



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, AUGUST 3, 2020 | 6PM

4th committee meeting

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

Please note that members of the public may attend this meeting in-person, but are encouraged to participate remotely. The meeting will be available remotely through Webex. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing. You may also email comments about specific items on the agenda to City Clerk Cindy Miller at cmiller@mauldincitysc.com. Comments emailed about specific agenda items prior to 6:00 p.m. on Monday, August 3, 2020 will be read during the Public Comment segment of the meeting.

AGENDA

1. Call to Order

Michael Reynolds, Chair

2. Public Comment

3. Reading and Approval of Minutes

a. Finance Committee Meeting: July 6, 2020 (Pages 3-4)

4. Reports or Communications from City Officers

a. Department Reports

City Administrator Brandon Madden
Budget Review

Finance Director Holly Abercrombie
Budget Review

HR Director Mark Putnam

5. Unfinished Business

6. New Business

Michael Reynolds, Chair

a. Approval of Resolution for Master Lease (Pages 5-7)

b. Audio-Visual System Upgrades for Council Chambers
(Pages 8-9)

c. Motion to go into Executive Session for the consideration
of a personnel matter as allowed by State Statute
Section 30-4-70 (a)(1)

d. Possible action on items discussed in executive sessions

7. Public Comment

8. Committee Concerns

9. Adjourn

Minutes
Finance Committee
Monday, July 6, 2020
6:00 p.m.

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

1. Call to Order- Chairman Michael Reynolds

2. Public Comment- None

3. Reading and Approval of Minutes

b. Finance Committee Meeting: June 1, 2020

Councilwoman King made a motion to approve the minutes as distributed with Councilwoman Kuzniar seconding. The vote was unanimous (3-0).

4. Reports or Communications from City Officers

b. Department Reports

City Administrator Brandon Madden
Budget Review

City Administrator Madden advised council that the IPRB had been issued. This will fund the pedestrian bridge as well as improvements to city hall. The improvements would be A/V equipment for city hall as well as improved security. This was approved by council through the CIP and funded by the general fund through the installment purchase revenue bond.

Finance Director Holly Abercrombie
Budget Review

HR Director Mark Putnam

Mr. Putnam reminded Council that the Public Safety committee will meet the next two Fridays regarding Fire Chief applications.

5. Unfinished Business- None

6. New Business- None
7. Public Comment
8. Committee Concerns
9. Adjourn

FINANCE & POLICY COMMITTEE

AGENDA ITEM

MEETING DATE: August 3, 2020
AGENDA ITEM: 6a

TO: Finance & Policy Committee
FROM: City Administrator Brandon Madden
SUBJECT: Resolution for a Lease/Purchase Agreement

REQUEST

The Finance & Policy Committee is requested to recommend to City Council approval of a Resolution authorizing a lease/purchase agreement, series 2020 in the principal amount of not exceeding \$707,000 relating to the financing of vehicles and equipment to be used for municipal purposes.

HISTORY/BACKGROUND

The City Council approved FY2021 budget included a number of capital purchases for vehicles and equipment to executed via a capital lease.

ANALYSIS or STAFF FINDINGS

One of the City’s financing mechanisms for the capital purchase of vehicles and equipment is a capital lease. A Request for Proposals (RFP) is issued to receive bids from financial institutions for a master lease. for the purpose of financing vehicles, machinery and equipment approved in the City’s FY2021 budget.

Council’s adoption of the attached lease authorizes the soliciting of proposals from various financial institutions via an RFP. Once the bids are received, the City Administrator will negotiate with and accept the proposal to finance the lease from the financial institution which presents the best proposal.

FISCAL IMPACT

The amount of the lease will not exceed \$707,000, which includes the cost of issuance. The table below outlines the FY2021 capital purchases included in the FY2021 budget:

Dept	Infrastructure Improvements			FY21
	Capital Equipment			
PW	Hot Box Trailer	Capital Project Fund	Capital Lease	\$35,000
PW	Hot Pour Crack Sealant Trailer	Capital Project Fund	Capital Lease	\$55,000
Police	Police Radio Communications	Capital Project Fund	Capital Lease	\$45,989
	Vehicle Replacement/Additions			
PW	Public Works Truck (Parks)	Capital Project Fund	Capital Lease	\$50,000
Fire	Fire Department Pickup Trucks	Capital Project Fund	Capital Lease	\$37,500
PW	Public Works Leaf Truck (Sanitation)	Capital Project Fund	Capital Lease	\$175,000
PW	Public Works Grapple Truck (Sanitation)	Capital Project Fund	Capital Lease	\$150,000
Police	Police Vehicles	Capital Project Fund	Capital Lease	\$148,500
Totals				\$696,989

RECOMMENDATION

Approval of the Resolution

ATTACHMENT

Resolution

A RESOLUTION

AUTHORIZING A LEASE/PURCHASE AGREEMENT, SERIES 2020 IN THE PRINCIPAL AMOUNT OF NOT EXCEEDING \$707,000 RELATING TO THE FINANCING OF VEHICLES AND EQUIPMENT TO BE USED FOR MUNICIPAL PURPOSES; AUTHORIZING THE EXECUTION AND DELIVERY OF VARIOUS DOCUMENTS INCLUDING THE LEASE AGREEMENT; AND OTHER MATTERS RELATING THERETO.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAULDIN, SOUTH CAROLINA, AS FOLLOWS:

Section 1. The City Council (the “*Council*”) of the City of Mauldin, South Carolina (the “*City*”), as lessee, hereby finds and determines that:

- (a) the City is a body politic and corporate and a municipal corporation and, as such, possesses all powers granted to municipal corporations by the Constitution and general laws of the State of South Carolina; and
- (b) the City desires to enter into a lease/purchase agreement (the “*Lease*”) with a financial institution for the purpose of financing vehicles, machinery and equipment (collectively, the “*Equipment*”) which have been approved in the City’s fiscal year 2020-2021 budget; and
- (c) the payments by the City under the Lease will be subject to annual appropriation by the Council.

Section 2. The Council hereby ratifies the actions of the City Administrator soliciting proposals from various financial institutions by distributing a request for proposals. The Council hereby authorizes the City Administrator to negotiate with and accept the proposal to finance the Lease from the financial institution which presents the best proposal to the City when considering all of the terms and conditions; provided, however that the principal amount does not exceed \$707,000, the interest rate does not exceed 4.0% per annum and the term does not exceed 5 years from the date of execution and delivery of the Lease, without further action required of the Council.

Section 3. The Council hereby authorizes the Mayor, the City Administrator, the Finance Director and the City Clerk, acting jointly or individually, to execute and deliver the Lease and such other documents and instruments as necessary to effect the execution and delivery of the Lease.

Section 4. The Lease will be designated as a “qualified tax-exempt obligation” within the meaning of and for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, provided the Lease is executed and delivered in calendar year 2020.

Done in meeting duly assembled this 17th day of August, 2020.

CITY OF MAULDIN, SOUTH CAROLINA

Mayor

ATTEST:

City Clerk



FINANCE & POLICY COMMITTEE AGENDA ITEM

MEETING DATE: August 3, 2020
AGENDA ITEM: 6b

TO: Finance & Policy Committee
FROM: City Administrator Brandon Madden
SUBJECT: Audio-Visual System Upgrades for Council Chambers

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.

Both proposals were presented to the Finance & Policy Committee meeting during its February 10, 2020. Subsequently, the item was held in Committee and placed as a capital item in the FY2021.

Finance Committee Meeting



An RFP was issued for audio/visual improvements on July 15, 2020 and closed on July 29, 2020. The City received proposals from 4 firms: WH Platt, FUSION Commercial AV, Eastern AV & Sharp. All of the proposals were reviewed by an Evaluation Committee and based on the ranking of the proposals, WH Platt was the lowest most responsive bidder.

FISCAL IMPACT

The final price will not be finalized until negotiations with the bidder is completed should Council award the bid to WH Platt.

RECOMMENDATION

The Finance & Policy Committee is requested to recommend awarding the bid to WH Platt for full City Council's consideration.