



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

CITY OF CAYCE Regular Council Meeting May 3, 2016

The May Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, and Major Darwin Fulwood were also in attendance.

Mayor Partin 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 Partin called the meeting to order. Council Member Almond gave the invocation. Mayor Partin introduced Cayce Public Safety Lt. Tom Steinbring to lead the assembly in the Pledge of Allegiance. Lt. Steinbring is a United States Army Veteran who deployed to Iraq during Operation Desert Shield and Desert Storm in liberation of Kuwait. Lt. Steinbring also deployed to Yugoslavia in support of Operation Joint Endeavor and deployed to Abu Gharib Prison in Iraq in support of Operation Iraqi Freedom. He has served his country in the Army for over thirty years.

Approval of Minutes

Council Member Almond made a motion to approve the April 5, 2016 Regular Council Meeting minutes and the April 14, 2016 Special 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 and Proclamations

A. Presentation of Whole Sole Awards

Ms. Vance stated that the presentation of the Whole Sole awards was postponed to the next Council Meeting.

B. Approval of Proclamation – Midlands Gives Giving Day

Council Member Jenkins made a motion to proclaim May 3, 2016 as Midlands Gives Giving Day. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Ordinances

A. Discussion and Approval of Ordinance 2016-06 Approving and Adopting a Stormwater Enforcement Response Plan – First Reading

Ms. Vance stated that Staff was requesting approval and adoption of a formal Stormwater Enforcement Response Plan (ERP). The ERP is required as a part of the SCDHEC Small Municipal Separate Storm Sewer System (SMS4) permit. The ERP was created as a joint effort with members of the Lexington County Stormwater Consortium (LCSC) in accord with City Ordinance 2007-1.

Ms. Vance stated that City Ordinance 2007-1 authorizes the implementation and enforcement of the Lexington County Stormwater Management Ordinance within the corporate limits of the City. The ERP describes the City's policies and procedures regarding enforcement of the Lexington County Stormwater Management Ordinance and the Lexington County Land Development Manual in accord with City Ordinance 2007-1. She stated that adoption of these policies and procedures is mandatory for continued participation in the Lexington County Stormwater Consortium. The ERP was forwarded to the City Attorney for review and approval. She stated that all of his recommendations have been made to the final document.

Council Member Jenkins made a motion to approve adopting the formal Stormwater Enforcement Response Plan on first reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2016-05 Amending Section 6.10-1 ("Design Overlay District Creation") of the Zoning Ordinance of the City of Cayce – Second Reading

Ms. Vance stated that staff was requesting to amend Section 6.10-1 ("Design Overlay District Creation; definition") to add language applicable to the definition of the Knox Abbott Drive Overlay District (OD). Currently, the Knox Abbott OD begins at the Blossom Street Bridge and ends at 12th Street. Staff is requesting adoption of the Ordinance to extend the Knox Abbott Drive OD to include the entirety of Knox Abbott Drive from the Blossom Street Bridge to the Cayce City Limits Line. She stated that the adoption of the Ordinance will add properties with a C-4 (Highway Commercial) zoning designation. Previously an Ordinance was adopted to regulate all signage in the OD to

conform to C-3 signage regulations. The C-3 zoning district permits signs to have a maximum height of 7 feet. She stated that staff believes the extension of the OD creates a more cohesive shopping district.

Ms. Vance stated that the Planning Commission considered the request for the text amendment at its regular meeting on March 21, 2016. The text amendment request was opened for public hearing. No one from the public was present to speak for or against the text amendment. The Planning Commission voted unanimously to recommend the requested text amendment.

Council Member Almond made a motion to approve Second Reading of an Ordinance amending Section 6.10-1 ("Design Overlay District Creation; definition") of the Zoning Ordinance of the City of Cayce (as it pertains to definition of the Knox Abbott Drive Overlay District). Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of Hospitality Tax Fund Request – South Carolina Brewers Festival

Ms. Vance stated that The South Carolina Brewers Guild is looking to further develop the growing craft beer industry in the state. In the last three years, the industry has grown from \$255M to \$455M. The Midlands area currently boasts three breweries and two brewpubs, with more being planned. However, none are located in or around Cayce. The Guild is looking to hold a beer festival which would serve as a fundraiser for the Guild's future promotional and legislative efforts. The festival would also highlight Cayce as a potential destination for brewers looking to open an establishment and beer enthusiasts looking for places to go. The Guild requested \$23,000 in hospitality tax funds.

Council Member Corley made a motion to proceed with staff's recommendation and award the SC Brewers Festival \$13,750 in hospitality tax funds. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of RFQ Award for Landscape Architect and Civil Engineering Services for Riverwalk Repairs

Ms. Vance stated that the Cayce Riverwalk sustained extensive damage from the October 2015 floods. The City has worked diligently with FEMA and will receive funds from the Federal Government to help make necessary repairs to the Riverwalk. Professional landscape architectural and civil engineering services are needed for this project per FEMA's requirements. She stated that Landplan Group South received the

highest score from the selection committee. They are the engineer on record for the River Alliance and have performed previous work on the City's Riverwalk. Ms. Vance stated that the City will receive \$1.4M from FEMA for the Riverwalk repairs. She stated staff's original estimate exceeded this amount but once the design is complete staff can apply to get additional funds through FEMA to cover the total costs. She stated that FEMA prefers to pay for repairs and there are sections of the Riverwalk that will have to be replaced. She stated once the design is complete staff will come back to Council to discuss how to pay for the difference between the repair costs and the construction costs.

Council Member Carter asked how the RFQ was structured in reference to Landplan Group South being paid for their services. He asked if their fee also includes project management once the construction begins. She explained that they would be paid a percentage of the budget. He asked if that number had been negotiated yet. She explained that negotiations could begin since Council had approved Landplan's proposal.

Council Member Corley made a motion to accept the RFQ proposal from Landplan Group South, and authorize the City Manager to execute the contract between the City of Cayce and Landplan Group South. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Landscaping Design Plan and Funding for Cayce City Hall

Ms. Corder stated that Council approval is needed in order to proceed with the landscaping design plan drafted by The Landplan Group South for City Hall grounds and approval is needed for funding to implement the design plan. The renovations to City Hall are almost complete and staff feels that new plants and shrubs are needed to complement the refurbished buildings. Presently the front lawn is a mixture of various types of grass and weeds. The shrubbery that surrounded the buildings was old and many of the shrubs were dead or dying. Therefore, Parks staff recently dug up the shrubbery around the three buildings.

The Landplan Group has created a design that includes drought resistant shrubs, perennial plants and flowers that are also low maintenance. The grass will be re-sodded and the irrigation system will be updated. City staff will do the majority of the work to save money. The design plan was reviewed by staff and the Parks Department.

The Landplan Group's estimated base bid cost for new trees, shrubs, plants and irrigation is \$18,925.50. They also proposed a bid alternate that includes grading and filling in the front lawn, installing a retaining wall that is approximately 4' in height, new signage and lighting, and new irrigation. The cost of the bid alternate is \$64,900.

Council Member Almond made a motion to approve the base bid from The Landplan Group in the amount of \$18,925.50 and authorize the City Manager to expend

the funds needed to implement the design plan. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Council Member Jenkins asked what the cost was for the design of the landscape plan. Ms. Vance stated that it cost \$2,500.

D. Discussion of Proposed FY2016-2017 General Fund Budget

Ms. Corder stated that the Legislative, Admin and Community Relations budgets only had minimal increases. She stated that there was a proposed increase in the attorney fees in the Legal budget due to ongoing cases.

Mr. Garry Huddle reviewed the proposed Finance budget. He stated that the Professional services/Auditor line item increased slightly since staff will need to utilize the City's audit firm to meet the new GASB requirements. He stated he would also need to use the audit firm to help with software program changes. Mr. Huddle stated that the street lighting budget increased because the City's electric bill is almost \$24,000 monthly. Ms. Vance explained that this cost includes the street lights in the City and the lights in the City parks. Council Member Jenkins asked if LED bulbs were being used in the street lights. Ms. Vance stated that currently LED bulbs are not used. When a bulb needs replacing it is replaced with a more updated light bulb but the City would have to pay an extra cost to have LED bulbs installed.

Ms. Corder reviewed the Public Buildings budget. She stated that the service contracts line item increased because the City now has the HVAC units in all the buildings on a maintenance contract. She stated that all City buildings now are having bi-annual pest control maintenance as well.

Ms. Vance reminded Council that none of the proposed budgets include the City's increased health insurance numbers. The first estimate was an 18% increase and staff is currently negotiating to get the best possible number. Also, each salary line item includes an additional payroll. She stated that one of the two animal services positions was moved to Planning and Development as a code enforcement position. One additional code enforcement position was moved to Planning and Development as well.

Major Fulwood reviewed the capital items requested in each of the seven departments in Public Safety. He stated that in the Patrol Department a gang grant was requested to work with Richland County's task force. This grant position would assist Public Safety with investigating, identifying and prosecuting street gang criminal organizations. This position would enable an intelligence sharing platform to increase the available resources for the City of Cayce Public Safety in these investigations. This program should decrease the gang presence and effect on the City.

Major Fulwood stated that Public Safety applied for a Meth grant to assist in purchasing equipment and training four personnel in Meth Lab processing and dismantling to comply with OSHA standards. This would increase the effectiveness of safely removing a meth lab and the prosecution of the lab operators. He stated a throw phone was also requested. A Direct Link Video Throw Phone System would allow crisis negotiators, SWAT and narcotics investigations to see and communicate with suspects that are holding victim's hostage in a barricaded incident.

Major Fulwood stated \$10,000 is needed to finish construction of a department owned firearms range. Upon construction of the range, the department would not have to rely on other agencies or pay range usage fees. The location of the property is City owned and the backstops have already been constructed. The property/land could be maintained by the department. He stated that 800MHz Radios were also requested. He explained that due to system upgrades in early 2016, the department has five radios that no longer work on the system. Due to the age of these radios, there is no upgrade available and they will have to be replaced.

Major Fulwood stated that In-Car Digital Cameras were requested. The Public Safety department has equipped a majority of the patrol division fleet with the WatchGuard digital camera system. The system uses a media server at Public Safety for storage and retention. Ten more systems are needed to fully equip the six vehicles requested in the 2016/2017 budget and to replace four old systems. The purchase of ten wireless transfer kits (to transfer recorded data from these in car systems in the patrol car to the server inside Public Safety) and an Evidence Library in-car device license were also requested.

Major Fulwood stated that Body Worn Cameras have been requested. This purchase would equip every officer (25 units) assigned to the patrol division with a body worn camera. The camera model matches and works in tandem with the Watchguard video evidence server that is already in use by the department.

Major Fulwood stated that the Manager of the City's Garage recommended that six vehicles currently in the Public Safety Fleet be replaced. The vehicles have high mileage, all over 100,000 miles, and have experienced numerous mechanical problems over the last year. He stated that all of the vehicles could require major mechanical repairs if not replaced.

Major Fulwood stated that three additional firefighters have been requested which would increase each shift to five firefighters. He stated that the bay doors in the Fire Department need to be replaced. Currently there are six bay doors that have electric door openers without any remote controls. These motors are older and are starting to show signs of failure due to age. All components of the doors including the tracks, motors, brackets and remotes need to be replaced.

Major Fulwood stated that the Public Safety Parks department has requested two 800 radios for the Park Rangers. Currently they are sharing one 800 radio and the purchase of these two radios will provide them with their own radio in case of an emergency situation or if they were ever needed to respond in on their scheduled day off. The purchase of the radios ensures that the Parks Rangers can notify dispatch of their location and call for assistance in case an emergency situation arises.

Major Fulwood stated that the Dispatch budget includes a request to replace the current Lifeline100 911 consoles in dispatch. Support for these consoles is scheduled to end March 2017. He stated that state law requires PSAPs to replace equipment before the end of support date set forth by the manufacturer to ensure continuity in operation of 911 systems. The current proposal is to replace the old equipment with new V-viper consoles supplied by AT&T. These consoles are approved equipment for a 911 center and are available with warranty and service level agreements which meet the criteria for a PSAP. Most of the equipment cost is reimbursable through the SC CMRS fund at 80% to 100% depending on the particular equipment. Major Fulwood stated that the purchase of this equipment to upgrade the City's 911 center would give Dispatch a solid base as the City transitions to managing its own PSAP separate from Lexington County.

Ms. Vance stated that Public Safety applies for every grant for which the City is qualified. She stated that much of Public Safety's equipment is now on a replacement plan. She stated that all of the General Fund leases have been paid off.

Mr. Marini presented the IT budget to Council. He stated that he requested a new position for his department. He stated that currently he and Lt. Beckham are responsible for over one hundred computer users in thirteen different locations. They are also responsible for the setup and maintenance of one hundred twenty in-car and handheld radios, setup and maintenance of twelve in-car computers and fifteen dash cam cameras. They also install and maintain all the call boxes in the City's parks, maintain the City's phone system and the City's mobile phone system.

City Manager's Report

Ms. Vance stated that the City's demolition program has been very successful to date. Currently five houses have been torn down and several demolition permits have been issued. The City has not had to spend any money that was allocated for this program yet since the homeowners have voluntarily demolished their property.

Ms. Vance stated that currently there are 760 properties registered with the City's Rental Registration Program. There are another 722 that still need to register. She stated that anyone that owns rental property and is renting it is required to have a business license. After April 15, anyone that registers will be charged a \$100 late fee.

She stated she would let Council know when staff starts the process of contacting people who have not registered yet.

Ms. Vance stated that staff received bids for the new Parks and Sanitation building. She stated that the bids came in higher than the amount of money that Council allocated for this project. Staff may re-bid the project to hopefully get a lower price. She stated that the new park in Riverland Park would be complete by the end of May. The improvements to Guignard Park are scheduled to be complete by the end of June.

Committee Matters

- A. Approval to Enter the Following Approved Committee Minutes into the City's Official Record

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

Museum Commission – March 2, 2016
Events Committee – March 10, 2016

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

- B. Appointments and Reappointments

Mayor Partin stated that the Events Committee currently has one open position. The City has received a potential member application from Ms. Maxine Creamer. The Committee recommends her appointment. Council Member Almond made a motion to appoint Ms. Creamer to the Events Committee. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

There were no comments made by Council.

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 by City Attorney and Bond Counsel
- B. Discussion of negotiations incident to proposed contractual arrangements

between the City of Cayce and Lexington Two School District

- C. Discussion of negotiations incident to proposed contractual arrangements for the funding of a waterline project

Council Member Almond made a motion to move into Executive Session. Council Member Jenkins 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 Corley 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

There was not any action in follow up to Executive Session

Adjourn

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:30 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

