

MINUTES

Fiscal Policy Advisory Committee
September 17, 2018 / 4:30 PM
2nd Floor Conference Room/City Hall

In Attendance: City Councilors – Keith Nyhan (Chairman), Mayor James Bouley, Dan St. Hilaire, Fred Keach; 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; Caitlin Andrews, Reporter for Concord Monitor.

Excused: City Councilors Candace White Bouchard, Mark Coen and Amanda Grady Sexton.

- 1) **Call to Order:** Chairman Nyhan called the meeting to order at 4:34 PM
- 2) **Roll Call:** Chairman Nyhan took the roll.
- 3) **Approval of July 16, 2018 Meeting Minutes:** Chairman Keith Nyhan requested a motion to approve the draft minutes of the July 16, 2018 meeting. A motion was made and seconded and the minutes were unanimously approved.
- 4) **Enterprise and Special Revenue Fund Discussion:** Deputy City Manager-Finance LeBrun began with a review of two provided documents, starting with the Enterprise and Special Revenue Funds FY 2019 Overhead Budget Summary. He then provided a brief review of the document defining Enterprise and Special Revenue funds. He explained that there were only two funds that do not currently receive support from the General fund: the Water and Wastewater funds, and that the Solid Waste, Golf, and Arena funds have recently received some sort of support from the General fund in the form of debt service support. He went on to explain that the Solid Waste and Golf funds did previously operate on user fees, but now receive support from the General fund.

Deputy City Manager-Finance LeBrun explained that this agenda item was to discuss how the City should classify Enterprise and Special Revenue funds going forward. He explained that the Arena fund is holding steady, but if capital projects need to occur, it will require assistance from the General fund. He added that if things change at the Airport, General fund support will also need to be reviewed. Councilor St. Hilaire posited that the Arena fund had the ability to support its own operations, but was unable to support any capital improvements.

FPAC members came to the consensus that the two funds at issue are the Golf and Arena funds. Councilor Keach expressed some concern that the golf course, unlike the arena and public parks, served a narrow population, and FPAC members discussed the other non-fee activities offered at Beaver Meadow, such as skiing and skating. Revenue streams for the golf course were discussed and City Manager Aspell reiterated the difficulty in predicting revenue for the golf course, as it is largely dependent upon the weather.

The committee continued with discussion regarding the golf course and arena and their value as assets to the Citizens of Concord, the importance of protecting those assets, and how other City assets are managed and protected.

Councilor St. Hilaire inquired as to the percentage of support the General fund provides the Golf fund and Deputy City Manager LeBrun responded that it was approximately 11%, with the remaining 89% being supported by user-fees.

Chairman Nyhan stated that the Committee needed to make a recommendation as to how these funds should be handled in the future. Deputy City Manager LeBrun added that the need was primarily for auditing purposes and the increased level of transparency of the funds over the past 10 years was briefly discussed.

The dialogue concluded with an understanding that City Manager Aspell and Deputy City Manager-Finance LeBrun would return with a plan to reclassify the funds with changes to take place over a 3-5 year span.

- 5) **Update on Impact of Tax Collection Friendly Letters:** Deputy City Manager-Finance LeBrun reviewed the Percentage of Gross Warrant to Liened Amount document and explained the new processes of sending out “friendly reminder” letters prior to a property being liened. He reported that this new process has been moderately well received by Citizens.
- 6) **Other** – There was no other business discussed.
- 7) **Adjournment:** A motion was made and seconded to adjourn the meeting. A unanimous vote brought the meeting to an end at 5:41 PM.

Respectfully submitted,
Rebekah Dougherty, Management and Budget Analyst