

**COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE
ADMINISTRATION
May 21, 2024 at 6:00 PM**

Chairman Terrio called the meeting to order.

The Clerk called the roll.

Present: Aldermen Terrio, E. Sapienza, Vincent, O'Neil, T. Sapienza

Messrs.: C. Goodnow, K. LeBlanc, S. Wickens

Chairman Terrio stated I would like to take up Item 4 first.

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.

“Amending Sections 70.57 Parking Rates and 70.78 Basic Penalty of the Code of Ordinances of the City of Manchester to include updated parking rates and citations.”

Chairman Terrio called Chris Goodnow forward. Just to summarize, basically the parking rates are going to go up from \$.75 to \$1 per hour and the fines are going from \$10 to \$15, \$20 to \$30 and \$24 to \$36 and that is for the initial penalty, after 30 days and after 60 days respectively. Chris, do you have anything to add to this?

Chris Goodnow, Parking Manager, replied I don't. I think this puts us in line with other communities and will help keep the Parking Division rolling.

Alderman Vincent stated I get we are changing the parking rates and fines. Are those the only two out of everything in the ordinance that we need to correct or are we looking to make changes to the other ones down the road?

Mr. Goodnow responded to be honest, as I am looking through the ordinance there is quite a bit of work to be done. As for now, I thought these would be the most pertinent. Folks are parking for the day and getting \$10 fines. We are not looking to tax people but we would like people to move along so businesses have parking for their customers.

Alderman Vincent stated regarding the changes to the lots, those changes were significant to me. I get that one hour of parking went up to \$1 but then you are doubling. If you are in the Myrna Lot for 6-7 hours, you were paying \$14.25 but now you are paying \$28.50 and anything over the 7 hours, anywhere from 7-12, it is \$17 plus the \$28.50 so now it is \$45. Those are significant jumps or am I reading this wrong?

Mr. Goodnow replied those are based on the price structure that was there originally. There was some talk about making it the same as parking on the street and in other lots.

Alderman Vincent asked what do you meant the other lots. They are less than this one.

Mr. Goodnow answered if you had a \$10 ticket in the Middle Lot for example, it would follow the same rate structure as getting a ticket on the street. We can simply change the Myrna Lot to that ordinance.

Alderman Vincent stated I am just curious as to the significant...I don't understand why we would jump so significantly all of the sudden.

Mr. Goodnow replied we were just basing it off what was there to begin with.

Alderman Vincent asked so we are just catching up now. We were behind the eight-ball or quite a bit behind the eight-ball?

Mr. Goodnow responded yes.

Chairman Terrio stated just to clarify, that only applies to the Myrna Lot correct.

Mr. Goodnow answered yes. We found that the Myrna Lot price structure was much different than the rest of the city. We can revisit that when we comb through the rest of the ordinances.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman T. Sapienza**, it was voted that the Ordinance Amendment ought to pass and be Enrolled.*

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

Kim LeBlanc, Financial Analyst II, stated I don't have any updates at this time but would be happy to answer any questions.

Chairman Terrio asked so basically it is the same as last month.

Ms. LeBlanc answered yes but we did collect a little bit.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman E. Sapienza**, 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 the only thing I want to add is on Page 5 the Assessor's Office is listed as having a receivable over 90 days and that is an error that has since been corrected.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman T. Sapienza**, it was voted to accept the report.*

3. Communication from Sharon Wickens, Finance Officer, regarding the City's Monthly Financial Report (unaudited) for the first ten months of fiscal year 2024.

Sharon Wickens, Finance Officer, stated the average unobligated percentage after 10 months should be 16.67% as a benchmark and all departments are there with the exception of Public Works due to contracts and the Welfare Department which is now drawing some of their general assistance on a project that had been set aside for that purpose. In the middle of the page you will see a chart that just says "retirements as of May 13". Since then, we had a couple of more and it is closer to \$1.3 million now for FY24. We have a very strong severance account and I expect a balance of \$700,000-\$800,000 to roll over to the next fiscal year. The budget that the Mayor had was \$1 million and that should take care of next year fine. I don't expect a lot more retirements between now and the end of the year. There is a 4% COLA on July 1 and I expect people are going to wait until the next fiscal year if they do have an intention to retire. The contingency account remains strong at \$287,000. We haven't spent much this fiscal year. The revenues for the first 10 months are \$4.17 million higher than a year ago. Interest income is \$1.5 million higher. Interest rates are very favorable. Auto registrations are \$427,000 higher. There were lower permits by \$483,000 but the building permit budget...if you recall they beat that by \$1 million last year. They won't do that this year, however, Planning is reporting that they will have a \$400,000 surplus. Last month they weren't reporting anything but I think there have been some large building permits taken out and we will have a strong surplus coming from them. April was an excellent month for auto registrations. She beat budget. She had been reporting last month that she thought she would be down between \$600,000 and \$800,000. She is now saying that it is probably going to be closer to \$400,000. April was great and fingers crossed May and June could be the same and that deficit could be erased and she could meet budget this year. There is a lot that she needs to collect in the next two months. Health insurance is doing really well again. This is probably the third month in a row. I am projecting that we will be down about \$1.1 million at the end of the fiscal year. Back in December, I was thinking it was going to be closer to \$1.6 million. April beat budget again and it is really holding steady and if May and June do the same we will still be over plan but in a much better position than we had anticipated. The CGL budget account, which is the city's general liability account, has been exhausted. It is about \$400,000 over right now and they think it could be \$200,000-\$300,000 more in the next two months. They do have a healthy reserve. We put aside some money when we were dividing up the surplus last year. We would have had a lot more surplus but we set aside \$1 million towards health care and \$450,000 towards CGL. We are still going to end this year with well over \$1 million. That is good news for the budget. Other than that, I don't have any specific comments.

Alderman O'Neil stated you mentioned CGL. Is there any...you know I love the stories but were there any major settlements or is it just a lot of settlements? Is there anything we can be doing to prevent the city from being put in this position?

Ms. Wickens replied there have been some settlements but that is not the big piece. The big piece has been accidents in city vehicles and accidents that have damaged city property. That is the big contributor this year.

Alderman T. Sapienza asked is that one department or across all departments. Are we working on a plan to address that?

Ms. Wickens responded I don't want to answer for Kevin O'Neil. He is our Risk Manager. He is aware of these and may have something in place. I could ask that he appear at the next meeting to give you an update on what he is doing. It is not one department. There have been quite a few accidents with plow trucks and other vehicles.

Alderman T. Sapienza stated the thing is we have a budget so what are we going to do. We don't need to have a big problem with the budget. I guess I would like to ask if the accidents are growing and are there more?

Ms. Wickens answered there do seem to be a lot this year.

Alderman T. Sapienza asked did we not budget enough. Are the accidents following a trend or is there a big swing in the trend? If it is a big swing are we doing anything to bring that down?

Ms. Wickens replied I will have Kevin come to address that. I know that the budget was \$1 million and last year we increased it to \$1.3 million. The Mayor through another \$275,000 in his budget so it will be \$1.575 million but that still wouldn't be enough for this year. As far as what processes have been put in place, I think Kevin could answer that and I could ask him to appear at the next meeting.

Alderman T. Sapienza stated I would ask the Chairman to invite him.

Chairman Terrio asked as a follow-up to that question, do we have employees who have been in multiple accidents and then we say maybe you shouldn't be driving a city vehicle. Do you know that?

Ms. Wickens responded I don't know the detail on who was driving but again these are questions that could be posted to Kevin and he would have that information.

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

*There being no further business, on motion of **Alderman O'Neil**, 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