

**Minutes**  
**Finance Committee**  
**March 4, 2019**  
**6th committee meeting**

Members present were Chairwoman Carol King , Committee members Dale Black and Terry Merritt. Finance Director Holly Abercrombie, HR Director Mark Putnam and City Administrator Brandon Madden were also present.

1. Call to Order- Chairwoman King

2. Public Comment- None

3. Reading and Approval of Minutes

a. Finance Committee Meeting: January 7, 2019

Councilman Merritt made a motion to approve the minutes with Councilman Black seconding. The vote was unanimous (3-0).

4. Reports or Communications from City Officers

a. Budget Review- Holly reported the budgets look good.

b. Department Reports- Mark advised committee there would be a cell phone policy and a media policy for next month's agenda.

Chairman Black asked about the PW Director position. Mark said we are advertising and have one applicant who looks promising. Brandon said a few candidates have been talked to, but they have not submitted resumes as of yet.

5. Unfinished Business- None

6. New Business

a. Automatic Vehicle Location (AVL) Fleet Management Demonstration- This is a trial demo to test equipment for gps location. Brandon said staff is inventorying our rolling stock. We do not have AVL on any vehicles, so we are limited on tracking where the vehicles are located and fuel consumption. T Mobile is allowing a trial use of their software for 60 days. It also shows if the vehicle is idling. This will protect our employees and give us additional data. Councilman Black asked how it would be tied into our vehicles. We have some vehicles that are not computer equipped. Brandon said we would have to look, but he thinks this is fairly universal. Councilman Merritt said it will plug in under the dash. Councilman Merritt asked if this will be accessible to people who have Verizon services, since this is a T Mobile program. Brandon said it is stand alone and will be similar to the VOA on our computers, with a log-in.

Councilman Merritt said he was concerned that there was information about cell phones in the proposal and the City has Verizon as a carrier. Brandon said this is a separate issue from cell phones. Councilman Black said we might be able to take this as an opportunity to look to see if we are getting the best deal on cell phones from Verizon. Councilman Merritt said the garbage truck drivers all have phones. Is there

an app that can be put on their phones to track their location? Could the vehicles be tracked through the employees' cell phones? Brandon said this is automated tracking. Mileage will be tracked automatically and we will be able to geotrack people. We will be notified if they are exceeding the speed limit or going outside of the city limits. Marl said a lot of trucking companies use this technology. Chairwoman King said she saw one of our trucks way outside of the city limits.

Councilman Black said GPS was purchased for our public works department but it was never implemented. Chairwoman King said this is being proactive and we can't change what happened in the past. This trial is for 60 days. Councilman Merritt asked who would be reading the data collected. Brandon said right now, Public Works manages their own fleet, the Police Department manages their own, and so forth. This will help make our fleet unified. Councilman Black asked if one of the vehicles notes that it is time for an oil change, who will be the one to notify the department of that? Will there be a flag? Will it automatically download to a database and dump the information to a central computer? Brandon answered yes.

Councilman Merritt said we have a work order management system. If you pull samples, it doesn't give enough information. Recreation started asking for work orders because we were hearing something didn't get done, but the system we have is no help because there is not enough data inputted.

Councilman Merritt said he has been through two computer systems at the Sports Center that no one knew how to use. Chairwoman King said until we try it how do we know? Councilman Merritt said someone has to manage and look at this data. Holly said it will be a team of people, not just Brandon or her. Councilman Merritt said he is not against the free trial, but wants test groups. Councilman Black said he would like to see where the information is downloaded. Brandon said it is a portal you can log on to and see the data. Councilman Merritt asked where the data will be stored. Brandon said T Mobile's servers. Councilman Merritt asked who the city's log on will be done via who. For example, Vc3 controls our desktops and they have the ability to say who you have access too. Will Vc3 allow you to get to T Mobile's server?

Councilman Black said we have spent thousands of dollars on computer programs and you might as well have thrown your money out in the road for the use we got out of it. Brandon said Cobb County has T Mobile's service. Brandon said after 30 days, we could have T Mobile come and walk Council through how this works. Brandon said T Mobile will come in and install the program for those who will need access.

Brandon said he will check with VC3 to make sure it is compatible. Councilman Black said while we are doing this, he would like to look at our cell phone plan to see if we are getting the best deal.

Chairwoman King said she doesn't believe this needs to go through council. Councilman Black asked how much this would cost after the trial period. Brandon said it would be \$12.00 a month per vehicle. T Mobile will furnish the units.

Committee directed Brandon to proceed with the trial period.

- b. Fiscal Policy Revisions- Brandon has gone through and revised our current fiscal policy. Chairwoman King said the fiscal policy is important for internal controls and budgeting situations. Brandon said the City is very strong financially and he is making suggested revisions because there are no policies that mirror our strong financial position. He is suggesting some internal controls to put in writing what we already practice. We have enterprise funds, special revenue funds and this puts it in writing. Brandon said this is for review, making adjustments, and this policy could go along with the new budget.

Councilman Merritt said he was impressed with what he read. On 16, the City Administrator and Chief Financial Officer are referenced. Who is the CFO? Brandon said that would be changed to Finance Director. It is Holly.

Page 18 under 5, the City will participate in the SC State Local Investment Pool. Councilman Merritt said he doesn't want to get caught in a state program like the retirement system. Holly said we have participated in this program for a long time, but we have minimal participation. Some of the accounts were switched to BB&T because they were paying a higher interest rate.

This item was held in committee.

## 7. Public Comment

Joel Ann asked if the police and fire departments would be excluded from the AVL data on vehicles because they would be speeding when responding to calls. Brandon said they would still have the software, but they would be able to explain why they were speeding for that period of time. Brandon also noted fire trucks would be going outside of the city limits, but the police department vehicles should not. They have to stay within their jurisdiction.

Dennis Raines asked if dispatch knows where our police cars are constantly. Brandon answered yes, but not in real time. They do know, but if we had to put eyes on all assets, we couldn't do that now.

Dennis also said our auditors are extremely interested in internal controls and asked if we have considered letting the auditors look at the policy. They may have some good suggestions.

## 8. Committee Concerns

Councilman Merritt asked if the first budget workshop is still March 14<sup>th</sup>. Chairwoman King said yes. We were tentatively supposed to look at capital items in these committee meetings,

but decided to wait until after the first budget workshop to see if more discussion is needed in the April committee meetings. This will be the first time Council has seen a true balanced budget. Also, the capital items are things that we can afford within the budget. There will be a different type of budget presentation on the 14<sup>th</sup>. Councilman Merritt said then the part of the council memorandum that was sent out on March 1<sup>st</sup> that says Council has looked at CIP prior to the recommended budget is not accurate. Brandon said he meant by way of custom and practice council has reviewed the CIPs.

Councilman Merritt said his second concern is the number quoted in the Mavin Contract of a little more than \$600,000. Where did the number come from? It didn't coordinate with the spreadsheet. Brandon said he doesn't have the information with him, but there is a breakdown that he received from Joe Lanahan. Councilman Merritt said the number is between \$629,000-688,000. Brandon will get the breakdown to council.

Joel Ann asked if the committee meetings from February 4<sup>th</sup> were rescheduled. Chairwoman King said they were held on the 11<sup>th</sup> instead.

9. Adjourn- Chairwoman King adjourned the meeting.

Respectfully Submitted,

Cindy Miller  
Municipal Clerk