

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



**City of Cayce
Special Council Meeting
May 22, 2019**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Pro Tem Tara Almond, Council Members Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Director of Public Safety Byron Snellgrove, Deputy Director of Public Safety Jim Crosland, Director of Human Resources Lynn Dooley, Director of Utilities Blake Bridwell and City Attorney Danny Crowe were also in attendance. Mayor Elise Partin was out of town and unable to attend the meeting.

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

Public Comment Regarding Items on the Agenda

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

Presentations

A. Presentation by Ms. Patricia Cooper regarding the 2020 Census

Mayor Pro Tem Almond stated that Ms. Cooper was one of Mayor Partin's students at the University of South Carolina. Ms. Cooper stated that she was a recent graduate from the University of South Carolina and had the pleasure of working with Mayor Partin in her Introduction to Leadership Studies class. She stated that she got the opportunity to research the 2020 Census and how it affects the state of South Carolina. She stated that the 2020 Census provides an opportunity for everyone to be counted.

Ms. Cooper stated that a Complete Count Committee (CCC) is key to creating awareness in communities all across the country. CCCs utilize local knowledge, influence and resources to educate communities and promote the census through locally based, targeted outreach efforts. She stated that CCCs provide a vehicle for coordinating and nurturing cooperative efforts between local governments, communities

and the Census Bureau. A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare and other community organizations. These trusted voices develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

Ms. Cooper stated that the time to form a CCC is now. She stated that local leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count. Some activities could include holding CCC kickoff meetings with media briefings, participating in Census rallies or parades, coordinating Census unity youth forums, hosting Interfaith breakfasts and weekend events and incorporating census information in newsletters, social media posts, podcasts, mailings and websites. Ms. Cooper reiterated that the primary goal of the 2020 Census is to count everyone only once, and in the right place. Ms. Cooper stated that for each person counted in South Carolina the state nets an average of \$1,500 in revenue back from the Federal Government.

Mayor Pro Tem Almond stated that a correct Census count is very important since the funding received is based on the count. She stated that the City was going to be very proactive in getting 2020 Census information out to its residents.

Ordinances and Other

A. Discussion and Approval of Ordinance 2019-07 Amending City Code Sections 2-66 Concerning Regular Meetings of Council – First Reading

Ms. Hegler stated that Ordinance 2019-07 amends the City Code to state that regular meetings of the Council will be held the first Tuesday and the third Wednesday of each month. Initially the Wednesday Council Meetings were held periodically and were called Special Council Meetings but now are held monthly so they should be referred to as a Regular Council Meeting. Council Member Corley made a motion to approve the Ordinance on First Reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2019-08 Amending the City Code to Add Chapter 29 ("Local Accommodations Tax") – First Reading

Ms. Hegler stated that per state law, municipal governments may impose a local accommodations tax by Ordinance adopted by its governing body. Local accommodations tax proceeds must be used for tourism-related projects and programs as defined in SC Code Section 6-1-530. The rate of the tax may not exceed 3%, and is a separate accommodations tax from the mandatory 2% state accommodations tax. Currently, the City of Cayce does not have a local accommodations tax Ordinance. Ms. Hegler stated that due to recent economic growth related to hotels and motels, the City of Cayce has the opportunity to implement a local accommodations tax to generate revenues to help cover the City's costs associated with tourism-related projects and programs.

Ms. Hegler stated that there are currently six hotels and motels located within City limits that would collect and remit a local accommodation tax to the City. These businesses currently collect and remit state accommodations taxes. Based on the in-City hotel gross sales receipts from 2018, at least \$262,000 in revenue during Fiscal Year 2019 – 2020 could be generated if the City of Cayce implemented a 3% local accommodations tax. Ms. Hegler stated that this revenue would be maintained by the City and used to cover expenses incurred by the Parks Department, Museum, Public Safety Park Rangers, and other tourism-related City operations.

Ms. Hegler stated that in preparation for establishing a local accommodations tax, staff consulted with Municipal Association of South Carolina (MASC) staff for information and guidance. The Ordinance presented for Council's approval is based on the model MASC local accommodations tax Ordinance. Furthermore, staff research concludes that implementation of a local accommodations tax has become a critical component of municipal tourism operational funding. She stated that upon passing of two readings, the local accommodations tax Ordinance would be implemented prior to July 1, 2019 so that a full year of local accommodations tax revenues may be accounted for in the FY20 budget.

Council Member Jenkins made a motion to approve Ordinance 2019-08 on First Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2019-03 Re-Zoning 1908 State Street (TMS#005769-08-004) from RS-3 (Single Family Residential) to C-3 (Central Commercial District) – Second Reading

Council Member Corley made a motion to approve Ordinance 2019-03 on Second Reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2019-04 Amending Zoning Ordinance Section 6.10 ("Design Overlay District") to Provide for a New I-77 Gateway Design Overlay District – Second Reading

Council Member Corley made a motion to approve Ordinance 2019-04 on Second Reading. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval of Ordinance 2019-05 Amending Zoning Map and Rezoning Property to Create a New Design Overlay District (I-77 Gateway Design Overlay District) – Second Reading

Council Member Carter made a motion to approve Ordinance 2019-05 on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

F. Discussion and Approval of Ordinance 2019-06 Amending City Code Section 28-114 ("Discharging Firearms") to Provide for Additional Exceptions – Second Reading

Council Member Carter made a motion to approve Ordinance 2019-06 on Second Reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

G. Discussion and Approval of Supportive Municipal Judge Agreement for Bond and other Judicial Duties with Lexington County

Ms. Hegler stated that she requested at the May 7, 2019 Council Meeting that this item be deferred to the May 22, 2019 Council Meeting so she could collect more information. She stated that she was still collecting information and would like to defer this item to the June 4, 2019 Council Meeting. Council Member Carter made a motion to table Item IV. G. until the June 4, 2019 Council Meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

H. Discussion and Approval of a Financial Participation Agreement for the Julius Felder Sidewalk Phase III Project

Ms. Hegler stated that the City has received a \$156,941 grant from the South Carolina Department of Transportation (SCDOT) Transportation Assistance Program (TAP) to remove an existing sidewalk and install a new ADA-compliant sidewalk on Julius Felder Street, from Hemlock Street to Frink Street. The project requires a \$39,235.25 grant match. She stated that City staff have pursued TAP grant funding from SCDOT to install a fully contiguous, ADA-accessible sidewalk along Julius Felder Street since 2013. Grant funding has been pursued, and awarded, in a phased approach. With TAP grant-funded projects, SCDOT performs all project management: design, engineering, construction management and inspection.

Council Member Jenkins made a motion to authorize the City Manager to sign the Financial Participation Agreement and approve the expenditure of \$39,235.25 from the General Fund's fund balance to pay the required grant match for the Julius Felder Sidewalk Phase III Project. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that the State's Law Enforcement Accreditors were on site last week to review all of Cayce Public Safety's policies and proof of use with the

Department's Accreditation Team. She stated that they seemed very impressed. Being accredited is a big achievement because it shows that the City's Public Safety Department is operating with best practices and consistency, which gets the City bonus points on its SCMIRF (SC Municipal Insurance and Risk Financing Fund) rating. She stated that the accreditation board holds their next meeting on Friday, June 7 and staff expects them to make a decision then. Ms. Hegler stated that if Public Safety passes, the accreditation board will present that to Council at a later date.

Ms. Hegler updated Council on the status of the Waterline Replacement Project. She stated that all seven contracts are substantially complete. A few contractors are still finishing up their punch lists. One contract is tied to the streetscape project, so it will not be able to be fully closed out until the streetscape project is complete. Ms. Hegler updated Council on the status of the Knox Abbott Traffic Calming and Pedestrian Safety Project as well. She stated that the final sections of sidewalk, brick and sod are being installed; these are the parts of Knox Abbott closer to the river and Guignard Park. The electrical subcontractor has been working on installing electrical receptacles at the trees and boxes at various intersections. The traffic signal contractor (who is also handling the crosswalk equipment) has been back on the job this week installing the bases of the traffic signal poles. They will also be installing pedestrian control poles and devices. The remaining intersection to be turned over to mast arms for traffic signals is Knox Abbott & 9th. As soon as staff receives the signed easement from First Citizens Bank the intersection can be finished.

Ms. Hegler stated that the contractor for Dominion Energy continues to install the light poles along the south side of the street. As they are installing, they have been removing some of the old wood poles although the majority can't be taken out until the communications lines are removed. One of the communications companies has begun burying their lines. They are responsible for that work, not any of the City's contractors, and thus the timing is not coordinated. New, larger street signs have been ordered for each of the intersections; once received, they will be hung from the mast arms, as opposed to a pole at the corner. Installation of "CAYCE" letters on the brick plazas will be complete once all letters have been received; a change to the signage has caused some delay. Instead of a plain "C" the City's logo C with the waves in it will be used. Staff is working with SCDOT to finalize design plans for the Guignard Park corner of Knox Abbott and State; current plans are to paint the existing guard rail black and extend the black wrought iron fence to run in front of the guard rail.

Ms. Hegler stated that she placed a memo at each Council Member's seat outlining where staff is with both the Utility and General Fund budgets. She stated that the budget is close to being balanced. The memo also presents options for additional revenue and other balancing options. She stated that she would meet with Council over the next week to discuss further, but staff will need consensus on funding options for first reading of the budget at the June 4, 2019 Council Meeting.

Council Member Carter asked if the City has any leverage with the communication companies to ensure that they get their work done quickly. Ms. Hegler stated that staff hopes that constant communication with these entities will ensure that the work is done swiftly. Mayor Pro Tem Almond asked if there are plans for planters with flowers in them for the brick plazas. Ms. Hegler stated that trees will be installed behind the brick walls but the design did not include any plans for planters. Mayor Pro Tem suggested that staff work with the City's Beautification Foundation for large concrete planters.

Council Comments

Council Member Jenkins asked if the City had any procedures in place for checking on the City's senior residents during extremely hot weather. Ms. Hegler stated that staff has a good sense of where the more vulnerable citizens live and can make a point to check on them.

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 a School Resource Officer Agreement with Lexington County School District 2

Mayor Pro Tem Almond asked Mr. Crowe if there were any items to be discussed under Item VII. A. He stated that he did not. Council Member Jenkins made a motion to move into Executive Session to discuss Item VII. B. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Council Member Corley made a motion to reconvene the Regular meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Pro Tem Almond 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

Item VII. B.

Council Member Carter made a motion to approve the City Manager to enter into an Agreement and Memorandum of Understanding for Law Enforcement Services between the City of Cayce and its Public Safety Department and Lexington County School District 2 and allow the Director of Public Safety to sign as well. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Corley made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:35 p.m.

Tara S. Almond, Mayor Pro Tem

ATTEST:

Mendy Corder, CMC, Municipal Clerk

