



REPORT

CITY OF HARTSVILLE, SOUTH CAROLINA
COUNCIL FINANCE, AUDIT, BUDGET COMMITTEE
TUESDAY, NOVEMBER 20TH 2018 – 9:00 AM
2ND FLOOR CONFERENCE ROOM – CITY HALL – 100 EAST CAROLINA AVENUE

Council Committee Members:

Chair Andrews - Present
Mayor Pennington – Present
Councilmember Wilson – Absent

Executive Staff:

City Manager Zeigler – Present
Finance Director Caulder – Present
Senior Staff Accountant Laughter - Present

Shannon Munoz and Russell Slatton were also in attendance

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON TUESDAY, NOVEMBER 13, 2018 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE.

Chairman Andrews called the meeting to order at 9:03 AM

DISCUSSIONS

- NEPTUNE ISLAND DEBRIEF AND UPDATE

Finance Director Caulder reported attendance numbers for summer 2018 with total attendance 64K and overall average daily 805 from opening 06/18/18 until park closing on 9/15/18. The proposed scheduled for summer 2019 was presented. Discussions concerning budget actual numbers and presentation of data to correctly reflect actual activity since city's fiscal budget year and park's operating schedule overlap. The report included discussion of proposed personnel and cost saving changes needed including the addition of a food and beverage manager and reduction of temporary labor cost.

- MASTER FEE SCHEDULE UPDATE - PROPOSED PARKS AND RECREATION FEES

Finance Director Caulder presented the follow-up review of the Master Fee Schedule. The presentation included a review fees from other municipalities and the proposed changes. After extensive discussion the committee decided to complete its review by email address questions and present the final document for approval to council at the December meeting.

- FINANCE DEPARTMENT UPDATES

Finance Director Caulder reported on the personnel changes and initiatives to improve and streamline processes such as documentation of policy and procedures and cross training. Enhancement of customer service by exploring other ways to use technology such as text notifications for customer reminders and plans to add web-based payments for court operations.

Chair Andrews closed the meeting at 12:15pm.

This is our report and recommendations to the full Council.

Johnny Andrews, Chair

Date