

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

February 21, 2023 at 5:15 PM

Chairman Heath called the meeting to order.

The Clerk called the roll.

Present: Aldermen Heath, Long, Levasseur, Cavanaugh, Barry

Messrs.: S. Wickens

1. Update on the City's Revolving Loan Fund.

*On motion of **Alderman Levasseur**, duly seconded by **Alderman Long**, it was voted accept the report.*

2. Communication from Kim LeBlanc, Financial Analyst II, submitting Finance Department reports as follows:

- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

*On motion of **Alderman Levasseur**, duly seconded by **Alderman Long**, it was voted to accept the reports.*

3. Communication from Sharon Wickens, Finance Officer, regarding the City's Monthly Financial Report (unaudited) for the first seven months of fiscal year 2023.

Chairman Heath stated Sharon it is always nice to see you. I don't think you have good news for us about healthcare.

Sharon Wickens, Finance Officer, responded we got hit a little hard by healthcare in January. It is about \$799,000 over budget right now. A little over \$200,000 of that is money that we pay out to people who don't take the insurance. If you don't take the insurance, you get two payments. That should level out but it is a good \$500,000. We had some pretty sick people in January. We had a leukemia diagnosis and a couple of breast cancer diagnoses and we had a baby born with sepsis which was horrible. February is looking better. Even with the healthcare shortfall which we don't want to see and I know that, we are in such a better place than we were last year. Surplus is strong and in the projections I am showing healthcare down \$500,000 just to be conservative in case we don't make that back and we still have a very, very strong surplus. Auto registrations is killing it and building permits and interest income also. It is really doing well. The unobligated balance percentage at this point should be 41.67% and we are at 40.45% and were at 40.04% last year. It is really the same place we were. We didn't have any retirements between the last time I came here and now. It is still at 13. There were 22 at this time last year but there is still only about a \$200,000 difference between where we are this year and last year to the better. As I highlighted for you before, auto registrations are doing very well and building permits are doing very

well and interest income. There are a couple of things that are down just from a timing perspective. State reimbursements is a timing issue and that is about \$336,000. It is nothing to be concerned about. Chargebacks looks horrible but if you remember the school nurses went to the district so we don't have that but we are making it up on the expenditure side. Those are the only comments that I have for this month. Do you have any questions?

Alderman Long asked regarding the CGL...

Ms. Wickens interjected it is still holding its own. I did talk with Emily a little bit about it. There were a couple of things that she thought were going to come through that didn't so that is great but I do still expect to be over budget before the end of the year. With the surplus that we have, we can absolutely make up for that.

Alderman Long asked can we find out if there are any claims above the norm.

Ms. Wickens asked for CGL.

Alderman Long replied yes. For example, I get a lot of calls on damages to cars during snowstorms, more than I ever have before and I am wondering if we can identify maybe why this account is being depleted. Are there claims that are above and beyond what we normally get?

Ms. Wickens responded I think it has always been under budgeted. You try to live within the tax cap and you keep skimming it down a little bit and meanwhile claims are going up. There could be something that she sees. I will check with her.

Chairman Heath stated I have a question about contingency. We don't have a lot left but do you think that it is going to be enough to get us through?

Ms. Wickens answered we have \$718,000 and that is more than we have had in many years.

Chairman Heath stated great so it is good news.

Ms. Wickens stated yes and I am showing that in the surplus so if it is spent the surplus goes down but I expect the surplus to continue to grow before the end of the year.

*On motion of **Alderman Long**, duly seconded by **Alderman Cavanaugh**, it was voted to accept the report.*

4. Chairman Heath advised that ordinances are to be considered for consistency with the rules of the Board and requested the Clerk to make a presentation.

"Amending Chapter 30: City Officials & Employees of the Code of Ordinances of the City of Manchester by changing §30.11 Salary of Board of School Committee."

“An Ordinance amending the Zoning Ordinance, Chapter 155 of the Manchester Code of Ordinances, to establish lower school impact fees for dwelling units with less than 2 bedrooms and less than 900 square feet of gross floor area and to make minor clarifications to existing language.”

*On motion of **Alderman Long**, duly seconded by **Alderman Barry**, it was voted that the Ordinance Amendments ought to pass and be Enrolled.*

*There being no further business, on motion of **Alderman Long**, duly seconded by **Alderman Levasseur**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee