



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

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

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Special Council Meeting
August 19, 2015
5:00 p.m. – Council Chambers – 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

A. Invocation and Pledge

II. Public Comment Regarding Items on the Agenda

III. Ordinances and Other

A. Discussion and Approval of Ordinance 2015-07 Amending the City's Regulations for Council Expense Reimbursement – First Reading

B. Discussion and Approval of Hospitality Tax Fund Request - Improvements to Electrical in Granby Gardens Park – Staff Request

IV. Committee Matters

A. Appointments and Reappointments
Consolidated Board of Appeals - Three (3) Positions

V. Council Comments

VI. Executive Session

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

B. Discussion of negotiations incident to proposed contractual arrangements as it pertains to the ETMF water tank

C. Discussion of negotiations incident to proposed contractual arrangements as it pertains to construction of Riverland Park

VII. Reconvene

VIII. Possible Actions by Council in follow up to Executive Session

IX. Adjourn

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

Memorandum

To: Mayor and Council

From: Rebecca Vance

Date: August 18, 2015

Subject: Approval of First Reading of an Ordinance Amending the City's Regulations for Council Expense Reimbursement

ISSUE

Approval is needed for the First Reading of an Ordinance amending the City's regulations for Council expense reimbursement.

BACKGROUND/DISCUSSION

After reviewing the City's regulations for Council expense reimbursement, it was determined that two amendments needed to be made to the Ordinance to address Meals and Other charges. The Ordinance needs to be amended to address the reimbursement of Council members for meals with third parties when the purpose of the meal is within the Council member's official duties.

The Ordinance also needs to be amended to add all costs to the section titled Other as it deals with the costs of a cell phone or a smart phone for the Mayor. These amendments clarify these two sections and make it easier to administer.

RECOMMENDATION

Staff recommends Council approve the First Reading of an Ordinance Amending the City's Regulations for Council Expense Reimbursement.

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

ORDINANCE
Amending the City's Regulations for Council
Expense Reimbursement

WHEREAS, the Council, by Ordinance dated January 5, 2010, amended Section 2-39 of the City Code relating to City Council expenses and also adopted certain Regulations for Council Expense Reimbursement; and

WHEREAS, Council now wishes to amend two portions of the Regulations to clarify the allowance of reimbursement of expenses for a cell phone for the Mayor and to address reimbursement of a member's expenses for meals for the member and third parties incurred in the performance of the member's official duties,

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

The Regulations for Council Expense Reimbursement, adopted by Ordinance dated January 5, 2010, are hereby amended to

(1) Add, under the paragraph heading "Meals", a new subparagraph 4 to read as follows:

4. Meals for a member (or members) and a third party or third parties shall be reimbursed when the purpose of the meal is within the member's performance of official duties.

(2) Add, under the paragraph heading "Other", a new subparagraph 3 to read as follows:

3. All costs for a cell phone or smart phone for the Mayor shall be reimbursed if the phone is used primarily (more than 75% of the time) for City business.

This Ordinance shall take effect on the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this ____ day of _____, 2015.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: _____

Second reading and adoption: _____

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

REGULATIONS FOR COUNCIL EXPENSE REIMBURSEMENT

The following regulations apply to requests by a Council member (including the Mayor) for reimbursement of expenses pursuant to the requirements of City Code section 2-39. The member shall be reimbursed only for their own individual reasonable actual allowable expenses incurred in the performance of their official duties as set forth below.

Although requests for reimbursements of Council member expenses are submitted to the City Manager as a matter of procedure, the City Manager will review requests only for compliance with the facial requirements of Section 2-39 or these regulations. The Council member submitting a request for reimbursement is and remains responsible for determining whether a particular expense is appropriate for submittal for reimbursement.

TRANSPORTATION

Transportation cost incurred in the performance of official travel will be reimbursed as follows:

1. Personal Car – Subject to the mileage range restriction below, actual mileage to and from meetings to support the member's official duties. The mileage rate will be the same as that allowed by the IRS for business travel.
2. Air, Bus, Train: The actual cost as shown on the ticket or receipt is reimbursable. All commercial travel shall be at the lowest available fare and take advantage of available discounts by early bookings, return trip bookings, etc. First class air travel shall not be reimbursed. Out-of-state travel must be approved by Council before travel commences.
3. Taxi: The cost of a taxi shall be reimbursable if appropriate public transportation is not available or if the official duties made use of a private car or public transportation impractical. Taxi expenses must be supported by a receipt.
4. Rental Car: The lowest cost car possible shall be reserved at the destination. The full cost of the rental car to include insurance shall be reimbursable. A copy of the rental contract must be submitted
5. Passengers: Members riding as a passenger in a private car shall not be entitled to mileage reimbursement.
6. No member shall receive reimbursement for mileage within 15 miles of their official headquarters/residence.

LODGING/REGISTRATION

1. When possible, the City will pay in advance for registration and hotel deposits for members requesting to attend meetings or seminars sponsored by the Municipal Association of South Carolina or other recognized and reputable entities providing educational or informational programs directly related to the performance of the members official duties.
2. The cost of lodging for a single room shall be reimbursed. A receipt must be presented with the reimbursement form. During conventions, seminars and similar activities, lodging should be in the convention/seminar headquarters hotel if available or the next most reasonably priced hotel on the recommended list. Lodging expenses incurred in excess of the amount charged at the headquarters/seminar hotel shall not be reimbursed unless lodging at the headquarters/seminar hotel is not available.
3. If a member requests to attend a conference or seminar and the room deposit is non-refundable, the member will reimburse the City for the amount of the un-refunded deposit if he/she decides to cancel and not attend the event. Exceptions include personal or family emergencies.
4. The cost for room upgrades or extended stays beyond the meeting dates shall not be reimbursed.
5. The cost of additional lodging services such as pay movies, room service (other than meals within the limitations for meal reimbursement), valet service, etc. shall not be reimbursed. The cost of laundry and dry cleaning is reimbursable if the official absence extends over more than seven calendar days. A receipt must be presented.
6. No reimbursement for overnight accommodations will be permitted within 15 miles of Cayce City Hall.
7. Tips and gratuity are not reimbursable by the City as approved expenses.

OUT-OF-STATE-TRAVEL

1. Out-of-state travel for a member must be approved by a majority vote of Council. Out of state travel may be approved only for the following described items:
 - a. Exploration of possible funding sources for an approved/adopted business item before Council;
 - b. A potential or new economic development issue known by Council by way of public or executive session when accompanied by a recommendation from the City Manager;
 - c. Attendance at an approved educational meeting or seminar; or

- d. Other matters, now unforeseen, that the Council may consider appropriate.
2. Any out of state travel must have a planned itinerary and be preceded by local meetings among participating local or elected officials to determine if the out-of-state trip is actually required for furthering the purpose intended. Council members should consider using or involving appropriate City staff, such as the City Manager or a department head, as a travel and meeting participant. No more than one Council member should travel on any approved out of state trip.

MEALS

1. When authorized to travel on official business whereby overnight lodging is required, the member shall be reimbursed up to a maximum of \$75.00 per day for meals.
2. Meals included in registration costs will reduce the maximum daily amount for meal reimbursement.
3. The cost of alcoholic drinks shall be at the expense of the individual.
4. Meals for a member (or members) and a third party or third parties shall be reimbursed when the purpose of the meal is within the member's performance of official duties.

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OTHER

1. Long distance telephone charges placed from an individual's personal phone in the performance of official duties representing the City shall be reimbursed. Documentation of the charge must be presented.
2. Expenses not eligible for reimbursement:
 - a. Charges for common personal or business communication applications such as access to internet, fax service to printers at the member's residence, personal business or personal office.
 - b. Costs for a cell phone or smart phone, with the exception of a cell phone or smart phone for the Mayor if used primarily (more than 75% of the time) for City business. If a phone for the Mayor is not provided by the City, minutes charged for city business are reimbursable with appropriate documentation.

3. All costs for a cell phone or smart phone for the Mayor shall be reimbursed if the phone is used primarily (more than 75% of the time) for City business.

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CLAIMS

1. Any request for reimbursement of reasonable actual expenses shall be submitted to the City Manager on a signed expense reimbursement form provided by the City Manager and within 30 days after the end of the month in which the expense

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is incurred. All expenses shall be substantiated with receipts and the description of expenses sufficient to satisfy any City audit requirements.

Reimbursement will be paid by the City Manager after reviewing the reimbursement form for completeness and accuracy.

2. Expenses for spouses or guests of a member will not be reimbursed.
3. The auditor for the City shall audit annually the expense reimbursements for Council members and separately list each Council member and the amount of the member's reimbursed expenses in the annual audit report. Any amounts paid to a Council member and subsequently determined by the auditor to be outside these regulations or any law or established practice shall be repaid to the City by the Council member or withheld from the member's next paycheck as a debt owed to the City.

Note: All requests for reimbursements and attachments are public records when submitted to the City Manager and are subject to disclosure pursuant to the Freedom of Information Act (FOIA).

Memorandum

To: Mayor and Council

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

Date: August 12, 2015

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

Issue

Council discussion and approval is needed for staff's request to utilize Hospitality Tax Funds for electrical installation and upgrades to Granby Gardens Park.

Discussion

Cayce staff is requesting to be allowed to utilize up to \$30,000 of Hospitality Tax Funds for electrical installation and upgrades to Granby Gardens Park. There will be additional lighting added and receptacles replaced throughout the park. This park is highly utilized for Cayce special events. These upgrades are a necessity in continuing to hold concerts and special gatherings in this recreational facility.

Recommendation

Staff recommends approval of the Hospitality Tax Fund Request.

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

COUNCIL ACTION REQUIRED

CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS

The Consolidated Board of Appeals currently has four open positions. The City has received three potential member applications. Mr. Lawrence Gardner, Mr. Craig Kirby and Mr. Erskine Suber are interested in serving. Their 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

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

BEAUTIFICATION BOARD – TWO (2) POSITIONS

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

CONSOLIDATED BOARD OF APPEALS – ONE (1) POSITION

Members of the Board are appointed by Council. They reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional.

EVENTS COMMITTEE – TWO (2) POSITIONS

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

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

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

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

CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Lawrence M. Gardner
Home Address: [REDACTED] City, State, Zip Cayce SC, 29033
Telephone: [REDACTED] E-Mail: [REDACTED]
Resident of Cayce: Yes No Number of Years: 60

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

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

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

Work Address

Company: Retired (City of Cayce SC) Position: Fire Marshal
Address: _____ City, State, Zip _____
Telephone: _____ E-Mail: _____

Work Experience: 37 Years w/ City of Cayce (retired as a Lt. in the Public Safety Dept)

Educational Background: Lex Sch Dist 2, Midlands Tec, SC Fire Academy

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

NFPA, International Codes Council, SC Fire Marshal's Assc., Midlands Fire Marshal's Assc.

Volunteer Work: Airport HS (Equipment Manager/Football)

Hobbies: Genealogy

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

CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Craig Kirby
Home Address: [REDACTED] City, State, Zip Columbia, SC 29229
Telephone: [REDACTED] E-Mail: [REDACTED]
Resident of Cayce: Yes No Number of Years: _____

[REDACTED]
↓
[REDACTED]

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodations Tax Committee | <input type="checkbox"/> Beautification Board | <input type="checkbox"/> Events Committee |
| <input type="checkbox"/> Cayce Housing Authority | <input type="checkbox"/> Museum Commission | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Consolidated Board of Appeals | <input type="checkbox"/> Board of Zoning Appeals | |

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

Work Address

Company: American Engr. Consultants, Inc. Position: Project Manager
Address: 1300 12th St. City, State, Zip Cayce, SC 29033
Telephone: 803-791-1400 E-Mail: c.kirby@aec-sc.com
Work Experience: American Engineering Consultants, Inc - 18 Years

Educational Background: B.S.-Civil Engineering, Univ. of S.C. - 1995
Master of Engineering, Univ. of S.C. - 1997

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

Water Env. Assoc. of S.C.; Amer. Society of Civil Engrs;

Volunteer Work: Northeast Presby. Church - Usler Team

Hobbies: Fishing/Outdoor Activities, Tennis, Jogging

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CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: VERNON ERSKINE SUBER, JR.
Home Address: [REDACTED] City, State, Zip CAYCE, S.C. 29033
Telephone: [REDACTED] E-Mail: [REDACTED]
Resident of Cayce: Yes No Number of Years: 72

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

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

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

Work Address

Company: RETIRED Position: ---
Address: --- City, State, Zip ---
Telephone: --- E-Mail: ---

Work Experience: 37 YEARS SCDOT - STATE TRAFFIC OPERATIONS ENGINEER

Educational Background: SOUTH CAROLINA, NORTHWESTERN UNIV & GEORGIA TECH - TRAFFIC ENGINEERING RELATED STUDIES

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

FORMER MEMBER INSTITUTE OF TRAFFIC ENGINEERS

Volunteer Work: NONE

Hobbies: HUNTING, FISHING & GRANDDAUGHTERS BASKETBALL & SOFTBALL GAMES.

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