

**Finance Committee Meeting
City of Manchester
May 21st 2024**

Present: Mayor Howard, Vice Mayor Messick, Alderman Hobbs, Alderman Parsley, Finance Director Burrows, Parks & Recreation Director Fox and John Coffelt.

The Manchester City Finance Committee held its regularly called meeting on Tuesday, May 21st, at 4:00 p.m. in the board room at Manchester City Hall.

The meeting was called to order by Alderman Joey Hobbs, Chairman of the committee.

The agenda items were then approved by the full Committee as presented.

The Third agenda item was the approval of the February 20th 2024 Committee minutes; the April 16th 2024 Committee minutes and the May 6th 2024 Special Call Committee minutes. Motion made by Vice-Mayor Messick to approve all three sets of minutes and seconded by Alderman Parsley. Motion Carried.

In the Fourth agenda item there were no public comments given.

The Fifth agenda item was a review of the final FY 2023 – 2024 Budget Amendments. The first item was an internal transfer of \$200 in the Police department from postage into auto licensing; followed by a request from Codes to transfer \$1,000 to dues & subscriptions from license renewals; and a final request from Parks & Rec to add 4 additional cameras for \$7,400 to the building exterior. This last item was really more of a change order than a budget amendment. A motion was made by Alderman Hobbs to approve all items it was seconded by Alderman Parsley. Motion carried.

The Sixth agenda item were reviews of requests for additional budget items. The police asked for an additional \$1500 for cost increases in citation booklets. Alderman Parsley made a motion to approve and Alderman Hobbes seconded. The motion carried.

Further discussion on a pay increase in the Permits Department was delayed to be incorporated into the overall city-wide conversation on salary increases and benefits.

The next budget request was from Parks & Rec which sought approval to hire two new part time positions, one for a wellness instructor and the second a day camp supervisor. After discussion with Director AJ Fox a motion was made by Vice Mayor Messick to approve it was seconded by Alderman Parsley. The motion carried and the positions approved.

Item Seven on the agenda is a recommendation by the Finance Department to increase the purchase order threshold to \$5,000. There was some question as to the State's approved threshold. A motion was made by Alderman Hobbes to approve up to a threshold of \$2,500, which was seconded by Vice Mayor Messick. The motion carried for approval to move the threshold to \$2,500 in the new fiscal year. Further research is needed with the State to see if a \$5,000 threshold is viable.

The Eighth agenda item was a proposal by the Finance Department to explore Staff Retention strategies. Some of the items discussed were the salary survey for possible salary increases, cost of living increases and longevity pay. The Committee agreed with these strategies and agreed that further research and review will be required for implementation sometime in the new 2024 – 2025 fiscal year.


The Ninth item on the agenda was a pair of recommendations by the Finance Department, first to move the Mayor, Aldermen, and Directors to "Auto Pay" meaning they would not be on a timeclock and no longer need to punch in or out of the time keeping system. The second was to make the timekeeping system round to the "one tenth" of an hour on six-minute intervals to more accurately keep employees time and reduce additional overtime that appeared on the old quarter hour time intervals. A motion was made by Alderman Hobbs to approve these measures and the motion was seconded by Vice Mayor Messick. The Motion carried.

Last agenda item was adjournment. Motion made by Vice-Mayor Messick and seconded by Alderman Parsley. Motion carried.



Finance Committee Chairperson

6-24-2024
Date



Finance Director

6/24/24
Date