



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, JUNE 6, 2022 | 6PM

4th committee meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

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 AND POLICY COMMITTEE MEETING
JUNE 6, 2022, 6PM
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD**

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

- | | |
|---|--|
| 1. <u>Call to Order</u> | The Honorable Michael Reynolds |
| 2. <u>Public Comment</u> | The Honorable Michael Reynolds
The Honorable Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | The Honorable Michael Reynolds |
| a. Finance Committee Meeting: May 2, 2022
[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 | |
| 5. <u>Unfinished Business</u> | The Honorable Michael Reynolds |
| There is no unfinished business. | |
| 6. <u>New Business</u> | The Honorable Michael Reynolds |
| a. Dex Imaging Copier Contract [Pages 5-9] | |
| b. Amendment to Alcohol Policy [Pages 10-16] | |
| 7. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 8. <u>Committee Concerns</u> | The Honorable Michael Reynolds |
| 9. <u>Adjournment</u> | The Honorable Michael Reynolds |

FINANCE AND POLICY COMMITTEE MEETING
MAY 2, 2022, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
4th committee meeting

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar
Others Present: HR Director Mark Putnam, Finance Director Holly Abercrombie and Brandon Madden,
City Administrator

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
 - a. Finance Committee Meeting: April 4, 2022

Motion: 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- - Mr. Madden reported the Admin budget looks good.
 - b. Finance Director Holly Abercrombie
 - i. Budget Review- Ms. Abercrombie reported all budgets are in-line with where they should be.
 - c. HR Director Mark Putnam- Mr. Putnam advised committee that the anniversary lunch was held last week and had a good turnout.
5. Unfinished Business- There is no unfinished business.
6. New Business
 - a. Franchise Agreement with Duke Energy

City Council entered into a 25-year franchise agreement with Duke Energy, effective April 1, 1993. The agreement has now expired and needs to be renewed. The franchise fee is 5%, which was updated in 2019.

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

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

- b. FY 22 Budget Amendment

Throughout the year Council has approved various expenditures, projects, and grants. Staff has

accumulated all items to present in one budget amendment.

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

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

c. Contract with Script sourcing

City staff and ECM Solutions (the City's insurance broker) are asking to contract with Script sourcing to assist the City in mitigating cost on high end pharmaceuticals. The contract was sent to City legal counsel for review. All changes proposed by the City's legal team were accepted by Script sourcing except for one item. Script sourcing is based out of California and in case a legal dispute was to arise, the City would need to hire legal counsel in California.

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- Councilwoman King asked if the City would hold another budget workshop in the future. Chairman Reynolds said he thinks another one is needed, and he will reach out to Council on dates.

9. Adjournment- Chairman Reynolds adjourned the meeting at 7:57 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: June 6 , 2022
AGENDA ITEM: 6a

TO: Finance & Policy Committee
FROM: Municipal Clerk Cindy Miller
SUBJECT: Judicial Copier Contract

REQUEST

The Finance & Policy Committee is requested to send to Council an approval of a contractual agreement with Dex Imaging (they bought Konica Minolta) for Judicial copier services.

HISTORY/BACKGROUND

In January of 2020, the City contracted with Konica Minolta for several copiers in an effort to consolidate the contracts to one vendor. At the time this was done, there were machines at the Cultural Center, Judicial Department, Sports Center and Senior Center that had newer contracts that could not be bought out because they had several years remaining.

The Judicial Department now has two copier leases that will expire in July. One copier is the main one in the Judicial Department and the other is a desktop machine in the Administrative Judge's office.

Dex Imaging has quoted the main copier with a program which does not have any per copy overages; this saves the City money and also allows for easier budgeting, as we would know a true price each month, instead of having to estimate. The main copier would be the same model leased for the other departments in January 2020. The Administrative Judge's machine will only print black and white, and would be allowed 1000 pages per month, with overages billed at \$.01 each.

TIMELINE/FISCAL IMPACT

Should Council proceed as recommended by staff, the cost for the two machines will be \$312.00 per month for a 60-month lease plus any copier overages for the Administrative Judge's copier. The current charge per month for both machines is approximately \$338.00. This number fluctuates depending on usage, as both copiers currently have overage charges.

Pursuant to Council approval, the copiers could be installed in two to three weeks.

RECOMMENDATION

Staff recommends acceptance of the quote from Dex Imaging for a 60-month lease for two machines in the Judicial Department. Dex Imaging is piggybacking on Konica Minolta's South Carolina State contract #4400010832.

ATTACHMENTS

Quote from Dex Imaging

Proposed Solution



QTY	New Konica Solution
1	<p>Konica Minolta C250i Color MFP</p> <ul style="list-style-type: none">> 25 ppm BW and Color Output> Dual Scan Document Feeder> 10-inch Intuitive Touchscreen Panel> 2 Universal Paper Trays> 11 x 17 print capability> Tandem Drawer that holds 2500 Letter-size sheets> USB Local Printing> Inner Stapling Finisher> Patrol (Automatic Meter Read)> Delivery & installation (including print driver installation and MFP training)

Proposed Solution



QTY	New Konica Solution
1	<p>Konica Minolta bh 4050I MFP</p> <ul style="list-style-type: none">➤ 42 ppm BW Output➤ Dual Scan Document Feeder➤ 10-inch Intuitive Touchscreen Panel➤ 1 Universal Paper Tray -500 shts➤ Up to 8.5 x 14 print capability➤ 100 sheet Bypass Tray➤ Low Copy Desk stand➤ Patrol (Automatic Meter Read)➤ Delivery & installation (including print driver installation and MFP training) <p><i>desktop</i></p>

Investment and Service

	Service Program	
Konica Minolta C250i and BH 4050i	C250 - Service Base with Allowance - \$148.00 Mth Unlimited Color and B/W copies/prints – No escalation Konica BH 4050i = Service Base \$10.00 mo. Black & White Images Allowed 1000 Mo. Excess billed @ \$0.01 ea	All Parts, Labor, & Toner Included

Investment:

60-month FMV Lease -- \$154.00 mth Plus tax

Service Base Rate * \$158.00 Mth
 BH 4050i Allowed: Black - 1000 mo Exc. billed @ \$0.01 per copy/print
 Konica C250i = Unlimited Copies/Prints – Color and B/W – No Meter Charge and No Escalation for the Term of the Lease.

*Includes All Service, Parts, and Supplies (Toner). Maintenance is Billed Separate from the Monthly Lease Payment

Total Lease plus Service = \$312.00 mth Plus Tax and Plus any overages for the BH 4050i service

*total for
→ both*

FINANCE AND POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: June 6, 2022
AGENDA ITEM: 6b

TO: Finance and Policy Committee
FROM: City Administrator Brandon Madden
SUBJECT: Amendment to City Alcohol Policy

REQUEST

Approval of amendments to the City Alcohol Policy to: 1) no longer charge event attendees for wristbands to purchase and consume alcohol (i.e., beer and wine); and, 2) allow attendees at City approved events that are ages 21 and up to purchase alcohol directly from vendors that are authorized by the City to participate in the event.

HISTORY/BACKGROUND

During its September 21, 2015 meeting, City Council approved an alcohol policy for the consumption of alcoholic beverages at the Mauldin Cultural Center or its grounds.

An amendment to the policy is being requested to allow attendees at City approved events that are ages 21 and up to purchase alcohol (i.e., beer and wine) directly from vendors that authorized by the City to participate in the event.

ANALYSIS or STAFF FINDINGS

Pursuant to the City's current alcohol policy:

- Only wristbands purchased from the City at the uniform price of fifty cents (\$0.50) each can be used.
- The direct sales of alcoholic beverages are prohibited.

It is recommended to no longer charge for wristbands and to allow for the direct sales of alcoholic beverages. These changes should reduce the wait times for wristbands at events, and reduce the manpower and time required for collecting payments for tickets, reconciling the payments, and tracking unused tickets.

FISCAL IMPACT

Minimal.

RECOMMENDATION

Staff recommends approval amendments to the City's alcohol policy.

ATTACHMENTS

Alcohol Policy with Redlined Changes



Alcohol Policy

Updated & Adopted: ~~September 21, 2015~~

Article I – POLICIES AND PROCEDURES

The consumption of alcoholic beverages at the Mauldin Cultural Center, the Ray Hopkins Senior Center, the Mauldin Cultural Center Outdoor Amphitheater, and other city properties may be approved by the City Administrator or his/her designee and the Recreation Committee Chair or Planning and Economic Development Committee Chair, at the request of an individual, civic organization, or other organized group for the purpose of hosting a special event. Such approval shall be made conditional upon strict adherence to the following guidelines.

- 1) City Council will be made aware of all alcohol request approvals.
- 2) Possession and consumption in the Mauldin Cultural Center Outdoor Amphitheater is restricted to portions of the north side of the Cultural Center property, bound by Murray Drive and City Center Drive as defined by the attached map and the type of event.
- 3) Possession and consumption on approved public property is only permitted with approval in the form of a written permit issued to the event sponsor and after approval of a signed and submitted Alcohol Service Request Form submitted no less than ten (10) business days prior to the start of the proposed event.
- 4) All events wishing to serve alcohol at the above facilities must also complete, and have approved, either a Rental Agreement if held indoors at a facility, or a Special Event Application if held outdoors.
- 5) All persons wishing to consume alcohol must be at least 21 years of age at the start of the event. It is illegal to serve alcohol to anyone under the age of 21. It is also illegal to serve alcohol to individuals who are visibly impaired.
- 6) No special event with alcohol service may take place during a City of Mauldin youth recreation activity in the same location as said activity.
- 7) All persons, age 21 and over, wishing to consume alcoholic beverages on public property may be required to obtain a colored wristband assigned to the special event in order to be served based on its classification as stated in Article II. Patrons 21 years of age or older wishing to consume alcohol must present a valid state ID Card or a valid driver's license to receive a valid wristband. Wristband sellers will be asked to ID the person; however the final responsibility for abiding by these laws lies with the individual serving alcohol. Event patrons who are not wearing a valid colored wristband assigned to the special event by the City of Mauldin, and who are in possession and/or consuming alcoholic beverages will be charged with a violation of the alcohol policy.
- 8) Only wristbands ~~purchased provided by from~~ the City ~~at the uniform price of fifty cents (\$0.50) each~~ can be used. ~~All wristbands must be sold by the event organization and participating restaurants at the uniform price of one dollar (\$1.00). Event organizers and restaurants will be charged fifty cents (\$0.50) for~~

~~each wristband used. Wristbands can be purchased from the City of Mauldin's Office of Cultural Affairs, 101 East Butler Road, Mauldin SC 29662, Monday – Friday 9:30am – 5:00pm, or by appointment. All unused wristbands must be turned in to the City of Mauldin's Office of Cultural Affairs no later than 48 hours after the end of the event for reimbursement of unused wristbands. The unused wristbands must match identically the wristband distribution log.~~

- 9) Consumption of alcoholic beverages by employees, workers and/or volunteers serving alcohol is strictly prohibited.
- 10) No more than two (2) alcoholic beverages shall be sold to a customer at a time.
- 11) Non-alcoholic beverages and snacks/food must be available at all events where alcohol is served.
- 12) ~~The Only~~ direct sales of alcoholic beverages ~~are prohibited on public property. Tickets or tokens, sold at the event and valid for non-alcoholic beverages as well, may be used by attendees to redeem for alcoholic beverages by vendor approved by the City to participate in the event are permitted.~~
- 13) Service of alcoholic beverages must end a minimum of thirty (30) minutes prior to the stated end time of an event.
- 14) Event sponsors must provide transportation for attendees who have become intoxicated or are otherwise unable to drive.
- 15) No “Bring Your Own Beverage” or “brown-bagging” shall be permitted. Event sponsor is responsible for purchasing, or providing a supplier, of all alcoholic beverages.
- 16) Under certain circumstances, the event sponsor or supplier to the event sponsor may be required to obtain a permit from the South Carolina Department of Revenue, Alcohol and Beverage Licensing Division prior to the event. When such a permit is required by the Department, a copy of the valid permit must be provided to the responsible City of Mauldin staff before any alcoholic beverages may be served.
- 17) When required based on event classification as stated in Article II, the event sponsor shall provide off-duty City of Mauldin police officers in the number of one officer per 100 attendees. The event sponsor is required to compensate off-duty officers at a standard rate determined by Police Department policies. An officer's time must begin thirty (30) minutes prior to the start of the serving of alcoholic beverages and end thirty (30) minutes after the serving of alcoholic beverages has ceased. It is the responsibility of the event sponsor to coordinate the placement, scheduling and compensation of security for their event. The City shall provide the applicant with correct contact information for the Mauldin Police Department.
- 18) Based on the event classification as stated in Article II, event sponsors may be required to provide evidence of insurance in the amount not less than one million dollars (\$1,000,000) indemnifying the City of Mauldin against any and all liability arising from the use of City property. Insurance may be purchased through a private provider or through the City of Mauldin's Tenant User Liability Insurance Program.
- 19) The City of Mauldin reserves the right to adjust any component of an event on the aforementioned city-owned properties where alcohol is served, including the area in which alcohol can be served and/or consumed, and the time frame for the service of alcoholic beverages. The City of Mauldin may place additional restrictions on an event serving alcoholic beverages beyond the restrictions stated in Article II.
- 20) The City of Mauldin reserves the right to deny any alcohol request and to also cancel any approved event at any time there is deemed to be a violation of any City policy or ordinance, or any violation of any State or Federal law or regulation. This policy is subject to change without prior notification to those leasing the approved public properties and who may wish to serve alcohol at their functions.

Article II – CLASSIFICATION OF EVENTS AND ADDITIONAL RESTRICTIONS

Events where alcohol is served may meet one of four classifications and must abide by restrictions set by those classifications. The classifications are as follows:

1) Class I

Class I events meet the following criteria:

- a. Maximum attendance is limited to 75 individuals and is held within the confines of a city facility.
- b. Event is a private event where attendees are invited and the event is closed to the general public.
- c. Beer and Wine are the only alcoholic beverages served.
- d. Examples include, but are not limited to, weddings, rehearsal dinners, showers, Chamber of Commerce events, receptions, and fundraising events.

Class I events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. Insurance, as detailed in Article I Section 15, may be required.
- b. Security, as detailed in Article I Section 14, may be required.
- c. Wristbands, as detailed in Article I Sections 4 and 5, are not required.

2) Class II

Class II events meet the following criteria:

- a. Maximum attendance is 250 individuals and is held within the confines of a city facility.
- b. Event is open to the public or is a private event where attendees are invited.
- c. Beer, Wine, and/or Liquor are served.
- d. Examples include, but are not limited to, wedding receptions, large fundraising events, performances, and public events.

Class II events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. Insurance, as detailed in Article I Section 15, is required.
- b. Security, as detailed in Article I Section 14, is required.
- c. If open to the public, wristbands, as detailed in Article I Sections 4 and 5, are required.

3) Class III

Class III events meet the following criteria:

- a. Attendance is greater than 250 OR the event is held outdoors on city property.
- b. Event is a private event where attendees are invited and is closed to the general public.
- c. Beer and Wine are the only alcoholic beverages served.
- d. Examples include, but are not limited to: weddings, fundraising events, and receptions.

Class III events must meet the following requirements in addition to any applicable requirements set forth in Article I:

- a. All alcoholic beverages must be served in plastic cups.
- b. Controlled entrances and exits must be clearly marked and monitored. Signs stating “NO ALCOHOL BEYOND THIS POINT” must be prominently visible at each entrance and exit along with waste containers.
- c. Insurance, as detailed in Article I Section 15, is required.
- d. Security, as detailed in Article I Section 14, is required.
- e. Wristbands, as detailed in Article I Sections 4 and 5, are required.

4) Class IV

Class IV events meet the following criteria:

- a. Attendance is greater than 250 OR the event is held outdoors on city property.
- b. Event is open to the public with open admission or advanced ticket sales.
- c. Beer and Wine are the only alcoholic beverages served.
- d. Examples include, but are not limited to: festivals, concerts, performances, demonstrations, or fairs.

Class IV events must meet the following requirements in addition to any applicable requirements set forth in Article I:

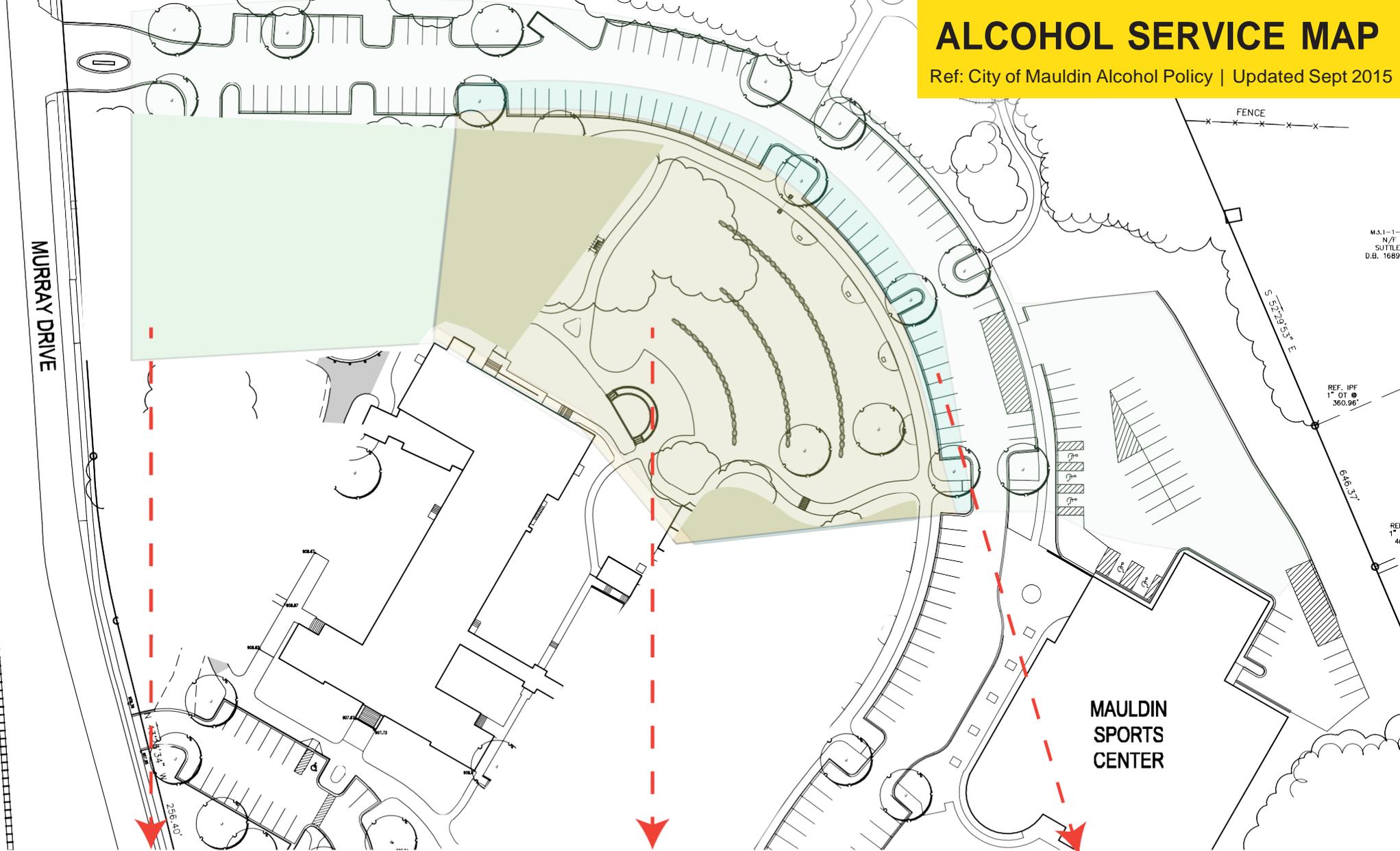
- a. All alcoholic beverages must be served in plastic cups.
- b. Controlled entrances and exits must be clearly marked and monitored. Signs stating “NO ALCOHOL BEYOND THIS POINT” must be prominently visible at each entrance and exit along with waste containers.
- c. Insurance, as detailed in Article I Section 15, is required.
- d. Security, as detailed in Article I Section 14, is required.
- e. Wristbands, as detailed in Article I Sections 4 and 5, are required.
- f. Event organizers are required to have during the entire duration of their event, and marked in their Special Event Application Site Plan, a covered “event headquarters” with a visible sign naming it as such (e.g. “Information / Registration / Check-In”).
- g. Event organizers are required to provide a “Lost and Found” area where attendees separated from their party can seek assistance, and where lost items can be reported and collected.

The “Lost and Found” area can be at the same “event headquarters” as described in Section F, but must be marked on the Special Event Application Site Map as such.

- h. Event organizers are required to have a minimum of one First Aid Kit located at their “event headquarters” as described in Section F above. Additionally, the event organizer must consult with City officials and may be required to have emergency medical personnel on-site, at the “event headquarters” during the duration of their event. Event organizers will be responsible for any compensation of such officials if deemed necessary.

ALCOHOL SERVICE MAP

Ref: City of Mauldin Alcohol Policy | Updated Sept 2015



MAJOR CITY-SPONSORED EVENTS

Private Event area plus rear portion of City Center Drive, extended rear of Cultural Center, and back parking lot of Sports Center. 25' buffer between Murray Drive. 50' buffer from Sports Center front door.

Examples: Large Festivals and Large Concerts. with heavy attendance.

PRIVATE EVENTS

Restricted to rear of Cultural Center and natural boundary of Outdoor Amphitheater. Does not include any portion of City Center Drive.

Examples: Weddings, Fundraisers, Private Events

REGULAR CITY-SPONSORED EVENTS

Private Event Area plus "extended amphitheater boundary" to include first row of parking along City Center Drive.

Examples: Regular Concerts, City Special Events, Outdoor Performances