

CITY OF HUNTSVILLE, TEXAS

Andy Brauninger, Mayor

Russell Humphrey, Ward 2, 2022 Chairman
Pat Graham, At-Large Position 4
Daiquiri Beebe, Ward 1
Jon Strong, Ward 4



HUNTSVILLE CITY COUNCIL FINANCE COMMITTEE AGENDA TUESDAY, November 15, 2022 - 8:30 A.M. CITY COUNCIL CONFERENCE ROOM HUNTSVILLE CITY HALL, 1212 AVENUE M, HUNTSVILLE, TEXAS 77340

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413), two working days prior to the meeting for appropriate arrangements.

1. CALL TO ORDER

2. DISCUSSION/CONSIDERATION

The Finance Committee will hear presentations, discuss and may consider recommendations to the City Council on the following items.

- a. Consider and approve minutes of the October 4, 2022 Finance Committee meeting
- b. Budget Amendments

3. ADJOURNMENT

It is possible that a quorum of the City Council may be present, but the Council will not be deliberating or taking any action at this meeting. Councilmembers in attendance who are not members of the Finance Committee will not offer comment or otherwise participate in the Finance Committee meeting.

CERTIFICATE

I, Kristy Doll, City Secretary, do hereby certify that the above notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: November 11, 2022

TIME OF POSTING: 3:15 /PM

Kristy Doll

Kristy Doll, City Secretary

TAKEN DOWN:

Finance Committee Minutes

October 4, 2022

Members Present: Russell Humphrey, Pat Graham, Jon Strong, and Daiquiri Beebe

Staff Present: Aron Kulhavy and Steve Ritter

The agenda items discussed were:

- Approved the minutes from the August 2, 2022, meeting.
- Aron and Steve both discussed the City Hall construction project and the additional need for an additional \$6M for the project. The committee discussed the use of additional monies from the General Fund and Utility Fund unallocated reserves. Using unallocated reserve funds would take both funds below the required 25% reserve requirement. Steve stated that he has had discussions with the City's financial advisors -Hilltop and they indicated that it would not be a problem with them, we have a plan to pay it back.
- Two budget amendments were discussed for consideration to be placed on the full city council agenda on November 1st.
 - (1) Carry-over of funds from FY 2022 budget due to supply chain issue /COVID
 - (2) JAG grant for police department

	Budget Amendments FY 22-23 Finance Committee and City Council - November 15, 2022
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Exhibit A			
	Add to the City of Huntsville's Schedule of Fees and Charges	Water Services - Base Charge - 10" Water Meter \$602.00 per month Services - Park Rental - Event Permit - \$100 first hour / \$50 each additional hour Resident \$125 first hour / \$50 each additional hour hour / \$50 each additional hour	Recreation City Resident Walker County Non-Resident \$150 first Security Deposit of \$200
	Explanation:	The City adopts the annual budget via Ordinance. The Schedule of Fees and Charges is included as part of the adoption of the annual budget. As such, changes or additions to the Schedule of Fees and Charges require approval via Ordinance. In the event Council adopts Ordinance 2022-38 these fees will be added to the Schedule of Fees and Charges. The City only has one 10" meter and this is located at the Ellis and Estelle metering point. The base charge is on the first 3,000 gallons of usage. Base charges for the next 3 smaller meters below 10' are as follows - 8" - \$435.00, 6" - \$315.00 and 4" - \$210.00. For comparison for the "Recreation Services - Park Rental - Event Permit" the fee for a "Pavilion Permit" is \$50 per hour. The Park Rental "Pavilion Permit" is geared towards those hosting birthday parties, family dinners, small private functions, and are limited to pavilions/gazebos only. The Event Permit is for individuals, groups, companies, etc. that would like to host a large-scale event open to the public in a city park. The Parks Department receives many phone calls requesting the use of a city park for large events.	

Budget Amendments FY 21-22

Fin Comm - November 15, 2022 (Council - December 6, 2022)

Exhibit A

Increase: General Fund -Police Administration -Salaries & Benefits	\$	34,286
Increase: General Fund - Human Resources - Salaries & Benefits	\$	26,788
Increase: General Fund - Transfer from PEB Trust	\$	61,074
Increase: PEB Trust Fund - Transfer to General Fund	\$	61,074
Funds are coming from PEB Trust Fund Balance	\$	61,074

Explanation:	City Policy includes provision for paying 2/3 of unused Sick Leave into a Retiree Health Savings account for an employee who is retiring and will be receiving TMRS retirement payments and who is less than 65 years of age at their retirement date. The policy was implemented in the 17-18 fiscal year effective January 1, 2018. There were 2 employees in the fiscal year 21 - 22 that were qualified to receive this benefit. Intent of the Policy is to use PEB Trust funds to pay for this retirement benefit of paying 2/3 of unused Sick Leave into an RHS for qualifying employees retiring. The PEB Trust was created to offset OPEB Liability and eventually pay for various retiree benefits such as this 2/3 Sick Leave.
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Budget Amendment FY 22-23 Fin. Comm. and Council November 15, 2022

Exhibit A

Increase: W. Greenbriar and River Oaks Drainage - CIP - Construction	\$	528,622
Decrease Wastewater CIP - Unallocated Budget	\$	(229,030)
Decrease Miscellaneous Waterlines CIP (FY 20-21 CIP addtns.)	\$	(299,592)

Explanation:	Bids for construction for the West Greenbriar and River Oaks drainage projects have been received and the low bid for the construction was \$2,054,557. An 8% contingency/change orders amount of \$164,365 was calculated making the projected cost to be \$2,218,922. Currently the budget for construction for the work to be done is \$1,690,300. Thus, \$528,622 of additional budget is needed. The balance in "Unallocated Budget" for the Wastewater CIP Fund is \$229,030; staff is requesting this balance be used to cover a portion of the needed \$528,622. The City recently bid construction for Miscellaneous Waterlines CIP with the bid coming in at \$1,143,461 which was \$618,213 less than the budgeted amount of \$1,761,674. Staff is requesting to use \$299,592 of the \$618,213 budget that will not be needed for the Miscellaneous Waterlines projects for the West Greenbriar and River Oaks drainage projects. Approval of this bugdget amendment will provide budget for use to be able to enter into the contract for the West Greenbriar and River Oaks drainage projects.
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	Budget Amendments FY 22-23 Finance Committee - November 15, 2022 (Council 12/6/2022)
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Exhibit A			
	Increase:	Grant Revenue - Police Grants SRF	\$ 25,200
	Increase:	Police Grants SRF - Grant Expenditures	\$ 25,200
	Explanation:	The City was awarded a FY 22-23 State Homeland Security Program (SHSP) Grant (Council approved a resolution on February 01, 22 authorizing the application). This Budget Amendment puts in place the budget for FY 22 - 23 to expend the grant funds. The police department indicates that they wanting to purchase mobile finger printing devices.	
	Increase:	Grant Revenue - Police Grants SRF	\$ 38,070
	Increase:	Police Grants SRF - Grant Expenditures	\$ 38,070
	Explanation:	The City was awarded a FY 22-23 JAG grant (Council approved a resolution on February 01, 22 authorizing the application). This Budget Amendment puts in place the budget for FY 22 - 23 to expend the grant funds. The police department indicates that they wanting to purchase digital evidence management software.	
	Increase:	Grant Revenue - General Fund	\$ 13,784
	Increase:	Office Supplies	\$ 4,473
	Increase:	Travel & Training	\$ 8,123
	Increase:	Community Relations	\$ 5,500
	Increase:	Other Supplies	\$ 6,250
	Derease	Non Capital Equipment	\$ (4,498)
	Explanation:	The City was awarded a FY 22-23 Victim Services Coordinator Grant(OOG) (Council approved a resolution on February 01, 22 authorizing the application). This Budget Amendment puts in place the budget for FY 22 - 23 to expend the grant funds and to match the grant award. The total award of the grant is \$104,730.28. \$83,784.22 of OOG funds and a cash match of \$20,946.06 from the City. The City originally budgeted \$89,131 in the 22 - 23 Budget for Victim Services.	