



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES OCTOBER 17, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER

Chair Bryan Holloway called the meeting to order at 6:06 pm.

Committee Members: Councilmembers Bryan Holloway, James Mayhew, and Louis Washington were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, Interim City Administrator; Deana Dean, City Clerk; Janna Walker, Budget Analyst; Emily Arteche, Community Development Director (remote); Danna McCall, Management Analyst (remote); Sarah Reeder, IT Manager; Michael Liebetrau, Police Evidence and Records Technician; and Jimmie Betts, IT Support.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS - There were no public comments.

MINUTES

1. The minutes from the October 3, 2023, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated October 23, 2023, was approved to move forward at the October 23, 2023, City Council consent agenda.

AGENDA BILLS

3. **AB23-125 Ogden Murphy Wallace Amendment to Legal Services Agreement.** This item was approved to move forward at the October 23, 2023, Council meeting consent agenda.

DISCUSSION

4. **OUT OF ORDER. Utility Rate Study Discussion.** Interim City Administrator Mike Chambless updated the committee on the utility rate study noting the contract with the vendor for a fiscal health review is being reviewed. Going to take whole model, update inflation numbers for accuracy, and then re-

run the model. By mid-November should have an adjustment factor that action can be taken on this year. This will be brought forward in November for first reading and December for second reading. A longer-term rate study scope is being negotiated. That will be started around the first of the year with the goal to wrap it up by August or September 2024

5. **Community Survey Update** provided by Danna McCall, Communications Coordinator. Full presentation to be brought at the November 13, 2023, Council meeting. Discussion followed.
6. **ERP Update** provided by Mike Chambless. Finance Dept is live and the focus now is on the HR modules to go live before the end of the year. Work is being done to obtain signed MOUs with the bargaining units for the bi-monthly payroll change. The next module will be Public Works; kick off will be next month. The goal is for the work order system to go live by summer 2024. Some finance modules such as grant management are delayed as the focus has moved to HR and payroll as well as staffing issues. Discussion followed with questions being answered by Mike Chambless and Janna Walker, Budget Analyst.
7. **2024 Legislative Priorities Discussion.** CM Mayhew noted this needs to be brought before Council for discussion. This matter is to be brought back to the next F&A meeting and the following Council meeting.
8. **Funding employee costs with property tax levy and utility rates.** CM Mayhew introduced this item noting there may be insufficient funds to cover upcoming costs and other revenue sources should be considered without delay. Discussion followed.

CITY COUNCIL MEETING AGENDA REVIEW: The October 23, 2023, City Council Agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 7:07 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Finance & Administration Committee Meeting.