

## Budget and Finance Committee

**6/14/23 6:00 PM**

**Meeting Post:** <https://www.cityofnewburyport.com/budget-finance/events/336691>

### **Roll:**

**B/F:** Zeid, Wright, Wright

**Other Members:**

**Staff:** Manning

**Agenda:** (green = coming out of cmte, pink = coming out of cmte amended, yellow = staying in cmte)

### **High Priority:**

- **TRAN00159\_06\_12\_2023 Harbormaster: Harbormaster Retained Earnings \$15K to HBR Assistant Harbormasters \$12,500, HBR Cashman Park Attendants \$2K, & HBR PI Parking Lot Attendants \$500 (contingent on referral B/F)**
  - Wages have gone up
  - Hours have also gone up, specifically Asst. Harbormaster
  - Lack of lifeguards driving more patrols
  - **Motion to approve MW/SZ, 3-0**
  
- **TRAN00160\_06\_12\_2023 Police: POL Fuel/Oil Vehicle(s) \$2,500, POL Office Supplies \$2,500, & POL Ammunition/Weapons \$5,300 to POL Maint-Building \$10,300 (contingent on referral B/F)**
  - We just did a transfer of 12.5k of maint of equipment for generator
  - When department reconciled books, they were a little bit short by about 10,300
  - They did had some balances left over elsewhere
  - AK – Total cost of the generator, \$22,300?
  - EM – Yes
  - AK – Was that based on a repair quote.
  - AK – ongoing?
  - EM – this is not really ongoing. It's was an emergency repair
  - **Motion to approve, AK/MW, 3-0**
  
- **TRAN00161\_06\_12\_2023 ASR Appraisal System \$7,000 & HLH Public Health Nurse \$10,758.24 to Multiple City Clerk \$17,758.24 (contingent on referral B/F)**
  - Transfer to salaries for Clerk's office
  - Decided not to move vision into cloud (\$7k)

- Health nurse full time, switched to part time model and that's why there is money left over there.
- Accounts transferring to: this was for training and additional coverage
- This is not a raise
- One Asst City Clerk left and then new one, some overlap
- **Motion to approve, AK/MW, 3-0**
- SZ – happens a lot
- EM – wouldn't expect this to keep happening
- EM – there was an extra headcount

• **ORDR00467\_06\_12\_2023 Parking Enforcement Officers Teamster's Union Local 170 Contract (contingent on referral B/F)**

- Covers all part time enforcement officers (Parking)
- Rate was too low
- No funding request because of contingency in the associated line item
- Financial impact is about \$20k
- AK – can we have the redline
- SZ – cost of cameras, etc
- AK – yes, follow
- EM – They did pay it out of equipment
- AK – is this tracking revenue
- EM – still need pro forma
- Paid personal leave goes 6-12
- **Motion to approve, AK/MW, 3-0**

• **ORDR00459\_06\_12\_2023 Opioid Stabilization Fund (contingent on referral B/F)**

- Settlement terms spell out what you can use this for
- Abate opioid epidemic
- 2/3rds to create, 2/3rds to take money out
- Thought maybe state would do something that would negate need to make this fund but they didn't
- If we don't do this then they might not be spent consistent with the purposes stated. DLS recommends this so that you can track it.
- \$128,485 will come in.
- Once free cash certifies that we put it back it in
- In the future, funds will just go in. Only action would be to spend
- **Motion to approve, AK/MW, 3-0**

**Medium (may get to):**

• **COMM00488\_06\_12\_2023 Memo Annual City Audit FY2022 Financial Statements (contingent on referral B/F)**

- No new findings
- Prior year finding went away
- 2 old ones are still there, still working on
- Time and attendance tracking and quantification
- Continue to work on lingering reconciliation
- MW – how much is unreconciled?
- EM – it's not so much the amount, it's the age of them. They have taken a long time to research
- Still working through it
- MW – this can encompass unchecked checks
- AK - #1 will be resolved
- AK - #2 still working on it
- EM – Year end report is coming
- EM – then move into field work
- EM – but have to wait for free cash process to happen
- EM – hope to have it done by March 1<sup>st</sup>
- EM – early to tell free cash turnback
- **Motion to receive and file, AK/MW, 3-0**

• **ORDR00461\_06\_12\_2023 Port Parks Alliance Gift Acceptance \$1,013.65 (contingent on referral B/F)**

- They are sending gifts as they go
- Port Parks Alliance – gifts and donations
- Unrestricted
- Gifts that are accepted can be spent for the stated purpose
- AK – Does that involve the Park Commission
- EM – Not a direct approval
- **Motion to Approve, AK/MW, 3-0**

• **ORDR00462\_06\_12\_2023 Anna Jaques Newburyport Pride Gift Acceptance \$2,000 (contingent on referral B/F)**

- This was a late contribution
- Most events happened first weekend in June
- Mayor's office initially funded out of the DEI and then receiving this contribution
- SZ – asking them to clean everything up
- EM – urging them to setup non-profit. They organized late.
- **Motion to approve, AK/MW, 3-0**

• **ORDR00463\_06\_12\_2023 Belleville Improvement Society Gift Acceptance \$4,700 (contingent on referral B/F)**

- EM – there is a funding source as per CPC application
- EM – that CPC was approved. Bulk is CPC fund
- EM – This was budgeted
- **Motion to approve, AK/MW, 3-0**

• **ORDR00464\_06\_12\_2023 Friends of Newburyport Youth Services Gift Acceptance \$23,200 (contingent on referral B/F)**

- EM – this is another one
- EM – this used to be a group of parents ran it
- EM – NYS took it over
- EM – previously funded out of revolving fund in the past
- EM – That covered all the events
- **Motion to approve, AK/MW, 3-0**

• **ORDR00465\_06\_12\_2023 Inclusive Playground Gift Acceptance \$8,867.86 (contingent on referral B/F)**

- EM – funded out of a lot of different fund sources
- EM – CPC, state grant (\$300k), supplemented \$100k of free cash for local match, and then this is the gofundme
- SZ – status on project
- EM – Kim Turner can speak
- **Motion to approve, AK/MW, 3-0**

• **ORDR00466\_06\_12\_2023 Children's Health Care Gift Acceptance \$12,500 (contingent on referral B/F)**

- This came through as a general donation to the department head
- Try and get a letter from donor but they didn't send one
- They used to make ads but this is just a donation
- **Motion to approve, AK/MW, 3-0**

**Low Priority (unlikely to get to):**

• **ODNC00129\_11\_01\_2022 Defining Conflict Rule for Dept. Heads (COTW)**

• **ORDR00336\_03\_28\_2022 ARPA Amesbury 250K (COTW)**

**Scheduled from another meeting, coming out of Committee**

• **ORDR00460\_06\_12\_2023 Water Sewer Rate (contingent on referral B/F) (COTW)**

- Discussed as part of workshop #9 on 6/13.
- Rates are proposed by W/S Commission

- Increase for residential users and bigger increase for commercial
- Motion to recommend approval, MW/AK, 3-0

**• TRAN153\_05\_08\_2023 Mayor Multiple – Large Capital Transfer**

- Individual votes were taken on each item
- **All items will be coming out except for Atkinson**
- Committee votes can be found in the 6/15 workshop minutes posted to that meeting.

**Public Comment:**

See above, if any

**Adjourn:**

6:52 PM, MW/AK, 3-0

**Recording:**

[https://us02web.zoom.us/rec/share/H8r5-JCLdWYCrAluvmhd4qGb-xOqLFyBf1Nenati0u9pIBJrXhtMlrbJKze5pq09.eEACAd\\_nRiPZNYWW](https://us02web.zoom.us/rec/share/H8r5-JCLdWYCrAluvmhd4qGb-xOqLFyBf1Nenati0u9pIBJrXhtMlrbJKze5pq09.eEACAd_nRiPZNYWW)