

**Minutes
Finance Committee
July 5, 2016
6:00 PM
2nd Committee meeting**

Members present were Chairwoman Carol King, Committee members Terry Merritt and Dale Black. Finance Director Holly Abercrombie and City Administrator Trey Eubanks were also present.

1. Call to order.- Chairwoman King
2. Public Comment- None
3. Reading and approval of minutes- June 6, 2016- Councilman Merritt made a motion to approve the minutes. Councilman Merritt asked about a comment made about lawyers he may have made. He just wants to verify the comment. Councilman Black seconded the motion and the vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly reported that the MASC business license received from insurance companies has been received. A month is left on franchise fees, property taxes, hospitality and accommodation revenues. There are some expenses that will be accrued for the next couple of months as well. Councilman Merritt asked about utility tax. Holly said she wasn't sure what that is. Councilman Merritt asked about state aid to subdivisions. Holly said that doesn't come in until July.

The MPDTST grant was not received. That was a big number, but we also budgeted expenditures for that as well.

Councilman Black asked about the police for Clemson games. Holly said that is not budgeted and will continue. It is an in and out account. Councilman Black asked if there was an agreement. Holly said there is, but we can't nail down a figure since we don't know how many officers they will need or our availability. We do make a little money on that.

Councilman Black asked about property tax reimbursement. What is that? Trey said he thinks when they make their tax payment, the tax bill is challenged.

Councilman Black asked about the council insurance and salary line. Holly said one person was left off, but that has been corrected.

Councilman Merritt said he sees where the sports center membership line has increased.

Councilman Black asked about administrative professional fees. Holly said some of that is the labor attorney charges. Trey said the hotel study was run through there as well. We may get that expenditure back. The Alta study for the Swamp Rabbit Trail was also put into that line. We did get reimbursement from the County on that. Also, the East Butler Road study was funded from that line.

Councilman Black said there is a lot of expenses for VC3. Holly said she thought that was a cloud charge. Trey will ask Holly to run a detail expense report for 410-650 and 652.

5. Unfinished business.

- a. Personnel policy update- Chairwoman King said the 2004 personnel policy seems to be more detailed than the 2013 draft that was previously given. Chairwoman King sent Mr. Eubanks some key items she thought should be included. Chairwoman King, Trey Eubanks and Cindy Miller are going to meet with the labor attorney regarding this. Another draft should be available for next month's consideration.

Councilman Merritt referred to Section 3, page 9 regarding classification. The discussion last year was as the budget was approved, Trey thought this was approval of the classification plan. Councilman Merritt thinks that those adjustments and approval of the classification plan should be a separate item approved by council.

On page 11, section A, the last sentence regarding change in pay grade will result in a 3% increase or minimum of the new pay grade, whichever is higher. Councilman Merritt suggested that “whichever is higher” be deleted. Merit raises can take care of that. Councilman Merritt will send his suggestions to Trey.

Councilman Merritt said the thing that really sticks out to him is sick leave. Sick leave to him is something you don't need if you don't use it. If you need it, you have it. He doesn't think it needs to be accrued time with unlimited time. Chairwoman King said she has been in public and private. She knows state government accrues time the way Mauldin does, and so does many municipalities. Sick leave is different from vacation leave. Trey said sick leave is intended for sick time for employees or immediate family.

Chairwoman King said state government allows up to 90 days of sick leave to be used toward retirement. It makes a difference in your retirement and helps people who don't make huge salaries. It is a benefit of being a government employee and doing with less salary. Trey said in order for us to be competitive and retain and attract good employees, we need to sustain our benefits.

Councilman Merritt said on page 20 it says there is no maximum accumulation of vacation time. He said he doesn't know if government employees do make less than private employees. Chairwoman King disagreed. From her experience, most government employees make a career of it. That is part of a benefit package. Some of this is a morale issue. Councilman Merritt said you wonder why government employees go there and stay for life. When you retire from the military, you want to work for the post office because of the retirement plan.

On page 25, Councilman Merritt questioned the adverse weather compensation for essential personnel? Why? If I am a police officer, I expect to work during inclement weather. Trey said that was a decision made by

council a few years ago. That was a discussion on whether to pay them since we were giving administrative leave pay to people who are not working. If the secretary is off, and the police officer had to work, then the police officers get the comparable amount of leave time to make it equitable. It is just an opinion and can be changed if council wishes.

Travel documentation- what kinds of documents are attached to the purchase order to show what training did they attend? The policy says they will submit the conference program. Councilman Merritt says the documentation needs to be consistent. Councilman Merritt mentioned that there are no purchase orders for the PW credit card. All the other departments had purchase orders, but PW did not. Chairwoman King said she thinks she got the purchase orders in her scanned copy. She does not receive a hard copy.

Councilman Black said he doesn't have anything with a 2009 date. Chairwoman King said she penciled it in, and may have misunderstood the date.

This will stay in committee until the draft is updated again.

- b. Take home vehicle policy- This proposed policy is fairly detailed and is a draft. Councilman Merritt said we need to be careful of the responsibility of the administrator and council. Items 2-8 are responsibilities of the administrator and department heads, not council. As the attorney has advised Mr. Merritt, you can't interpret intent. They said where it says council on items 2-8, elected officials will be stricken.

Councilman Merritt said, in the Bedford example, page 5, under take home vehicles, it refers to a special rule. We reference it later on, but don't clarify it. We need to define the special rule if it is referenced in our policy. If it is \$3.00 a day, which is what the IRS has, is nothing. It fits in Bedford because they say that you can't take it out of the county. \$3.00 doesn't even cover the cost of gas. Is it an IRS rule?

Chairwoman King said the intent is to get comments tonight. She recommended that committee takes this policy, strike through what you have issues with, and let's come back and tweak it. Trey said the Bedford policy talks about personal comfort. If an employee is called and asked to pick up something at the grocery store, that should be allowed, as well as dropping your kids off at school as long as it is included in to and from.

Chairwoman King said she wants to address a radius in which city vehicles can be driven. Councilman Black said the police department had a radius at one time. Councilman Merritt said a radius will work when you figure out how far \$3.00 will take you. Councilman Black said he wants to ask about liability for non-employees riding in city vehicles.

Councilman Black said we also need to think about critical vehicles if the employee who normally drives it is going to be out of town or is sick. The vehicle should stay in the city for other people's use.

This item was tabled in committee.

- c. Credit card policy- Chairwoman King mentioned on page 4, under A responsibility, regarding cross departmental use for emergency purposes. What are emergency purposes? She said if the department head is not available, either Holly's or Trey's card can be used. That might help deter some cross departmental use.

Councilman Merritt made a motion to send this to council with the change regarding cross department use. Two sentences will be deleted. Councilman Black seconded the motion and the vote was unanimous (3-0).

6. New business.

7. Public Comment

Scott Crosby: On the take home vehicles, the one thing on my mind is police vehicles and the psychological effect of having one in your neighborhood. The

presence is a tremendous help to the reduction of crime. I think it is reassuring to have police cars at their homes. I ask you to consider that.

8. Committee concerns.
9. Adjournment. – Chairwoman King adjourned the meeting.

Respectfully Submitted,

Cindy Miller

Municipal Clerk

NOTICE: A majority or quorum of City Council may attend a committee meeting