

# COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

July 10, 2023 at 5:00 PM

Chairman Heath called the meeting to order.

The Clerk called the roll.

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

Messrs.: M. Bogardus

1. Communication from Michele Bogardus, Deputy Finance Officer, regarding a proposed contract with General Revenue Corporation for collection agency services.  
*(Note: Provided for informational purposes only; no action is required.)*

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

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

3. 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 Long**, duly seconded by **Alderman Barry**, it was voted to accept the reports.*

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

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

5. Chairman Heath advises that ordinances are to be considered for consistency with the rules of the Board and requests the Clerk to make a presentation.

"Amending Chapter 32 Boards, Commissions, and Departments by adding a Lead Exposure Prevention Commission."

Chairman Heath stated both Pat and I served on the committee to create this commission. I hope we can have a motion to approve.

*On motion of **Alderman Long**, duly seconded by **Alderman Cavanaugh**, it was voted that the ordinance amendment ought to pass and be Enrolled.*

Alderman Long asked Michele, do we know what the final surplus was. Is there a figure on that?

Michele Bogardus, Deputy Finance Officer, stated we are finalizing our numbers. We don't have a final number.

Alderman Long asked is it at minimum what we put in the budget or do you anticipate it being a little more or a little under.

Ms. Bogardus stated we had budgeted and projected for \$2 million over budget. It looks like it is going to be closer to \$3 million. The supplemental appropriation that you had just done for the Rooms and Meals Tax, you had added another \$500,000 into the health insurance reserve so that will help but it's too soon to know exactly where we are going to fall with both revenue and expenditure numbers until we do month-end reports. I think everybody has until the end of this week to get FY23 AR entries in.

Alderman Long stated so the \$4 million we put into Rooms and Meals, you're anticipating it's \$4.5 million.

Ms. Bogardus stated the supplemental appropriation only put \$500,000 into the health insurance reserve; the one that was just approved.

Alderman Long stated my understanding of the state budget is that the Rooms and Meals would be larger. Not significantly, but a little larger than what we anticipated but you are saying we don't know that yet?

Ms. Bogardus answered as of yet, I do not know.

#### **TABLED ITEM**

6. "Amending Chapter 32: Boards, Commissions and Departments of the Code of Ordinances of the City of Manchester by creating a new §32.023 Department of Housing Stability."  
(Note: Tabled 05/16/2023.)

This item remained on the table.

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

A True Record. Attest.



Clerk of Committee