

CHATTANOOGA CITY COUNCIL
J.B. COLLINS ROOM - COUNCIL BUILDING
STRATEGIC PLANNING MINUTES
April 30, 2024

- I. **Call to Order** – Chairman Henderson called the meeting to order at 2:00 p.m. A quorum was present that also included Councilpersons Carol Berz, Raquetta Dotley, Darrin Ledford, Marvene Noel, and Ken Smith were present. Councilpersons Demetrus Coonrod and Isiah Hester arrived after the call to order. Vice Chair Jenny Hill was not present at this meeting. Phil Noblett, City Attorney, and Nicole Gwyn, Council Clerk, were present. [Video from this meeting is available on YouTube [here](#).]
- II. **Constituent Services Director** – Councilwoman Noel presented the needs of the Council to employ a Director of Constituent Services. She advised that a market analysis had been sent today to the Council for this position. Discussion ensued and touched upon the following: (1) additional details for the job description, (2) funding for a new position, and (3) alternatives to creating a new position. Mande Green, Chief HR Officer, advised the Council on the basic compensation for a salaried position and the percentage of salary estimated for benefits. She also performed a market analysis for the new position once the job description is solidified. Councilwoman Noel will bring forth a more detailed job description by May 14th.
- III. Other Business Status
- A. Pending Legislative Matters:
1. **Urban Chickens Ordinance** (Henderson) – Councilman Smith will work on a date for reviewing the ordinance in Legislative Committee.
 2. Public Hearing on FY24 Budget Amendment (Berz) 5/14 Council meeting
 3. Proposed FY25 Operating and Capital Budgets
 - a) Public hearing - 6/4 agenda at 6:00 p.m.
 - b) First reading - 6/11 agenda
 - c) Second reading - 6/18 agenda
- B. Pending Presentations/Education Sessions
1. Budget Session #1 – 5/7 from 10:30 a.m. – 3:00 pm., conference room
 2. Budget Session #2 – 5/14 from 10:30 a.m. – 3:00 p.m., conference room
 3. Budget Session #3 – 5/21 from 10:30 a.m. – 3:00 p.m., conference room
 4. Budget Session #4, if needed – 6/4 from 10:30 a.m. – 3:00 p.m., conference room
 5. CBID Budget Presentation – 6/4 Council meeting
 6. **Social and Economic Equity Study** – Councilwoman Coonrod confirmed that Dr Mauldin could address the Council on May 14th.
- C. **Council’s Plan of Work** – Councilman Ledford requested a strategic planning meeting after the budget sessions so that the Council may work to update the Plan of Work. Chairman Henderson agreed.
- D. **Budgetary Follow-up** – Councilwoman Berz will follow-up on the Council’s district expenses and balances. Councilman Henderson will follow-up on the scanner installation. Councilwoman Coonrod questioned when the elevator would be back in operation; Ryan Ewalt, Chief Operating Officer, responded on the delay. Councilman Ledford requested that the intercom in the kitchen be restored; Mr. Ewalt agreed.
- E. **Auditor’s Financial Analysis FY23** – Councilwoman Berz will schedule Stan Sewell, City Auditor, to speak during one of the budget education sessions.
- IV. Council Agendas
- A. 3:30 p.m. Agenda for 4/30
1. Committees:
 - a) Parks & Public Works
 - b) Budget & Finance (re: Presentation of FY25 Budgets)

B. 3:30 p.m. Agenda for 5/7

1. Committee: Planning & Zoning Committee
2. Special Presentation: 2024 Public Works Week Proclamation (Hester)

V. Board Appointments

A. Pending Resolutions (None)

B. Current Vacancies

1. Animal Control Board (Districts 4, 5, and 7 needed)
2. Head Start Governing Board (District 3 needed)
3. Health, Education & Housing Facility Board (District 8 needed)
4. Industrial Development Board (Districts 7 needed)
5. (Old) Sports Authority Board (Districts 2, 5, and 9 expiring; District 8 needed)
6. Passenger Vehicle for Hire Board (3 seats)
7. Head Start Governing Board (Districts 3 and 6 needed)
8. Lookout Valley Region CAC (3 seats: District 1 needed)
9. Shallowford Region CAC (District 5 needed: 1 seat)
10. North Chattanooga Region CAC (District 1 needed: 2 seats)
11. Westside Region CAC (District 7 needed: 4 seats)
12. Hixson Region CAC (District 3 needed: 4 seats)
13. Washington Hills Region CAC (District 5 needed: 4 seats)

VI. **Comments/Announcements:**

- A. **Interim Positions** – Councilman Hester would like to put forth legislation limiting how long an appointment is designated as “interim.” Councilman Henderson advised that such a appointment is a function of Administration.
- B. **Old Sports Authority Board** – Councilwoman Coonrod requested information on what the old Sports Authority Board does. Chris Anderson, Senior Advisor for Legislative Initiative, agreed to provide that information to her.

VII. **Adjournment** – There being no further business, Chairman Henderson adjourned the meeting at 2:48 p.m.