



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, NOVEMBER 2, 2020 | 6PM

6th 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 Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.

Finance & Policy Committee Agenda

November 2, 2020

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

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| 1. <u>Call to Order</u> | The Honorable Michael Reynolds |
| 2. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | The Honorable Michael Reynolds |
| a. Finance Committee Meeting: October 5, 2020 [Pages 2-5] | |
| 4. <u>Reports or Communications from City Officers</u> | The Honorable Michael Reynolds |
| a. City Administrator Brandon Madden | |
| i. Budget Review | |
| b. Finance Director Holly Abercrombie | |
| i. Budget Review | |
| c. HR Director Mark Putnam | |
| i. Health Insurance Update | |
| 5. <u>Unfinished Business</u> | The Honorable Michael Reynolds |
| There is no unfinished business. | |
| 6. <u>New Business</u> | The Honorable Michael Reynolds |
| a. Budget Calendar [Pages 6-7] | |
| b. Amendment to Standing Committee Rules [Pages 8-14] | The Honorable Michael Reynolds |
| 7. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 8. <u>Committee Concerns</u> | The Honorable Michael Reynolds |
| 9. <u>Adjournment</u> | |

Minutes
Finance & Policy Committee October 5, 2020
2nd committee meeting

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

Others Present: Finance Director Holly Abercrombie, HR Director Mark Putnam, and City Administrator Brandon Madden

1. Call to Order

2. Public Comment

3. Reading and Approval of Minutes

- a. Finance Committee Meeting: September 14, 2020

Action: Councilwoman Kuzniar made a motion to approve the minutes with Councilwoman King seconding.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers

- a. City Administrator Brandon Madden
 - i. Budget Review

- b. Finance Director Holly Abercrombie
 - i. Budget Review
 - ii. Unclaimed Property Update
 - iii. Annual Audit Update
 - iv. Capital Improvement Program Update
 - v. Bond Escrow Funds Update

Ms. Abercrombie said the budget looks good. The City of Mauldin has a little over \$5,000 in unclaimed money that can be claimed from the State. We have sent the State a letter to claim that money. The auditors have been on site since last Monday and will be here through this coming Friday. A draft audit review will be upcoming. The Capital Committee that was formed last year has completed reviews of what the departments have submitted and will send the information back so the departments can justify what they are asking for.

There are bond escrow funds dating back to 2012 that need to be transferred out of the bond escrow account into the general fund. The transfer amount will be a little over \$80,000.

Councilman King said the reports provided a lot of good information. Councilwoman King said the CIP program is great because before Mr. Madden came, the City struggled to come up with even a 5-year plan.

- C. Human Resources Director Mark Putnam
 - i. Budget Review

Mr. Putnam said all the City evaluations are done and the employees have been paid. This was all done in about two months. Department Heads did a great job with the evaluation process.

Mr. Putnam said insurance renewals are starting and we could see a decrease in insurance premiums.

5. Unfinished Business

There is no unfinished business.

6. New Business

a. Amendment to the Purchasing Policy

The City of Mauldin purchasing policy was adopted in December 2007 and has had subsequent revisions in 2016, 2017 and 2019. Currently, the policy mandates that purchases greater than \$25,000 follow a formal Bid procedure. As part of that procedure, advertisement is required. The policy states that, "All purchases...shall be publicly advertised at least once in a newspaper of general circulation in the city at least five (5) calendar days prior to the date established for receipt..." Additionally, the policy eliminates this requirement for professional services.

Additionally, City Ordinance Sec. 2-304. - Award to lowest bidder; advertising; when required., states that, "Newspaper notices, when required by the procedures manual, shall include a general description of the articles or services to be purchased, and shall state where specifications may be secured and the time and place for Opening the bid."

Newspapers have been a critical part of the American news landscape, but they have been hit hard as more and more Americans consume news digitally. Since the year 2000, newspaper readership has declined 51% (2019 - Pew Research Center).

However effective this publication requirement was, it is now less than half as effective. The advent of the information age has allowed for goods and services to be searched nationwide and prices to be obtained instantly. The ultimate goal of obtaining Exactly what is budgeted for, at the lowest price, can be accomplished instantly on a computer.

Action: Councilwoman King made a motion to send this item to full Council to eliminate the requirement to advertise in local newspapers. Councilwoman Kuzniar seconded the motion.

Vote: The vote was unanimous (3-0).

b. Amendment to Vehicle Use Policy

This amendment would add a gas card section to the vehicle policy. The current City gas card program is administered by way of custom and practice. The current custom and practices for the program have been updated and formalized into a policy that is incorporated into the City's current vehicle use policy. This will allow for a formal document that can be shared with and reviewed by all gas card users to make sure they are using the cards properly. Also, this will allow for the implementation of measures to improve the current internal controls and prevent misuse of the gas cards.

Councilwoman King asked how the purchase of gas was working before. Ms. Abercrombie answered that the gas card is issued to a vehicle. When a new employee is hired, they are issued an individual gas card pin number so they can use the card to purchase gas for a City vehicle.

Ms. Cox has worked hard on this program with Mansfield Oil to do an audit and get new cards. When an employee is terminated, their pin will be terminated.

Action: Councilwoman King made a motion to send this item to full Council requesting approval of this amendment to the vehicle policy.

Councilwoman Kuzniar seconded the motion.

Vote: The vote was unanimous (3-0).

c. 206 Libby Lane Demolition

During the historic flooding event in 2015, multiple structures along Libby Lane that were located in the FEMA (Federal Emergency Management Authority) flood zone sustained significant flood damage.

Following the event, the City engaged hazard mitigation consultant Jeff Ward & Associates (JSWA) to manage the purchase and demolition of those properties through a FEMA hazard mitigation grant program.

During the original scope of work in 2017, 206 Libby Lane was not able to be purchased and demolished. Subsequently and prior to the closing of the grant program, FEMA announced additional funds that would allow the city to purchase and demolish the site. Since 2018, staff has been working to settle this project. After negotiations with FEMA, the site has been approved for purchase and demolition.

JSWA has already begun the process of managing the purchase and demolition of the site. Council approved the purchase of the site but did not approve the matching funds. Council is being requested to approve the use of the funds for this project. No new funding is being requested. The matching funds needed total \$20,000. \$29,237 is available in the FY2021 budget for this available for this project.

Action: Councilwoman Kuzniar made a motion to forward this to Council. Councilwoman King seconded the motion.

Vote: The vote was unanimous (3-0).

d. City Council Method of Representation

Chairman Reynolds said he asked for this for informational purposes so the City would know what the options are if we wanted to change the way our Council representation works. He asked Mr. Madden to reach out to find out the process to change our Council representation to wards if we are interested in that, and how many Cities are represented at-large.

Councilwoman Kuzniar said she did some research with the National League of Cities. The research states council members in an at-large system can be more impartial and rise above the limited perspective of a single district and concern themselves with the problems of the whole community; vote trading between Councilmembers may be minimized; and the number of candidates available for election tends to be large. Councils elected by district elections may experience more infighting and be less likely to prioritize the good of the city over the good of their district. Larger municipalities tend to use district elections.

Councilwoman Kuzniar said when she was campaigning she got questions about whether she would represent a certain ward, and she could say she would represent the City.

Chairman Reynolds said the Mayor would still be elected at large and there could be a couple of at-large seats. He is concerned that there is a large part of the City that is under-represented. Councilwoman Kuzniar said getting candidates to run has been a problem, and you may not have anyone who wants to run in a particular area.

No action was taken on this item. This is for information only.

e. City Council Compensation

Chairman Reynolds said this was also for information. Councilwoman King said being on Council is not about the money for her. She did not know what Council compensation was before the first check was deposited into her account. She will not support a raise for Council and if this brings more people to run for Council, that is not a good reason to want to serve. Chairman Reynolds said there may be some people who are interested in running and may have the time but could not afford to run. Mauldin's Council compensation is right in line with some of our neighboring cities.

This was for information only.

f. Motion to enter into Executive Session to Consider a Personnel Matter as allowed by State Statute Section 30-4-70 (a) (1)

Action: Councilwoman King made a motion to go into executive session with Councilwoman Kuzniar seconding.

Vote: The vote was unanimous (3-0).

Chairman Reynolds reconvened the meeting.

Councilwoman King reported out that no decisions were made and no action taken in executive session.

g. Possible action on items discussed in executive session- None

7. **Public Comment-** None

8. **Committee Concerns-** None

9. **Adjournment-** Chairman Reynolds adjourned the meeting.

Respectfully Submitted,

Cindy Miller
Municipal Clerk

FINANCE COMMITTEE AGENDA ITEM

MEETING DATE: November 2, 2020

AGENDA ITEM: 6a

TO: Finance Committee

FROM: Finance Director, Holly Abercrombie

SUBJECT: Budget Calendar for review

REQUEST

The budget process is quickly approaching for the FY022 and here is the preliminary budget calendar for review.

HISTORY/BACKGROUND

In prior years we have always presented the calendar for committee's review. There is nothing formal to approve this is just to get the preliminary dates in front of the committee and council.

ANALYSIS or STAFF FINDINGS

N/A

TIMELINE

N/A

RECOMMENDATION

Provide any input for changes if needed.

ATTACHMENTS

Budget Calendar

City of Mauldin

FY2022 Budget Calendar

August - October	Pre-Budget Items 10- year Capital Budget updated and distributed to Committee. Capital Committee meets and ranks the fiscal years items. Council retreat - to establish goals and budget objectives for staff.
December - January	Budget request forms are prepared and distributed to Department Heads. Finance staff compiles personnel and fringe benefit numbers. Finance staff compiles Projected Revenue numbers. City Administrator develops and distributes the Budget Guidance document.
February	Feb 12 Budget requests due to Finance Director. Feb 15-25 Budget is reviewed and refined as needed. Feb 26 Any changes are processed and entered by Finance staff.
March	March 1-5 Council budget notebooks are produced and distributed by the finance department. March 11 Budget Workshop with Council and staff.
April	April 1 Budget Workshop with Council and staff. April 2-13 Budget revisions are inputed. Budget Ad is prepared. April 14 Budget Ad is submitted to newspaper. April 15 Budget Workshop with Council and staff. April 28 Ad is circulated in the Tribune Times.
May	May 17 Public Hearing and first reading on the proposed Budget Ordinance.
June	June 21 Second reading and Adoption on the proposed Budget Ordinance.

FINANCE & POLICY COMMITTEE

AGENDA ITEM

MEETING DATE: November 2, 2020

AGENDA ITEM: 6b

TO: Finance & Policy Committee

FROM: Finance & Policy Committee Chairperson Michael Reynolds

SUBJECT: Amendment to Standing Committee Rules

REQUEST

The Finance & Policy Committee is requested to review amending the Standing Committee Rules to allow for Committee meetings to be held in the Council Chambers.

BACKGROUND

The Committee of Council meetings, per the Standing Committee Rules, are required to regularly meet every month in the Mauldin City Hall in the upstairs conference room. Given the impact of COVID-19 and the current audio/visual upgrades being made to the Council Chambers, amending the Committee Rules to hold the meetings in the Council Chambers is requested.

ANALYSIS / STAFF FINDINGS

The Council Chambers' audio/visual accoutrements are being upgraded, including allowing for live streaming. Given the upgrades and the additional space in the Chambers, the Committee meetings can be held in the Council Chambers.

FINANCIAL IMPACT

None.

RECOMMENDATION

This is a Council initiated request.

ATTACHMENTS

Standing Committee Rules

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

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.