



Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Tara S. Almond Phil Carter Eva Corley	City Manager Rebecca Vance	Asst. to City Manager Rachelle Moody
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**CITY OF CAYCE**  
**Regular Council Meeting**  
**December 5, 2017**

The December 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 and Eva Corley. Mayor Pro Tem James Jenkins was out of town and unable to attend. City Manager Rebecca Vance, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Special Projects/Grants Manager Rachelle Moody, Director of Planning and Development 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 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 Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

**Approval of Minutes**

Council Member Almond made a motion to approve the November 7, 2017 Regular Council Meeting minutes and the November 21, 2017 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 Other**

A. Presentation by Ms. Joni Coleman re Lexington Two Innovation Center

Ms. Joni Coleman and Mr. Bernie Atkins, Directors of Career and Technology Education at Lexington Two School District, presented Council with an overview of the new Innovation Center currently being built. Ms. Coleman stated that the Innovation Center will be a Career and Technology Education (CATE) Center that is scheduled to open August 2018. Mr. Atkins stated that the Center will offer courses on health science, sports medicine, digital art and design, digital multimedia, computer

programming, business and marketing, engineering, welding, carpentry, auto collision repair, auto tech and cosmetology. He stated that the cosmetology course has a 100% certification rate. The students are state certified cosmetologists when they graduate from the course which saves the student approximately \$25,000 in tuition fees.

Ms. Coleman stated that the carpentry students are partnered with Habitat for Humanity and will help to build homes in Cayce. She stated that barbering, culinary arts, EMS/fire safety and electricity courses will be added in 2018-2019.

Mr. Atkins stated that the goal for Lexington Two CATE students is that they complete CATE, be WorkKeys certified, have an industry credential and/or certification and get an apprenticeship. There are CATE students at Airport and Brookland-Cayce High Schools, Busbee Creative Arts Academy, and Pine Ridge, Fulmer and Northside middle schools. He stated that currently students can get certified in welding, auto mechanics, cosmetology, health science and auto collision repair.

Ms. Coleman stated that the Innovation Center has partnerships with the University of South Carolina Sumter and Midlands Technical College. She stated that the Center will have two science labs and is partnered with the University of South Carolina Sumter to provide advanced college science classes.

Ms. Coleman stated that the Innovation Center has local and district advisory councils which consist of local businesses. The advisory councils meet with the Innovation Center instructors often to discuss what classes they are teaching and if their equipment is relevant so when the students come out of the program they will be employable.

Assistant Director of Public Safety Jim Crosland asked if the students who finish the fire safety classes will be certified fire fighters. Mr. Atkins confirmed that they would be a certified Fire Fighter II. Mr. Atkins presented Council with the design of the buildings of the Innovation Center. Council Member Carter stated that the Innovation Center is one of the most significant buildings ever constructed in the Lexington Two School District.

Council Member Corley asked if there was an application process for students to take the classes offered at the Innovation Center. Ms. Coleman stated that any student could attend the classes. Mayor Partin asked what Council and City staff could do to support the new Innovation Center. Ms. Coleman stated that there is always space on advisory committees that local businesses can serve on.

Mayor Partin asked if the Innovation Center has plans to offer police courses in the future. Mr. Atkins stated that someone is required to be 21 years old to be a police

officer so there is a three year gap between graduation and being the required age to be an officer. He stated that they may consider adding it in the future. Mayor Partin stated that the City would like to help promote the services that the center offers to the public at a reduced cost. For example, cosmetology and auto mechanics. She stated that City staff could also help connect the Innovation Center with any local businesses. She thanked Ms. Coleman and Mr. Atkins for the informative presentation.

**B. Presentation by City Manager re the City Receiving the South Carolina Municipal Insurance and Risk Fund Award**

Ms. Vance stated that the City received the South Carolina Municipal Insurance and Risk Financing Funds Risk Management Award for 2017. She stated that the criteria for the award is met by calculating the City's experience modifier and the City's gross loss ratio. The City was lowest overall in its class. She stated that the City continues to reduce the frequency and severity of wrecks and losses due to the hard work of staff and the City's Safety Committee. She stated that the City's Human Resources Department works diligently to train staff on safety issues. Monthly safety meetings are held and staff attends monthly Accident Review Board meetings.

Ms. Vance stated that part of the Risk Management Services Award was a luncheon for the staff members who serve on the Safety Committee and the Accident Review Board. The City was also awarded \$2,500 which will be put back into the City's Safety Program. One suggestion was to use the money to purchase two additional AED Defibrillators for the new Parks/Sanitation building and for the City's Garage. Ms. Vance stated that the funds that Council has approved for additional Human Resources staff to focus on safety has proven to be a good investment.

**C. Presentation by Mr. Carroll Williamson re an Update to the City's Property Registration Program**

Ms. Vance stated that the City was in its second year of the Property Registration Program. She stated that Mr. Williamson would update Council on the progress of the program and review a few changes that he recommends for the program. Mr. Williamson stated that in 2016 the percentage compliance was 69%. The percentage compliance for 2017 was 88%. He stated that the program states that a business license is required for anyone who rents at least one residential property. He stated that in 2015, before the program was put in place, 57 business licenses were issued. The program started in 2016 and 451 business licenses were issued. In 2017 515 business licenses were issued.

Mr. Williamson stated that there are 198 rental properties in the City owned by Cayce residents which generates approximately \$12,000 in business license revenue

for the City. He stated that there are 557 rental properties in the City that are owned by non-residents which generate approximately \$67,000 in revenue. Ms. Vance stated that when the City implemented the Property Registration Program staff placed flyers on the resident's roll carts, there were articles in the newsletters and the local papers and the information was placed on the City's website and social media. She stated that staff also attended neighborhood meetings and spoke to the neighborhood leaders at length about the program.

Mr. Williamson stated that an initial letter was sent to the property owners in early March with a deadline of April 17. He stated that a certified letter was sent in June to everyone that had not complied. Then staff placed door hangers on the homes of owners who live in Cayce and the surrounding area. Letters were hand delivered to the tenants of owners who still had not complied at that point. He stated that staff made multiple phone calls and sent emails to out-of-City property owners to increase the compliance. He stated that once the property owner does come to City Hall a lot of staff's time is spent on one on one meetings with the property owner explaining the program and assisting them with filling out the application.

Ms. Vance stated that the first two years of the program has been very staff intensive. She stated that she was very pleased with the 88% compliance rate and did not think that the City would be able to get more than a 95% compliance rate. She stated that the Planning & Development Department consists of only six staff members. She stated that during the next budget process Mr. Williamson will likely request an additional staff member and adding a fee to the Property Registration Program. She stated that the information that the City has acquired through the program has helped with a number of public safety and code issues.

Mr. Williamson stated that staff acquires the list of rental properties from the Lexington County Tax Assessor's office. He stated staff will compare the 2018 addresses that they received from the County with the City's updated 2017 database and make any revisions that are needed. He stated that one recommended change to the Property Registration Program Ordinance is to remove the requirement that the names of the tenants must be provided on the application. However, the responsible party must provide the City with tenant information within 24 hours of a request from the City.

Mr. Williamson stated that another recommended change is that the program letter be mailed out in January along with an application and a business license renewal notice. He stated that a brochure will not be included with the application but will be available at City Hall and on the website.

#### D. Approval of 2018 Council Meeting Dates

South Carolina state law requires a municipality to make public the dates of Council Meetings at the beginning of each calendar year and provide Council with a suggested schedule. Mayor Partin stated that the Regular Council Meetings are the first Tuesday of the month at 6pm. She explained that Council tentatively schedules a second Council Meeting each month for the third Wednesday of the month at 5pm. Due to schedule conflicts it was decided that the Council Meeting in February will be rescheduled to February 7, 2018, the April Council Meeting to April 10, 2018 and the November Council Meeting to November 13, 2018. Mayor Partin stated that the August Special Council Meeting will be held the fourth Wednesday of the month due to schedule conflicts.

Council Member Almond made a motion to approve the Council Meeting dates as discussed. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

#### **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

Council Member Corley made a motion to approve Ordinance 2017-15 on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- 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

Ms. Vance stated that on December 16, 2015, the City 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. She stated that during the two years that the program has been operating, Planning & Development 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. Ms. Vance stated that 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.

Council Member Almond made a motion to approve Ordinance 2017-16 on first reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

#### C. Consideration and Approval of Resolution Approving the City's Strategic Plan

Ms. Vance stated that in July 2017, Council undertook a strategic planning process to develop a five year strategic plan. This plan 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. She stated that by adopting the Resolution the strategic plan is formally adopted and will be made accessible to the City's residents. Ms. Vance thanked Ms. Moody for creating a document that outlines each strategic priority and the objectives, measurable and action items for each priority.

#### **City Manager's Report**

Ms. Vance stated that staff has a signed copy of the County's TIF documents. She stated that the City was awarded \$5,000 for Disaster Warning software. She stated that it is basically a reverse 911 system that the City can use to notify residents of an emergency or an issue that affects a large number of people. Ms. Vance stated that the City also received a CDBG grant for relining sewer lines on Holland Avenue, Railroad Avenue and State Street. She stated that staff would be bidding the project out in the next few weeks. She stated that the Riverwalk repairs should be complete by the end of 2017. She stated that Hurricane Irma caused damage to areas in the Riverwalk that had already been repaired so the project has taken longer than initially projected.

Mayor Partin stated that she went to her dentist that morning and the staff was thrilled with the improvements that the City made to the alleyway behind the building. Ms. Vance stated that the slope of the road was upgraded so it will drain, the water and sewer lines were replaced, landscape was added, an irrigation system for the landscaping was added and a privacy fence was installed.

#### **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

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

### **Council Comments**

Council Member Carter stated that he attended the Museum's Christmas Traditions and thought the museum and the grounds looked better than it ever has. Ms. Vance stated that the Museum staff has utilized Hospitality Tax funds to paint the entire Museum, install a new roof to the building and make much needed repairs.

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

Mayor Partin stated that there was not anything to be discussed under Item A. Council Member Almond made a motion to move into Executive Session to discuss Item B. Council Member Corley 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 Carter 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**

#### VIII. B.

Council Member Almond made a motion to authorize the Mayor to finalize and sign the City Manager's contract and compensation as discussed in Executive Session. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

### **Adjourn**

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:37 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, CMC, Municipal Clerk

