

Finance Committee Meeting
City of Manchester
January 11th, 2023

Present: Alderman Hobbs, Vice Mayor Messick and Alderman Parsley

Absent: none

The Manchester City Finance Committee held a special called meeting on Wednesday, January 11th, 2023 at 4:00 p.m. in the board room at Manchester City Hall. Others present were: Mayor Howard, Finance Director Myers, Payroll/Benefits Specialist Davis, Asst Police Chief Floied, Parks and Recreation Director Fox, other employees, members of the press and citizens. The meeting was presided over Alderman Joey Hobbs, Chairman of the committee.

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

New Business:

Lisa Myers presented an RFP for Human Resource and Payroll Services. She stated that MTAS did a review of the Finance Dept in December of 2021 and recommended that the Payroll/Benefits Position be moved under the mayor as a director position. After being reviewed by Attorney Johnson, she would like to float a RFP to gather data on the possibility of outsourcing Human Resources and/or Payroll. These fields are both specialized and we only have one position. This is a concern as staffing becomes more of a challenge. She would like to gather data to see what direction best fits the need of the city before any decision is made of it becoming a possible department head and/or filling the vacant position. Discussion ensued about the quality of service and what was expected. Motion was made by Alderman Parsley and seconded by Alderman Hobbs who both voted to approve the RFP while Alderman Messick voted no. Motion carried.

We have three payroll cycles, two departments are paid on a weekly basis, others are paid bi-weekly or monthly. Lisa Myers stated that again MTAS suggested that we reduce this to only doing by-weekly and monthly payrolls and have cross-training for the payroll position. The mayor stated this was also her recommendation and the finance director concurred stating that three payroll cycles is highly inefficient and that we could ease those employees into a bi-weekly cycle by possibly doing a couple of 1.5 week pay periods. This suggestion was discussed with various employees in attendance. Motion was made by Alderman Messick and seconded by Alderman Hobbs to end the weekly pay cycle starting July 1st, going to a 1.5 week pay cycle for four pay periods easing into a bi-weekly pay cycle for all employees currently on a weekly pay cycle. Motion passed unanimously.

Finance Director Myers gave the committee an update that she has been working with Capstar Bank about investing our Pooled Cash Account earning investment income and being charged bank fees. Discussion ensued with more information being presented at our next meeting.

A budget amendment was presented for the 10% raise for all employees except for the directors of finance and water and sewer. It was stated and agreed upon that the analysis stood in as the amendment when voted on at the last board meeting and this amendment would stand in for the second reading by the board. Discussion occurred about how the raise may be changed from a 10% across the board for all employees and on the possible compensation and benefit study. Lisa Myers also pointed out that a study was also recommended in the MTAS review. It was agreed to leave the amendment as is and present the official ordinance to the full board at the next meeting.

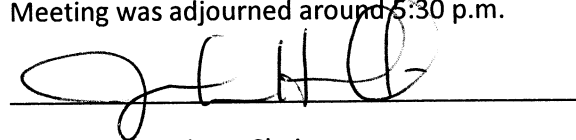
AJ Fox, Director of Parks and Recreation invited representatives from Perfection Group to present a possible maintenance plan for building equipment at the recreation center. Currently, there is no maintenance plan in place for equipment that has been in service for up to twenty years in trying to expand the life expectancy or seeing potential problems before they occur. The plan presented would be around \$12,000 annually coming to the recreation center semi-annually with others services available for quote. The committee saw a value in a maintenance RFP to be advertised. The committee would like to invite the representatives to present at a board work session.

Adam Floied, Assistant Police Chief presented a car lease/purchase program through Enterprise Car Rental that was recommended by the safety committee. The drug fund is no longer able to fund the police vehicle fleet due to more narcotics being transacted through cash apps instead of cash transactions. Therefore, the drug fund is no longer able to continue to purchase police vehicles. We ordered two Ford trucks seven months ago through the state contract that we still do not have an expected delivery date. Our fleet is aging and high mileage. Retention of employees helps with newer safer vehicles. We would be using Enterprise to purchase and maintenance new Dodge purchases. The goal is to sale the vehicles at around 75,000 miles which is maximum value and keeps the vehicles under warranty while owned by the city and would still have warranty for the next purchaser. He presented that all expenses be out of the General Fund or the vehicles paid by the General Fund and the equipment paid by the Drug Fund. A motion was made by Donnie Parsley to present to the board to lease twelve to nineteen new vehicles and seconded by Alderman Messick. Motion carried.

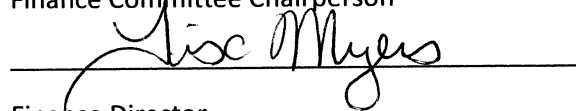
Family Counseling Services presented a "Wellness All Around" program for counseling services for first responders and their families that was referred by the Safety Committee. The quote of \$20,450 includes six annual counseling sessions for anyone in the household with additional sessions at a discounted cost. Access Hope is also included 24/7. Alderman Messick made the motion with Alderman Parsley seconding for the proposal to the full board. Motion carried.

Any needed discussion about the animal shelter was pushed to the next meeting.

Meeting was adjourned around 5:30 p.m.



Finance Committee Chairperson



Finance Director

2/13/2023

Date

2/13/23

Date