

**Minutes  
Finance and Policy Committee  
January 6, 2009  
1<sup>st</sup> meeting**

**Members present were Chairman Dale Black, Council members Michael Reynolds and Gabe Hunter. City Administrator Trey Eubanks was also present.**

1. Call to order.- Chairman Black
2. Reading and approval of minutes.

Councilman Reynolds made a motion to approve the minutes with Councilman Hunter seconding. The vote was unanimous (3-0).

3. Reports or communications from city officers.
  - a. City Administrator

Trey Eubanks: Tomorrow we are going to continue the process on looking for a Finance Director. I appreciate the support from the council and look forward to reporting out to full council on the right fit for this position for us.

- b. Finance Director- update on search

Mayor Godbey: I wanted to let you know while everyone was together that we have tentatively set the goal setting with Joe Newton for Wednesday, February 4<sup>th</sup> from 9am-11am. Just after that we will look at integration of those goals from 11:00 a.m. to 1:00 p.m. The February meeting of council, we will plan on going into executive session to review the city administrator's contract and make it an annual event from that point. I would like us all to think ahead of time about short and long term goals that we want for the city and also for the evaluation. Thank you, Mr. Chairman.

4. Unfinished business-
  - a. Review of Budget

Trey Eubanks: The budget was emailed to you. We are on pace through ½ of our fiscal year. I will include some revenue numbers with this from now on. We are going to have to keep an eye on business license revenue and hospitality and accommodations tax revenues. One thing we will have a good handle on by March is property tax revenues. We will continue to keep a close eye on those.

Councilman Reynolds: We should start seeing some revenues from the Sunday alcohol sales soon.

Trey Eubanks: We have been in communication with ABC about that and they have communicated to us that because of the varying sources of that revenue and also it can either be a single event permit or annual, that coupled with nine referendums this fall, they indicated it would take two to three months to get that information, but I will follow up on that.

Councilman Hunter: Do we have any estimate what impact on our hospitality from the closure of businesses?

Trey Eubanks: We haven't broken it out by that; we have been looking at the amount of revenue and comparing that to budget. We also have the previous year amount for comparison. I can try to find that out for you.

Councilman Reynolds: Is there a way to compare us to other cities as to what the average that other cities have been affected?

Trey Eubanks: We can check on that. The way to do that would be to contact some other municipalities and see what their experience has been. I will be glad to check with some regional municipalities.

Chairman Black: I want to commend you and council and staff on keeping a tight rein on the budget. We did make some amendments for the fuel increases.

Trey Eubanks: PW and Police will be mostly affected along with fire. It was a prudent move to approve the contingency in the 3<sup>rd</sup> workshop. We do have a place to go as the prices increase.

Councilman Hunter: I went through the budget sheet that was provided to us, all 93 pages, and overall, I felt like every department has a hand on what is going on. The bottom line is in good shape. Thank you for doing a good job on your budgets.

b. Standing Committee rules

Chairman Black: The rules have been amended several times, but there are some discrepant ices. It went to the city attorney for his blessings, and I would like Mr. Eubanks to discuss the additions and deletions on this.

Trey Eubanks: We have tried to highlight the additions and deletions and I will go through this with you. These changes came from the need to update the rules. We made some changes in June that are now included and there are things we have done to clean up the standing rules. Where you see parenthesis and highlights, those are revisions. On page 2, committees shall meet as necessary. I will take this by section. The second change to delete meetings shall be held in council chambers and insert ordinarily and unless circumstances dictate otherwise. The meetings in council chambers we will leave flexible. This is where we have been meeting because of the AV equipment. The first insertion as necessary, there have been and will be times when there are no agenda items, we want to discuss that.

The seven calendar days, inserting unless circumstances dictate otherwise, in the event we have something like an economic development issue come up that needed to come before council sooner than seven days, we don't want to handicap ourselves.

Councilman Hunter: On my sheet meetings shall be held in council chambers is not highlighted as a change. Do you want to delete that?

Trey Eubanks: This might should have said change instead of delete. Here again, the intent is to allow meetings to take place here. The original rules cited that the meetings will be held in the upstairs training room. We were trying to get away from that requirement in the event we needed the AV equipment down here.

Chairman Black: I think we can have the flexibility to not nail it down to a particular room. Sometimes other things are scheduled. We should just put city hall instead of a particular room.

Councilman Reynolds: I was going to state the same thing. I think we should meet in here as much as possible. I want the public to know where we are going to meet.

Chairman Black: There is a sign posted in the lobby.

Trey Eubanks: Yes. We can put a sign in the lobby if we need to meet upstairs. On Section 2, page 3, the intent is to delete the first section of item 2 that dictates the schedule of meetings. It also includes meetings being held Monday and Tuesday evening. We will pick up halfway through where it says committees will meet on the first Tuesday of the month. That cleans it up and updates it to the practice we are doing now. About a year ago, council decided we would meet once a month on Tuesday evening.

Councilman Reynolds: I think that was at your discretion. If you felt we needed to meet on two nights, we could.

Trey Eubanks: If there were a number of agenda items on a number of committees, we could meet two days. We seem to be able to cover most everything over the course of one evening.

Chairman Black: Does this wording give us flexibility if we need to meet two days, or should we insert something.

Trey Eubanks: We can insert something saying the committees could meet an additional night if necessary. Paragraph 4 adds the action council took in June of last year that a committee chairman can forward items to the council meeting without a quorum. That is all that does is update that.

Councilman Reynolds: The first line says a quorum should be necessary for a committee to meet.

Trey Eubanks: To have an official meeting, there should be a quorum, if we don't have a quorum, instead of stopping an item, the chairman can move an item forward.

Councilman Reynolds: Did the attorney look at this part?

Trey Eubanks: He did not comment that was a concern. The City Attorney recommends that we delete a part of paragraph 6 because there may be a matter that would come to the attention of the city the day of a committee meeting. We don't want to be prevented from taking action in the event something comes up that day. As it is now, committee cannot take action on anything that is not on the agenda.

Councilman Hunter: The last sentence of paragraph 7 needs to be deleted then.

Trey Eubanks: Yes, sir.

Councilman Hunter: This needs to be pointed out to Mr. Duggan to get his ruling.

Trey Eubanks: A lot of the guidelines and case law is directed at a council meeting, these being committee meetings, the local governing body could make their own rules. I will, however, have the city attorney double check this. There is the discretion of the governing body to determine the rules. For paragraph 8, this allows for flexibility for an item coming up close to a meeting. The meeting packets must be provided at least three days before the meeting, that is still the practice, however, we want to remove this in case something comes up Friday or Monday, we could consider that.

Chairman Black: The next item is paragraph 11.

Trey Eubanks: The existing language prohibits executive sessions. This would allow executive sessions in accordance with state law.

Councilman Hunter: We are removing the not?

Trey Eubanks: This allows for committees to meet in executive sessions. Yes, sir.

Chairman Black: Paragraph 13.

Trey Eubanks: Here again, the phrase to be deleted is minutes will be given to committee members before the council meeting, minutes will be given out, but they are not official until committee approves them. The official minutes are approved by committee members.

Councilman Hunter: I don't understand why we want to delete that.

Trey Eubanks: Again, I think the meeting minutes are not official until adopted by the committee, we are not going to change procedurally when we supply the minutes and get them out, this just removes the requirement from the rules.

Chairman Black: In the event that committee did not have a meeting, we could not approve the minutes until the next meeting. Once they are approved, then they will be forwarded to council. If there is no meeting one month, the next month you might receive two sets of minutes.

Councilman Reynolds: We might receive two sets of minutes at the committee meeting or the council meeting?

Chairman Black: Committee meetings.

Councilman Hunter: You can't approve the minutes before the council meeting if we don't have a meeting.

Chairman Black: Right. The committee did not meet.

Councilman Hunter: That means there is two months with no minutes.

Councilman Reynolds: If the committee does not meet, there are no minutes.

Councilman Hunter: I don't think we ought to wait two months. I don't think it matters if they are not approved.

Trey Eubanks: There will be minutes at the council meeting. They will just be draft minutes. I am not sure exactly where the city attorney is coming from on this deletion.

Councilman Hunter: I would like draft minutes at the council meeting.

Trey Eubanks: I agree. This wouldn't restrict us.

Chairman Black: I think that is all that was highlighted.

Councilman Hunter: I would like to make a motion to send this to full council with a recommendation of approval.

Councilman Reynolds seconded the motion and the vote was unanimous (3-0).

## 5. New business

### a. Discussion on Cultural Center Executive Director position

Chairman Black: The current budget includes a Cultural Center contingency line item in the amount of \$60,520 for an Executive Director position. \$10,000 of this was appropriated for Clemson University to update our Master Plan. We have a grant application that must be submitted and approved by council in order for the CCFB to fund the position. We have the grant in hand?

Trey Eubanks: That is being compiled right now. I am working with the Chairman.

Brian Daughhete: I appreciate your letting me speak. We are working on the application. One part is the board has to authorize me to come before you and ask for those funds. We will have a meeting to do that tomorrow. I want to update you on the search. We expect to make a hire by the end of the month or early February. We are putting together the grant application and I will be available if you have any questions. I would like to have this forwarded to council.

Councilman Hunter: \$50,000 is not a sustainable amount. It is one time. Next year, how are you going to pay for this? I think you should take the \$50,000 and obtain a consultant to function as a grant writer and fundraiser so you will have some money in reserve to fund an executive director. We are giving you this year to get some money in your coffers to support a director's position. Council supports the board, but I don't think you have enough money coming in to fund a position. It may be more prudent to consider using the \$50,000 grant to pay a consultant. I offer that as a suggestion.

Brian Daughhete: I will take that back to the board. We are well aware that we cannot constantly come to the city and ask for funds. All of the people we are talking to have significant fundraising experience. We understand we have to raise money. We are going to tell them you prove your worth and generate revenue. We do appreciate the help from council and do realize that the economic times are tough all the way around.

Councilman Reynolds: Another option might also be, and we talked about this a little bit, take the \$50,000 and cut it in half and get the other half through fundraising.

Brian Daughhete: We have thought about that. Compensation is definitely something that needs to be hammered out. That is one thing I would like to see. For an executive director position, you have some high caliber people, I want to make sure we get a good person and give them incentive to stay around. One thing we weighed is that whoever comes in has to hit the ground running. They have to know the area and some of the history. I want to see someone who is established and can fit in very well. I think that lends itself to a local person.

Chairman Black: I talked to Mr. Daughhete and to Mr. Eubanks and I wanted to make it clear that council has put in \$50,000 in contingency which ends June 30<sup>th</sup>, if there is anything left, it has to be rolled over by council action, it does not automatically roll over.

Trey Eubanks: I anticipate that the board in the meeting is going to request the \$50,000 from the city and make a draw on that. That would be a way to take the amount and get it earmarked. Our fiscal year ends June 30<sup>th</sup> and I will look for some direction.

Chairman Black: On the grant, do you know whether it is on a calendar year or fiscal year on July 1<sup>st</sup>?

Trey Eubanks: Our fiscal year runs through June 30th. If a grant draw request comes before this council, we have \$50,000 left, if council approves the \$50,000 that will go to the board to compensate their executive director. You are correct, Mr. Black, if there is money left over in any line item, that year ends June 30<sup>th</sup> and would have to be approved for next fiscal year.

Chairman Black: You have heard all of the discussion and \$50,520 is left out of the \$60,520 for the foundation director. What do I hear?

Councilman Hunter: I don't think we should make a motion until we find out what the board is going to do.

Chairman Black: The grant doesn't state a full time person.

Trey Eubanks: I am doing one component and the lion's share is being done by the cultural board director. They need to turn in the application at least a week before council. Chairman Daughhetee is waiting on board action that they will consider tomorrow afternoon. If committee wants to move it forward, council could consider it on the 26<sup>th</sup> and have ample time to review the grant and talk to the Chairman if there are any questions. If we don't act on it tonight, we would have to suspend the rules to put it on the agenda.

Councilman Hunter: In that case, I will make a motion to send the item to council.

Councilman Reynolds seconded the motion. The vote was unanimous (3-0).

## 6. Public comment.

Mayor Godbey: I would like to thank you for the action on the cultural center executive director. You are laying the foundation for future interaction of the two boards and I applaud that. On the committee meeting operations, the changes that are being put forward, don't jive very well. One says that meetings will be held as necessary and the second one says that they will be held on the first Tuesday. You need some continuity in the language.

Chairman Black: I thought we changed that.

Mayor Godbey: On number one, not two.

Trey Eubanks: We can change that language to committees will be scheduled for and that removes the mandate. I will work to get this to council post-haste.

Mayor Godbey: There is one month that the Tuesday is December 1<sup>st</sup>. That negates the first Tuesday following the first Monday. Also on number 8, meeting packets will be prepared, leave that in, but put when feasible. I also agree with Mr. Hunter on 13, just insert draft so that the council members can receive draft committee meetings. That is all I have

7. Committee concerns.- None

8. Adjournment. Chairman Black adjourned the meeting.

Respectfully Submitted,

Cindy Miller

Municipal Clerk

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