



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, DECEMBER 5, 2022 | 6PM

2nd 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.
A quorum of Council will be present.

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

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
The Honorable Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | The Honorable Michael Reynolds |
| a. Finance Committee Meeting: November 7, 2022 [Pages 3-4] | |
| 4. <u>Reports or Communications from City Officers</u> | The Honorable Michael Reynolds |
| a. City Administrator Seth Duncan | |
| 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. Election Commission Appointments [Pages 5-11] | |
| b. Purchasing Policy Amendment [Page12] | |
| 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 |

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
NOVEMBER 7, 2022, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
3rd committee meeting

Committee Members present: Michael Reynolds (Chair), Carol King, Diane Kuzniar
Others present: HR Director Mark Putnam, Finance Director Holly Abercrombie and Interim City Administrator Rebecca Vance

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
 - a. Finance Committee Meeting: September 6, 2022

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. Interim City Administrator Rebecca Vance
 - i. Budget Review- Ms. Vance reminded Council of the audit workshop on Friday, November 18th at 1:00 p.m.
 - b. Finance Director Holly Abercrombie
 - i. Budget Review- All department budgets look good.
 - ii. Budget Calendar- For information only
 - c. HR Director Mark Putnam- The comp and class process will be starting soon. The employee Thanksgiving breakfast will be Monday, November 14th at the Senior Center around 8:45 a.m.
 5. Unfinished Business- There is no unfinished business.
 6. New Business
 - a. Insurance Renewal

Dental and vision premiums will stay the same. The only increase this year is on our gap insurance. The recommendation is to accept Nationwide gap insurance for claims that are over \$75,000 with an increase of 7.2%. Staff recommends renewal with Anchor Benefits, Proactive MD and Ameritas (Dental/Vision) to full Council.

Councilwoman King asked what the cost to the employees would be. Mr. Putnam answered \$8.00 to \$11.00 more per pay period.

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

FINANCE COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: December 5, 2022

AGENDA ITEM: 6a

TO: Finance and Policy Committee
FROM: Cindy Miller, Municipal Clerk
SUBJECT: Election Commission appointments

REQUEST

Council appointment of election commission members.

HISTORY/BACKGROUND

The terms of the Election Commission members are expiring at the end of the year. This commission needs to be in place by the next election cycle.

ANALYSIS or STAFF FINDINGS

The three election commission members currently on the board have expressed interest in continuing to serve. The election commission certifies City election results. These positions have been advertised. There were no other applicants.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends re-appointment of Dennis Cannon, Gene Benfield and Charlene Ward to the election commission.

ATTACHMENTS

Applications

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: December 5, 2022

AGENDA ITEM: 6b

TO: Finance and Policy
FROM: Holly Abercrombie, Finance Director | J.R. Charles, Community Development Director
SUBJECT: Revision of Purchasing Policy to include a requirement to follow the procurement guidelines from agencies/entities in relation to the receipt of grants from any such organization

REQUEST

To amend the City of Mauldin Purchasing Policy to include the following language to the section "Other Procurement Issues":

Should the City become the beneficiary of grant/sponsorship funding from an outside organization – including but not limited to a Non-Profit Organization, For-Profit Entity, Non-Government Organization, Local Government, State Government, or Federal Government – all employees will comply with the procurement policies, operational guidelines, and/or any restrictions/requirements of the organization that provides the grant/sponsorship funding to the City.

HISTORY/BACKGROUND

The City's Purchasing Policy lacks a provision that requires employees to follow the procurement/purchasing policies of organizations which may provide grant or sponsorship funding to the City. By requiring employees to follow the guidelines and policies of the organization providing the grant funding, the City will reduce the risk of non-compliance by the agencies/entities providing grant funding to the City.

ANALYSIS or STAFF FINDINGS

City staff recommends adding this provision to the Purchasing Policy to avoid any confusion regarding the methods by which it must execute its purchasing decisions.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends amending the Purchasing Policy to adopt the language outlined in the "Request" section of this memo.

ATTACHMENTS

N/A