

FINANCE AND POLICY COMMITTEE MEETING

MONDAY, JULY 1, 2024 | 6PM

1st committee meeting

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

FINANCE AND POLICY COMMITTEE MEETING JULY 1, 2024, 6PM CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD

Committee Members: Michael Reynolds (Chair), Members Carol King and Taft Matney

1. Call to Order	Chairperson Reynolds
2. Public Comment	Chairperson Reynolds
a. Finance Committee Minu [Pages 3-5]	—— Chair person reynolds
Reports or Communications a. City Administrator Seth December 1.	enan person neyholas
b. Finance Director Holly About Budget Review	ercrombie
c. HR Director Mark Putnam	
5. <u>Unfinished Business</u> There is no unfinished busine	Chairperson Reynolds ss.
6. New Business a. Adams Glen Pump Station	Chairperson Reynolds n Fee [Pages 6-16]
7. Public Comment	Chairperson Reynolds
8. Committee Concerns	Chairperson Reynolds
9. Adjournment	Chairperson Reynolds

MINUTES

FINANCE AND POLICY COMMITTEE MEETING JUNE 3, 2024, 6PM

CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD 3rd and Final Committee Meeting

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

1. Call to Order- Chairman Reynolds

2. Public Comment

Terry Merritt of 214 Fairfield Drive spoke about the Employee Handbook. There are certain sections that were fixed last time the handbook was looked at, which was about four years ago. He hopes committee will study the handbook in detail and not undo the work that was done four years ago. Mr. Merritt asked that the annual leave policy be looked at carefully.

3. Reading and Approval of Minutes

a. Finance Committee Minutes-February 5, 2024

Motion: Councilwoman King made a motion to approve the minutes with Councilman Matney seconding.

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

4. Reports or Communications from City Officers

a. City Administrator Seth Duncan

Mr. Duncan mentioned Police Officer Zaloumis has been working with Laurens Electric and Duke Energy on street light maintenance. 100 streetlights were out before and now we are down to 8 that are out.

There were more than 340 registrants for the inaugural Bridgeway Run.

The City has received the Achievement of Excellence in Financial Reporting award again this year.

b. Finance Director Holly Abercrombie Budget Review

Ms. Abercrombie reported that revenues look good. The MASC business license remittance will come at the end of June, beginning of July.

c. HR Director Mark Putnam

Mr. Putnam said Mauldin is becoming an employer of choice. We get applications from all over the region including Greenville County, Greenville City, and Anderson.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Employee Handbook

Mauldin's current employee handbook was revised and adopted in 2020. The employee handbook is four (4) years old and needs to be revisited and revisions made where needed. Staff have made revisions to the employee handbook using local municipalities and MASC model handbook to enhance the City's handbook. Labor attorney Kevin Sturm is currently reviewing all revisions. Committee is asked to table discussion on revisions until July 2024 committee allowing time for Committee to fully review all revisions.

Most of the new policies added are state or federal employment laws or regulations.

Councilwoman King said she would like to schedule a workshop to go over the handbook and have discussion on the new proposals.

This item will be brought back to committee next month.

b. Indigo Point Pump Station Fee

The pool and clubhouse, which is located on parcel 176, was not included in Ordinance 974 adopted in June 2021 due to the fact that the pool and clubhouse had not been built. This will constitute the final parcel to be assessed a pumpstation fee in Indigo Point.

Motion: Councilman Matney made a motion to send this item to Council with a recommendation of approval with Councilwoman King seconding.

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

7. Public Comment-

Councilwoman King asked that Mr. Fleahman be made aware each department giving a report tonight thanked Mr. Fleahman and the PW department for all of their help with different projects.

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 7:07 p.m.

Respectfully Submitted, Cindy Miller Municipal Clerk

FINANCE & POLICY COMMITTEE AGENDA ITEM

MEETING DATE: July 1, 2024

AGENDA ITEM: Adams Glen Pump Station Fee

TO: Finance & Policy Committee

FROM: Seth Duncan, City Administrator

SUBJECT: Ordinance: Adams Glen Pump Station Fee

REQUEST

Council is being asked to approve an Ordinance to establish a Pump Station Fee for parcels that have been platted at the Adams Glen subdivision.

HISTORY/BACKGROUND

The Adams Glen subdivision is being built along Ashmore Bridge Road near Ranch Road. The community will consist of 273 developed parcels at full buildout and is being built by DR Horton. The developer recently platted Phase 1 consisting of 165 lots. The pumpstation has been installed by the developer, is still under warranty, but has been handed over to the City of operation.

As per our policy, subdivisions requiring the use of a pumpstation are assessed an annual fee for the operation, maintenance and future capital needs of the pumpstation. An ordinance to adopt an initial fee is being presented to Council for consideration.

ANALYSIS or STAFF FINDINGS

Staff is presenting an Ordinance that will add a Pump Station Fee to the platted lots in Adams Glen and maintain the fee at \$122 per year. The fee will be assessed annually on the property tax bill and may be adjusted annually to account for additional parcel development or changes in operating costs.

FINCANCIAL IMPACT

Expenses for the maintenance and operation of the Adams Glen pump station are included in the FY2024-2025 Budget and would be offset by the revenue collected.

RECOMMENDATION

Staff recommends Council approval of the Ordinance.

ATTACHMENT(S)

- Ordinance establishing Pump Station Fee
- Exhibit with affected parcels

AN ORDINANCE

ESTABLISHING A SEWER PUMP STATION FEE FOR PARCELS OF THE ADAMS GLEN SUBDIVISION DEVELOPMENT.

WHEREAS, the City of Mauldin, South Carolina (the "City"), a body corporate and politic and a municipal corporation of the State of South Carolina, operates a sewer collection system that serves residents in the City;

WHEREAS, the City has approved the development of a subdivision on Ashmore Bridge Road by DR Horton (the "Owner") whereby the Owner agreed to acquire and install, at its expense, certain sewer capital improvements, including a sewer pump station (collectively, the "Sewer Infrastructure") as part of its developing an approximately 101 acre tract of land in the City into a residential development consisting of approximately 273 parcels, once completed over one or more phases to be known as Adams Glen (the "Development");

WHEREAS, the Sewer Infrastructure, upon completion, was donated to the City, and the City owns and operates the Sewer Infrastructure;

WHEREAS, operating and maintaining the Sewer Infrastructure, as well as capital improvements related to the Sewer Infrastructure, result in the City incurring additional expenses, which the City has determined to fund through the establishment of a sewer pump station fee (the "Pump Station Fee") to be assessed only on the real property parcels (the "Parcels") in the Development, which descriptions of the Parcels are attached hereto and incorporated herein by reference as Exhibit A;

WHEREAS, the Developer has created an additional Parcel on the Development which have been incorporated into the Development and will now be assessed a Pump Station Fee pursuant to the terms of this Ordinance:

WHEREAS, pursuant to Section 6-1-330 of the Code of Laws of South Carolina, 1976, as amended, the City desires to establish and revise whenever it so wishes or may be required a Pump Station Fee, the revenues of which will be used for the operation, maintenance, renovation and repair of the Sewer Infrastructure as well as the acquisition and construction of related capital improvements;

WHEREAS, given the small number of Parcels in the Development on which the Pump Station Fee will be assessed, having the Pump Station Fee collected by the third-party water provider that currently collects the City's sewer collection fee is impractical and not cost effective;

WHEREAS, on July ___, 2024 the City caused to be published a notice of public hearing in the *Greenville News* informing the public of the public hearing to be held at the August 19, 2024 City Council meeting;

WHEREAS, on August 19, 2024 the City Council conducted a public hearing on the establishment of the Pump Station Fee, allowing Parcel owner(s) and the public an opportunity to appear and be heard in person or by counsel before the City Council, prior to the enactment of this Ordinance, at which public hearing the Pump Station Fee was presented, discussed, and made available to the public for inspection; and

WHEREAS, this Ordinance has been approved by a positive majority of the City Council following such public hearing;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAULDIN, SOUTH CAROLINA, AS FOLLOWS:

SECTION 1. Establishment of Pump Station Fee

The City hereby enacts, as of the date of enactment of this Ordinance, the Pump Station Fee on the Parcel in the Development set forth on the attached *Exhibit A* in the amount of \$122 per Parcel per year. The Pump Station Fee will be due annually and assessed on each Parcel owner's real property tax bill. The City will inform Greenville County of the amount of the Pump Station Fee in order for Greenville County to place the Pump Station Fee on the Parcels' real property tax bills.

SECTION 2. Authorization

The Mayor and the City Administrator, for and on behalf of the City, acting jointly or individually, are fully empowered and authorized to take such further action as may be reasonably necessary to effect the establishment and implementation of the Pump Station Fee including entering into any agreements as may be needed for the collection of such Fee.

SECTION 3. Severability

If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 4. Repealing Clause

All ordinances, resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistencies.

DONE IN MEETING DULY ASSEMBLED, this 19th day of August, 2024.

CITY OF MAULDIN, SOUTH CAROLINA

ATTEST:		Mayor
City Clerk		
APPROVED AS TO	FORM:	
City Attorney		
First Reading: Second Reading:	July 15, 2024 August 19, 2024	
Public Hearing:	August 19, 2024	

EXHIBIT A

PROPERTY SUBJECT TO SEWER PUMP STATION FEE

ADAMS GLEN SUBDIVISION

The following Parcels more particularly described on the attached Plat are subject to the Sewer Pump Station Fee:

Plat #2021-153 Phase 1

1-12

31-80

125-138

160-248

STATE OF SOUTH CAROLINA)	
)	CERTIFICATE OF ORDINANCE
COUNTY OF GREENVILLE)	

I, the undersigned, City Clerk of the City of Mauldin, South Carolina (the "City") DO HEREBY CERTIFY:

That the foregoing constitutes a true, correct and verbatim copy of an Ordinance which was given two readings on two separate days, with an interval of at least six days between the readings by the City Council of the City (the "City Council"). The original of this Ordinance is duly entered in the permanent records of minutes of meetings of the City Council, in my custody as such City Clerk.

That each of said meetings was duly called, and all members of the City Council were notified of the same; that a quorum of the membership remained throughout the proceedings incident to the enactment of this Ordinance.

IN WITNESS WHEREOF, I have hereunto set my Hand this 15th day of July, 2024.

City Clerk

City of Mauldin, South Carolina

First Reading: June 17, 2024 Second Reading: July 15, 2024

Public Hearing: July 15, 2024









