of Information Act. Ms. Corder confirmed they were notified.

Opening Statement

Mayor Pro Tem Jenkins stated that the Public Hearing was being held to hear any comments on the proposed changes to the development agreement between the City of Cayce and Lexington County School District Two.

Public Testimony

No one from the public in attendance offered any public testimony or comment.

Close Hearing

Mayor Pro Tem Jenkins closed the public hearing noting that no public comment was received.

The Council Meeting immediately followed the Public Hearing at 6:05 p.m. in Council Chambers. Those present included Mayor Pro Tem James Jenkins, Council Members Tara Almond, Phil Carter and Eva Corley, City Manager Rebecca Vance, Mendy Corder, Municipal Clerk, Garry Huddle, Municipal Treasurer, Public Safety Assistant Director Jim Crosland and City Attorney Danny Crowe.

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

Call to Order

Mayor Pro Tem Jenkins called the meeting to order. Council Member Almond gave the invocation. Mayor Pro Tem Jenkins led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Almond made a motion to approve the October 3, 2017 Regular Council Meeting minutes as written. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

A. Introduction of Miss Teen Cayce, Miss Savannah Furtick

Ms. Corder stated that Miss Savannah Furtick and was born and raised in the Gaston/Swansea area. She is 16 years old and a junior at Swansea High School. She is the daughter of Tommy and Cindy Furtick. Savannah is currently involved in several school clubs and activities such as Beta club, Student Council, FFA, and peer tutoring for their Special Education program. With winning the title of Teen Miss Cayce, Savannah is working on her platform with the Crohn's and Colitis Foundation. She hopes to not only help her work towards her next title, but to also change the community and touch many people's lives who have dealt with this same disease. Savannah looks forward to representing Cayce in July at Little Miss Teen South Carolina. Mayor Pro Tem Jenkins congratulated Miss Furtick.

Proclamations

A. Approval and Proclamation – Arbor Day

Council Member Carter made a motion to approve the Proclamation recognizing December 1, 2017 as Arbor Day in Cayce. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Ordinances

A. Discussion and Approval of Ordinance 2017-10 Amending the City's Flood Damage Prevention Ordinance (Section 6.9-1 of the City Zoning Ordinance) – Second Reading

Council Member Almond made a motion to approve Ordinance 2017-10 on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of 2017-11 Amending Article 2 and Sections 5.6, 5.6-2, 5.6-3 and 9-8 of the City Zoning Ordinance Relating to Carports, Accessory Buildings, and Storage of Campers, Recreational Vehicles and Boats in Residential Districts – Second Reading

Council Member Almond made a motion to approve Ordinance 2017-11 on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- C. Discussion and Approval of Ordinance 2017-12 Amending PDD Plan for Property with Existing Zoning Classification of PDD-MU, Planned Development District, Mixed Use – Second Reading

Council Member Almond made a motion to approve Ordinance 2017-12 on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- D. Discussion and Approval of Ordinance 2017-13 Amending the Development Agreement with Lexington County School District Two for Land Use Development of Brookland Cayce High School – First Reading

Council Member Almond made a motion to approve Ordinance 2017-13 on First Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- E. Discussion and Approval of Ordinance 2017-14 Repealing the Temporary Moratorium on Special Exceptions under Zoning Ordinance Section 9.8 for Parking and Storage of Campers, Recreational Vehicles or Boats in Front or Side Yards in Residential Districts – First Reading

Council Member Corley made a motion to approve Ordinance 2017-14 on First Reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that the City's winter edition newsletter will be delivered to residents on November 15. She stated that the Hunters Mill neighborhood is receiving

free recycling roll carts through a grant from SCDHEC. She stated that Hospitality Tax Grant applications are due to the City by November 17. This will be for events planned to be held in 2018. Ms. Vance stated that the tanks on the Water Plant property are being painted along with the tanks that are on Hwy 321. They will have the City's new logo put on them as well. She stated that work has started on the new water tank on Alex Street which will also have the City's new logo. Chief Snellgrove was accepted into the Riley Institute Diversity Leaders Initiative at Furman University. She stated that the Town of Lexington is taking over Carolina Water System's I-20 Regional Plant and the flow from that plant will start coming to Cayce by December 1.

Committee Matters

- A. Approval to enter the following approved Committee Minutes into the City's Record

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

Museum Commission – September 6, 2017
Events Committee – September 14, 2017
Planning Commission – September 18, 2017

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

- B. Appointments and Reappointments
Cayce Housing Authority – One (1) Position
Events Committee – One (1) Position

Council Member Corley made a motion to appoint Mr. Edward Landry to the Cayce Housing Authority. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member Carter made a motion to appoint Ms. Adaylia Stark to the Events Committee. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

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

Mayor Pro Tem Jenkins stated that there was not any items that needed to be discussed in Executive Session.

Adjourn

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 6:19 p.m.

James Jenkins, Mayor Pro Tem

ATTEST:

Mendy C. Corder, Municipal Clerk

Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Tara S. Almond Phil Carter Eva Corley	City Manager Rebecca Vance	Asst. City Manager Shaun M. Greenwood
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**City of Cayce
Special Council Meeting
November 21, 2017**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley and James Jenkins. City Manager Rebecca Vance, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Special Projects/Grants Manager Rachelle Moody, Planning and Development Director Carroll Williamson, and Director of Public Safety Byron Snellgrove 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 Corley gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance. She announced that Council Member Phil Carter was unable to attend the meeting due to an illness.

Public Comment Regarding Items on the Agenda

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

Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2017-13 Amending the Development Agreement with Lexington County School District Two for Land Use Development of Brookland Cayce High School – Second Reading

Council Member Almond made a motion to approve Ordinance 2017-13 on second reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2017-14 Repealing the Temporary Moratorium on Special Exceptions under Zoning Ordinance Section 9.8 for Parking and Storage of Campers, Recreational Vehicles or Boats in Front or Side yards in Residential Districts – Second Reading

Council Member Almond made a motion to approve Ordinance 2017-14 on second reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2017-15 Amending City Code Section 12-153 ("Provision for Reimbursement") of the Incentive Reimbursement Grant Program for Insurance Companies with Corporate Headquarters in the City – First Reading

Council Member Almond made a motion to approve Ordinance 2017-15 on first reading. Council Member Corley seconded the motion. Ms. Vance stated that the Ordinance was following the settlement agreement that was recently approved. She stated that it was a continuation of the Incentive Ordinance that has been in place and continues it for ten more years which is the length of the settlement agreement. The question was called and unanimously approved by roll call vote.

D. Consideration and Approval of Resolution Approving Amendment to Settlement Agreement with Lexington County School District Two

Council Member Almond made a motion to approve the Resolution. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that the date for the spring Soiree on State has been set for Saturday, April 14, 2018. She stated that the County TIF extension was approved. She stated that the alleyway project behind State Street was finished and looks fantastic. She stated that staff would give an update on the City's property registration program at the December 5 Council Meeting. She stated that Mr. Carroll Williamson has proposed a few amendments to the program that will make it easier on staff and applicants. She stated staff will also have a Resolution to approve the City's Strategic Plan at the December 5 Council Meeting.

Ms. Vance stated that staff has engaged The Retail Coach to look at sixteen to eighteen properties in the City and prepare profiles for the properties and come up with redevelopment options for them as well. She stated that staff has started meeting with property owners on Knox Abbott Drive regarding the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. She stated that there are seven sites that will be directly impacted by the project and three of the sites are owned by the same person. She stated that staff plans to visit each business on Knox Abbott Drive before the project starts to inform them of the upcoming project and sign a document stating they did receive the notification.

Committee Matters

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

Council Member Almond made a motion to appoint Ms. Sarah Donnelley to the Events Committee. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

Mayor Partin stated that she hoped Council Member Carter feels better soon and does not have the flu.

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 an agreement with SCE&G for relocation services and other work in progress

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

VII. B.

Council Member Almond made a motion to approve the agreement with SCE&G for relocation services, authorize the City Manager to sign the agreement and authorize payment from the City's General Fund. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Jenkins made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:28 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

City of Cayce

2018 Council Meeting Dates

The City of Cayce Council meets the first Tuesday each month at 6:00 p.m. Date and/or time may change due to conflicts in schedules. Citizens may meet with the Mayor at 5:00 p.m. prior to each meeting.

Special Council Meetings are tentatively scheduled for the third Wednesday of each month at 5:00 p.m. In August 2018 the Special Council Meeting will be held the fourth Wednesday of the month.

January 2, 2018

February 6, 2018

March 6, 2018

April 3, 2018

May 1, 2018

June 5, 2018

July 3, 2018

August 7, 2018

September 4, 2018

October 2, 2018

November 13, 2018*

December 4, 2018

*The November Council Meeting was rescheduled due to the first Tuesday being Election Day. Other meetings may be called on an as needed basis. Meetings are held in Council Chambers located at 1800 12th Street, Cayce, SC unless otherwise noted. All meetings are open to the public.

STATE OF SOUTH CAROLINA)	ORDINANCE 2017-15
)	AMENDING CITY CODE SECTION 12-153
COUNTY OF LEXINGTON)	(“PROVISION FOR REIMBURSEMENT”) OF
)	THE INCENTIVE REIMBURSEMENT GRANT
CITY OF CAYCE)	PROGRAM FOR INSURANCE COMPANIES
)	WITH CORPORATE HEADQUARTERS
)	IN THE CITY

WHEREAS, the City Council, in 2014, amended the City Code to add a new Article VI (“Incentive Reimbursement Grant Program for Insurance Companies with Corporate Headquarters in the City”) to Chapter 12 (“Businesses”); and

WHEREAS, the Council now has determined that it is appropriate to amend, for future years beginning with 2019, the amount of reimbursement set out in Section 12-153 (“Provision for reimbursement”) of the Program; and

WHEREAS, the Council further has determined that it would be beneficial to both the City and the insurance companies participating in the Program to provide advance notice of future changes in the reimbursement amount provided by the Program, and to enact such changes to take effect on specified future dates,

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

(1) Effective January 1, 2019 and until January 1, 2024, the reimbursement grant amount set out in Section 12-153 of the City Code shall be “eighty percent (80%)”, rather than “sixty-two and one-half percent (62.5%)”, and Section 12-153 is hereby so amended.

(2) Effective January 1, 2024 and until January 1, 2029, the reimbursement grant amount set out in Section 12-153 of the City Code shall be “eighty-two and one-half percent (82.5%)”, rather than “eighty percent (80%)”, and Section 12-153 is hereby so amended.

(3) All other provisions of Section 12-153 shall remain in effect.

This Ordinance shall be in effect from the date of final reading and adoption with the changes in language of Section 12-153 to take effect as provided herein.

DONE IN MEETING DULY ASSEMBLED, this ____ day of _____,
2017.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: _____

Second reading and adoption: _____

Approved as to form: _____
City Attorney

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Carroll Williamson, Planning and Development Director

Date: December 1, 2017

Subject: First Reading of an Ordinance Amending Article IV of Section 10 of the Cayce City Code

ISSUE

Council approval is needed for the First Reading of an Ordinance amending Article IV of Section 10 (“Rental, Non-Owner Occupied and Unoccupied Property Regulations”) to include substituting the word “registration” for the word “permit” throughout the article since no physical permit is issued and to remove the requirement for a listing of tenant names and contact information as a part of registration but to require certain tenant information upon specific request of the City.

BACKGROUND/DISCUSSION

On December 16, 2015, the City of Cayce adopted Article IV of Section 10 to establish the property registration program. The Ordinance originally stated that each owner of these properties would be obtaining a permit from the City annually. However, the owners are actually *registering* the property annually, but not obtaining a permit.

During the two years that this program has been operating, P&D staff have received numerous complaints about the requirement that tenants’ names and contact information be provided on the application because it appeared to be an invasion of privacy. To address that concern, staff is recommending that this requirement be removed from Section 10-99 of the Ordinance. However, additional language is recommended to be added to Section 10-82 that requires that the owner or responsible party provide the City with tenant names and contact information upon request within 24 hours. Additionally, language was added to specifically require that the current number of occupants be provided on the annual registration application.

RECOMMENDATION

Staff recommends Council approve First Reading of an Ordinance amending Article IV of Section 10 (“Rental, Non-Owner Occupied and Unoccupied Property Regulations”) of the Cayce City Code.

Chapter 10

Article IV. Rental, Non-Owner Occupied and Unoccupied Property Regulations

Sec. 10-80. Definitions.

Unless otherwise expressly stated, the following terms shall, for the purposes of this Article, have the meanings shown in this Section. When terms are not defined, through the methods authorized by this Section, such terms shall have their ordinarily accepted meaning such as the context implies.

Non-Owner Occupied – A property that is occupied by someone other than the purchaser or owner of a property.

Occupant – A family as defined by the City of Cayce Zoning Ordinance or an individual unrelated by blood to a second degree of consanguinity, marriage, adoption, or guardianship to any other occupant of the dwelling unit. A family of related persons shall be counted as one occupant.

Offense – any violation of local, state, or federal statutes or ordinances which results in a forfeiture of bond, plea of guilty, no contest, acceptance into Pre-Trial Intervention, Alcohol Education Program or a determination of guilt by a court or a jury. For purposes of this ordinance, all violations for which charges are made during one response by law enforcement officers which result in a forfeiture of bond, acceptance into a Pre-Trial Intervention Program, Alcohol Education Program, conviction, or a plea of guilty or no contest, collectively shall be deemed one offense.

Owner – any person, firm or corporation having a legal or equitable title in the property; or recorded in the official records of the state, county or municipality as holding title.

Residential Rental Unit – means that portion of a dwelling for which payment or other consideration, including performance of general maintenance, payment of utilities or other fees, or similar in-kind services, is being made to an owner, agent, or manager for the use and occupancy of that portion as a living facility. For purposes of this ordinance, the term rental unit is limited to single household dwellings, two household dwellings (duplex), three household dwellings (triplex), four household dwellings (quadraplex), townhouses, and boarding houses. . Exceptions shall be the following:

- a) Single, two, three, or four household dwelling within a horizontal property regime or;
- b) Dwellings occupied by individuals who are under a written contract to purchase the residence after the contract has been reviewed for validity of purchase by the City Attorney and the Director of Planning and Development.

Whenever the words “rental unit” are stated in this Article, they shall be construed as though they were followed by the words “or any part thereof.”

Townhouses – Dwelling units constructed in a series or group of attached units with property lines separating such units.

Unoccupied – Any property that lacks continued presence of human beings who have a legal right to be on the property, or where any substantial lawful residential occupancy or business operations has ceased for at least six months.

Violation – Breach of law.

Sec. 10-81. Rental, Non-Owner Occupied and Unoccupied Registration Required.

- a. No owner, whether a person, firm or corporation, shall operate any residential rental, non-owner occupied or unoccupied unit as defined in Sec. 10-80 unless that owner holds a current registration issued by the City of Cayce for the property named therein.
- b. Registrations are not transferable from any owner to another.
- c. The registration year shall begin on January 1st and end on December 31st.
- d. Renewals of registrations after April 15th will be considered late and will be assigned any late fees designated in this ordinance.
- e. The required registration fee as defined by Section 10-97 may be paid beginning January 1st but no later than the 15th of April each year.
- f. If the registration fee is not paid by April 15th then on April 16th the City of Cayce shall issue a Uniform Ordinance Summons to the property owner for appearance in Municipal Court.
- g. The Property Owner may be subject to other code enforcement action depending upon the circumstances.

Sec. 10-82. Application.

Applications to operate residential rental, non-owner occupied or unoccupied units and for renewal thereof shall be on a form provided by the City of Cayce. Such form shall set forth the owner's name, address, and telephone number, the unit address, the name of the person, firm, or corporation located within a seventy-five (75) mile radius of the City of Cayce responsible for the care and maintenance of the building, number of current occupants and additional information as outlined on the application for rental housing. Upon request from the City of Cayce, the owner or responsible party shall provide within 24 hours the names and contact information for each of the occupants, for City of Cayce use only.

Sec. 10-83. Issuance or Refusal of Rental, Non-Owner Occupied and Unoccupied Property Registration.

The City of Cayce shall issue a Rental Registration for rental, non-owner occupied or unoccupied properties to the applicant upon proof of the following:

- a) The property is in compliance with all applicable City Ordinances; and
- b) All fees have been paid as required by Section 10-97 of this Article.

Sec. 10-84. Property Owner, Person in Charge, and Occupant.

- a) A registration will not be issued or renewed to a person, firm, or corporation who does not either reside in or have an office within a seventy-five (75) mile radius of the City of Cayce, unless a Person in Charge is designated. The Person in Charge must reside in or have an office within a seventy-five (75) mile radius of the City and be able to act as the agent for the owner. The Director of Planning and Development shall be notified in writing if there is a change of owner or Person in Charge within fourteen (14) days of the change.

- b) The Property Owner, the Person in Charge, and Occupants shall maintain all residential rental, non-owner occupied or unoccupied units under their control, or in which they are located, in compliance with the City Codes.
- c) The Property Owner, the Person in Charge, and Occupants shall be liable for occupancy violations within rental, non-owner occupied or unoccupied residences of their control or in which they are located.
- d) For every residential rental, non-owner occupied or unoccupied unit, the Owner or Person in Charge shall be responsible for the repair and maintenance of the common areas of the dwelling and responding to service requests and emergency needs, including entry into units where an emergency appears to exist. Such person or persons shall be situated close enough to the dwelling as to be able to service tenant and emergency calls with reasonable dispatch. The Owner shall advise the tenants individually of the names, addresses, and telephone numbers of such Owner and/or Person in Charge.

Sec. 10-85. Reserved.

Sec. 10-86. Offenses and Assignment of Offenses.

- a) For purposes of this ordinance, offenses shall include any Federal or state, law or regulation or any City ordinance or regulation.
- b) Offenses shall apply towards revocation of the registration for residential rental, non-owner occupied or unoccupied units as follows:
 - (1) Single household dwellings, townhouses, and boarding houses. Offenses that occur anywhere on the property shall apply to the registered dwelling unit.
 - (2) Duplex, Triplex and Quadraplex:
 - (a) Offenses that occur within an individual unit shall apply to that unit.
 - (b) Offenses occurring outside of the units shall be assigned to the unit responsible as determined by the investigating party for the offense.
 - (c) Offenses committed by the Property Owner and/or Person in Charge shall be assigned to both units.
 - (d) When a duplex is issued one registration at the request of the owner, any offense within any dwelling unit will be apply to the duplex.

Sec. 10-87. Requirement for Revocation Hearings

City Council shall hold Revocation Hearings as follows:

- (1) Occupancy. Violation of occupancy regulations shall be grounds for declaring the rental, non-owner occupied or unoccupied unit a nuisance property. A revocation hearing date will be established by City Council within 60 days of the offense. The Director of Planning and Development shall issue a notice by certified mail or any other means available to ensure delivery to the Property Owner and Person in Charge

noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the Director of Planning and Development.

(2) Other Offenses

(a) Warning Notice. A City of Cayce Codes Enforcement Officer shall send written notification to the Property Owner and Person in Charge of any violations of Federal or state law or regulation or any City ordinances or regulations that occur at properties governed by this Article. The Director of Planning and Development shall provide an advisory notice by first class, certified mail or any other means available to ensure delivery to the Property Owner and Person in Charge of any rental, non-owner occupied or unoccupied property whenever three offenses of the City of Cayce Code of Ordinances or regulations or any state or Federal law or regulations have occurred individually or in combination at the property within a twenty-four (24) month period. The twenty-four month period shall commence on the day of the first offense. This notice shall advise the Property Owner and Person in Charge that the property has been identified as a potential problem property and advise them of the consequences of continued offenses on this property. This notice shall be maintained by the Director of Planning and Development and made available as necessary.

(b) Notice of Revocation Hearing. When another offense occurs within twelve (12) months after the issuance of the warning notice, this shall be grounds to declare the rental unit a nuisance property. A revocation hearing will be established by City Council within 60 days of the last offense. The Director of Planning and Development shall issue a notice by certified mail or any other means available to ensure delivery to the Owner and the Person in Charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the Director of Planning and Development.

Sec. 10-88. City Council Hearing.

- (a) The written notice by the Director of Planning and Development for a revocation hearing shall be delivered by personal service, certified mail or any other means available and shall include the time and place at which the hearing is to be held which shall be at a regular or special Council meeting. The notice shall also contain a brief statement of the reasons for revocation hearing and a copy of the applicable provisions of the Code of Ordinances.
- (b) The Director of Planning and Development shall provide City Council with a written report outlining the circumstances for declaring the rental property as a nuisance property. All documents relating to the property shall be available prior to the hearing for review by all parties.

Sec. 10-89. Notice of Revocation

Upon City Council's decision, the Director of Planning and Development shall notify the Property Owner and/or the Person in Charge of the revocation by written notice sent by certified mail or delivered in person. The notice shall advise the Property Owner and/or the Person in Charge of the property address, the effective dates of the revocation, the

reason for the revocation, the effect of the revocation on the property, and penalties that can be imposed for violation of the revocation and appeal rights and procedures.

The Director of Planning and Development shall set forth the effective date of the revocation as and if modified by City Council in such manner so that revocation commences on the first day following expiration of the lease or leases in force provided such lease or leases are not for more than a one (1) year period. The Owner shall provide the Director of Planning and Development with a copy of the current lease to determine the appropriate dates. If no lease is provided then the Director of Planning and Development shall set the effective date as the first day following the annual registration renewal date. When there is no lease in force or when the lease or leases are for periods greater than one year, revocation shall commence upon the first day following the annual registration renewal date. Any additional offenses which occur between the revocation date and the commencement of revocation date shall automatically increase the revocation by three (3) months per offense.

Sec. 10-90. Effect of Revocation.

Upon the commencement of revocation, the property shall be secured and no person, firm or corporation shall operate or rent/lease to another for residential occupancy any dwelling unit or rooming unit during such time that the registration for such unit is revoked.

Sec. 10-91. Notification Exemption.

Residential rental, non-owner occupied or unoccupied properties are exempt from the notification requirements, as given in the Codes, when they have not obtained a valid registration as required by this ordinance. Properties operating without a valid registration shall receive one (1) written warning and twenty (20) working days to comply. If an owner is convicted of a violation of Section 10-81 of the City of Cayce Code of Ordinances, the property shall not be eligible for a registration for a period of six (6) months after the conviction.

Sec. 10-92. Defense.

When tenants are guilty of offenses resulting in a revocation notice, the Property Owner may request a suspension of revocation proceedings by providing written evidence of the initiation of eviction proceedings against the culpable tenants. If the tenants are evicted, the Property Owner may request termination of the revocation proceedings. If revocation has been suspended but the tenants are not evicted, revocation proceedings will be reinstated by the City.

Sec. 10-93. Appeals/Revocation Hearing before City Council.

- (a) Any person aggrieved by a decision or a denial of a registration by the City of Cayce may appeal the decision to City Council by filing a written request stating the reasons for the grievance with the Director of Planning and Development within ten (10) days after the payment of the assessment under protest or notice of denial is received.
- (b) An appeal or a hearing on revocation shall be held by City Council within forty-five (45) days after receipt of a request for appeal or service of notice of revocation at a

regular or special meeting of which the Property Owner and/or the Person in Charge has been given written notice. At such hearing all parties shall have the right to be represented by counsel, to present testimony and evidence and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by Council shall govern the hearing. City Council shall by majority vote of members present render a written decision based on findings of fact and application of the standards herein which shall be served upon all parties or their representatives and shall be final.

Sec. 10-94. Change of Ownership.

Any person, firm, or corporation who has purchased or has a legally binding contract to purchase a property whose registration has been revoked pursuant to this Article under another owner, may apply for a new registration.

Sec. 10-95. Confidentiality.

Nothing in this Section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any inquiries regarding offenses resulting from enrollment into the Pre-Trial Intervention Program will be administered by the Chief of Police.

Sec. 10-96. Offenses.

Any person violating any provision of this Article shall be deemed guilty of a misdemeanor offense and shall be subject to the penalties outlined in Section 1-6. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for this Article.

Sec. 10-97. Registration Fee.

- a. The annual registration fee shall be \$0.
- b. Upon determination that a property owner has failed to obtain a registration, a late registration fee shall be assessed at \$100 for each year the residential rental, non-owner occupied, or unoccupied property has not been registered.
- c. All required fees shall be paid before a registration is issued.

Sec. 10-98. Severability.

The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. It is hereby declared that the intent of the Council is that this Ordinance would have been adopted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

Sec. 10-99. Occupancy Label Required.

- (a) Effective January 1, 2016, an Occupancy Label signed and issued by the Director of Planning and Development shall be affixed to one of the following locations as determined by the owner of the property: the interior side of the main door of the residence, or on the exterior surface of the refrigerator door, or on the wall or door immediately adjacent to the fire extinguisher. The Occupancy Label shall indicate the maximum numbers of occupants allowed in accordance with City Ordinances, address of the residence, date of issuance and signature of the property owner or responsible party. Removal of the label shall be cause for denial of a registration for the property.
- (b) Initial issuance of the Occupancy Label will be through first class mail to the owner of the property within 10 days of approval of the application.
- (c) Subsequent issuance of new Occupancy Labels will be done in conjunction with issuance of registrations for new properties after successful completion of the registration application.

Chapter 10

Article IV. Rental, Non-Owner Occupied and Unoccupied Property Regulations

Sec. 10-80. Definitions.

Unless otherwise expressly stated, the following terms shall, for the purposes of this Article, have the meanings shown in this Section. When terms are not defined, through the methods authorized by this Section, such terms shall have their ordinarily accepted meaning such as the context implies.

Non-Owner Occupied – A property that is occupied by someone other than the purchaser or owner of a property.

Occupant – A family as defined by the City of Cayce Zoning Ordinance or an individual unrelated by blood to a second degree of consanguinity, marriage, adoption, or guardianship to any other occupant of the dwelling unit. A family of related persons shall be counted as one occupant.

Offense – any violation of local, state, or federal statutes or ordinances which results in a forfeiture of bond, plea of guilty, no contest, acceptance into Pre-Trial Intervention, Alcohol Education Program or a determination of guilt by a court or a jury. For purposes of this ordinance, all violations for which charges are made during one response by law enforcement officers which result in a forfeiture of bond, acceptance into a Pre-Trial Intervention Program, Alcohol Education Program, conviction, or a plea of guilty or no contest, collectively shall be deemed one offense.

Owner – any person, firm or corporation having a legal or equitable title in the property; or recorded in the official records of the state, county or municipality as holding title.

Residential Rental Unit – means that portion of a dwelling for which payment or other consideration, including performance of general maintenance, payment of utilities or other fees, or similar in-kind services, is being made to an owner, agent, or manager for the use and occupancy of that portion as a living facility. For purposes of this ordinance, the term rental unit is limited to single household dwellings, two household dwellings (duplex), three household dwellings (triplex), four household dwellings (quadraplex), townhouses, and boarding houses. . Exceptions shall be the following:

- a) Single, two, three, or four household dwelling within a horizontal property regime or;
- b) Dwellings occupied by individuals who are under a written contract to purchase the residence after the contract has been reviewed for validity of purchase by the City Attorney and the Director of Planning and Development.

Whenever the words “rental unit” are stated in this Article, they shall be construed as though they were followed by the words “or any part thereof.”

Townhouses – Dwelling units constructed in a series or group of attached units with property lines separating such units.

Unoccupied – Any property that lacks continued presence of human beings who have a legal right to be on the property, or where any substantial lawful residential occupancy or business operations has ceased for at least six months.

Violation – Breach of law.

Sec. 10-81. Rental, Non-Owner Occupied and Unoccupied PermitRegistration Required.

- a. No owner, whether a person, firm or corporation, shall operate any residential rental, non-owner occupied or unoccupied unit as defined in Sec. 10-80 unless that owner holds a current permitregistration issued by the City of Cayce for the property named therein.
- b. PermitRegistrations are not transferable from any owner to another.
- c. The ~~permitregistration~~ year shall begin on January 1st and end on December 31st.
- d. Renewals of permitregistrations after April 15th will be considered late and will be assigned any late fees designated in this ordinance.
- e. The required permitregistration fee as defined by Section 10-97 may be paid beginning January 1st but no later than the 15th of April each year.
- f. If the permitregistration fee is not paid by April 15th then on April 16th the City of Cayce shall issue a Uniform Ordinance Summons to the property owner for appearance in Municipal Court.
- g. The Property Owner may be subject to other code enforcement action depending upon the circumstances.

Sec. 10-82. Application.

Applications to operate residential rental, non-owner occupied or unoccupied units and for renewal thereof shall be on a form provided by the City of Cayce. Such form shall set forth the owner's name, address, and telephone number, the unit address, the name of the person, firm, or corporation located within a seventy-five (75) mile radius of the City of Cayce responsible for the care and maintenance of the building, number of current occupants -and additional information as outlined on the application for rental housing. Upon request from the City of Cayce, the owner or responsible party shall provide within 24 hours the names and contact information for each of the occupants, for City of Cayce use only.

Sec. 10-83. Issuance or Refusal of Rental, Non-Owner Occupied and Unoccupied Property PermitRegistration.

The City of Cayce shall issue a Rental PermitRegistration for rental, non-owner occupied or unoccupied properties to the applicant upon proof of the following:

- a) The property is in compliance with all applicable City Ordinances; and
- b) All fees have been paid as required by Section 10-97 of this Article.

Sec. 10-84. Property Owner, Person in Charge, and Occupant.

- a) A permitregistration will not be issued or renewed to a person, firm, or corporation who does not either reside in or have an office within a seventy-five (75) mile radius of the City of Cayce, unless a Person in Charge is designated. The Person in Charge must reside in or have an office within a seventy-five (75) mile radius of the City and be able to act as the agent for the owner. The Director of Planning and Development

shall be notified in writing if there is a change of owner or Person in Charge within fourteen (14) days of the change.

- b) The Property Owner, the Person in Charge, and Occupants shall maintain all residential rental, non-owner occupied or unoccupied units under their control, or in which they are located, in compliance with the City Codes.
- c) The Property Owner, the Person in Charge, and Occupants shall be liable for occupancy violations within rental, non-owner occupied or unoccupied residences of their control or in which they are located.
- d) For every residential rental, non-owner occupied or unoccupied unit, the Owner or Person in Charge shall be responsible for the repair and maintenance of the common areas of the dwelling and responding to service requests and emergency needs, including entry into units where an emergency appears to exist. Such person or persons shall be situated close enough to the dwelling as to be able to service tenant and emergency calls with reasonable dispatch. The Owner shall advise the tenants individually of the names, addresses, and telephone numbers of such Owner and/or Person in Charge.

Sec. 10-85. Reserved.

Sec. 10-86. Offenses and Assignment of Offenses.

- a) For purposes of this ordinance, offenses shall include any Federal or state, law or regulation or any City ordinance or regulation.
- b) Offenses shall apply towards revocation of the permitregistration for residential rental, non-owner occupied or unoccupied units as follows:
 - (1) Single household dwellings, townhouses, and boarding houses. Offenses that occur anywhere on the property shall apply to the permitregistered dwelling unit.
 - (2) Duplex, Triplex and Quadraplex:
 - (a) Offenses that occur within an individual unit shall apply to that unit.
 - (b) Offenses occurring outside of the units shall be assigned to the unit responsible as determined by the investigating party for the offense.
 - (c) Offenses committed by the Property Owner and/or Person in Charge shall be assigned to both units.
 - (d) When a duplex is issued one permitregistration at the request of the owner, any offense within any dwelling unit will be apply to the duplex.

Sec. 10-87. Requirement for Revocation Hearings

City Council shall hold Revocation Hearings as follows:

- (1) Occupancy. Violation of occupancy regulations shall be grounds for declaring the rental, non-owner occupied or unoccupied unit a nuisance property. A revocation hearing date will be established by City Council within 60 days of the offense. The Director of Planning and Development shall issue a notice by certified mail or any other means available to ensure delivery to the Property Owner and Person in Charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the Director of Planning and Development.
- (2) Other Offenses
 - (a) Warning Notice. A City of Cayce Codes Enforcement Officer shall send written notification to the Property Owner and Person in Charge of any violations of Federal or state law or regulation or any City ordinances or regulations that occur at properties governed by this Article. The Director of Planning and Development shall provide an advisory notice by first class, certified mail or any other means available to ensure delivery to the Property Owner and Person in Charge of any rental, non-owner occupied or unoccupied property whenever three offenses of the City of Cayce Code of Ordinances or regulations or any state or Federal law or regulations have occurred individually or in combination at the property within a twenty-four (24) month period. The twenty-four month period shall commence on the day of the first offense. This notice shall advise the Property Owner and Person in Charge that the property has been identified as a potential problem property and advise them of the consequences of continued offenses on this property. This notice shall be maintained by the Director of Planning and Development and made available as necessary.
 - (b) Notice of Revocation Hearing. When another offense occurs within twelve (12) months after the issuance of the warning notice, this shall be grounds to declare the rental unit a nuisance property. A revocation hearing will be established by City Council within 60 days of the last offense. The Director of Planning and Development shall issue a notice by certified mail or any other means available to ensure delivery to the Owner and the Person in Charge noting the property is considered a nuisance property and pending a revocation hearing. A copy of this notice shall be maintained by the Director of Planning and Development.

Sec. 10-88. City Council Hearing.

- (a) The written notice by the Director of Planning and Development for a revocation hearing shall be delivered by personal service, certified mail or any other means available and shall include the time and place at which the hearing is to be held which shall be at a regular or special Council meeting. The notice shall also contain a brief statement of the reasons for revocation hearing and a copy of the applicable provisions of the Code of Ordinances.
- (b) The Director of Planning and Development shall provide City Council with a written report outlining the circumstances for declaring the rental property as a nuisance property. All documents relating to the property shall be available prior to the hearing for review by all parties.

Sec. 10-89. Notice of Revocation

Upon City Council's decision, the Director of Planning and Development shall notify the Property Owner and/or the Person in Charge of the revocation by written notice sent by certified mail or delivered in person. The notice shall advise the Property Owner and/or the Person in Charge of the property address, the effective dates of the revocation, the reason for the revocation, the effect of the revocation on the property, and penalties that can be imposed for violation of the revocation and appeal rights and procedures.

The Director of Planning and Development shall set forth the effective date of the revocation as and if modified by City Council in such manner so that revocation commences on the first day following expiration of the lease or leases in force provided such lease or leases are not for more than a one (1) year period. The Owner shall provide the Director of Planning and Development with a copy of the current lease to determine the appropriate dates. If no lease is provided then the Director of Planning and Development shall set the effective date as the first day following the annual permitregistration renewal date. When there is no lease in force or when the lease or leases are for periods greater than one year, revocation shall commence upon the first day following the annual permitregistration renewal date. Any additional offenses which occur between the revocation date and the commencement of revocation date shall automatically increase the revocation by three (3) months per offense.

Sec. 10-90. Effect of Revocation.

Upon the commencement of revocation, the property shall be secured and no person, firm or corporation shall operate or rent/lease to another for residential occupancy any dwelling unit or rooming unit during such time that the permitregistration for such unit is revoked.

Sec. 10-91. Notification Exemption.

Residential rental, non-owner occupied or unoccupied properties are exempt from the notification requirements, as given in the Codes, when they have not obtained a valid permitregistration as required by this ordinance. Properties operating without a valid permitregistration shall receive one (1) written warning and twenty (20) working days to comply. If an owner is convicted of a violation of Section 10-81 of the City of Cayce Code of Ordinances, the property shall not be eligible for a permitregistration for a period of six (6) months after the conviction.

Sec. 10-92. Defense.

When tenants are guilty of offenses resulting in a revocation notice, the Property Owner may request a suspension of revocation proceedings by providing written evidence of the initiation of eviction proceedings against the culpable tenants. If the tenants are evicted, the Property Owner may request termination of the revocation proceedings. If revocation has been suspended but the tenants are not evicted, revocation proceedings will be reinstated by the City.

Sec. 10-93. Appeals/Revocation Hearing before City Council.

(a) Any person aggrieved by a decision or a denial of a permitregistration by the City of Cayce may appeal the decision to City Council by filing a written request stating the reasons for the grievance with the Director of Planning and Development within ten

(10) days after the payment of the assessment under protest or notice of denial is received.

- (b) An appeal or a hearing on revocation shall be held by City Council within forty-five (45) days after receipt of a request for appeal or service of notice of revocation at a regular or special meeting of which the Property Owner and/or the Person in Charge has been given written notice. At such hearing all parties shall have the right to be represented by counsel, to present testimony and evidence and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by Council shall govern the hearing. City Council shall by majority vote of members present render a written decision based on findings of fact and application of the standards herein which shall be served upon all parties or their representatives and shall be final.

Sec. 10-94. Change of Ownership.

Any person, firm, or corporation who has purchased or has a legally binding contract to purchase a property whose permitregistration has been revoked pursuant to this Article under another owner, may apply for a new permitregistration.

Sec. 10-95. Confidentiality.

Nothing in this Section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any inquiries regarding offenses resulting from enrollment into the Pre-Trial Intervention Program will be administered by the Chief of Police.

Sec. 10-96. Offenses.

Any person violating any provision of this Article shall be deemed guilty of a misdemeanor offense and shall be subject to the penalties outlined in Section 1-6. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for this Article.

Sec. 10-97. PermitRegistration Fee.

- a. The annual permitregistration fee shall be \$0.
- b. Upon determination that a property owner has failed to obtain a permitregistration, a late permitregistration fee shall be assessed at \$100 for each year the residential rental, non-owner occupied, or unoccupied property has not been registered. the unpermitted unregistered d occupancy or vacancy has occurred.
- c. All required fees shall be paid before a permitregistration is issued.

Sec. 10-98. Severability.

The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. It is hereby declared

that the intent of the Council is that this Ordinance would have been adopted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

Sec. 10-99. Occupancy Label Required.

- (a) Effective January 1, 2016, an Occupancy Label signed and issued by the Director of Planning and Development shall be affixed to one of the following locations as determined by the owner of the property: the interior side of the main door of the residence, or on the exterior surface of the refrigerator door, or on the wall or door immediately adjacent to the fire extinguisher. The Occupancy Label shall indicate the maximum numbers of occupants allowed in accordance with City Ordinances by Section 19-404, the name of each resident, address of the residence, date of issuance and signature of the property owner or responsible party. Removal of the label shall be cause for denial of a permit registration for the property.
- (b) Initial issuance of the Occupancy Label will be through first class mail to the owner of the property within 10 days of approval of the application.
- (c) Subsequent issuance of new Occupancy Labels will be done in conjunction with issuance of permit registrations for new properties after successful completion of the permit registration application.

<p>STATE OF SOUTH CAROLINA</p> <p>COUNTY OF LEXINGTON</p> <p>CITY OF CAYCE</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>	<p>RESOLUTION</p> <p>Approving a Strategic Plan for Use by</p> <p>City Council and City Administration</p>
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WHEREAS, the City Council has determined that it is beneficial for City Council, in connection with its functions of planning, budgeting, and policy, and beneficial for City Administration, in its related functions, to be guided by identified and shared priorities and objectives; and

WHEREAS, the City Council with input from the City Administration, at a special planning meeting in July 2017 and before and subsequent to that meeting, has attempted to articulate such priorities and objectives, as well as certain measurables and specific action items, that now have been expressed in the attached Strategic Plan document; and

WHEREAS, the Council, by the formal action of adoption of this Resolution, desires to underscore its approval of the Strategic Plan for future use by the Council and by City Administration,

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

The Strategic Plan document, attached to this Resolution, is hereby formally approved.

ADOPTED this _____ day of December 2017.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

First Reading and adoption: December _____, 2017

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



Strategic Plan 2017 – 2013

Adopted December 5, 2017

In July 2017, the City of Cayce City Council undertook a strategic planning process to develop a five year strategic plan. This document sets forth the overall strategic priorities for the City, and outlines the objectives and action items necessary to achieve the overall vision for the city:

“In the City of Cayce, we strive to collaborate with our citizens, business leaders and community groups to deliver excellent services, plan for our future generations all while preserving, protecting and enhancing the quality of life.”

Through this plan, City Council established five strategic priorities:

- Economy
- Neighborhood Vitality
- Public Safety
- Culture & Entertainment
- Community Relations

2017 City Council

Mayor: Elise Partin

Mayor Pro Tem: James E. Jenkins

Council Members: Tara S. Almond, Phil Carter, Eva Corley

Objective 1 Develop State Street into a Main Street Corridor

Measurable 1 Within one year, two new businesses open in defined area

Action Items

1. Continue working with the Retail Coach for business recruitment
2. Develop an incentives ordinance and present to City Council
3. Evaluate and possibly expand existing Façade Improvement Program

Measurable 2 Within one year, install a minimum 15 new public parking spaces

Action Items

1. Identify funding for parking lot design and construction on existing city-owned property.
2. Engage construction firm to develop design plan
3. Execute contract for construction of green space and public parking

Measurable 3 Minimum of one city-sponsored event held annually

Action Items

1. Identify dedicated funding to host event
2. Contract with events management company to plan and execute city event
3. Develop public-private partnerships to increase community buy-in and collaboration

Objective 2 Encourage neighborhood commercial development within established neighborhoods

Measurable 1 Within one year, three corridors identified as suitable for neighborhood commercial

Action Items

1. Identify corridors in proximity to neighborhoods suitable for development
2. Review ordinance and regulations to ensure compatibility
3. Review public input and present suggested ordinance changes to council as necessary

Measurable 2 In two years, recruit at least two businesses to each corridor

Action Items

1. Continue working with the Retail Coach for business recruitment
2. Staff to work with Chamber and other organizations to ensure small businesses know of available sites

Objective 3**Redevelop dilapidated and underdeveloped properties throughout the city****Measurable 1**

Identify a minimum three public-private partnerships annually

Measurable 2

Engage developers regarding a minimum three sites annually

Measurable 3

Redevelop a minimum of one dilapidated property via public-private partnerships annually

Action Items

1. City to perform inventory of all underdeveloped/dilapidated properties
2. City to identify opportunities for public-private partnerships to redevelop properties
3. Staff will ensure the incentive ordinance created includes provisions for such partnerships

Objective 4**Diversify and expand revenue opportunities****Measurable 1**

Within two years, develop fee structure commensurate with use of services

Action Items

1. Staff will annually evaluate all existing fees and potential new fees for services
2. Perform evaluation of property registration program; inform council and landlords of results
3. After evaluation, make recommendation to council for fee structure

Measurable 2

Increase business license revenue at least 2% annually through previously uncollected revenues

Action Items

1. Develop an RFP for consulting services
2. Engage consulting firm to identify opportunities for uncollected revenues in business license and permit fees

Measurable 3

Ensure 100% compliance with Hospitality Tax reporting and remittance

Action Items

1. Develop program to audit Hospitality Tax reporting
2. Explore options to hire consultant to audit Hospitality Tax
3. Develop educational program component to educate businesses collecting the tax

Measurable 4

Add at least one new revenue source to budget

Action Items

1. Identify and pursue grant funding from all sources that pertain to city needs
2. Take steps necessary as a city to be a more competitive grant applicant
3. Ensure city has adequate funding for grant matches in the future

4. Prioritization of grant requests according to critical needs and anticipated future service provisions

Objective 5

Systematically expand city boundaries via controlled growth and absorption of urban fringe and enclaves

Measurable 1

Within one year, complete annexation policies and plans, to include an annual annexation growth goal

Measurable 2

Annually, work with state legislators to change state annexation laws to allow for easier enclave annexation

Action Items

1. Create strategic growth plan for annexation with consideration for service provision
2. Draft a formal annexation policy based on service agreements and present to council
3. Develop staff outreach program to encourage voluntary annexation and specifically target existing enclaves

Strategic Priority: Neighborhood Vitality

Objective 1

Develop strategy to effectively address stormwater issues

Measurable 1

Develop a city-wide plan to comprehensively address stormwater issues

Measurable 2

Within three years, complete a stormwater project in an area of highest priority

Measurable 3

Within three years, implement or secure dedicated funding for perpetual maintenance of system improvements

Action Items

1. Identify all areas in city currently impacted by flooding due to stormwater
2. Prioritize areas by greatest need
3. Engage consultant to develop remedies/fixes for priority areas
4. Identify potential funding sources
5. Develop a phased approach to implementation based on available funding

Objective 2

Partner with neighborhood groups and other entities to encourage thriving neighborhoods

Measurable 1

1% increase in home ownership annually



Action Items

1. Connect property owners, builders and buyers through information sharing program
2. Promote programs that encourage down payment assistance to public employees and hometown heroes

Measurable 2

Assist neighborhoods in becoming distinct destinations

Action Items

1. Partner with neighborhoods to develop branded signs, including street and neighborhood entry signs
2. Prepare cost estimates and identify potential funding sources for signage

Measurable 3

Ensure 90% compliance with property registration program

Action Items

1. Continue to enforce property registration requirements
2. Research and develop strategies to contact absentee property owners

Measurable 4

Develop system for monitoring properties owned or controlled by other government entities

Action Items

1. Create inventory of properties owned/controlled by other government agencies
2. Establish a list of contacts for agencies
3. Develop communication plan for reporting issues with properties

Objective 3

Evaluate and develop strategic plan for code enforcement

Measurable 1

Remove all category 1 houses from active demo list

Action Items

Continue active enforcement of dilapidated structures identified on list approved by council

Measurable 2

Decrease number of actionable complaints annually

Action Items

1. Use current year data to establish baseline
2. Develop alternative code enforcement strategies to educate and encourage proactive, voluntary compliance with the most common complaints in specific areas
3. Research best practices for a formal enforcement escalation process
4. Create escalation policy based on best practices
5. Research and cost analysis for code enforcement online service request and tracking software

Measurable 3

Implement customer service programs to minimize customer complaints regarding permits, licensing and code enforcement

Action Items

1. Develop education program specifically targeting processes directly related to state laws and requirements
2. Research best practices related to streamlining business license and permit practices
3. All Planning & Development Department personnel to attend annual customer service training
4. Develop customer satisfaction survey for Planning & Development Department

Strategic Priority: Public Safety

Objective 1

Develop outreach and community education programs regarding major incidents such as gun and gang-related violence

Measurable 1

10 program interactions with community groups and schools annually for each topic

Action Items

1. Develop educational materials for each topic
2. Implement outreach program for each topic
3. Collaborate with community partners to ensure effectiveness

Measurable 2

50% reduction in gun and gang-related incidents

Measurable 3

100% reduction in officer-involved shootings

Action Items

1. Continued use of simulator to ensure adequate training for use of force scenarios
2. Evaluate current training policy for new hires and trainees
3. Develop strategies to implement best practices in public safety training

Objective 2

Maximize public safety resources to best satisfy needs of city neighborhoods

Measurable 1

100 hours on patrol increase annually in specified neighborhoods

Action Items

1. Define neighborhood boundaries for increased patrol
2. Analyze current patrol patterns
3. Analyze staff level to ensure adequate staffing

4. Draft plan to adjust staff level and develop efficient routes to ensure coverage of city and present to council

Measurable 2

Within three years, 75% of people surveyed are satisfied with the public safety presence in their neighborhoods

Action Items

1. Develop survey to administer to residents
2. Develop information program regarding survey
3. Collect and analyze survey results and present to council

Measurable 3

25% increase annually in formal and informal public safety/neighborhood program participation

Action Items

1. Identify current programs and participation levels
2. Research best practices for neighborhood-public safety collaborations
3. Educate residents on available programs and benefits of participation/implementation
4. Ensure adequate tracking of data to report to council

Strategic Priority: Culture & Entertainment

Objective 1

Contract with professional event management company to successfully host city-sponsored events

Measurable 1

Negotiate and execute contract for event management services

Action Items

1. Develop and post RFP for event management services
2. Identify dedicated funding for services
3. Present contract to council for approval
4. Evaluate management services on an annual basis during

Objective 2

Implement wayfinding signage city-wide

Measurable 1

Negotiate and execute contract for wayfinding signage design and implementation plan

Action Items

1. Develop RFP/RFQ for design services
2. Identify dedicated funding for signage and maintenance
3. Present contract to council
4. Produce signage design and implement plan

Measurable 2

Within two years, fabricate and install signage

Action Items

1. Order signs to be fabricated
2. Ensure installation is completed according to plan

Objective 3

Work with Lexington County Recreation and Aging Commission to develop a plan and strategy for recreation facility and program improvements

Measurable

Within two years, establish a usage plan for county recreation facilities located within Cayce city limits

Action Items

1. Identify key people to be involved, including city council
2. Host first information sharing session
3. Develop information sharing process to ensure future success, to include assisting with their strategic planning process

Strategic Priority: Community Relations

Objective 1

Implement city sign improvements along entryway corridors and other major transportation arteries to solidify city identity and increase brand awareness

Measurable 1

Negotiate and execute contract for entryway signage design and implementation

Action Items

1. Identify locations for new entryway signs
2. Identify dedicated funding for signage and maintenance
3. Present contract to council
4. Produce construction plans
5. Oversee construction of new signs

Measurable 2

Develop strategy for brand awareness on major transportation arteries

Action Items

1. Research ideas for alternative branding possibilities
2. Develop RFQ
3. Identify funding source for branding
4. Present branding plan to council
5. Produce strategy and implement

Objective 2 Encourage multi-modal transportation use throughout city

Measurable 1 During annual budget process, update council on status of COMET bus system

- Action Items**
- 1: Obtain route analysis from COMET staff
 - 2: Obtain cost estimates for suggested route alternations/ additions

Measurable 2 Receive a completed bike-ped plan from CMCOG

- Action Items**
1. Staff to coordinate public input on recommended strategies with CMCOG
 2. Staff to prioritize suggested route improvements

Measurable 3 Council approval of new list of priority areas to install sidewalks

- Action Items**
1. Identify areas of sidewalk need
 2. Update priority investment schedule of comprehensive plan to reflect new priorities
 3. Identify and pursue all funding opportunities

Measurable 4 Quarterly social media posts and other city communication outlets informing residents about non-traditional transportation alternatives

- Action Items**
1. Identify all alternative transportation options in Cayce
 2. Develop and implement an outreach strategy

Objective 3 Develop a comprehensive approach to community outreach and relationship development

Measurable 1 Establish quarterly information sharing sessions with all necessary partners within City of Cayce and Lexington 2 School District

- Action Items**
1. Identify key city and school personnel to be involved
 2. Host first information sharing session
 3. Develop information sharing process to ensure future success

Measurable 2 Two stories submitted to media outlets monthly regarding city services and happenings

- Action Items**
1. Identify priority list of story topics highlighting quality services of the city
 2. Institute internal processes to ensure success stories are captured and submitted to communications consultant for sharing

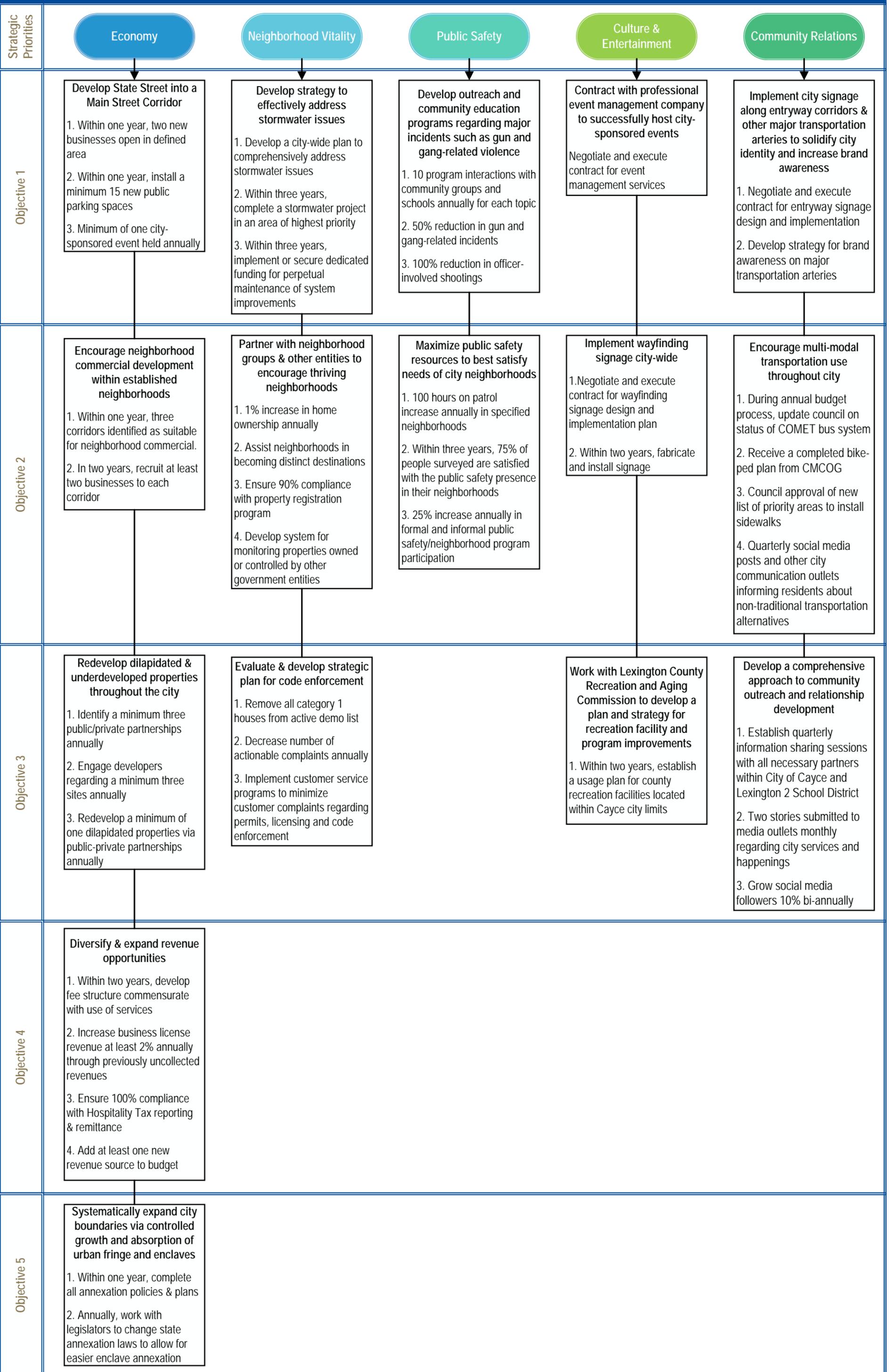
Measurable 3

Grow social media followers 10% bi-annually

Action Items

1. Establish baseline number of followers
2. For each traditional media push, a corresponding social media post will be created
3. Establish new platforms for reaching and engaging social media users (for example, a weekly list announcing garage sales in the city)
4. Research best practices to establish policy for promotion of non-city sponsored events
5. Receive social media and website analytics regarding reach and engagement on bi-annual basis
6. Establish protocols for follow up to public announcements via all media methods

City of Cayce Strategic Plan - DRAFT



Cayce Museum Commission Meeting Minutes Wednesday October 4, 2017

Members present: A. G. Dantzler, Alice Brooks, Ann Diamond, Archie Moore, Cindy Peake, Dale Gaskins, Judy Corbitt, Marion Hutson and Mary Sharpe.

Also Present: Gerry Kirkland, Kelly Kinard, Leo Redmond and Rachael Steen.

- Commission Chairman Archie Moore called the Meeting to order.
- Commissioner Dantzler offered the invocation.

A movement was made add a dedication to Mr. Leo Redmond to the Christmas Traditions flyer, adding a photo of Leo in his top hat was discussed. Rachael has access to the photo that Leo seems to treasure. Commissioner Sharpe made the motion to make the change to the flyer and it was seconded by Commissioner Peake, all approved the motion.

- Gerry stated that the work on the firetruck was going well except for the brakes. A specialist will be assisting on the brake repairs shortly and the target for completion is the Christmas Parade.
 - Leo informed the Commission on the repairs to the Museum facility and the lack of mold in the facility. The primary problem was guttering and a blocked drain. Upon completion of the repairs the heavy rain from Hurricane Irma introduced no water under the Museum. The bathroom is to be weathered-in and retiled, with a target date or before the Christmas Traditions.
 - Congaree Heritage Day will be on October 21 2017 (10:00 to 4:00), the museum will be open for guests.
 - The Bluegrass Festival will be this weekend and the museum will have an exhibit.
 - Commissioner Sharp has a listing of personnel that have volunteered to decorate and support the Christmas Traditions with very few vacancies to fill. We will use natural trees in the basement and some live greenery upstairs. Live poinsettias will also be purchased to decorate the museum.
 - Commissioner Hudson has the conformation of the entertainment for the Christmas Traditions, the military reenactors and to have Mr. and Mrs. Claus scheduled to appear.
-
- Commissioner Ann Diamond tendered her request to retire. With a heavy heart her request was accepted and her status will be changed to Commissioner Ex Officio. Ann suggested that we select Leo Redmond to fill her seat. Commissioners decided to take this under advisement and vote at the next meeting.

At this point guests for the volunteer appreciation drop-in began to arrive and the meeting was adjourned.

Submitted by:
Archie Moore

CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
October 12, 2017

Present: Dave Capps, Danny Creamer, Maxine Creamer, Brenda Cole, Cindy Pedersen, Rachel Scurry, and Susanna Young

Absent, Excused: Frankie Newman and Brandon Young

Absent, Unexcused: Calvin Bowen and Robert Myers

City Representatives Present: Mendy Corder, James Denny, and Katinia Taylor

Guest: Adaylia Stark

Chairperson Danny Creamer called the meeting to order.

The minutes of the September 14, 2017 meeting were reviewed and approved as written.

Susanna and Brandon Young resigned from the Committee due to changing personal commitments. The Committee members expressed appreciation to Suzanna for their service and extended their best wishes to their family.

The Committee confirmed with Adaylia Stark that she wished to serve as a Committee member. The Committee unanimously requested that Ms. Stark's application be presented at City Council's next meeting.

Congaree Bluegrass Festival (CBF) -- October 7 and 8, 2017

On Saturday morning, the weather was rainy and overcast. Fire Marshal Terry Mueller suggested possible cancellation due to the safety issue of using electrical outlets in the outdoors during the rain. As a result, the start time was delayed an hour. The afternoon weather proved too hot and very humid.

Attendance totaled 550 persons. The ticket breakdown was 209 residents, 214 non-residents, 73 military guests, 13 VIP guests, and 41 free passes. Zip codes were provided by 546 attendees. The zip code details are attached to these minutes.

Tickets sales totaled \$1,759, and General Store sales totaled \$287. Total revenue was \$2,046.

The Committee along with City Representatives determined that Sunday's activities should be canceled due to the weather forecast which included thunder storms with possible tornados.

Chairperson Creamer suggested that the agenda for the January meeting include an extensive discussion of the CBF. Perhaps, the event should be moved to another month or a different event should be considered as a replacement for the CBF.

Mendy Corder mentioned the possibility of (1) combining the CBF with the Soiree, (2) combining a Fall Festival with the CBF, or (3) returning the CBF to Granby Gardens. The date(s) for the 2018 Soiree have not been determined yet.

James Denny estimated that 2,000 persons attended the Soiree on State Street. He stated that the Cayce community has changed and young adults might prefer a jazz event.

Dave Capps suggested rebranding the event as a music festival, moving the date, and booking two bands from different genres.

Rachel Scurry suggested that the event be held in Cayce proper so that it is visible within the neighborhood and community members would have easy access to the event.

Brenda Cole recalled that she and Julie Isom had researched and presented ideas for a shagging event several years ago. However, at that time the City Representatives did not favor closing down the Knox Abbott/Blossom Street Bridge and rerouting traffic.

Chairperson Creamer encouraged Committee members to continue to brainstorm and be prepared for additional discussion at the January meeting.

Christmas in Cayce – December 1, 2017, 6:30 – 8 pm at N Avenue entrance to Riverwalk

The Subcommittee expects five returning groups to perform at Carols Along the Riverwalk. Plans are to meet in mid-October at the Riverwalk for a late afternoon walk through and to finalize proposals that will be presented at the November meeting.

Captain Telegram and the trolley have been booked for the event.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry

Attachment: CBF Zip Code Details