FINANCE AND POLICY COMMITTEE MEETING

MONDAY, FEBRUARY 10, 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.
AGENDA

1. Call to Order

2. Public Comment

3. Reading and Approval of Minutes
   a. Finance Committee Meeting: December 2, 2019

4. Reports or Communications from City Officers
   a. Department Reports

      City Administrator Brandon Madden
      Budget Review
      Health Insurance Update
      Finance Director Holly Abercrombie
      Budget Review

5. Unfinished Business

6. New Business
   a. Copier Proposal
   b. Employee personnel policy
   c. Council Chamber Updates

7. Public Comment

8. Committee Concerns

9. Adjourn
Minutes
Finance Committee
December 2, 2019
6:00 p.m.
4th committee meeting

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

1. Call to Order- Chairwoman King

2. Public Comment- None

3. Reading and Approval of Minutes
   b. Finance Committee Meeting: November 4, 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
   b. Budget Review
   c. Department Reports- Mark reported open enrollment is this week. Brandon mentioned a wellness committee will be formed to try and motivate the employees to stay healthy. Councilman Merritt said an incentive plan could be developed to encourage employee participation at the Sports Center.

   Holly reported the budgets are where they should be.

5. Unfinished Business- None
6. New Business
d. Budget Calendar- This is for informational purposes only.
e. Cash Handling policy- Chairwoman King thanked staff for bringing this policy forward. Holly said we had a policy in place, but it needs to be updated. Councilman Merritt asked if a cash drawer is a cash fund. Holly said it came from the petty cash account. If an employee needs petty cash, there is a ticket that is filled out with the original amount given and a receipt is brought back with any change given.

Councilman Merritt asked about the procedure where it says a receipt must be attached to the form. An employee can’t get cash until they fill out the request form, which requires a receipt they do not yet have. It is semantics but is confusing in the wording. Chairwoman King asked if someone could use their own money but be reimbursed. Holly said yes. Brandon said staff would update the language to make the procedure clearer.

Councilman Merritt said there was an issue several years ago where an employee used a bonus card to buy supplies, which saved the City money, but gave the employee bonus card points, which became a problem. Councilman Merritt asked if the City had a bonus card. Holly answered the Finance Department does not. Councilman Merritt said then the City is paying full price and not getting the discount.

Holly said one of the major issues addressed with this policy is that non-city employees cannot handle city money at all.

Petty cash drawers start with $200 and should be back at $200 by the end of the day. Councilman Merritt asked if there was a cash policy now. Does council need to be involved in a cash handling policy? Holly said there is an internal policy. Brandon said he wants to make sure council is in the loop. Certain internal policies can change as staff changes. Brandon said a cash handling policy should be a council policy to have council’s weight behind it.

Councilman Merritt said this item could be forwarded to council and endorsed but doesn’t need to be part of the code. Councilman Merritt made a motion to send this to Council for informational purposes. Councilman Black seconded the motion and the vote was unanimous (2-0).
7. Public Comment- None

8. Committee Concerns- Councilman Merritt said he appreciates being a part of this committee and will miss being a member of it. Chairwoman King agreed that the committee has done a lot of good work.

9. Adjourn- Chairwoman King adjourned the meeting.

Respectfully Submitted,

Cindy Miller
Municipal Clerk
FINANCE & POLICY COMMITTEE
AGENDA ITEM

MEETING DATE: February 10, 2020

AGENDA ITEM: Copier Proposals

TO: Finance & Policy Committee
FROM: Cindy Miller, Municipal Clerk

ITEM NUMBER: 6a
SUBJECT: Agreement with Konica Minolta for Copy Machines

REQUEST

The Finance & Policy Committee is requested to approve a contractual agreement with Konica Minolta for copy machine services.

HISTORY/BACKGROUND

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 – see attached. Upon completion of the inventory, staff requested proposals from different firms in an effort to consolidate the contracts to have one vendor and to effectuate any available cost savings.

Some of the City’s copier leases are either up for renewal or are a couple of years out to the end of their leases. These machines include Police Administration, Finance, Police Records, Public Works, BDS, Administration, and Fire Headquarters. The copy machines at the Cultural Center, Judicial, Sports Center and Senior Center renewed their contracts in late 2017 and 2018. Therefore, the firms that provided proposals did not make offers to buy out those contracts because they had several years remaining.

The current base lease payout per month for the seven copiers is $903.88 or $10,846.56 annually. There are also copy overages each month and the amount billed varies. The companies each quoted replacements for certain copiers. Service and toner are included in all of the quotes.
Bids were received from Sharp, Ricoh, Konica Minolta, G5, and Toshiba.

Sharp quoted five machines (Public Works, Administration, Fire Headquarters, Police Administration, and Finance) at a total of $1,111.86 per month plus per copy overage charges on a 60-month lease. This reflects a cost of $222.37 per machine.

Ricoh quoted four machines (Public Works, Administration, Fire Headquarters, and Finance) at a cost of $1,249.89 per month plus per copy overage charges on a 60-month lease. This reflects a cost of $312.47 per machine.

Konica Minolta quoted all seven machines with a program called One Rate which is all-inclusive—there are no per copy overage charges—for $1577.000 per month for a 60-month lease. This number also includes any lease buyouts that need to be done. This is $225.28 per machine. They also quoted the seven machines with a traditional quote of $1462.70 per month plus copy overage charges. This reflects a price of $208.85 per copier.

Toshiba quoted 9 machines including a desktop machine for the Administrative Judge at $2,106.77 per month plus per copy overage charges on a 60-month lease. This reflects a price of $234.08 per copier.

G5 (Xerox) quoted four machines (Public Works, Administration, Fire Headquarters, and Finance) at $1,388.00 per month plus per copy overage charges on a 60-month lease. This reflects a price of $347.00 per copier.

**TIMELINE/FISCAL IMPACT**

Should Council proceed with Konica Minolta as recommended by staff, the cost for seven machines with a program called One Rate which is all-inclusive—there are no per copy overage charges—is $1577.00 per month for a 60-month lease. This number also includes any lease buyouts that need to be done.

The base price would increase $673.12 per month over current prices, but the machines in each department would be the same, lease dates would be synchronized, and we would have one vendor instead of several vendors. The price would not have any per copy overages, which would save the City money and allow for easier budgeting, as we would know a true price for each month, instead of having to estimate.

Pursuant to Council approval, the copiers could be installed in two to three weeks. Subsequently, staff would review the contracts of the copy machines at the Cultural Center, Judicial, Sports Center and Senior Center in September 2021 to initiate contract buyout discussions with Konica Minolta. Ultimately, this will allow the City to have one vendor for all of its copy machines.

**Konica’s One Rate program would cost $18,924 yearly for seven machines.**

The total 2019 actual cost for the three copiers that are not currently through Konica (Admin, Police Records, and PW) was $20,338.68.
The total 2019 cost for the current Konica Minolta machines (Finance, BDS and Fire HQ) was $11,329.23. The Police Admin machine is currently out of a contract, so no lease payments were expended in 2019. The comparative prices using the 2019 copier amounts for the seven copiers would be $31,667.91 versus the $18,924 Konica proposal. The savings amounts to $12,743.91.

RECOMMENDATION
Staff recommends accepting the quote from Konica Minolta for a 60-month lease with One Rate. Finance, Police Administration, BDS, Judicial and Fire Headquarters all currently have Konica Minolta machines and are pleased with the service received. Konica Minolta is on South Carolina State contract #4400010832.

One Rate also includes buying out the old Konica leases and allows $3500 to cover the remaining payments on the other non- KMBS systems. Konica believes that is enough money to cover what is left on the leases and extra money for return shipping.

ATTACHMENTS
City copy machine inventory

<table>
<thead>
<tr>
<th>Copiers Quoted</th>
<th>Base Lease Payment</th>
<th>Lease Start Date</th>
<th>Current Leases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>$154.96</td>
<td>3/31/2014</td>
<td>LEASE COMPLETED BUT STILL PAYING BASE RATE PLUS OVERAGES</td>
</tr>
<tr>
<td>Admin</td>
<td>$156.46</td>
<td>11/4/2014</td>
<td>LEASE COMPLETED BUT STILL PAYING BASE RATE PLUS OVERAGES</td>
</tr>
<tr>
<td>Fire HQ</td>
<td>$108.30</td>
<td>4/2/2015</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>$104.98</td>
<td>9/9/2015</td>
<td></td>
</tr>
<tr>
<td>Police Rec</td>
<td>$198.36</td>
<td>1/27/2017</td>
<td></td>
</tr>
<tr>
<td>Police Admin</td>
<td>$0.00</td>
<td>no current lease</td>
<td>LEASE RAN OUT, CURRENTLY PAYING NO BASE LEASE MONTHLY, PAYING FOR TONER AND SERVICE</td>
</tr>
<tr>
<td>BDS</td>
<td>$78.52</td>
<td>11/26/2017</td>
<td></td>
</tr>
</tbody>
</table>

$903.88 plus copy averages which differ each month

<table>
<thead>
<tr>
<th>Copiers from Konica Minolta</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 copiers</td>
</tr>
</tbody>
</table>

Konica Minolta quoted seven machines with a program called One Rate which is all-inclusive - there are no per copy overage charges. For $1577.00 per month for a 60-month lease. This number also includes any lease buyouts.

Copiers to be Looked at in the next year to two years

<table>
<thead>
<tr>
<th>Copiers to be Looked at</th>
<th>Lease Start Date</th>
<th>Lease End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports/ Senior Center/ Rec</td>
<td>9/26/2018</td>
<td>9/26/2023</td>
</tr>
<tr>
<td>Cultural Center</td>
<td>12/11/2017</td>
<td>12/11/2022</td>
</tr>
<tr>
<td>Judicial</td>
<td>7/20/2017</td>
<td>7/20/2022</td>
</tr>
</tbody>
</table>

* Current leases are all for five years. Some leases are up and the City is paying month to month. In addition to these base payments, there is no per copy overage charge the City is currently paying.
FINANCE COMMITTEE
AGENDA ITEM

TO: Finance & Policy Committee

FROM: City Administrator Brandon Madden

SUBJECT: Council Chamber Updates

ITEM: 6c

REQUEST

To provide direction to staff as it relates to proposals received for updating the audio/visual (AV) accoutrements in the Council Chambers.

HISTORY/BACKGROUND

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

ANALYSIS or STAFF FINDINGS

Staff issued a solicitation for RFPs for audio/visual improvements to the Council Chambers on September 30, 2019. The solicitation was open for 30 days. However, upon closing, no proposals were received. Staff re-issued the solicitation for RFPs for audio/visual improvement to the Council Chambers on December 3, 2019. The solicitation is slated to close on January 3, 2020. However, no proposals were received.

Subsequently, staff contacted multiple audio/visual integration firms and requested proposals for upgrades to the City’s Council Chambers and received proposals from two firms: A1 Audio, LLC & FUSION Commercial AV
FISCAL IMPACT

After reviewing the proposals, FUSION Commercial AV’s proposals was the most responsive to the needs of the City. The cost for the proposal is $104,580. The funding source for this project would be the General Fund balance.

RECOMMENDATION

Staff is requesting direction from Council with regard to this project. Should Council want to proceed, a budget amendment would be warranted. However, given that Council will be going through its upcoming budget review process, this item can be forwarded to the Capital Improvement Plan to be considered during the upcoming budget preparations.