

**Minutes**  
**Finance and Policy Committee**  
**Monday, July 1, 2019**  
**6:00 p.m.**  
**3<sup>rd</sup> committee meeting**

Members present were Chairwoman Carol King and Committee member Terry Merritt. Mark Putnam, HR Director and City Administrator Brandon Madden were also present. Committee member Dale Black was not present due to attending a funeral. Holly Abercrombie, Finance Director was on vacation.

**1. Call to Order- Chairwoman King**

**2. Public Comment- None**

**3. Reading and Approval of Minutes**

- a. Finance Committee Meeting: June 3, 2019  
Councilman Merritt made a motion to approve the minutes with Councilwoman King seconding. The vote was unanimous (2-0).

**4. Reports or Communications from City Officers**

- a. Budget Review- Brandon said we should have a surplus at the end of the last fiscal year.
- b. Department Reports- Mark reported that we had a lunch and learn towards the end of June regarding the opioid crisis and where to go for help.

We are talking to PEBA and a couple of other groups regarding insurance.

Councilman Merritt said he had met with Brandon today on some concerns he had. Brandon already knew about them and would talk to the different departments about being more diligent in their paperwork when purchasing. Councilman Merritt said he is seeing some issues with airline and hotel reservations and wonders if the final bill is reconciled when turned in and if the travel was actually done. Brandon said he is pretty sure staff does that, but wants to make sure.

Councilman Merritt asked when is an item capital versus non-capital. Chairwoman King answered that it was a cost value. Anything over \$5000 is

a capital expenditure if it is equipment. Brandon said he thinks capital is over \$5000 or with a life of five years or more. Chairwoman King said yes, it is depreciated. The least amount of depreciation is five years. Councilman Merritt asked if the lockers would be depreciated over the total life of the sports center, which is over 40 years. Brandon said Holly's recommendation was non-capital. Chairwoman King agreed because it is part of the structure. Capital is typically vehicles, equipment, HVAC units that can be replaced or removed.

Councilman Merritt said the first reading on the budget amendment states the price of the lockers and says capital. Then a set of replacement pads says general. He said he understands the pads would be non-capital. He said he is seeing some inconsistencies. The expense from tonight will be absorbed in sports center 451-830 non capital, but there is no money budgeted in that fund. How do you absorb something into zero? Brandon said he will confirm this with Finance and report back. Councilman Merritt said the \$300 end panels were charged on the credit card and written up as capital.

Councilman Merritt said there is a Senior fitness program where they pay a dollar or two and it goes into a revenue account. When the instructors are paid, it comes out of a fitness expenditure account. In mid June it got booked to program expenses, which is for trips. Why did the fitness instructors get paid out of program expense instead of fitness expense?

## **5. Unfinished Business- None**

## **6. New Business**

### **a. Workplace privacy policy**

Staff took it upon themselves to bring this policy to committee and Chairwoman King was pleased they did.

This policy speaks to internet and cell phone use. The City can ask to see someone's cell phone and look at the usage if it is a cell phone purchased by the City. The policy also states that the City has the right to go through an employee's desk. There is no expectation of privacy.

If an employee brings in a personal tablet or other equipment, they cannot use it on city property or in a city vehicle to look at something the City would deem inappropriate. Each employee will sign this policy.

Councilman Merritt gave a scenario where an employee brings their own

tablet to work and looks at city email on it. On the tablet, they have access to the city email and also their personal email. City business is now on their personal tablet. Does that give the City the right to look at a personal tablet? Does it give you the right to view anything on the tablet since they used it for City business?

Mark said he thinks in some cases it would allow the City to look at a personal tablet because now City business is on it. Councilman Merritt said we wouldn't know if they were using city Wi-Fi to look at yahoo or at city emails. Councilman Merritt said he would like to see a legal opinion on whether the City has the right to look at personal email accounts if they were looked at over a city Wi-Fi connection. Councilman Merritt said we recently agreed to pay the employee a fee if they used their personal device to transact city business. Were they fully aware they have now allowed the city to have total access to all of their personal information?

Mark said public works employees who are using their own phones are not using data from the City of Mauldin. It is texts. Councilman Merritt said they are discoverable. Councilman Merritt said he wants to make sure the employees are aware of that and it is legal. Mark said he would get with John and find out.

This policy was held in committee waiting on legal opinion.

## **7. Public Comment- None**

## **8. Committee Concerns**

Councilman Merritt said our standing committee rules state committees shall meet regularly monthly. He said that to him, that means once a month. Section 2 says committee meetings shall meet the first Tuesday of the month. That was changed several years ago.

Section 6 says any council member may put an item on the agenda of any committee. On June 24<sup>th</sup>, Councilman Merritt sent Brandon an email with suggestions of items for the agenda of Public Works and Finance. He received an email back saying pursuant to discussions with the Public Works Chair, there would be a presentation on August 5<sup>th</sup>. Councilman Merritt said that didn't sit well with him, but he did get some additional information from Brandon. Councilman Merritt said he asked for an item to be placed on the Finance Committee which was not. He understands the reason behind it, but doesn't agree with it.

He would like the answer to the original question about money left over from a project and will continue to do some research. Councilman Merritt then said he had a question from a citizen regarding the project. That resident had talked with someone doing work in his front yard and it was not IPR. The resident had questions and the answers seemed redundant. Why was the hole not cut right to begin with and why are we doing it again?

Council was getting updates on the project when it was happening a few years ago. There were monthly meetings that could be attended. Councilman Merritt said the meetings he attended were very professional and well run. He was disheartened when he got Mr. Madden's response and disheartened with the project running three months along.

He thinks we should meet monthly with committees or else the standing committee rules should be changed.

## **9. Adjourn- Chairwoman King adjourned the meeting.**

**Respectfully Submitted,  
Cindy Miller  
Municipal Clerk**