



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, JANUARY 4, 2021 | 6PM

5th Committee Meeting

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

January 4, 2021

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: December 14, 2020
[Pages 3-4] | |
| 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 Open Enrollment | |
| 5. <u>Unfinished Business</u> | The Honorable Michael Reynolds |
| a. Amendment to Committee Rules [Pages 5-11] | |
| 6. <u>New Business</u> | The Honorable Michael Reynolds |
| There is no new business. | |
| 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
December 14, 2020
4th committee meeting

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

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
 - a. Finance Committee Meeting: November 2, 2020

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

Ms. Abercrombie said the overall numbers look good. Property tax revenues are coming in and should continue until February.

4. Reports or Communications from City Officers
 - c. HR Director Mark Putnam
 - i. Mission and Vision Statement

Mr. Putnam discussed the Mission and Vision statement. The employee engagement committee has come up with a new, less verbose version. He would like Council to look at this at their next goal setting session.

5. Unfinished Business
There is no unfinished business.

6. New Business

- a. Medical Benefits Renewal- The City's current health insurance program consists of the following:

MAP Health – MAP is the City's health insurance provider

Nationwide – Nationwide is the City’s gap insurance provider
Southern Scripts – Southern Scripts is the City’s pharmacy benefits manager
Proactive MD – Proactive provides primary care services to all employee insurance participants

The service provided by the above-mentioned entities was for calendar year 2020. City staff recommends staying with the current vendors. Mr. Putnam said the City is going to save more money than projected this year and recommends reinvesting the savings back into the program to supplement employee /spouse and employee/family premiums. This would be about \$100.00 a month savings to employees that cover family members.

Action: Councilwoman King made a motion to send this item to Council to accept the renewal and reinvest some of the savings at a \$39,000 cost to cover part of the out-of-pocket monthly costs for employees who cover family. Councilwoman Kuzniar seconded.

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

b. Standing Committee Rules

This change will allow some flexibility in where committee meets to allow us to take advantage of the new audio/visual improvements in the courtroom.

Action: Councilwoman Kuzniar made a motion to send this item to Council with Councilwoman King seconding.

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

7. Public Comment- None

8. Committee Concerns

Chairman Reynolds asked that committee discuss next month a provision to allow Council to electronically participate in meetings if they are not present due to COVID or other reasons.

9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

Finance and Policy Committee

AGENDA ITEM

MEETING DATE: January 4, 2021

AGENDA ITEM: 6a

TO: Finance & Policy Committee
FROM: City Council
SUBJECT: Amendment to Standing Committee Rules

REQUEST

The Committee is requested to review amending the Standing Committee Rules to allow for, among other items, Committee meetings to be held in the Council Chambers.

BACKGROUND

During its December 21, 2020 meeting, City Council voted to refer this item back to the Finance & Policy Committee for further vetting.

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.

The Committee reviewed this item during its November 2, 2020 meeting and asked staff to add something to the rules pertaining to changing the venue under special circumstances to give some flexibility if needed.

Staff added the requested language in the attached rules. Council referred this item back to the Committee for further vetting.

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 Council Chambers unless the Committee Chair request that the meeting to be held at a different location. 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.