

MINUTES

Fiscal Policy Advisory Committee
April 17, 2014 / 4:30-6:00 PM
Second Floor Conference Room

In Attendance: Chairman – Allen Bennett; Mayor Bouley; City Councilors – Mark Coen, Candace CW Bouchard, Jan McClure; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Katie Graff, Assistant Finance Director; Bob McManus, OMB Director.

Excused: City Councilors – Fred Keach, Amanda Grady-Sexton, Dan St. Hilaire

- 1) **Approval of March 20, 2014 Meeting Minutes:** Chairman Bennett called the meeting to order at 4:35 PM and requested a motion to approve the minutes of the March 20, 2014 meeting. **Councilor Bouchard moved to accept the minutes, seconded by Councilor Coen. The minutes were unanimously approved as presented.**
- 2) **Quarterly Financial Statement Review** – Deputy City Manager LeBrun discussed the Quarterly Financial Statements for the YTD period ending March 31, 2014. Overall, FY14 has been a little bit more complicated than the past few fiscal years.

Revenues: While most of the revenues are on target, two items that added to surplus in FY13 that are not anticipated to provide the same surplus as FY14 are:

- a) Premium Holiday from Primex in 2013 added \$314,000 to surplus; however, because \$300,000 was used from the FY14 amount to add to overlay, only about \$27,000 will be available to add to surplus.
- b) Fire Department ambulance service charges in 2013 were \$117,400 in excess of budget. The FY14 amount is lagging projections by 1%, or almost \$14,000, and is \$69,800 behind last year.

Building/mechanical/electrical/plumbing permits are nearly 100% collected so it is anticipated that there will be some additional revenues here in the final quarter of the year. However, a portion of the remainder of the year may be deferred if the project is not completed by June 30.

Expenses: Expenses are also struggling this year.

- a) Both Legal and Assessing have overspent their Professional and Technical Services lines due to the complexity of the abatement cases that we have been dealing with and other legal issues. To date this over-expenditure amounts to \$26,300.
- b) Winter Maintenance Snow and Ice Control is \$105,400 overspent, even after transferring \$110,500 from contingency, and is \$167,800 more than FY13.
- c) Two large severance payouts have occurred due to retirements.

- d) Collective bargaining agreements that have been ratified have higher across-the-board increases than budgeted. This amounts to about \$50,000.

Currently the Finance Department is projecting that there will not be any FY14 year-end surplus for the City Council to distribute, as discussed at the Fiscal Policy Advisory Committee Meeting.

- 3) Adjournment - A motion was made by Councilor Bouchard to adjourn, seconded by Councilor Coen, and a unanimous vote brought the meeting to an end at 5:40 PM.**

Respectfully submitted,

Brian LeBrun
Deputy City Manager – Finance