

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

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

1. Call to order.- Chairwoman King
2. Public Comment
3. Reading and approval of minutes- April 4, 2016- Councilmember Merritt made a motion to approve the minutes with Councilman Black seconding. One typo was corrected. With that, the minutes were approved unanimously (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly said expenses still are down. We should make budget on property taxes. By the next council meeting, we should have a better number on business license revenue. Councilman Merritt said he was looking for the savings in the salary line since we do not have a Public Works Director. Holly said she looked from current to January. In January, there were four people paid out of there, and now there are five people paid out of there. Trey said a percentage would be transferred from the sewer budget. He will do an analysis on the budgets and get that information to Mr. Merritt.

Councilman Black asked about council salaries. The remaining percentage is 5%. He thinks someone is not going to get paid. There wasn't enough budgeted for insurance. It is corrected for the upcoming fiscal year.
5. Unfinished business.
 - a. Standing Committee rules- The City Attorney brought an amendment to our attention regarding section 5, the public comment section including council members not on the committee. There are two options- one is to allow only members of the committee to attend the committee, the second is to allow other council members to attend, but not participate in any manner. The meeting should be described as a council meeting to comply with FOIA.

Councilman Merritt said he feels like we are almost forced to go with the first option. He does not want committee meetings labeled as council meetings. The recordings are available for council members that are interested in committee meetings. They said labeling the committee meetings a council meeting was a recommendation by the city attorney. The MASC has an article that recommended that council members not on the standing committee do not participate. Section 4 of the standing committee rules covers that. We just need to decide what to do with section 5. Councilman Merritt said we could put a disclaimer on the notice that if there is a quorum present, that it could be considered a council meeting. They said we could just strike the sentence that says (including other Council members not on the committee).

Councilman Black said he asked Mr. Duggan for his opinion and that is why we have this included. He believes if we strike the language including other council members not on the committee, the rules should be ok. He agreed with Mr. Merritt that a foot note could be put on the committee agenda regarding a quorum. Councilman Black said he would like to run the proposed changes by John Duggan to make sure we will be in compliance with FOIA.

Councilman Merritt discussed the Office of Cultural Affairs being added under the Economic and Development Planning committee. He doesn't think it is necessary since it comes under community development, but said he was ok with leaving cultural affairs in there. He would like to take out "Office of."

Councilman Black said he wants to make sure that the committee chairs be called to make sure they have anything for a meeting.

Councilman Merritt made a motion to send this item to the council agenda for feedback, but retain the item in committee. Councilman Black seconded and the vote was unanimous (3-0).

- b. Internship program- Everyone was ok with the purpose of the program with the exception of the students that would be allowed to apply. The question is whether or not to allow high school students to apply for the internship program.

Councilman Merritt said he believes this is a good program for upper-class college students. Councilman Merritt also asked that the section regarding “benefits the city department in managing daily tasks” be taken out. Councilman Merritt said “additional assistance in day to day tasks” could be inserted. Students don’t need to be managing tasks.

Some money is budgeted in administrative other. Up to \$3240 would be the total cost of the program. Councilman Merritt asked if we want to send this to full council for input. Councilman Black said we also asked institutions for feedback. Furman University is interested. Clemson University has expressed an interest in the past. Greenville Tech has not be contacted yet.

This item will be sent to council for input, but kept in committee as well. Councilman Merritt made a motion to put this item on the council agenda for information. Councilman Black seconded the motion. The vote was unanimous (3-0).

- 6. New business.
- 7. Public Comment

Rollie Hyust: I would like to know how long city council is going to carry the Sports Center when it is in the negative. Councilman Merritt said he would like to address that issue during the Recreation Committee meeting.

Ray Atchinson: I wonder if the same rules would apply to a commission meeting. Council members being present.

Councilman Merritt said if the planning commission is meeting and four council members are in the audience, it could impede the vote.

Ray asked if the number of council members attending a commission meeting could take over the meeting and make it a council meeting. They said he would check with the City Attorney on that.

8. Committee concerns.

Councilman Merritt requested an item be placed on the agenda, but it was not. He would like to discuss city vehicle use by city employees. We do not have a policy for that issue. There appears to be a gap and a misunderstanding. Trey said there was a breakdown in communication and that is why the item was not put on the agenda. The police department has a take home vehicle policy. The only thing we have as a city policy is the paragraph regarding the IRS tax impact.

Chairwoman King would like to see the personnel policies updated. It has been talked about and in the works and would like the committee to pick it back up. Councilman Merritt said we could put information on when it was adopted. Trey said we worked with a labor attorney to update the personnel policy and it never made it out of committee. The document will be sent around and needs to be updated again by the labor attorney. This can be put on the next agenda.

Councilman Merritt said any council member can put something on a committee agenda. He asked if the chair of the committee whose agenda will be amended should be advised of the change as well. Councilman Merritt said that he copied Trey on the email asking something be put on the agenda, but no one else. Trey said he had some information on FOIA that he can send around, but that he would ask the attorney about this item as well.

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