

**Administrative Services Committee
Meeting Minutes
February 5, 2024**

Mr. Parrish called the meeting to order at 5:30 p.m.

Present: Kristopher Parrish, Kim Chamberland and Mark Thompson

Staff: Finance Director – Pat Wirthlin; Executive Assistant - Jackie Bain

Visitors: None at this time

Call to order

Appointment of a Committee Chair Ms. Chamberland made a motion to appoint Mr. Parrish as Chairperson for the committee Seconded by Mr. Thompson All yes

Proceedings: Approve the minutes from the December 13, 2023, Administrative Services Committee meeting. Ms. Chamberland made a motion to approve the minutes. Seconded by Mr. Parrish All yes

**DISCUSSION: AMENDING APPROPRIATION ORDINANCE 23-260
REAPPROPRIATIONS 2023 TO 2024)**

Finance Director – Pat Wirthlin reviewed—a list of proposed amendments to the City's 2024 appropriations. The total net increases/decreases amount to \$5,842,801, which would bring the City's current budget up to \$25,483,708. A significant portion of the budget adjustments stem primarily from reappropriations for projects and expenses that are currently ongoing. Very few of the changes are new.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCE 2023-260 INCREASING OR DECREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING \$5,842,801

DISCUSSION: AN ORDINANCE AUTHORIZING THE VICE MAYOR TO OFFICIATE AT MARRIAGE CEREMONIES

The committee discussed information regarding authorizing the Vice Mayor of The City of Milford to officiate at marriage ceremonies. Vice Mayors officiate at marriage ceremonies with the same authority as is vested in the Mayor of the City of Milford. We are asking that Council pursuant to and in accordance with Section 3.11 of the Charter of the City of Milford, hereby grants its approval and for the ordinance to become effective immediately upon its passage by City Council.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING KRISTOPHER PARRISH - VICE MAYOR OF THE CITY OF MILFORD, TO OFFICIATE AT MARRIAGE CEREMONIES

There being no further business, the meeting adjourned at 5:42 pm with a motion from Mr. Thompson, Seconded by Ms. Chamberland

Respectfully submitted, Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Mr. Thompson on February 6, 2024.”