



Finance Committee Meeting

Tuesday, January 24, 2023

6:00 PM

Meeting Called to Order: Mr. Furey called the meeting to order at 6:00 PM.

1. Roll Call: Mr. Barr, Mr. Furey, Mr. Bellan, Ms. Walker, Mr. Post, Mr. Deeds, Ms. Labbe,
Also in attendance: Ms. Conway-Finance Director and Mayor Scaffide

2. Audience Participation: None

3. Approval of November 14, 2023 Finance Committee Minutes: A motion was made by Mr. Bellan to approve the 11/14/23 meeting minutes made and the motion was seconded by Mr. Post. Minutes were approved unanimously as submitted.

4a. 2024 Permanent Appropriation Presentations – General Fund:

General Fund: Total expenditure budget is \$31.5 million for 2024, a 3.1% increase from 2023

- This includes transfers out of the General Fund for bond retirement, capital improvement projects, street maintenance and repair fund, economic development and subsidies for the golf course and fitness center. This is a 4% decrease from the transfers done in 2023.
- Increase to baseline 2% salaries increase (approx. \$373,897)
- Increase in transfer from General Fund to the Capital Improvements Fund (\$216,794)

Individual Departments:

Council (1 FT; 7 elected): Total request is \$285,275, an 18% increase from 2023 requests

- Increase Travel & Training for Clerk of Council to obtain Certified Municipal Clerk Certification.
- Increase to Misc. Contractual for software.

Mayor (1 elected, 3 FT employees): Total request is \$405,900, a 29% increase from 2023

- Increase due to staff re-alignment of Senior Communication Administrator moved from IT department to Mayor's budget

Civil Service Commission: Total request is \$42,035, a 30% increase from 2023

- Increase in professional services for civil service testing

Human Resources (2 FT): Total request is \$294,500, a 30% increase from 2023

- Increase in Salaries/Wages due to implementation of a Human Resources Coordinator
- Increase to Travel & Training for HR employees to pursue HR certification
- Decrease in Operating Supplies

Information Technology: Total request is \$576,350, a 14% decrease from 2023

- Re-allocation of Senior Communications Admin from IT to the Mayor's office
- Increase for upgrade to Microsoft 365

Law (1 FT, 1 PT, 1 contract): Total request is \$335,550, a 29% increase from 2023

- Reduction in Travel & Training, staff not pursuing education as anticipated
- Decrease in Professional Services, reduced need for legal council

Finance Department (4 FT, 1 PT): Total request is \$474,650, a 3.4% decrease from 2023

- Decrease in Travel & Training due to staff not pursuing education as anticipated
- The remainder of the budget is remaining the same

Communications (10FT; 2 PT): Total request is \$1,391,475, a 2% increase from 2023

- Decrease to Salaries/Wages due to contractual hourly rate decrease
- Increase to Overtime to accommodate new shift
- Increase due to Tower Maintenance agreement that will be an annual recurring expense

Police (37 FT; 2 PT): Total request is \$4,722,800, a 6.5% increase from 2023

- Increase to Salary for potential hiring of new officers in 2024
- Increase to Training & Education for new hires to attend Police Academy
- Increase to re-allocate the animal service control contract from Service for the Police Dept. to administer
- Addition of Fuel Chargebacks as a reallocation from Service

Fire (34 FT, 12 PT): Total request is \$5,171,688, a 14.8% increase from 2023

- Increase to Salary to accommodate hiring of 3 FT firefighters
- Increase to Operating Supplies for turnout gear
- Addition of Fuel Chargebacks as a re-allocation from Service

Public Works (38 FT, 2 PT): Total request is \$7,008,615, a 2.2% increase from 2023

- Increase in Salaries/Wages for overtime due to weather related costs
- Decrease due to re-allocation of funds from fuel chargebacks to Police and Fire

Engineering (4 FT): Total request is \$905,976, a .1% decrease from 2023

- Change in Salaries/Wages includes the vacant Construction Manager position that was requested, but not filled in 2023
- Addition of Fuel Chargebacks as a re-allocation from Service

Building (5 FT): Total request is \$513,000, a 10% decrease from 2023

- Increase in Salaries/Wages for a full-time building inspector
- Decrease to Travel & Training by 30% due to historical trends
- Addition of Fuel Chargebacks as a re-allocation from Service

Planning Commission: Total request is \$4,200, a 25% increase from 2023

- Increase to Training & Education

Parks & Recreation (3 FT, various PT): Total request is \$844,163, a 4% decrease from 2023

- Increase in Salaries/Wages from change in salary ordinance for PT employees
- Increase to Training & Education
- Decrease to Concerts in the Park for the shortened Rock the Park season due to the Glen Chamberlin Park construction

Senior (2 FT): Total request is \$238,100, a 6% increase from 2023

- Increase to Field Trips for expanded programming for 2024
- Increase to Operating Supplies for increased programming costs

Enterprise Funds:

Sewer-Waste Water (22 FT): Total request is \$5,000,540, a 7.2% decrease from 2023

- Increase to Salaries/Wages due to newly created Electrician position dedicated to the WW Dept.
- Decrease in Capital due to remainder of design phase for WWTP project
- Decrease in Contractual Services and Materials and Supplies

Glen Eagles Club House (1 FT, various seasonal): Total request is \$610,550, a 6% increase from 2023

- Increase to Supplies and Materials to purchase merchandise for resale in the Pro Shop
- Slight increase to Capital Outlay for repairs to golf carts

Glen Eagles Golf Maintenance (3 FT, various part-time/seasonal): Total request is \$890,750, a 9% decrease from 2023

- Decrease to Capital Outlay of 54% as they are only requesting one capital item in 2024
- Increase to Contractual Services for increases to utilities for 2024 in all departments

Glen Eagles Club House-other operations: Total request is \$160,500, a 3% decrease from 2023

- Includes payment of property taxes and various other miscellaneous items

Fitness Center (6 FT and various part-time/seasonal): Total Request is \$1,458,030, a 1% increase from 2023

- Increase in Travel & Training for additional training opportunities for staff
- Decrease in Repairs & Maintenance
- Increase due to capital projects for 2024

Community Theater: Expense of \$104,076.49 to the Theatre Group to zero out and fund closed.

5. Comments / Questions: None

6. Miscellaneous: None

7. Next Meeting Date: January 30, 2024.

8. Adjournment: Mr. Furey adjourned meeting at 6:54 PM.