

**Special Called Finance Committee Meeting
City of Manchester
November 3rd, 2023**

Present: Alderman Hobbs, Vice Mayor Messick, Alderman Parsley

The Manchester City Finance Committee held a special called meeting on Friday, November 3rd, at 1:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Alderman Anderson, Director Myers, Chief Bill Sipe, Asst. Director Johnson, Director Fiske and members of the press. The first agenda item was to call the meeting to order by Alderman Joey Hobbs, Chairman of the committee.

The second agenda item was approving the minutes from the October 9th meeting. Vice-Mayor Messick moved to approve the minutes with a second from Alderman Parsley. Motion carried.

The third agenda item was the approval of the agenda. Vice-Mayor Messick moved to approve with a second from Alderman Parsley. Motion carried.

Fourth agenda item was public comments which none were given.

Fifth agenda item was the discussion of the Recreation Gym Floor Repairs. Assistant Director Johnson asked for the approval of the Southern Flooring, Inc. bid of \$98,500 to repair the gym floor due to water damage from a burst pipe in the mechanical room. These repairs will be paid from insurance recoveries of \$105,975 that was received in FY23 and will require a budget amendment to remove from fund balance and into budget. Vice-Mayor Messick made the motion to accept the bid from Southern Flooring and do a budget amendment the amount of the entire insurance recovery for this project. The motion was seconded by Alderman Parsley. Motion carried.

Sixth agenda item was the results of bidding Portable Roadside Traffic Signs. Police Chief Sipe updated the committee on the bid results that occurred after the last finance meeting. He asked the committee to approve the bid from Radarsign that would allow the purchase of six signs at a cost of \$23,700. The previous motion was for the purchase of three signs. Motion was made by Vice-Mayor Messick to spend up to \$25,000 for data collecting road signs and seconded by Alderman Parsley. Motion carried.

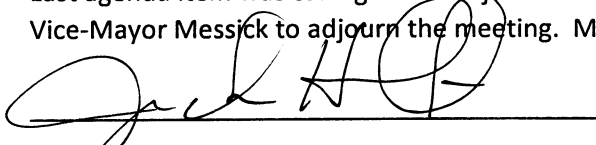
Seventh agenda item was the bidding of employee insurances. Discussion ensued about problems with the current insurance coverage and the RFP. Alderman Hobbs asked wouldn't the insurance committee review the bids and then present to finance? Director Myers said that is exactly how she sees the process. She said the insurance committee should meet to approve the RFP for an insurance broker, present the results to the finance committee and to the board for approval. At that point, the broker would bid the insurance for the city to again be approved by the insurance committee, finance committee and the board. Alderman Parsley asked when the specifics about the insurance and the cost would be compiled. Director Myers said at the time of bidding the insurance. Director Myers asked if

there needed to be a motion in order to do the RFP for brokers. Alderman Hobbs said to set a meeting for the Insurance Committee the first week of December to discuss and approve the RFP.

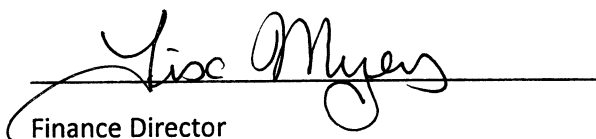
Eighth agenda item was the 2024 Finance Committee Meeting Schedule. The current schedule is on the second Tuesday with other committees meeting afterward often delaying the other meetings. The thought is for the finance committee to meet at a time that doesn't limit the meeting length and also be the last committee to meet during the month so items can timelier be placed on the BOMA agenda. After referring to the committee calendar, it was decided to move the finance committee to 4:00 on the third Thursday starting in January.

Ninth agenda item was the discussion of Impact Fee Analysis. Vice-Mayor Messick stated he didn't want to divide the use of Impact Fees with 100% going for schools. Finance Director Myers cautioned restricting the use of the fees to just one purpose because of not knowing future needs and growth of the city affects not only the schools but every city department. She suggested considering the impact fees going to debt service that would benefit schools, recreation and other departments where debt may be needed while immediately reducing the annual \$1.4 million needed from the general budget for the current debt service for the school system and recreation department. She also explained that it is recommended for the city to keep between 25% and 50% for budgeted expenditures in fund balance. The schools are only required to have 3% of expenditures as fund balance therefore leaving the schools with more fund balance available to spend at the present time. The mayor stated that other cities and counties divide the impact fees to help in different areas of government because the needs are city-wide. Alderman Hobbs asked if we could do a 70-30 split between debt service and schools. Vice-Mayor Messick said he would get with Attorney Johnson to ask if once set could the use be changed in the future. After discussion, it was mentioned about an 80-20 split between schools and general fund. It was also discussed if impact fees should also be across all property types and not just residential. Director Myers asked if the school portion would go directly to the schools or would it be held by the city until needed by the schools? Vice-Mayor Messick said it would be held by the city until the board voted when and how it would be used for the schools.

Last agenda item was calling for an adjournment. Motion made by Alderman Parsley and seconded by Vice-Mayor Messick to adjourn the meeting. Motion carried. Meeting was adjourned around 2:30 p.m.


Finance Committee Chairperson

11-21-2023
Date


Finance Director

11/21/23
Date