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
   a. 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
   a. 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
   a. 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).

b. 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).

c. 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 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