COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

May 20, 2025 at 5:15 PM

Chairman Terrio called the meeting to order.

The Clerk calls the roll.

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

Messrs.: K. LeBlanc, S. Wickens, L. Drabik

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

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

Alderman O'Neil stated it is outstanding as always.

*On motion of **Alderman O'Neil**, 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

*On motion of **Alderman O'Neil**, 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 ten months of FY25.

Sharon Wickens, Finance Officer, stated before is the report through April. The average unobligated balance percentage after 10 months should be 16.67% as a benchmark. All departments are within 10% of this benchmark with the exception of the Department of Public Works. The overall unobligated percentage after 10 months is 19.56%. That is really good through April. We were at 18.06% a year ago which was still good. Health insurance is doing very well through April. I am encouraged. We only have two months left and I can pretty much confirm that we are going to have a surplus in that line. We have not done that in I can't even remember how many years. I think we finally got ahead of it and funded health care the way it should have been funded. Again, we finally got ahead of it.

Chairman Terrio asked what is the surplus going to be.

Ms. Wickens replied at least $500,000. It could be up to $1 million based on claims. It is just good and I haven't said that in a long time so I am very happy. The retirements are in the middle of the page and running similarly to last year. There were actually more retirements last year but they were lower level positions. The dollar amount is pretty much the same. Contingency is still at $200,000. I did see on the BMA agenda tonight that there is a request to use some contingency from the Police Department. We will watch that and I will just have to take it out of my projections. We have it. Revenues for the first 10 months are $461,000 lower than a year ago but the revenues that came in were higher because of some state money we received. We knew we weren't getting that state money this year and budgeted accordingly. Revenues are doing very well. I know that the auto registrations are up by $646,000. She expects to beat her budget by at least $400,000. It could be a little more. We also have interest income that is up. I have been projecting that it would be about $300,000 more but it could be $400,000-$500,000. I am still watching it. The Parking Division is going to also return higher dividends to the city as parking revenues are coming in. We had one of the best Aprils than we have had in a long time. I don't know if it is the new Parking Manager or what but April was a banner month and they are doing well. We should beat the projection by anywhere from $200,000 to $300,000. Cable franchise fees are lower. Matt can't seem to collect what he is supposed to on that but we will watch it. Other than that, I have no comments. I don't know if you have looked at the report and have any questions.

Alderman O'Neil stated I know Lisa Drabik is here and I don't expect you to be able to answer this but I was looking at the comparison for retirements for police last year versus this year. They are considerably higher but Fire and DPW are considerably lower. I don't know if there is a story to be told there.

Ms. Wickens stated I called city retirement because I had noticed that. Last year there were a slew of retirements in the first quarter and that had to do with the COLA. A lot of them are waiting and we will see a slew of retirements again probably in the first quarter of the next fiscal year. As the end of the year comes, they hold off a little bit. It is because their pay out is based on whatever they are making at that time.

Alderman O'Neil asked is there anything Lisa regarding the new pay scale and the fact that police aren't on it yet.

Lisa Drabik, HR Director, answered it could be.

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

4. Chairman Terrio 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 33: Human Resources of the Code of Ordinances of the City of Manchester by making necessary changes related to implementation of the modernized employee compensation plan effective July 1, 2025 and removing or changing applicable obsolete and outdated sections."

Chairman Terrio stated I read through it and I looked at holidays and it said Civil Rights Day. I thought we changed that to Martin Luther King Day.

Ms. Drabik replied they are one in the same. That is just how we refer to it.

Chairman Terrio stated I knew there was a big brouhaha that the state had and I thought 20 years ago they changed it to Martin Luther King Day.

Ms. Drabik responded I think however the state denotes them is how they do that. It is the same date on the calendar.

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

*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.

Matthew Normand

Clerk of Committee