Administrative Services Committee Minutes

Feb 13, 2026

Attendance:
Amie Cohen CC 3rd Ward, Chair
David Farlow IT
Justin Chandler IT
Mark Starr IT
Greg Eldridge IT
Nickki Mackie IT
James Hill IT
Danielle Williams HR
Scott Snider IT/GIS
Emily Nungesser IT/GIS
Kate Smiley CC 5TH Ward
Stephen Ogg CC 6th Ward
Carrie Woody SSD
Don McDaniels Mayor
Alaynna Hoop CC At-Large

Meeting was called to order at 1pm.

Mark Starr introduced the members of the IT Department, and gave a brief overview of his Department's responsibilities. These include, but are not limited to: intranet and websites, phone systems, fiber networks, access controls, sirens, 911 call center, hardware and PC maintenance and purchasing recommendations.

Some of the current projects are:

- Redesigning the intranet for city employees, so that it is accessible from anywhere. Danielle Williams was able to use it recently when she was working from home, and said it was a tremendous help.
- There is new legislation that requires all documents to be ADA compliant. There are over 17,000 items that will need to be reviewed for this.
- Setting up the North Water plant is almost complete.
- Helping Water Pollution complete an expansion and lift station.
- PC Replacement is now in the IT budget and will be managed by them.
- They have a new program that manages PC inventory and updates, that will be more efficient.
- Continuing cyber security training and updates
- Working on establishing a city wide Wi-Fi.

Dave Farlow, who is responsible for the fiber network and maintenance, discussed how critical our fiber network is, not only for the city, but also for other agencies and organizations that use our network (including the county and Glo fiber). The city has 45 separate locations, in a wide geographic area, that are served by 216 strands. Other users compensate us in different ways for the use of our fiber. There is much work involved in protecting our fiber network from going down.

Scott Snider, who is manager of GIS introduced his area and gave an overview of the Department. GIS (Geographic Information Systems is a part of the IT Department and is responsible for helping with mapping, and asset and database management. They have over 200 users daily. Some maps are available to the public, and some require additional credentials. The Asset Management program is able to track tasks and assets for different departments, and they are able to tailor it to meet unique needs.

Gas is a big user of GIS, and both the Parks Department and the Water Pollution Control Department have some needs that will be developed. GIS data feeds into the Asset Management program.

A few projects include moving all data into the cloud, developing a way for fire dispatching to identify the closest available apparatus, adding data on historical water main breaks that is currently documented only on paper, and helping the zoning department identify opportunities for future development.

A drone was recently purchased, operated by Emily Nungesser and has been helpful for several departments and programs, including surveying city roofs for damage, as well as helping the community development department identify roof eligibility for their roof replacement program.

Danielle Williams gave an update on several projects in the HR Department. Her report is attached but she highlighted a few things:
- The medical clinic continues to be a success, both in terms of employee satisfaction and continued cost savings for both employees and the city.
- There have been 12 new hires to -date, but these were all replacing positions due to retirements, resignations or terminations.
- 2025 Worker's Compensation statistics are positive compared to 2024, attributable mostly to better communication, training and education. These results were highlighted in an article released by Sedgwick, our managed care organization.

Safety Service Director Carrie Woody gave an update on a few projects. In the past, there has been inadequate maintenance tracking of departmental assets, and they are now working on getting more facilities on the GIS system. When the facilities manager left end of 2025, that position was not filled; the city is watching expenses closely, however, replacing that position sometime in the future might need to be evaluated.

She discussed a annual grant (the NOPEC Energized Community Grant), up to $33,000, that we have received tin the past. She will be applying for that again this year, and bringing a resolution to council at some point. It is targeted toward energy efficiencies, and in the past, we have used it to upgrade energy efficient lighting in City Hall and 121 E Chestnut. It would be used to continue that, as well as other energy efficient upgrades in city hall or lighting in other city owned buildings.

SSD Woody also shared a current expense report, and emphasized that council members should be asking questions about any expenses on which they would like more information.

Mayor McDaniel echoed Woody's comments about cost savings, saying that Bill 503 could impact the city's finances.

Meeting was adjourned at 1:50pm.