

CITY OF HUNTSVILLE, TEXAS

Andy Brauninger, Mayor

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



CITY COUNCIL FINANCE COMMITTEE AGENDA

TUESDAY, SEPTEMBER 5, 2023, 8:30 AM

Huntsville City Hall, 1220 11th Street, Huntsville, Texas, 77340

Persons with disabilities who plan to attend this meeting and 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** Approve minutes of the August 1, 2023 Finance Committee meeting
Steve Ritter, Finance Director
- b** Discussion of proposed Budget Amendments
Steve Ritter, Finance Director
- c** Consider proposed change to Purchasing Policies - vote by Committee needed
Steve Ritter, Finance Director

3 ADJOURNMENT

CERTIFICATE

I 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: September 1, 2023

TIME OF POSTING: 2:00 p.m.

TAKEN DOWN:

Sharon Schultz

Sharon Schultz, Deputy City Secretary



CITY COUNCIL FINANCE COMMITTEE AGENDA

9/5/2023

Agenda Item Number: 2.a.

Agenda Item: Approve minutes of the August 1, 2023 Finance Committee meeting

Initiating Department/Presenter: Finance

Presenter:
Steve Ritter, Finance Director

Discussion:

Previous Council Action: Approve minutes of the August 1, 2023 Finance Committee meeting

Financial Implications:

Associated Information:

1. Finance Committee Minutes 8.1.2023

Finance Committee Minutes

August 1, 2023

Members Present: Russell Humphrey, Jon Strong and Pat Graham

Staff Present: Aron Kulhavy, Kathlie Jeng-Bulloch, and Steve Ritter

The agenda items discussed were:

- Approved the minutes from the July 5, 2023, meeting.
- Aron discussed the possibility of implementing "Street Maintenance Fees" as a potential source of revenue for maintenance and repair of City streets and roads. Additional information was provided showing what other cities are currently charging. Steve indicated that based on a fee of \$5.00 a month for residential customers and commercial customers at \$10.00 a month that would bring in approx.. \$700,000 a year. The Committee members asked that staff bring additional information to a future meeting containing information about fee amounts to charge TDCJ and SHSU.
- Steve discussed the budget amendments that will be presented on the City Council agenda on 08/15/2023.
- Steve discussed the proposed changes to the fee schedule for FY 24. Kathlie then discussed the HB 3492 and the changes that will be effective September 1st. As of September 1st the City will no longer be able to charge a "Public Improvement fee" of 3% to developers for the review of all plans. Kathlie presented her "models" on how to calculate the new fee for developers. The committee asked Kathlie to see a current project fee at the 3% and how the "new fee" cost would compare to the fee of 3%.



CITY COUNCIL FINANCE COMMITTEE AGENDA

9/5/2023

Agenda Item Number: 2.b.

Agenda Item: Discussion of proposed Budget Amendments

Initiating Department/Presenter: Finance

Presenter:
Steve Ritter, Finance Director

Discussion:

Previous Council Action: Discussion of proposed Budget Amendments

Financial Implications:

Associated Information:

1. BAs for discussion w FC 9.5.23

Budget Amendment FY 22-23 Finance Committee 9/5/23 - City Council 9/19/23
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Exhibit A

Increase: Purchased Services/Contracts - General Fund -Information Technology	\$	5,738
Increase: Transfer from Utility Fund - General Fund	\$	5,738
Increase: Transfer to General Fund - Utility Fund - NonDepartmental	\$	5,738
Decrease: Drainage Maintenance -Utility Fund Drainage Maintenance	\$	5,738

Explanation:	Damages occurred to the fiber vaults located on Airport road by a third party contractor several years ago. The condition of the vaults has continued to deteriorate and the vaults need to be repaired in order to protect the City's cable that is laid inside the vaults. The Utility Fund in its Drainage Maintenance division has sufficient budget to cover the cost for the repairs and since damage to the fiber vaults was the result of activity in the Utility Fund having the Fund transfer budget to pay for the cost in IT in General Fund is reasonable.
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Increase: Vehicle Maintenance - Utility Fund - Wastewater Collections	\$	32,103
Increase: Transfers from General Fund	\$	32,103
Increase: Transfers to Utility Fund	\$	32,103
Decrease: Purchased Services/Contract - General Fund - City Manager	\$	32,103

Explanation:	Unexpected damages occurred to the City's vactor truck storage tank. The storage tank needs to be repaired in order for the equipment to operate at full capacity. This is a vital piece of equipment to the Utility Fund and is used during water main breaks/repairs as well as sewer overflows. The full cost of the repairs is \$68,738. The Utility Fund had \$36,635 available in Future Appropriations to cover that much of the cost. This budget amendment is for using \$32,103 of Purchased Services/Contracts in the General Fund; transferring it to the Utility Fund, to cover the balance.
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CITY COUNCIL FINANCE COMMITTEE AGENDA

9/5/2023

Agenda Item Number: 2.c.

Agenda Item: Consider proposed change to Purchasing Policies - vote by Committee needed

Initiating Department/Presenter: Finance

Presenter:
Steve Ritter, Finance Director

Discussion:

Previous Council Action: Presently, the City Purchasing Policies require obtaining quotes for purchases of \$1,000 (and above). This \$1,000 has been in place for 20+ years. The state now has a threshold of \$5,000 (and above) for obtaining quotes. City staff feels that increasing the threshold for the City to \$3,000 from the \$1,000 currently in place is reasonable and appropriate. City Fiscal Policies require Finance Committee approval of Purchasing Policies.

Financial Implications:

Associated Information: