

**Finance Committee Meeting
City of Manchester
February 13th, 2023**

Present: Alderman Hobbs, Vice Mayor Messick and Alderman Parsley

Absent: none

The Manchester City Finance Committee held its monthly called meeting on Monday, February 13th, 2023 at 4:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Alderman Anderson, Finance Director Myers, Elizabeth Thomsen from BTA and other employees, members of the press and citizens. The meeting was presided over Alderman Joey Hobbs, Chairman of the committee.

Minutes from the January Finance Committee meeting were approved with a unanimous vote.

New Business:

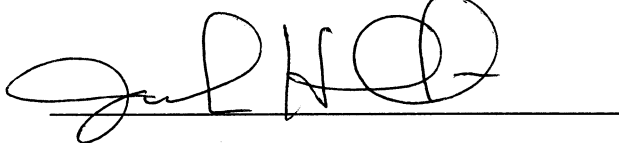
Lisa Myers presented the proposal from Burriss, Thompson & Associates (BTA) for a Compensation and Benefits Study. The cost would be \$27,640 with optional services at a cost of \$11,700 as outlined in their submission. In attendance was Elizabeth Thomsen from the firm. Alderman Hobbs asked about the timing of the study. Ms. Thomson said the project would scan over two and a half months. If approved in March, she stated we would have some numbers by mid-May but the study would probably not be completed. The quote is good until July 1st. Alderman Messick asked if it could be put in next year's budget and Ms. Thomson said they would hold the price until next year's budget with the study being concluded sometime in October. Motion made by Alderman Parsley to include the study with optional services in the 2023-24 budget. Motion seconded by Alderman Hobbs. The motion carried with one no vote from Vice Mayor Messick. Ms. Thomson was invited to speak about how the City of Manchester can benefit from the study. She said mainly policeman, fireman and equipment operators have been most affected with updates in recent studies. They will compare Manchester with other governmental entities to see where the city may need the most attention to remain marketable. Among the services to be provided, they will benchmark our city with around fifteen others, meet with all of the city's department heads to know better our organization and do job questionnaires from each employee to match data to the firm's database to create a pay structure. They will also do a comparison of all of our benefits within the benchmark group and leave us with strategies to stay current going forward.

The second item on the agenda was the presentation of an RFP for audit services. The finance director informed the committee that M&G could no longer do our audit due to the sudden death of Don Mills. Vice Mayor Messick made the motion with Alderman Parsley seconding for the RFP to be advertised. Motion carried unanimously. Finance Director Myers informed the committee it was currently being reviewed by legal counsel prior to advertising and there will be a condensed version ran in the newspaper due to the length of the RFP with the full RFP being placed on the city's website.

Alderman Parsley made the motion to open the employee insurance up for bids with Vice Mayor Messick seconding the motion. The finance director stated she is trying to make things better for the employees by meeting with the current brokers this Wednesday to learn details about the current insurance. She also stated that she had invited the alderman to meet with the brokers on Friday after group meetings had been completed on Thursday. She also stated that all alderman were welcome to join her in the meeting on Wednesday at 11:30 and that she would send an email with the details as a reminder. She doesn't know where the problems lay until the meeting, but hopes the insurance is better than what we know for the sake of the city and the employees. Alderman Hobbs asked the committee members if they wanted to proceed with voting on the motion after hearing the discussion. It was decided to wait thirty days to see the results of the meetings. Alderman Parsley withdrew his motion.

Alderman Hobbs asked the status of obtaining a monthly financial report. Finance Director said she will start sending out on a monthly basis. The finance director gave an update that there were no results from the debt collection RFP. Vice Mayor Messick suggested an attorney in Murfreesboro that specializes in debt collection.

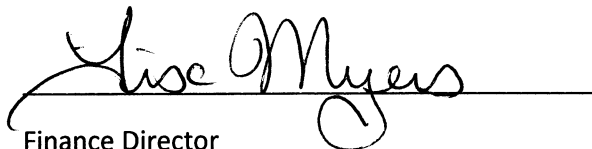
Meeting was adjourned around 4:45 p.m.



Finance Committee Chairperson

3-13-2023

Date



Finance Director

3/13/23

Date