



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, JANUARY 5, 2026 | 6PM

3rd 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
JANUARY 5, 2026, 6PM
CITY HALL - COUNCIL
CHAMBERS 5 E. BUTLER
ROAD**

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

- | | |
|---|----------------------|
| 1. <u>Call to Order</u> | Chairperson Reynolds |
| 2. <u>Public Comment</u> | Chairperson Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | Chairperson Reynolds |
| a. Finance Committee Minutes-December 1, 2025 [Pages 3-4] | |
| 4. <u>Reports or Communications from City Officers</u> | Chairperson Reynolds |
| a. City Administrator Seth Duncan | |
| b. Finance Director Holly Abercrombie | |
| c. HR Director Mark Putnam | |
| 5. <u>Unfinished Business-</u> None | Chairperson Reynolds |
| 6. <u>New Business-</u> | Chairperson Reynolds |
| a. Ordinance- Amend Chapter 10, Businesses, to Establish Chapter VIII, Stadium Facility Fee [Pages 5-9] | |
| b. Rebranding Budget [Page 10] | |
| c. Discussion- Mauldin Election Commission [Page 11] | |
| 7. <u>Public Comment</u> | Chairperson Reynolds |
| 8. <u>Committee Concerns</u> | Chairperson Reynolds |
| 9. <u>Adjournment</u> | Chairperson Reynolds |

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
DECEMBER 1, 2025, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
1st committee meeting

Committee Members present: Michael Reynolds (Chair), Members Carol King and Taft Matney
Others present: City Administrator Seth Duncan, HR Director Mark Putnam, and Assistant City Administrator Greg Saxton. 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 Minutes-October 6, 2025

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 reported on upcoming Christmas activities. The annual boards and commissions Christmas dinner is tomorrow night. The tree lighting will be held on Thursday and the Christmas parade is Saturday.

b. HR Director Mark Putnam- Mr. Putnam reported that the annual insurance enrollment went very well. He also advised committee the employee Christmas breakfast will be December 17th at 8:30 a.m.

5. Unfinished Business- None

6. New Business-

a. 2026 Committee, Council Meeting, and Holiday Calendars

In 2026, Martin Luther King, Jr. Day is Monday, January 19th. While the City would typically move the meeting date to the next day, in this instance, moving the meeting to Tuesday, January 20th presents a slight schedule conflict for anyone attending the South Carolina Municipal Association's Hometown Legislative Action Day, also scheduled for the 20th. Staff would like guidance on whether or not to hold the Council Meeting on MLK Day (as done last year), or Tuesday, January 20th.

The second date in conflict with a federal holiday is the Committee Meeting scheduled September 7th, Labor Day. Moving the meeting to Tuesday is typical for the City, but staff would like to affirm with Council the decision to move the date.

Committee discussed moving the Council meeting up a week to January 12th to avoid having to meet on the MLK holiday. Committee was fine with moving the September committee meeting to Tuesday, September 8th.

Motion: Councilman Matney made a motion to move the January Council meeting to the 12th and forward the revised schedule to full Council with the recommendation of approval. Councilwoman King seconded the motion .

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

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:13 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: January 5, 2025

AGENDA ITEM: 6a

TO: Finance & Policy Committee
FROM: Seth Duncan, City Administrator
SUBJECT: Ordinance to Amend Chapter 10 to Establish Stadium Facility Fee

REQUEST

Staff is requesting Committee and Council approval to establish a Stadium Facility Fee to support infrastructure and capital improvements at the stadium at BridgeWay Station.

HISTORY/BACKGROUND

The City is currently building a multipurpose entertainment venue and stadium at BridgeWay Station. Slated to be semi-operational in May 2026 and fully operational in 2027, the facility will host professional soccer matches, concerts, public events, and more. The total cost of the initial phase of the project is projected to be more than \$28 million with the City contributing approximately \$4.5 million for both infrastructure and premium seating.

In order to offset expenses related to the stadium and to support future capital improvements and infrastructure needs, staff is proposing the establishment of a Stadium Facility Fee. This fee, if enacted, would be derived from the ticket sales of commercial events held at the stadium and used exclusively for stadium-related capital improvements and infrastructure.

ANALYSIS OR STAFF FINDINGS

According to SC Code of Laws Section 6-1-330, a local governing body, by ordinance, is authorized to charge and collect a service or user fee. The user fee must be used to pay costs related to the provision of the service or program for which the fee was paid and must be held in a separate fund if the revenue generated is greater than 5% of the governing body's prior year's budget. A public hearing is required prior to the adoption of final reading.

In order to offset capital improvements associated with the stadium and for future public infrastructure related to the stadium, staff is proposing the establishment of a Stadium Facility Fee for the stadium at BridgeWay station. The fee suggested by staff would be \$2.00 on each ticket sold at all commercial events held at the stadium. The fee would not be applicable to city events, events that are governmental or charitable in nature when no ticket profit is realized by a commercial entity.

The ordinance, as drafted and attached, establishes the fee (\$2.00), provides for administration and remittance processes and procedures, fee uses, and reporting/audit requirements. Funds collected will be segmented into a new Capital Fund – Stadium for the purpose of collection and future expenses.

Revenue Model

Revenue generated from the Stadium Facility Fee is expected to generate between \$166k-230K in its first full year (2027). The following revenue projections are based upon a minimal utilization schedule (33

events annually) and attendance greater than 50% of the venue. These figures do not include business license fees or hospitality taxes which will also be collected.

Events	2026*	2027	2028	2029	2030	2031
USL Games, Concerts, Events	\$39,000	\$236,000	\$243,000	\$250,000	\$258,000	\$265,000

*Partial season will be played at the stadium.

RECOMMENDATION

Staff recommends Committee and Council approve the ordinance as drafted or with modifications.

ATTACHMENT(S)

- Draft Ordinance – Stadium Facility Fee

State of South Carolina)
)
Greenville County)
)
City of Mauldin)

Ordinance 2026 - _____
TO AMEND CHAPTER 10 *BUSINESSES*
TO ESTABLISH *ARTICLE VIII - STADIUM*
FACILITY FEE

AN ORDINANCE TO AMEND CHAPTER 10, *BUSINESSES*, TO ESTABLISH A STADIUM FACILITY FEE FOR COMMERCIAL EVENTS AT THE STADIUM AT BRIDGEWAY STATION; TO PROVIDE FOR THE COLLECTION, DEPOSIT, AND EXPENDITURE OF SUCH FEES; AND TO PROVIDE FOR THE PERIODIC REVIEW THEREOF.

WHEREAS, the City of Mauldin, South Carolina (the “*City*”), a body corporate and politic and a municipal corporation of the State of South Carolina, owns a multi-purpose stadium (“*Stadium*”) at BridgeWay Station in the City; and

WHEREAS, the Stadium provides substantial economic, cultural, and recreational benefits to the City, its residents, and the surrounding region; and

WHEREAS, the City has a vital interest in supporting and maintaining high-quality public infrastructure at the Stadium; and

WHEREAS, capital improvements related to the Stadium results in the City incurring additional expenses, and it is necessary and appropriate for the City to recover costs associated with capital improvements to the building and surrounding infrastructure; and

WHEREAS, the City deems it in the public interest to establish a Facility Fee (the “*Fee*”) to be assessed on the sale of every ticket of admission purchased for a for profit event held at the Stadium; and

WHEREAS, pursuant to Section 6-1-330 of the Code of Laws of South Carolina, 1976, as amended, the City desires to establish a Facility Fee, the revenues of which will be used for upgraded infrastructure of the Stadium as well as the acquisition and construction of related capital improvements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAULDIN, SOUTH CAROLINA, THAT CHAPTER 10, *BUSINESSES* BE AMENDED TO ESTABLISH *ARTICLE VIII STADIUM FACILITY FEE* AS FOLLOWS:

SECTION 1. Definitions

For the purposes of this Ordinance, the following terms shall have the meanings ascribed to them in this section:

1. “**Commercial Event**” means any event, concert, exhibition, athletic contest, or performance held at the Stadium for which an admission ticket, fee, or other charge is required for entry, but **excluding** events that are:
 - a. Exclusively governmental or charitable in nature, where no ticket profit is realized by a commercial entity.
 - b. Events specifically authorized by the City to be exempt.
2. “**Ticket**” means any evidence, tangible or intangible, of admission to a Commercial Event, including but not limited to paper tickets, electronic tickets, passes, or Facility licenses.
3. “**Facility Fee**” means the fee established by this Ordinance to be collected on the sale of each Ticket.

4. “**Stadium Operator**” means the person, firm, corporation, or entity responsible for the operation, management, and/or ticketing of Commercial Events at the Stadium.

SECTION 2. Establishment of Facility Fee

The City hereby enacts, as of the date of enactment of this Ordinance, the Facility Fee in the amount of *two dollars and zero cents* (\$2.00) on the sale of every ticket of admission to any Commercial Event held at the Stadium. The Facility Fee will be due at time of purchase and assessed on each individual ticket. This fee shall be in addition to the base ticket price, any state or local admissions tax, and any other charges.

SECTION 3. Administration and Remittance

- a) **Collection Responsibility:** The Stadium Operator shall be solely responsible for collecting the full amount of the Facility Fee from the purchaser at the time of the Ticket sale. The Facility Fee shall be clearly and separately itemized on the Ticket or on the sales receipt provided to the purchaser, consistent with all applicable federal and state truth-in-pricing laws.
- b) **Remittance:** The total amount of all Facility Fees collected by the Stadium Operator for all Commercial Events within a given month shall be remitted to the City of Mauldin on or before the 20th day of the following month, or on the next business day if the 20th is not a business day.
- c) **Reporting:** Each remittance shall be accompanied by a sworn statement or report, signed by an authorized agent of the Stadium Operator, detailing the following information for the reporting period:
- i. The total number of Tickets sold for each Commercial Event.
 - ii. The total gross receipts from the sale of the Tickets.
 - iii. The calculation of the total Facility Fee amount due to the City.
- d) **Late Penalty and Enforcement:** Remittances that are more than 10 business days late will be assessed a five percent (5%) penalty. Penalties will not be waived. Should the Facility Fee remain unpaid for a period of 30 days after its due date, the official or appointed designee shall issue a written warning citation with an order of payment of the fee and assessed penalties be made within ten business days. After being issued a written citation warning any person or business that fails to make payment within the time allotted shall be served a formal citation and court summons in the amount of \$500 with a prescribed date to appear before the Mauldin Municipal Court. Each day of violation will be considered a separate offense. Punishment for violation will not relieve the offender of liability for delinquent fees, penalties and cost provided for herein.
- e) **Use of Funds:** All proceeds collected from the Facility Fee shall be placed in a dedicated, restricted fund to be utilized by the City for purposes including, but not limited to, capital improvements related to the operation of the Stadium and its surrounding area.
- f) **Audit:** The City shall have the right to audit the books, records, and accounts of the Stadium Operator pertaining to the sale of Tickets and the collection of the Facility Fee.

SECTION 4. Authorization

The City Administrator, for and on behalf of the City, is fully empowered and authorized to take such further action as may be reasonably necessary to effect the establishment and implementation of the Facility Fee including entering into any agreements as may be needed for the collection of such Fee.

SECTION 5. 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 6. 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 __ day of February, 2026.

CITY OF MAULDIN, SOUTH CAROLINA

Mayor

ATTEST:

City Clerk

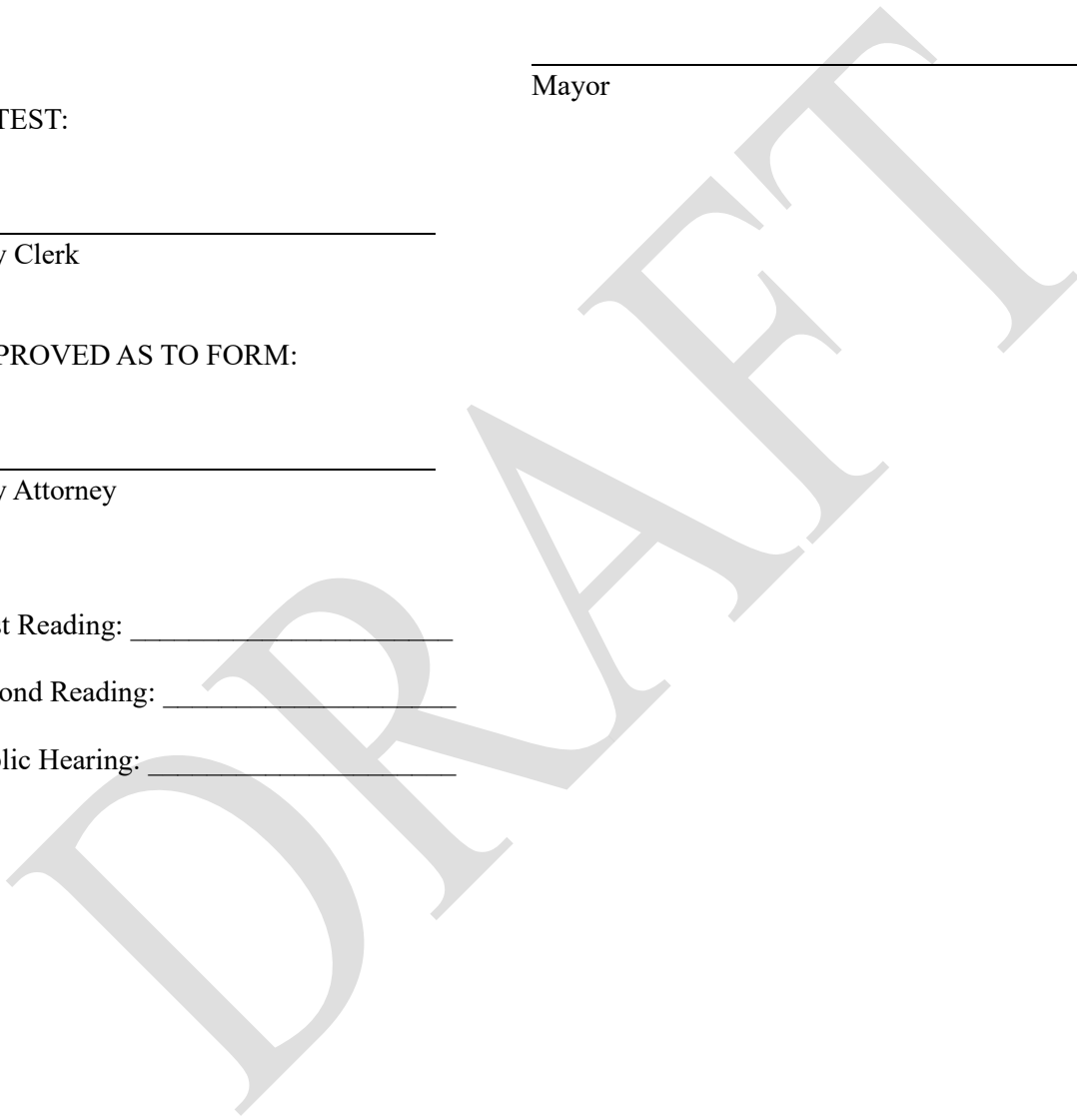
APPROVED AS TO FORM:

City Attorney

First Reading: _____

Second Reading: _____

Public Hearing: _____



FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: January 5, 2025

AGENDA ITEM: 6b

TO: Finance & Policy Committee
FROM: Seth Duncan, City Administrator
SUBJECT: City Rebranding Budget

REQUEST

Staff is requesting Committee and Council approval for the City’s Rebranding Budget as funded by previously allocated surplus funds.

HISTORY/BACKGROUND

In August, Council authorized \$500,000 of the previous year’s surplus funds for the City’s rebranding initiative. Staff is now presenting an allocation plan for these funds to achieve a successful brand rollout and deployment. The budget includes fund allocations for the reveal of the new brand, interior and exterior signage, a website refresh, marketing blitz, vehicle wraps/signage, uniforms and supplies, and contingency. Below is a budget summary.

Budget Summary

Item	Description	Budget
Brand Launch/Reveal	Launch event with the public and partners to reveal the new brand.	\$30,000.00
Signage (interior and exterior)	New signs for City entrances Wayfinding signs Replace various signs around City Hall Update signage at parks and other City owned facilities	\$300,000.00
Website Refresh	Update the website to include new brand and theme.	\$20,000.00
Marketing Blitz	Digital and print marketing push with new brand.	\$5,000.00
Vehicle Wraps/Signage	Update vehicle markings on all City vehicles.	\$75,000.00
Uniforms & Supplies	Update personnel uniforms and office supplies.	\$20,000.00
Contingency		\$50,000.00
	<i>total</i>	\$500,000.00

RECOMMENDATION

Staff recommends Committee and Council approve the rebranding budget as described above.

ATTACHMENT(S)

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: January 5, 2025

AGENDA ITEM: 6c

TO: Finance & Policy Committee
FROM: Seth Duncan, City Administrator
SUBJECT: Discussion – Mauldin Election Commission

Discussion

Staff is requesting a discussion with the Committee to potentially eliminate the Mauldin Election Commission and transfer those duties as assigned to the Greenville County Election Commission.

HISTORY/BACKGROUND

Every odd year, the City of Mauldin conducts municipal elections to elect members of City Council. Following a Greenville County Resolution in 1980, the City adopted a uniform election schedule (first Tuesday after the first Monday in odd years) to streamline the election process and for the purposes of uniformity. As part of this change, Greenville County agreed to cover the cost of the odd-year general elections.

Since that time, Greenville County’s Election Commission has handled nearly all aspects of the election process including conducting the election, tabulation, and other administrative tasks. The City handles the announcement of forthcoming elections, maintains registration of candidates, fee collections, and appoint City Election Commission/Board members to perform specific duties following elections every two years.

City Code does not specify the creation of a City Election Commission or Board, but does reference its existence in sections [16-31](#), and [16-32](#). The current member’s terms expire on December 31, 2026. their primary function is to certify the election results after an election – something that occurs only once every two years (though they do have to certify runoff results if needed).

Due to several factors, staff is recommending Council consider transferring election results certification to the County and eliminating the City’s Election Commission. The City Clerk will continue to announce upcoming elections, accept candidate registration forms and fee collection, but all other aspects of the election process will be conducted by the County.

If the Committee believes that this is in the best interest of the City, staff will provide a recommended revision to Chapter 16, Elections and work with the County to pass any accompanying ordinances/resolutions necessary for the change.