

MINUTES

Fiscal Policy Advisory Committee
October 15, 2018 / 4:30 PM
2nd Floor Conference Room/City Hall

In Attendance: City Councilors – Keith Nyhan (Chairman), Dan St. Hilaire, Fred Keach, Candace White Bouchard; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Carlos Baia, Deputy City Manager-Community Development; Katie Graff, Assistant Finance Director; Bob McManus, Office of Management and Budget Director

Excused: Mayor James Bouley and City Councilors, Mark Coen and Amanda Grady Sexton.

- 1) **Call to Order:** Chairman Nyhan called the meeting to order at 4:37 PM
- 2) **Roll Call:** Chairman Nyhan took the roll.
- 3) **Approval of September 17, 2018 Meeting Minutes:** Chairman Keith Nyhan requested a motion to approve the draft minutes of the September 17, 2018 meeting. A motion was made and seconded and the minutes were unanimously approved.
- 4) **Quarterly Financial Statements:** Deputy City Manager-Finance LeBrun began by stating that we were 25% through the fiscal year and that most of the City's accounts were on track. He explained that the Interest Costs & Penalties revenue account was higher than previous years because the lien date was moved and revenue was recorded this year instead of last year. Deputy City Manager-Finance LeBrun explained that the Police Department's OT was higher because they have several new staff who are unable to cover shifts alone yet and suggested that reduced use should occur around early December. He noted that for the Golf fund, total revenues so far are equal to what they were last year, with greens fees revenue down and membership, pro shop sales, and cart revenue up.

Councilor Nyhan asked Deputy City Manager-Finance LeBrun if he had any concerns so far, and Deputy City Manager-Finance LeBrun stated that there was nothing striking as of yet.

Deputy City Manager-Finance LeBrun stated that Motor Vehicle registration revenue was a little lower than usual.

- 5) **FY18 Year End Results:** Deputy City Manager-Finance LeBrun reviewed the surplus report and resolution documents. He explained that City Hall was in need of a new chiller and reviewed the other use of surplus items that recur annually.

Councilor Nyhan asked for an explanation of the year-end performance table on page 3 of 4 of the report, and Deputy City Manager-Finance LeBrun described the table line by line followed by a discussion about the assigned and unassigned fund balance process.

A motion to recommend the report and resolutions to the full Council was made and seconded, and the subsequent vote was unanimous.

- 6) Proposed Budget Document Changes:** Deputy City Manager-Finance LeBrun explained the suggested changes to the proposed and amending budget resolution process. He then explained the suggested changes to the Operating and Capital budget resolutions and stated that they have been simplified and clarified primarily by removing superfluous language. Councilor Nyhan agreed that a simpler document is better and Councilor Bouchard agreed. Deputy City Manager-Finance LeBrun described the third suggested change regarding the submission of an entirely new budget document to include revisions, as opposed to only issuing revised pages. Councilor Nyhan suggested that a projector be used during the budget presentation to display the detail, which would make it easier for people to follow along, rather than having to switch back and forth between screens. City Manager Aspell offered to provide a demonstration for a future FPAC meeting and the Councilors agreed. The committee also agreed by consensus that these proposed budget document changes are acceptable for future budgets.
- 7) Enterprise and Special Revenue Fund Discussion:** Deputy City Manager-Finance LeBrun briefly reviewed the previous meeting's discussion regarding reclassifying Enterprise Funds, to include the Arena, Golf, and Solid Waste funds. Councilor Nyhan suggested that reclassifying the funds now would provide flexibility in the future. He then asked if there were any objections, to which there were none. The committee also agreed that the City Manager should include in future budgets, proposed support for capital and operating needs for any special or enterprise funds. There was discussion regarding anticipated public response to the changes and Councilor Nyhan asked if there was a motion to approve. The motion to approve was made and seconded, and the vote was unanimous.
- 8) Other** – There was no other business discussed.
- 9) Adjournment:** A motion was made and seconded to adjourn the meeting. A unanimous vote brought the meeting to an end at 5:29 PM.

Respectfully submitted,
Rebekah Dougherty, Management and Budget Analyst