

## MINUTES

Fiscal Policy Advisory Committee  
April 17, 2017 / 4:30-6:00 PM  
2<sup>nd</sup> Floor Conference Room/City Hall

**In Attendance:** City Councilors – Dan St. Hilaire, Candace White Bouchard, Mark Coen; Mayor James Bouley; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Carlos Baia, Deputy City Manager-Development; Katie Graff, Assistant Finance Director; Bob McManus, Director Management and Budget; Rebekah Dougherty, Management and Budget Analyst.

**Excused:** Chairman Keith Nyhan; Councilors Fred Keach and Amanda Grady Sexton.

- 1) **Approval of March 20, 2017 Meeting Minutes:** Councilor Dan St. Hilaire called the meeting to order at 4:30 PM and requested a motion to approve the minutes of the March 20, 2017 meeting. **Councilor Bouchard moved to accept the minutes, seconded by Councilor Nyhan. The minutes were unanimously approved.**
  
- 2) **Quarterly Financial Statements:** Deputy City Manager LeBrun discussed the FY 2017 financial results through March 31, 2017. As of March 31st, 75% of the fiscal year has elapsed and that is the percentage to target for comparisons' purposes.

The following is a summary of General Fund items:

Revenue items ahead of budget:

- a) Motor Vehicle registrations are ahead of budget by 79% and ahead of FY 2016 by \$134,000. Typically, April and May are strong MV registration months.
- b) Investment Income is at 93% of budget and \$43,900 ahead of FY 2016. Mayor Bouley asked what the total budgeted Investment Income was for FY 2017. Deputy City Manager LeBrun indicated that it is \$111,000. The Mayor further asked what the ending actual number is expected to be. Deputy City Manager LeBrun indicated that it should be about \$20,000 more than the current amount received. City Manager Aspell recollected a time, years ago, when investment income was approximately \$1.6 million annually.
- c) Fire Advanced Life Support is ahead of budget by 81% and on par with FY 2016. Councilor St. Hilaire asked about the increase in the Ambulance Charges. Deputy City Manager LeBrun responded that the increases are a result of keeping in line with the market. City Manager Aspell noted that the amounts paid are a result of the type of insurance coverage a patient has.

Revenue items lagging:

- a) Insurance Distributions – Premium Holiday did not come in and \$80,000 was budgeted.
- b) Police Special Duty Services are only at 37% of Budget and behind FY 2016 by \$109,800.
- c) Building/Electrical/Mechanical/Plumbing Permits are short of budget by 60% and on par with FY 2016.

Expense item challenges:

- a) Assessing Professional & Tech Services are overspent by \$42,000 or 237% of budget. This line is used to hire consultants or expert witnesses on abatement cases.
- b) Police Wages and Benefits are watched very closely and the Police Department is just short of budget in these categories at 73% of budget. Although overtime is over spent by \$280,000, due to vacancies and temporary alternate duty assignments, it is projected that the Police Department budget will be within budget by the end of the year.
- c) Fire Wages and Benefits are also monitored very closely and are at 76% of budget or slightly overspent. Overtime is overspent at 84% due to staffing changes and temporary alternate duty assignments. These lines also have some offsetting revenues from FEMA and other miscellaneous revenues. These lines are projected to be close by the end of the fiscal year.
- d) General Services Snow and Ice Control is 96% spent to date and \$465,500 over FY 2016. There is still one more storm to add into these accounts; therefore, it is anticipated that it will be slightly over when the April financial statements are prepared. A citywide detailed projection is being prepared to analyze where we are overall to see if we can fill the salt barn before the end of the year to have a head start for next season.

Most other funds are on target. The Golf Fund is also monitored more closely.

Golf:

- a) Revenues are trailing FY 2016 by \$103,100, keeping in mind that the course opened last year on March 16<sup>th</sup>, as opposed to April 11<sup>th</sup> this year. Golf Simulator revenue is up by \$30,300.
- b) Expenses are up \$81,700 due to the golf pro being full time and additional simulator staff. We are projecting to lose less than \$5,000 for the year if everything else is equal. However, one more outing or a strong/weak spring can change that quickly.

**3) Other – None**

**4) Non Meeting – Councilor Candace White Bouchard made a motion to go into a non-meeting, seconded by Councilor Coen. All voted in favor**

**Non-meeting ended at 5:03 pm.**

**5) Adjournment:** A motion was made by Councilor Bouchard to adjourn, seconded by Councilor Coen. A unanimous vote brought the meeting to an end at 5:05 PM.

Respectfully submitted,

Brian LeBrun Deputy City Manager – Finance