



# FINANCE AND POLICY COMMITTEE MEETING

MONDAY, MARCH 6, 2023 | 6PM

4<sup>th</sup> 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  
MARCH 6, 2023, 6PM  
CITY HALL - COUNCIL CHAMBERS  
5 E. BUTLER ROAD**

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

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| <b>1. <u>Call to Order</u></b>  | The Honorable Michael Reynolds                                   |
| <b>2. <u>Public Comment</u></b>   | The Honorable Michael Reynolds<br>The Honorable Michael Reynolds |
| <b>3. <u>Reading and Approval of Minutes</u></b>                          | The Honorable Michael Reynolds                                   |
| a. <a href="#">Finance Committee Meeting: January 3, 2023 [Pages 3-4]</a> |  |
| <b>4. <u>Reports or Communications from City Officers</u></b>             | 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  |  |
| i. Comp and Class Study   |  |
| <b>5. <u>Unfinished Business</u></b>                                      | The Honorable Michael Reynolds                                   |
| There is no unfinished business.  |  |
| <b>6. <u>New Business</u></b>   | The Honorable Michael Reynolds                                   |
| a. <a href="#">Cultural Center Copier Contract [Pages 5-7]</a>            |  |
| <b>7. <u>Public Comment</u></b>   | The Honorable Michael Reynolds                                   |
| <b>8. <u>Committee Concerns</u></b>                                       | The Honorable Michael Reynolds                                   |
| <b>9. <u>Adjournment</u></b>  | The Honorable Michael Reynold                                    |

MINUTES  
FINANCE AND POLICY COMMITTEE MEETING  
JANUARY 3, 2023, 6PM  
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD  
1<sup>st</sup> committee meeting

Committee Members present: Michael Reynolds (Chair) and Diane Kuzniar. Councilwoman King was not present at Call to Order, but did come in before the vote on new business.

Others present: HR Director Mark Putnam and City Administrator Seth Duncan. Finance Director Holly Abercrombie was not present.

1. **Call to Order**- Chairman Reynolds

2. **Public Comment**- None

3. **Reading and Approval of Minutes**

a. Finance Committee Meeting: December 5, 2022

**Motion:** Councilwoman Kuzniar made a motion to approve the minutes with Chairman Reynolds seconding.

**Vote:** The vote was unanimous (2-0).

4. **Reports or Communications from City Officers**

a. City Administrator Seth Duncan

i. Budget Review

The goal setting session is Friday at 9:30 a.m. The MASC Winter Meeting will be February 7<sup>th</sup> and 8<sup>th</sup>.

The City's finances look good and January through March is when our big influx of revenues will start coming in through property taxes.

b. Finance Director Holly Abercrombie was not present

i. Budget Review

c. HR Director Mark Putnam

Mr. Putnam reported the classification and compensation study is ongoing and should be brought to Council in February.

The department is currently looking at manpower requests from departments.

5. **Unfinished Business**- There is no unfinished business.

**6. New Business**

a. Safety Mission Statement Resolution

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

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

**7. Public Comment-** None

**8. Committee Concerns-** None

**9. Adjournment-** Chairman Reynolds adjourned the meeting at 6:10 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk

## FINANCE AND POLICY AGENDA ITEM SUMMARY

**MEETING DATE:** March 6, 2023  
**AGENDA ITEM:** 6a

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**TO:** Finance and Policy  
**FROM:** City Administrator Seth Duncan  
**SUBJECT:** Cultural Center Copier Contract

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### REQUEST

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City Council is requested to approve the signing a contractual agreement with Dex Imaging (they bought Konica Minolta) for Cultural Center copier services.

### HISTORY/BACKGROUND

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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 Cultural Center's copier lease is expiring.

Dex Imaging has quoted the 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 current lease has per copy charges. A recent month's copy count was 1258 b/w and 810 color pages.

The copier would be the same model leased for the other departments in January 2020.

Two quotes are attached- one to make this lease co-terminus with the leases approved in January 2020, having them term at the same time, and the other is a 60-month stand-alone lease.

Copiers for the Judicial Department were recently leased to be co-terminus as well.

The Senior Center and Sports Center copiers will be the last copiers to be replaced. Their leases expire in August-September 2023.

### TIMELINE/FISCAL IMPACT

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Should Council approve the full-term lease to include all service, parts, supplies, and maintenance, the cost for the would be **\$240.26 plus tax per month for a 60-month lease.**

If Council wishes to **add the Cultural Center copier to the previous lease approved in January 2020, to end in June 2025, the cost will be \$318.10 per month.**

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

**RECOMMENDATION**

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Staff recommends acceptance of the quote from Dex Imaging for either the full 60-month lease for the copier in the Cultural Center or a co-terminus lease with the previously approved machines, ending in June 2025. Dex Imaging is piggybacking on Konica Minolta's South Carolina State contract #4400010832.

**ATTACHMENTS**

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Quotes from Dex Imaging

# Investment and Service

Service Program		
Konica Minolta C250i	<b>C250 - Service Base with Allowance - \$148.00 Mth Unlimited Color and B/W copies/prints – No escalation</b>	<b>All Parts, Labor, &amp; Toner Included</b>

## Investment:

60 mth FMV Lease -- \$92.26 mth Plus Tax

**28-month FMV Lease -- \$170.10.00 mth Plus tax**

To end co-terminus with other Konica Leases 6/16/25

Service Base Rate \* \$148.00 Mth

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

60 mth Lease and Service = \$240.26 mth Plus Tax

28 mth – **Co-Terminus – Lease and Service =**  
**\$318.10 mth Plus Tax**