

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Jon Strong, Ward 4, 2023 Chairman
Karen Denman, At-Large Position 2
Vicki McKenzie, At-Large Position 3
Pat Graham, At-Large Position 4



CITY COUNCIL FINANCE COMMITTEE AGENDA

TUESDAY, DECEMBER 19, 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 December 5, 2023 Finance Committee meeting
Steve Ritter, Finance Director
- b** Discussion of proposed Budget Amendments
Steve Ritter, Finance Director
- c** Discussion of Finance Committee roles/responsibilities
Aron Kulhavy, City Manager
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: December 15, 2023

TIME OF POSTING: 12:15 p.m.

TAKEN DOWN:

Sharon Schultz

Sharon Schultz, Deputy City Secretary



CITY COUNCIL FINANCE COMMITTEE AGENDA

12/19/2023

Agenda Item Number: 2.a.

Agenda Item: Approve minutes of the December 5, 2023 Finance Committee meeting

Initiating Department/Presenter: Finance

Presenter:
Steve Ritter, Finance Director

Discussion:

Previous Council Action: Approve minutes of the December 5, 2023 Finance Committee meeting

Financial Implications:

Associated Information:

1. Finance Committee Minutes 12.5.2023

Finance Committee Minutes

December 5, 2023

Members Present: Russell Humphrey, Jon Strong and Pat Graham

Staff Present: Aron Kulhavy, Sam Maisel, Steve Ritter, Kathlie Jung-Bullock

The agenda items discussed were:

- Approved the minutes from the October 3, 2023, meeting.
- Kathlie and Aron discussed the Fee Schedule relating to Public Improvements and the new HB 3492 that was passed on September 1, 2023. Discussion continued relating to a Public Improvement fee. All cities are struggling to come up with a "formula" to use for providing public improvements. The committee came to a consensus with Alternative # 2 as a fee with a 6 month and a 12 month review of the fees collected.
- Aron discussed a possible fee for requesting de-annexation from the ETJ. Aron explained that our first request for de-annexation is being presented to the full city council on December 19th. Aron stated that even though an area may be de-annexed that we continue to provide city services.



CITY COUNCIL FINANCE COMMITTEE AGENDA

12/19/2023

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. BA for 12.19.23 Fin Comm and CC mtgs

Budget Amendments FY 23-24

City Council - December 19, 2023

Exhibit A

Increase: Economic Development CIP Fund - Transfer to General Fund	\$	25,000
Increase: General Fund - Economic Development - Purchased Services/Contracts	\$	25,000

Explanation:	The cost for a "Downtown Strategic Assessment" to be performed by a third party consultant has been identified at \$25,000. In summary, the scope of services includes a Downtown Strategic Assessment consisting of a custom deliverable identifying existing opportunities in policy and administration, design, tourism and promotion, and economic vitality that can be realistically implemented in five (5) years and an implementation matrix. The phases of the assessment include discovery, in-market strategic assessment workshops, and a custom market analysis. This service and cost was not included in the FY 2023 - 2024 Budget process. The cost should be accounted for as operational costs of the Economic Development Department in the General Fund. Funds are available in a Economic Development CIP Fund with a Fund Balance amount of roughly \$756,000 presently. The Economic Development CIP Fund will have a \$731,000 Fund Balance after this Budget Amendment (assuming the Budget Amendment is approved).
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CITY COUNCIL FINANCE COMMITTEE AGENDA

12/19/2023

Agenda Item Number: 2.c.

Agenda Item: Discussion of Finance Committee roles/responsibilities

Initiating Department/Presenter: Finance

Presenter:

Aron Kulhavy, City Manager
Steve Ritter, Finance Director

Discussion:

Previous Council Action: Discussion of Finance Committee roles/responsibilities

Financial Implications:

Associated Information: