



FINANCE AND POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 5, 2023 | 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.
A quorum of Council will be present.

**FINANCE AND POLICY COMMITTEE MEETING
SEPTEMBER 5, 2023, 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> | Chairperson Michael Reynolds |
| 2. <u>Public Comment</u> | Chairperson Michael Reynolds
Chairperson Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | Chairperson Michael Reynolds |
| a. Finance Committee Minutes- August 7, 2023 [Pages 3-5] | |
| 4. <u>Reports or Communications from City Officers</u> | Chairperson Michael Reynolds |
| a. City Administrator Seth Duncan
FOIA policy update | |
| b. Finance Director Holly Abercrombie
Budget Update | |
| c. HR Director Mark Putnam
Insurance Open Enrollment
FLSA Policy Update | |
| 5. <u>Unfinished Business</u> | Chairperson Michael Reynolds |
| There is no unfinished business. | Chairperson Michael Reynolds |
| 6. <u>New Business</u> | Chairperson Michael Reynolds |
| There is no new business | Chairperson Michael Reynolds |
| 7. <u>Public Comment</u> | Chairperson Michael Reynolds |
| 8. <u>Committee Concerns</u> | Chairperson Michael Reynol |
| 9. <u>Adjournment</u> | |

FINANCE AND POLICY COMMITTEE MEETING
AUGUST 7, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
5th Committee Meeting

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

1. Call to Order- Chairman Reynolds

2. Public Comment-

Beau Brogden from Campbell Teague was here on behalf of Keller Williams to request that committee forward to council a recommendation to waive Keller Williams' business license tax late fee.

The broker in charge from the Mauldin Keller Williams was present. He said if the business license penalty was not waived, he will be forced to move his business. Mauldin will lose money as his agents and clients pay taxes and eat here in Mauldin. He would like someone from Council to come and meet with him.

3. Reading and Approval of Minutes

a. Finance Committee Minutes- June 5, 2023

Motion: 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 Seth Duncan- Mr. Duncan reported two retirees are coming to the August council meeting to be recognized. School starts tomorrow. The city hall generator failed one day last week. A part has been ordered so it may be fixed.
- b. Finance Director Holly Abercrombie- Ms. Abercrombie reported the budgets look good.
- c. HR Director Mark Putnam- The evaluation process begins this month for employees.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Keller Williams Real Estate Business License Late Fee

The City has received a request from the legal counsel retained by Keller Williams Greenville Central to waive the late penalty fees for their 2023 business license. They have expressed that they were waiting for a written decision from the hearing on their 2022 business license appeal before they proceeded to pay the fees for their 2023 business license. The business license renewal deadline was April 30, 2023, and they did not receive the written decision from the May 1, 2023 City of Mauldin hearing regarding their 2022 business license appeal until May 18, 2023. Keller Williams' legal counsel expressed that Keller Williams is ready and willing to pay the fees for their 2023 business license under protest but they believe the late fees should be waived. Therefore, they are requesting the late fees be waived.

A partial payment was received in June for the 2023 license.

Councilwoman King said Council values residents and businesses in the City, but business licenses she is familiar with are calculated on gross receipts. Deductions are allowed for taxes paid in other municipalities.

Motion: Councilwoman King made a motion to send this item to Council with no Recommendation but with the caveat that no more penalties will be added before the August Council meeting. Councilwoman Kuzniar seconded the motion.

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

b. Senior Center and Sports Center Copier Contract

These are the last three copiers to add to the master lease so that all copier leases will expire at the same time.

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

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

c. FY 23 Surplus Projection Plan

Annually, the City's Finance Director prepares a preliminary report of anticipated revenues and expenditures for the prior fiscal year. This report, in addition to highlighting capital expenditures of the prior year, also includes a recommended allocation of surplus revenues for various capital projects.

In prior years, a spending plan would be incorporated into the current fiscal year budget modification. This year, staff is requesting Council approval of this spending plan and will incorporate those expenses into the budget amendment when appropriate.

The Finance Director is projecting a surplus between \$2.8 million and \$3.3 million for FY 2023. Staff is proposing the following expenditure plan for surplus FY2023 funds.

Sports Center equipment (pay-go instead of financed)
Medical Quick Response Vehicles for Mauldin Fire Department
City-wide Strategic Plan
Fire Station Headquarters Owner Items
Railroad crossing for City Center project
MCIP reimbursement for City Center
Comp Time buyout and elimination of Comp Time

The remaining Balance would be allocated to the Capital Fund fund balance.

Councilwoman King said she thought the City did away with the comp time program, so she is disappointed to see 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).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 8:07 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk