

Regular Meeting
June 25, 2018

The regular meeting of City Council was held this date in City Hall Council Chambers at 6:00 pm. In attendance were Mayor Terence Roberts, Mayor Pro Tem John Roberts, Council Members Thompson, Buck Roberts, Laughridge, Chapman, Harbin and Newton. Councilman Stewart was not present. Also in attendance were City Manager, Linda McConnell, Assistant City Manager, David McCuen; Finance Director, Margot Martin; City Attorney, Frankie McClain; Economic Development Manager, Mary Haley Thompson; and IT Director, Mark Cunningham. The invocation was given by Councilman Chapman and respect to the flag was given by Councilman Kyle Newton.

SPECIAL RECOGNITION

A.B. "Buck" Roberts – Seat 3 Councilman

Councilman Buck Roberts will retire June 30, 2018 after 18 years of service. Mayor Terence Roberts spoke about Councilman Buck Roberts achievements and involvement in the growth of the City of Anderson. Councilman Roberts was involved in the purchase of Electric City Utilities, construction of the Municipal Business Center, Recreation Center and Carolina Wren Park, and growth of special events, venues and transit routes.

Mayor Terence Roberts and City Manager, Linda McConnell, presented Councilman Buck Roberts and his wife Carol, with a blanket of the City of Anderson and a plaque honoring his 18 years of service.

Each Councilman said a few words about their appreciation of Councilman Buck Roberts and his commitment to the City.

Councilman Buck Roberts thanked the Council and all of the people involved with the City over the years of his service.

SPECIAL PRESENTATION
Shakespeare in the Park

May Haley Thompson thanked City Council for building Carolina Wren Park and providing the community a venue for great events year around.

She told Council about the "Shakespeare in the Park" production and the success it has each year. The Production Manager, Producer and actor spoke about their involvement in this production and the great opportunity for this experience.

APPROVAL OF MINUTES

A motion by Councilman Buck Roberts seconded by Council Member Thompson carried unanimously (8-0) to approve the minutes of June 11, 2018 meeting as presented.

REQUEST SECOND READING OF ORDINANCE 18-08 ADOPTING THE BUDGET FOR FISCAL YEAR 2018-2019

City Manager, Linda McConnell said in accordance with the General Statutes of the State of South Carolina, the City Council is required to adopt an annual balanced budget by ordinance prior to July 1.

The City's budget is a policy and planning document that describes the City's priorities and plans. The purpose of a budget is to control the money, directing funds at projects identified by Council and providing basic municipal services.

Finance Director, Margot Martin said the total budget for all funds is \$68,255,553. In addition, the budget ordinance does include a tax millage of 116 mills (rolled back from 118 in 2017); a utility rate change of 6% for water and 3.5% for sewer to invest funds to address capital and infrastructure needs; and a 2% cost of living increase for employees.

A public hearing was held on June 11, 2018 prior to the Council meeting and no one from the public was in attendance.

Council approved first reading for the fiscal year 2018-2019 budget on June 11, 2018.

A motion by Council Member Thompson seconded by Councilman Harbin carried unanimously (8-0) to approve Ordinance 18-08 adopting the Budget for all funds totaling \$68,255,553 for fiscal year ending June 30, 2019 on Second Reading.

REQUEST SECOND READING OF ORDINANCE 18-09 AMENDING THE 2017-2018 BUDGET

City Manager, Linda McConnell said City Staff is requesting approval of Ordinance amending the 2017-2018 Annual Budget by increasing the General Fund budget \$324,224, Capital fund budget \$40,650, Economic Development fund budget \$11,000 and TIF budget \$145,000.

Finance Director, Margot Martin said the City Council adopted the 2017-2018 Annual Budget by Ordinance 17-04 on June 26, 2017. During the year, the General fund used prior year funds for

monies received in FYE 2017 but spent in 2018 for Fire Department turn out gear (\$43,656) and engine replacement (\$27,473). The General fund also appropriated unrestricted fund balance for design work for City Hall roof (\$40,650), first year of the Forensic Agreement with Anderson County (\$43,000), and 10% match for road paving (\$41,450). The police department had unbudgeted E-share revenues of \$26,932 which were used for specialized supplies and records management system. The budget amendment also reflects moving the Storm Water Engineer position to General fund Assistant City Engineer. Unbudgeted grant revenues and Duke funding donation for the Church Street Heritage project funding was not included in the 2017 budget and has been added with this budget amendment ordinance.

The amendments allow the budget and audit to more accurately reflect actual revenues received and expenditures made that were unknown when the budget was originally adopted. Therefore, comparisons between budget and actual are more meaningful.

Council approved first reading on June 11, 2018.

A motion by Councilman Newton seconded by Mayor Pro Tem John Roberts carried unanimously (8-0) to approve Ordinance 18-09 to amend the 2017-2018 Annual Budget by increasing the General Fund budget \$324,224, Capital fund budget \$40,650, Economic Development fund budget \$11,000 and TIF budget \$145,000 on Second Reading.

REQUEST CONSIDERATION OF A GRASS AND WEED CUTTING CONTRACT FOR CODE COMPLIANCE

City Manager, Lindal McConnell said although most property owners are responsive after being cited for grass and weed compliance, some property owners cannot be located. This results in a lien being placed against their property and the City maintaining the lots. Annually, the City utilizes a contractor for these services, and this year's list currently consists of 36 lots. Typically, the list is longer because many of the problem lots are in the possession of the Forfeited Land Commission. However, at the present time, all lots inside the City that were previously in the Forfeited Land Commission's database have been acquired. It is not known if the new owners will comply with the City's requirements, so staff will monitor the conditions of these lots. It is possible that the list of 36 will increase throughout the growing season if other lots become an eyesore and the owners fail to comply.

The City's requirements for the bids include a price for initial lot clean-up and subsequent mowing on a 2 to 3-week basis through the end of October. Each lot will be cut up to 8 times under the terms of the City's requirements (not including the initial clean-up). If it is determined that the lots do not need cutting as often, the expenditure will be less. As indicated above, the amount could be more if additional lots are added to the list.

After following the advertising procedures for soliciting bids, 4 were received (prices based on an initial cut and 8 subsequent cuts):

- | | |
|--|----------|
| 1. Blast Bros/DBA Smoke's Lawn Service | \$10,620 |
| 2. D-S and Sons | \$11,945 |
| 3. Cutting Edge Lawn Solutions | \$22,390 |
| 4. Golden Corner Landscaping | \$81,577 |

The benefit of this contract will eliminate nuisances and improve the aesthetics in the City's neighborhoods.

\$17,500 is allotted annually in the Building Department's budget for this program and other items related to weeds and grass compliance.

City Staff requests approval of low bidder, Blast Bros Media Blasting LLC DBA Smoke's Lawn Service. This is the first year the company submitted a bid for maintaining these lots. Therefore, the staff will closely monitor their quality of work and timeliness to ensure that they meet the required guidelines and can handle any additional workloads if necessary.

A motion by Councilman Laughridge seconded by Mayor Pro Tem John Roberts carried unanimously (8-0) to approve a grass and weed contract with Blast Bros Media Blasting LLC DBA Smoke's Lawn Service in the amount of \$10,620.

REQUEST CONSIDERATION TO PURCHASE SOFTWARE TO EXPAND OUR DOCUMENT MANAGEMENT SYSTEM

IT Director, Mark Cunningham said the IT Department requests to expand the City's existing document management system that we purchased from Sharp Business Systems. This software has been used by our Public Works Division for 3 years and we would like to begin using it in Finance, Human Resources, City Attorney, Wastewater and Water Administration.

The City's existing Finance Division document management system will reach End of Life (EOL) in July 2018. This software was called Docstar and has been in use for over 10 years. Currently this software is used to scan and electronically store Council packets, minutes, ordinances and sewer tap cards. The goal was to continue with our current processes and also add HR documents.

A committee was formed that consisted of employees who will be using the new software. This committee reviewed proposals from Docstar (they have a new version of their software available) and Sharp Business Systems. Two software demonstrations were made by each vendor to the committee so they could determine which software would be the best fit for their needs.

The committee was unanimous in its choice of Sharp Business Systems.

The selection of Sharp Business Systems as our vendor for document management will unify this process with a single vendor across the City. The City currently uses Sharp iSynergy software at Public Works, however this software indexes documents with a selected title that is entered at the time of scanning. Our proposal is to purchase Sharp Docuphase software which will index the entire document. This added feature will improve how our documents are stored and searched. We will be able to add this software to the Public Works installation by purchasing additional licenses. Our existing data from Docstar will be exported and imported to the new software from Sharp.

Pricing:

PSI capture 120K bundle	\$12,450
PSI capture 50K bundle – additional	\$1,500
PSI capture station 12K images annually	\$3,632
Ducuphase concurrent users (3)	\$3,645
ScanDox named machine license (2)	\$1,638

Total \$22,865

Annual Maintenance contract \$4,800

Funding: General Fund

Finance	\$8,374
HR	\$8,374
Law	\$2,393
Sewer Fund	\$3,724

Water admin \$4,800 – annual maintenance contract

A motion by Councilman Harbin seconded by Councilman Newton carried unanimously (8-0) to approve the purchase of software to expand the City's document management system with Sharp Business Systems in the amount of \$22,865, with an annual maintenance contract in the amount of \$4,800.

REQUEST CONSIDERATION OF ORDINANCE 18-10 TO AMEND SECTION 78-200 OF THE
ANDERSON CITY CODE REGARDING SECURITY DEPOSIT

Finance Director, Margot Martin said the City purchased the Water System from Duke in April 2002. Duke did not provide the City with security deposit balances on existing utility customer accounts. The City also did not have the payment history of the Duke customers.

Due to having very limited operating cash until the billing cycles began, the City implemented the Security Deposit requirement as part of its ordinance in establishing rates in 2002. Now that the City utility is established with working cash flows, the City would like to amend the deposit requirement for existing utility customers in good standing.

Current Section 78-200 (a): A security deposit securing timely payment of monthly charges for water and/or sewer services provided by the City shall be required for new customer accounts or before reconnection when services have been terminated for nonpayment of an account.

Recommend amending Section 78-200 (a): A security deposit securing timely payment of monthly charges for water and/or sewer services provided by the City shall be required for new customer accounts or before reconnection when services have been terminated for nonpayment of an account. A security deposit will not be required for establishing a new service or transferring accounts for customers of good standing (defined as 12 months of timely payments and no disconnection of services).

A motion by Councilman Chapman seconded by Councilman Buck Roberts carried unanimously (8-0) to approve Ordinance 18-10 to amend Section 78-200 of the Anderson City Code regarding Security Deposit.

ADMINISTRATIVE BRIEFING

UPCOMING EVENTS

City Manager, Linda McConnell reminded Council of the following upcoming events and all meetings in July 2018.

July 4th – City Office will be closed

July 12th and 26th – AU Overlay District Public Meeting

July 17th – Ward 6 Community Meeting at Recreation Center

EXECUTIVE SESSION

A motion by Mayor Pro Tem John Roberts seconded by Councilman Laughridge carried (8-0) to move into Executive Session to discuss Section 30-4-70(a)(2) – Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim.

A motion by Councilman Buck Roberts seconded by Councilman Laughridge carried unanimously (8-0) to move out of Executive Session.

ADJOURNMENT

A motion by Councilman Buck Roberts seconded by Council Member carried unanimously (8-0) to adjourn.

ATTEST:



Terence V. Roberts
Mayor



Margot B. Martin
City Clerk Treasurer