

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

April 15, 2024 at 5:00 PM

Chairman Terrio called the meeting to order.

The Clerk called the roll.

Present: Aldermen Terrio, E. Sapienza, Vincent

Absent: Aldermen O'Neil, T. Sapienza

Messrs.: K. LeBlanc, M. Bogardus

Chairman Terrio stated because we are so pressed for time, I am going to address Item 4 first. This is the amendment to the zoning ordinance. Mr. Belanger has some proposed changes to the language. We can't adopt those changes in this committee. It has to go back to Bills on Second Reading.

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

"An Ordinance amending the Zoning Ordinance, Chapter 155 of the Manchester Code of Ordinances, to increase from three (3) to four (4) the number of units permitted per lot without an increase in required lot area in zoning districts that permit multi-family uses; to reduce parking requirements for multifamily uses in the R-3, C-1, and RDV Zoning Districts; and to remove the requirement that accessory dwelling units receive a conditional use permit, among other amendments."

*On motion of **Alderman Vincent**, duly seconded by **Alderman E. Sapienza**, it was voted to refer the ordinance amendment back to the Committee on Bills on Second Reading.*

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

Kim LeBlanc, Financial Analyst II, stated the only thing I have to report on this is that Loan #12 has made a payment of \$1,000 and they have agreed to make a payment in that amount every month until it is paid off.

Chairman Terrio stated that is good news.

Alderman Vincent stated I have a question. On Page 9 of the handout, right at the top it says Manchester Water Works. What is that that is over 90 days?

Ms. LeBlanc responded I am not sure. I can look into it and have an answer for you at the next meeting.

Alderman Vincent stated you can just shoot me an email. I am just curious as to why Water Works has something on there.

Chairman Terrio asked are you filling in for Sharon today.

Ms. LeBlanc answered no. That would be Michele Bogardus.

*On motion of **Alderman E. Sapienza**, duly seconded by **Alderman Vincent**, it was voted to 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

Ms. LeBlanc stated I have nothing to report on these but would be happy to answer any questions.

*On motion of **Alderman E. Sapienza**, duly seconded by **Alderman Vincent**, 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 nine months of FY24.

Michele Bogardus, Deputy Finance Officer, stated for the first nine months of FY24, the average unobligated balance percentage should be 25%. All departments are within 10% of this with the exception of Public Works and Welfare. In Public Works, it is a timing issue based on the contracts and the amount they pay out at the beginning of the year. Welfare's general assistance line is over but it won't affect the budget because \$481,000 in one-time funds was allocated in FY24 for Welfare support and we believe that will cover the shortfall. Health insurance continues to trend high, however, March was another good month cost-wise. The projected year end deficit is now at \$1.2 million. Sharon will present updated budget projections and provide more information on health care tomorrow night. Moving down to the middle of the page, retirements were high for this year. There have been 27 so far versus 14 at this time in FY23. We had a lot of retirements at the beginning of the year and we believe it will slow down until the end of this fiscal year but pick up again at the beginning of the next fiscal year. The contingency balance is steady at \$287,000. Going to the next page and looking at revenues, for the first nine months they are \$3.3 million higher than a year ago. \$1.1 million of that is interest income based on favorable rates. While auto registrations are higher than last year, the budget amount was also higher so through March they are lagging budget and the current projection is about a \$600,000 shortfall. However, we are hopeful to make this up in this last quarter. Permits are expected to make budget with the potential for a small surplus. Are there any questions? Again, Sharon will present the budget projections tomorrow.

Alderman E. Sapienza stated thank you for that. You mentioned there were 27 retirements correct?

Ms. Bogardus responded yes for this year we had 27.

Alderman E. Sapienza asked do you have that broken down between how many are city and how many are state retirement.

Ms. Bogardus answered I don't have that information with me but I can get that for you.

Alderman E. Sapienza asked does it matter to us one way or the other from a fiscal standpoint. Is there a bigger or smaller impact either way?

Ms. Bogardus replied not for the amount shown for the severance.

Alderman E. Sapienza responded I mean in general. If somebody retires and they are in the city retirement system, does that have a greater cost to the city and someone who retires and they are in the state retirement system?

Ms. Bogardus answered not to the city. The severance payout would be the same.

Alderman E. Sapienza replied okay the severance payout is the same but is the long term impact the same as well.

Ms. Bogardus responded yes.

Chairman Terrio stated so meter rates are going up and parking fines are going up. Did you already put that in your projections or are you waiting for that to happen?

Ms. Bogardus answered that is for the next fiscal year. It won't take effect until the next fiscal year.

Chairman Terrio asked so July 1.

Ms. Bogardus replied yes.

*On motion of **Alderman Vincent**, duly seconded by **Alderman E. Sapienza**, it was voted to accept the report.*

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

A True Record. Attest.

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

Clerk of Committee