

MINUTES  
FINANCE AND POLICY COMMITTEE MEETING  
SEPTEMBER 13, 2021, 6PM  
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD  
1<sup>st</sup> 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- Chairman Reynolds

2. Public Comment- None

3. Reading and Approval of Minutes

a. Finance Committee Meeting: July 12, 2021

**Motion:** Councilwoman King made a motion to accept 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- Mr. Madden said the Administration budget is where it should be.

b. Finance Director Holly Abercrombie

i. Budget Review- Ms. Abercrombie said everything is where it should be for this time of the year.

c. HR Director Mark Putnam- Mr. Putnam said the employee review process is complete. The insurance broker meetings will begin next week.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Purchasing Policy Amendment- This is a resolution to amend the purchasing policy to provide that only the Mayor, the Mayor Pro-Tem, and the City Administrator, with the express written authority of the Council, may execute contracts or other documents that obligate the City financially or otherwise and prohibit department heads and all other City employees from executing such documents.

**Motion:** Councilwoman King made a motion to send this item to Council for approval. Councilwoman Kuzniar seconded the motion.

Chairman Reynolds asked if there is a 6-1 vote of Council, would that give the Mayor an option to not sign a contract. City Administrator Madden said no, the way it is set up is a majority of Council will give the Mayor the authority to sign a contract.

Chairman Reynolds said he is concerned with the wording in the policy that speaks to termination of a department head; there is not much discretion. Mr. Madden said the wording was from the City Attorney, but the word “will”, in the phrase “will be terminated” could be changed to allow for some discretion by the Administrator.

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

- b. City Phone Service Provider- The City entered into a master services agreement with VC3, Inc. (VC3) on November 29, 2016, for the VC3 VoiceAdvantage Work Order. This allowed VC3 to provide phone services (e.g., VOIP) for the City. On August 19, 2021, the City sent the attached letter to VC3 notifying them of the City’s intent to not renew the foregoing agreement upon the expiration of the agreement on November 29, 2021. Segra, who is on the SC State Procurement Contract, provides voice and data services. The estimated fiscal impact is approximately \$1,341.73 per month. VC3 is approximately 4,232.85 per month. Funding is available in the City Council approved FY2022 budget for this item.

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

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

- c. American Recovery Plan Act (ARPA)- There are two parts to this item.

1. A Resolution designating an authorized representative and contact person for the purposes of the American Rescue Plan Act of 2021.

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

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

2. The recommended spending plan for the first tranche of the Coronavirus Recovery Funds made available through the American Recovery Plan Act as detailed in Council Memorandum 9-1 (2021).

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021, by President Joe Biden. The \$1.9 trillion emergency relief bill provides \$65.1 billion to municipal governments to respond to the COVID-19 public health emergency, offset revenue losses, bolster economic recovery, and provide premium pay for essential workers.

ARPA appropriates \$19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs). NEUs are local governments typically serving populations of less than 50,000. The U.S. Department of Treasury (the “Treasury”) has released guidance pertaining to the use of funds via its Interim Final Rule. The Interim Final Rule was issued by the Treasury to implement the Coronavirus State Fiscal Recovery Fund and the Coronavirus

Local Fiscal Recovery Fund established under ARPA. As such, the City of Mauldin is classified as a NEU and is slated to receive \$12,649,717.18 in Coronavirus Local Fiscal Recovery funds (the "Funds"). The money has to be obligated by December 31, 2021. This money may qualify for a special audit, but we do not have an answer on that yet.

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

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

d. FY2022 Initiatives- There are capital initiatives that staff is asking to move forward in the current fiscal year.

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

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

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk