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VILLAGE COUNCIL
ROY SCHAEFFER, *Mayor*
FRANCINE KLEIN, *Chairman*
[*VACANT*], *Vice-Chairman*
VICTOR BASILE, *Secretary*
JOHN CONLOW, *Treasurer*
ALLYSON ALT, *Parliamentarian*
ALFRED MULLER, *Historian*
JULIAN P. MANSFIELD, *Village Manager*

Approved Minutes
Friendship Heights Village Council Finance Committee
Tuesday, September 22, 2026

Finance Committee members present: John Conlow; Roy Schaeffer; Allyson Alt.

Others present: Julian Mansfield; Jason Goldstein; Donna Bryant.

At 11:30 a.m., Mr. Conlow called the Friendship Heights Village Council Finance Committee meeting to order. The meeting was held in person at the Friendship Heights Village Center.

Approval of Minutes

Mr. Conlow presented the minutes of the July 21, 2026, Finance Committee meeting. Mr. Conlow moved, Ms. Alt seconded, to approve the minutes of the July 21 meeting. The motion was approved unanimously (3-0).

FY 2027 Finance Committee Meeting Schedule/Agendas

Mr. Conlow reviewed the schedule. Mr. Mansfield indicated that there is a staff conflict with the proposed October meeting date. Mr. Schaeffer noted that there should be no Committee meetings scheduled for May and June 2027, since that is after the Village Council election. The budget must be finalized prior to the 2027 Council election. Mr. Conlow noted these points and will make revisions to the schedule in advance of the next Committee meeting.

Operating Budget Worksheets

Mr. Conlow reviewed revenue and expenses for the first two months of the current fiscal year (July-August). A two-month period does not provide a lot of data but can be useful to monitor trends. Mr. Conlow indicated he wants to include this analysis on a monthly basis for the upcoming Finance Committee meetings. Mr. Mansfield reported on the timing for receiving income tax and property tax payments during the fiscal year. Most of the income tax is received in four months (November, February, May, June), and most of the property tax is received between October and December.

Mr. Conlow proposed using a similar format for FY 27 year-end and FY 28 budget estimates that was implemented last year. The Committee members agreed with this

approach. Mr. Conlow indicated the budget estimates can be produced in January 2028.

Capital Project Updates

Mr. Conlow reviewed the capital improvements budget worksheet. He indicated the pedestrian safety project budget estimate is based on the assumption of using the option for planters in the traffic study, but it is anticipated that the Council will approve the installation of concrete bumpouts as opposed to planters, which would increase the cost significantly. The traffic study consultant will present the report at the October 13 Village Council meeting.

Mr. Conlow indicated there are several budget areas where policy and process issues need to be clarified, including personnel review, salary revisions, and inflation estimates. He would like to develop written descriptions of how the Council intends to handle these issues, including the evaluation of the off-duty Police officers. Mr. Mansfield indicated that the Public Safety Committee will be scheduling a meeting this fall to review the Police off-duty salaries and evaluation process for the officers.

Mr. Conlow reported that staff will provide a quarterly report that shows detailed expenditures by vendor for the quarter. These reports will be presented at upcoming Finance Committee meetings.

No other actions were taken by the Finance Committee. Mr. Conlow moved, Mr. Schaeffer seconded, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 12:05 p.m.

Respectfully Submitted:



John Conlow, Finance Committee Chair