



# FINANCE AND POLICY COMMITTEE MEETING

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MONDAY, MARCH 2, 2020 | 6PM

**2nd committee meeting**

The Committee will meet in the Mauldin City Hall at 5 East Butler Road in the 2nd Floor Conference Room at 6 p.m.

Committee agendas are outlines for a Committee meeting showing what business the Committee will be discussing on that date.



# AGENDA

1. Call to Order
2. Public Comment
3. Reading and Approval of Minutes
  - a. Finance Committee Meeting: February 10, 2020 (Pages 2-4)
4. Reports or Communications from City Officers
  - a. Department Reports
    - City Administrator Brandon Madden  
Budget Review
    - Finance Director Holly Abercrombie  
Budget Review
5. Unfinished Business
6. New Business
  - a. Mauldin Council Business Meeting Guidelines for Public (Pages 5-21)
7. Public Comment
8. Committee Concerns
9. Adjourn

## Finance Committee Meeting



Minutes  
Finance Committee  
February 10, 2020  
6:00 pm.

Members present were Chairman Michael Reynolds, Committee members Carol King and Diane Kuzniar. Finance Director Holly Abercrombie. HR Director Mark Putnam, and Brandon Madden, City Administrator, were also present.

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
  - b. Finance Committee Meeting: December 2, 2019  
Councilwoman King made a motion to accept the minutes. Councilwoman Kuzniar pointed out one change. With that change, the minutes were accepted unanimously (3-0).
4. Reports or Communications from City Officers
  - b. Department Reports

City Administrator Brandon Madden  
Budget Review- The Administration budget is on track.  
Health Insurance Update

Brandon asked committee for their thoughts on the City offering an additional choice for insurance. Employees would be able to continue with Cigna similar to last year's insurance and go to the specialists they prefer. The employees would pay the difference in price. There would be no additional cost to the City. Chairman Reynolds said the City could wait another month or two to see if we need to offer this additional insurance. Councilwoman King said she preferred it to be offered now since there would be no financial impact on the City. 25 employees must be interested in the plan before Cigna will offer it. The City will reach out to the employees to gauge interest.

Finance Director Holly Abercrombie  
Budget Review



Holly reported that property tax revenues are starting to taper off and business license revenues will start coming in by April.

5. Unfinished Business

6. New Business

- b. Copier Proposal- Currently, the City uses multiple copy machine companies for its copying/printing needs. The copy machines are with different contracts, varying in terms, firms and pricing. As a component of the City's commitment to being good stewards of taxpayer's dollars, staff performed an inventory of the City's copy machines. There are seven machines that are either towards the end of their contracts or out of contract, and the City took quotes for new machines. The recommendation of staff is to approve a contract with Konica Minolta for their One Rate program, which will be \$1577 a month. The base lease price is more than we are currently paying for the seven machines, but there are no copy overage costs. The City's current overage charges have been substantial. This One Rate program will save the City money. Konica Minolta is also on state contract.

Councilwoman Kuzniar said she would like to see the numbers for the copy overages since the base lease rate quoted is more than what the City is currently paying. Cindy Miller said she would provide those numbers to Council.

Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding. The vote was unanimous (3-0).

- c. Employee personnel policy- This policy has been drafted in case of romantic relationships within departments and how the City can address any issues. A couple of wordsmith changes will be made before the Council meeting.

Councilwoman Kuzniar made a motion to send this item to Council with a recommendation of approval. Councilwoman King seconded. The vote was unanimous (3-0).

- d. Council Chamber Updates- In September 2019, members of Council presented to concerns to staff regarding the audio/visual equipment in the Council Chambers. In an

## Finance Committee Meeting



effort to address those concerns, staff published a design/build RFP (i.e., Request for Proposals) to solicit proposals from qualified AV systems integration firms for AV improvements in the Council Chambers. The intent is to install an updated system that is fully functional and accessible for all Council Chamber users (e.g., City Council, City staff, the public). No proposals were received even after two attempts.

Staff contacted firms and received two quotes. One is from A1 Audio here in Mauldin. The other quote is from Fusion Commercial. Fusion's proposal was most responsive and has most of the capabilities that Council has mentioned they would like. The cost is \$104,000. The proposal from A1 is a little more than \$40,000. Council direction is requested. This is not a budgeted item and could be included in the CIP for the next budget year. It could also be funded within General Fund with a budget amendment if Council wishes to proceed now.

Councilwoman King said she would prefer committee hold this item and put it as a capital item in the upcoming budget. Chairman Reynolds agreed. Councilwoman Kuzniar asked about the \$104,580 quote. \$139,439 looks to be the total quote and the \$104,580 is the 75% deposit. Brandon said that was an oversight on his part, and Councilwoman Kuzniar is correct. \$139,439.82 is the total quote.

This item will be held in committee.

7. Public Comment- None
8. Committee Concerns- None
9. Adjourn- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,

Cindy Miller  
Municipal Clerk



# Finance and Policy Committee

## AGENDA ITEM

**MEETING DATE:** March 2, 2020

**AGENDA ITEM:** 6a

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**TO:** Finance and Policy Committee

**FROM:** City Administrator, Brandon Madden

**SUBJECT:** Amendment to the Council & Committee Meeting Rules

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### **REQUEST**

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The Finance and Policy Committee is requested to consider amendments to the wording of the Council/Committee Rules related to public comments, and consideration of including the rules in the City's Code of Ordinance Chapter 2, Article II, Section 2 or wherever appropriate.

### **HISTORY/BACKGROUND**

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In February 2020, Council requested that this matter be considered by the Committee during its March 2, 2020 Committee meeting.

### **ANALYSIS / STAFF FINDINGS**

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Attached are the Council and Committee meeting rules. The Council meeting rules include provisions related to the Public Comment portion of the agenda; however, it is not referenced as such in the Committee meeting rules. Feedback from the Committee regarding the Council and Committee meeting rules is being requested.

### **FINANCIAL IMPACT**

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There is no financial impact associated with this request.



**RECOMMENDATION**

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This matter is not a staff initiated request. Staff will proceed as directed by Council.

**ATTACHMENTS**

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- Relevant Excerpt from Greenville County Council Rules
- Committee Meeting Rules
- Council Meeting Rules
- Proposed public comment guidelines

**Relevant Excerpt from Greenville County Council Rules**

**Requests to be Heard**

For thirty (30) minutes prior to each regularly scheduled Council meeting, members of the public wishing to address the Council on a matter of County business will have an opportunity to register to speak. Prior to Council's consideration of any item of business listed on the agenda, members of the public registering to speak on any item of business listed on the agenda for that night's Council meeting will speak in the order in which they register, except that priority will be given to those persons indicating a desire to speak about an item on the agenda for final consideration. Presentations shall be limited to three (3) minutes per person, not to exceed the thirty-minute period. Following the conclusion of Council's consideration of the business items listed on the agenda, those members of the public who registered to speak prior to the regularly scheduled Council meeting concerning items not listed on that night's agenda shall have an opportunity to speak about those matters not listed on that night's agenda. Presentations shall be limited to three (3) minutes per person with all presentations not to exceed a total period of thirty minutes minus time used by citizens to speak on items listed on the agenda. The Chairman may permit additional time for speakers who have signed up before the meeting.

No speaker may use language that is obscene, disruptive, scurrilous, or recklessly defamatory. Following any presentation from anyone addressing Council, no person other than a member of Council will be recognized to question the speaker or to make any other statement unless a member of Council requests comment from a member of the staff for clarification. The Chairman may schedule additional opportunities for presentations by the public as he deems appropriate and the above rules for registration and time limits will apply.

**Matters Outside the Council's Jurisdiction**

No matter shall be entered on the agenda or be heard by Council unless it is within Council's authority or jurisdiction, except that the Council may entertain resolutions and consider requests that it make recommendations to other governmental bodies, departments, or agencies.



**Matters Previously Heard at Public Hearing**

Notwithstanding any other provision of these rules, no person may address the Council about any matter Council has previously heard at a duly called public hearing, as long as Council or a Committee of Council has the item on its agenda, including tabled or held items; however, a person may appear before a Committee which is considering the item with the permission of the Committee Chairman. Additionally, a person may address a matter previously heard at a duly called public hearing appearing on an agenda if 1) that matter has been materially amended after the public hearing or 2) where more than three (3) months have passed since First Reading of the matter.





**Standing Committees Rules**

**Mauldin City Council**

(Adopted June 20, 2005)

(Amended August 15, 2005)

(Amended January 3, 2006)

(Amended January 23, 2006)

(Amended March 13, 2006)

(Amended June 16, 2008)

(Amended February, 2009)

(Amended December, 2010)

(Amended January, 2012)

(Amended February 2015)

(Amended May 2015)

(Amended June 2016)

(Amended April 2018)

(Amended Dec 2018)

Purpose

Committees of the City Council serve within assigned areas of responsibility for the purpose of gathering and studying information and making recommendations to the City Council. The purpose and intent of committee meetings is to provide for more thorough and detailed discussion and study of prospective or current council agenda items to the end that council action will be expedited.



Organization

The Mayor shall, at either the first regular or special called meeting after the inauguration, appoint members to the standing committees. The Mayor shall designate one member of each committee to chair that committee with the consent of council.

Such committee appointments shall remain in force until either the first regular or special called meeting after the inauguration following the next election; however, in unusual or extraordinary circumstances, or for actions deemed to be detrimental to the City, then City Council reserves the right to remove a committee chair or committee member by a majority vote of City Council. In the event of a vacancy of a committee chair or committee member, the Mayor shall serve in that capacity until either the first regular or special called meeting after the inauguration following the next election.

The standing committees of the City Council shall be:

- Finance and Policy – Matters relating to finance, budget policy, legal, personnel, and intergovernmental relations as well as all city policies.
- Public Safety – Matters related to fire, emergency medical services, police, municipal court and enforcement of city codes.
- Business and Development Services - Matters related to annexation (with zoning component), planning, zoning, and licensing.



- Economic Planning and Development – Matters related to economic development, economic planning, annexation (without zoning component), Cultural Affairs, events associated with Cultural Affairs, the Cultural Center, community development, branding, marketing, and public relations.
- Public Works – Matters relating to streets, drainage, sanitation, sanitary sewers, vehicle maintenance, and maintenance of parks, fields, bikeways, greenways, and construction and maintenance of city-owned buildings and grounds.
  - Recreation – Matters relating to recreation, parks, the senior center, as well as associated programming, events, activities, and associated city sponsored events.

Each committee shall be comprised of three council members. No council member may serve as chair of more than one committee at a time.

Appropriate department heads may be included in the committee meetings.

City staff shall provide administrative support to each committee. Department head assignments will be made by the City Administrator.

Operation

## Finance Committee Meeting



1. Committees shall meet regularly monthly at Mauldin City Hall in the upstairs conference room as needed. Regular committee meetings shall ordinarily be scheduled such that there shall be at least seven calendar days between the committee meeting and the regular council meeting for that month unless circumstances dictate otherwise. Called meetings may be held on the call of the committee chair or a majority of the members of the committee.
2. Committees meetings will be scheduled for the first Monday of each month beginning at 6:00 PM. Additional meetings may be scheduled if necessary. When the regular meeting falls on a holiday, the committee chair may select another day for that meeting.
3. Public notice shall be given for all meetings as prescribed by law. Agendas shall be posted at least 24 hours prior to each meeting.
4. A quorum shall be necessary for a committee to meet. A simple majority of the membership of the committee constitutes a quorum. Council members not on the committee are welcome to attend but may not participate in any deliberation or vote on matters before the committee. A Committee Chair may move an item to the full council without a quorum.
5. The order of business for each standing committee shall be as follows:
  - Call to order.
  - Reading and approval of minutes.



- Public Comment
  - Reports or communications from city officers.
  - Unfinished business.
  - New business (including items referred from City Council).
  - Public comment
  - Committee concerns (unscheduled items to be referred to staff and/or placed on the committee agenda for future meetings).
  - Adjournment.
6. The agenda for each committee meeting will be prepared by the department head assigned to the committee in consultation with the City Administrator and committee chair. The format of the agenda will conform to the order of business described above. Any member of council, whether or not they are members of the committee, may place items on the committee agenda.
7. Meeting packets will be prepared by the assigned staff and provided to all council members in advance of the meeting. This provision applies to regular and called committee meetings.
8. A majority of any committee shall be sufficient to act upon any matter within its jurisdiction. In taking action, the committee has the following options:
- Report on the matter (with any amendments) for action by city council at a council meeting,



- Defer action pending further review,
- Forward the matter to another committee,
- Disapprove any action being taken on the matter.

9. The chair of each committee may conduct meetings with as much informality as is consistent with council procedural rules, which shall also be in effect during committee meetings. The chair will allow the public to speak to the committee during the public comment section and each speaker will be limited in time to 3 minutes.

10. Committees may adjourn to or meet in executive session in accordance with state law governing public meetings.

11. Committee members should avoid interfering with the daily routine of city staff in carrying out their assigned responsibilities. Council committees are not intended to replace staff responsibilities. No committee or committee chair shall give orders or directives to any subordinate of the City Administrator or any contractor or vendor working for the city.

12. Minutes shall be taken of all committee meetings. All committee meetings shall be audibly recorded and retained for a minimum of three years. The minutes shall include any action taken with respect to each matter considered by the committee. The draft minutes shall be delivered to all council members before the council meeting at which the committee's recommendations are discussed. A written record of the minutes shall be retained permanently.



13. The minutes of each committee meeting shall serve as the report to council. Any committee member may write a separate report.



**(PROPOSED) Mauldin City Council Meeting Guidelines for Public Comments**

The public comment period is an essential part of our local monthly council meetings. The following guidelines refer to our public comment sections during our ordinary business meetings.

It is important for us as your elected officials and for you the public to be very clear about the purpose of the public comment period. This is an opportunity for members of the public to inform the governing body about their views. The meeting itself belongs to this governing body. The public does not PARTICIPATE in the decision-making. Instead, it PROVIDES INPUT to the governing body, which takes the input into consideration in making its decisions.

Our 1<sup>st</sup> public comment section in this meeting is limited to our listed and posted agenda items under consideration during this meeting.

The 2<sup>nd</sup> public comment section in this meeting will be open to any topic that might be appropriate to the City of Mauldin.

This council has the right to set limits on how long public comment will be, and how many times people may speak. All such limits must be viewpoint neutral: they must not favor one point of view over another.

Based upon our listed agenda's expected length, each presenter during the public comment period will be limited to 3 – 5 minutes. The particular length of time will be announced by the presiding officer (chair) at this meeting prior to each listed public comment section on our agenda.

In general, this council will not respond at all to public comment. However, the chair may provide brief factual information, if appropriate.

The chair will not under any circumstances enter into back-and-forth exchanges with the public.

Councilmembers will refrain from speaking during this portion of the meeting.

Our staff will be ready to note your input or questions and will provide requested responses at a later date. Please do not call on staff or individual councilmembers to give public answers on the spot.



**City of Mauldin**  
**Mauldin City Council**  
**Meeting Rules and Procedures**

(Adopted February 18, 2002)

(Amended February 16, 2004)

(Amended May 16, 2005)

(Amended June 20, 2005)

**Section 1. Rules, Purpose, and Effect.**

**Section 2. Presiding officer.**

**Section 3. Order of Business; Regular meetings.**

**Section 4. Addressing the Council; Regular Meetings.**

**Section 5. Addressing the Council: Public hearings.**

**Section 6. Executive sessions.**

**Section 1. Rules, Purpose, and Effect.**

1. The City Council's meetings must be noticed and conducted in accordance with applicable open meeting statutes and other law.
  
2. These rules and procedures are adopted by the City Council of the City of Mauldin under the Council's authority as provided by state statute and municipal code for determining their own rules and conduct of its meetings. Where not inconsistent with these rules and procedures or other applicable law, the current edition of *Robert's Rules of Order Newly Revised* will be used as a supplementary guideline and general parliamentary procedure will be observed in the conduct of the Council's meetings.
  
3. The Mayor, or a majority of the Council, may suspend the strict observance of these rules and procedures and any applicable provisions of *Robert's Rules* for the timely and orderly progression of the meeting.

## **Section 2. Presiding officer.**

1. As provided by the City Code, the Mayor, or in the Mayor's absence, the Mayor Pro Tempore is the presiding officer of the City Council and will preside over all City council meetings.
2. The presiding officer will preserve order and decorum at all meetings of the City Council to allow for the orderly conduct of the business of the meeting and to provide persons in attendance with an interest in all agenda items to have an opportunity to have their item of interest duly considered by the Council, including a fair opportunity for interest persons to speak on public hearing items.
3. Any decision by the Mayor on procedural items is final, subject only to the appeal of the whole Council as provided in *Robert's Rules*.

## **Section 3. Order of Business; Regular meetings.**

1. The order of business at the regular meetings of the City Council shall be as follows:
  - Call to order (Invocation, Pledge of Allegiance).
  - Reading and approval of the minutes.
  - Public comment on items appearing on the agenda.
  - Reports or communications from city officers.
  - Reports from standing committees.
  - Reports from special committees.
  - Unfinished business.
  - New business.
  - Public comment on matters not appearing on the agenda.
  - Council requests.
  - Adjournment.

2. The Mayor, or a majority of Council, may decide to consider items out of sequence from the printed agenda for the meeting. The Council cannot act on any items not listed on the agenda unless an emergency exists.

#### **Section 4. Addressing the Council; Regular Meetings.**

4. Any person wishing to address the Council must fill out the speaker's log before the start of the meeting. The log shall indicate the speaker's name, address, and the agenda item or subject matter on which the person wishes to speak. No one will be allowed to sign the speaker's log after the Call to Order. Citizens will be allowed to speak on any matter other than personnel matters and matters under litigation. Prior to Council's consideration of any item on the agenda for that night's meeting, persons indicating a desire to speak on any agenda item will speak in the order in which they registered. Presentations will be limited to five minutes per person, not to exceed thirty minutes for all citizen comments. Following the conclusion of Council's consideration of the business items on the agenda, those persons signed up to speak on items not on the agenda will have an opportunity to speak about matters not listed on that night's agenda. Presentations will be limited to five minutes per person, not to exceed thirty minutes minus the time used by persons to speak on items listed on the agenda.
2. Proper decorum must be observed by members of Council, by speakers, and by the audience. The Mayor shall keep control of the meeting and require the speakers and the audience to refrain from abusive and profane remarks, disruptive outbursts, applause, protests, or other conduct that disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Council members, City staff, or members of the public are not allowed. It is inappropriate to use a public hearing or the public comment period for the purposes of making political speeches, including threats of political action. Engaging in such conduct, and failing to cease with such conduct on the request of the Mayor, will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room, at the direction of the Mayor.

## **Section 5. Addressing the Council: Public hearings.**

1. Any person wishing to address the Council must fill out the speaker's log before the start of the meeting. The log shall indicate the speaker's name, address, and the agenda item or subject matter on which the person wishes to speak.
2. The time limit for each speaker's comments will be limited to a maximum of five minutes. Speakers may be limited to less than five minutes in consideration of the number or people wishing to speak, the length of the agenda, and the timely and orderly progression of the meeting.
3. Applicants on public hearing items and their attorneys, representatives, experts, and supporting witnesses are not necessarily limited to a total of five minutes, but must be concise and coordinate their presentations to avoid repetition and unnecessary length. At the discretion of the chair, rebuttal comments by the applicant or applicant's representative may be allowed. If allowed, rebuttal comments will address matters and questions raised in the public hearing or questions raised by Council. Rebuttal comments must be brief.
4. The purpose of public comment is to provide information and the speaker's view for consideration by Council. Any questions raised by the speaker will not be answered by Council during the public hearing, but will be referred for follow-up by the City Administrator or City Staff after the conclusion of the public hearing. It is not appropriate in the public hearing or public comment period for the speakers to debate the matter with other speakers, the audience, or members of Council. All comments should be addressed through the chair. After being recognized by the Chair, the Council may pose questions to the speakers, any applicant's representative, and the City staff. Except when answering a direct question from a Council member, all remarks will be addressed to the Council as a whole, and not to individual members.

5. Proper decorum must be observed by members of Council, by speakers, and by the audience. The Mayor shall keep control of the meeting and require the speakers and the audience from abusive and profane remarks, disruptive outbursts, applause, protests, or other conduct that disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Council members, City staff, or members of the public are not allowed. It is inappropriate to use a public hearing or the public comment period for the purposes of making political speeches, including threats of political action. Engaging in such conduct, and failing to cease when such conduct on the request of the Mayor, will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room, at the direction of the Mayor.

#### **Section 6. Executive Sessions.**

1. Executive sessions may be called in accordance with state law. Prior to going into executive session, council shall vote on the question of closing the meeting and going into executive session. Upon a favorable vote, the chair shall announce the executive session's purpose.
2. Council may not take any "formal action" in executive session. Formal action means a recorded vote committing the council to a specific course of action.
3. No matters may be discussed in executive session except for the announced purpose of the executive session.
4. If written materials are presented in executive session, council members shall be given at least five minutes to review the material prior to any discussion.
5. Prior to the adjournment of the Executive Session, the chair shall give every council member a chance to speak. Every member shall have one turn. Turns shall be according to council seat numbers with the first member to speak being rotated accordingly.

6. No votes may be taken in Executive Session except to adjourn or return to public session.