

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting September 21, 2016**

Present: Committee Members Kristin Trovej, Sarah Hendry and Lisa Randazzo. Also in attendance were: George Belcher, Stanley Siegel and Robin Waizenegger City Clerk-Treasurer.

Absent: David Bavoso

Finance meeting opened at 7:12 p.m. Chairperson Kristin opened the meeting with the pledge of allegiance.

Cash Flow – Mrs. Waizenegger reviewed the 2016 cash flow projections indicating that there is presently a very tight cash flow situation. That even though the cash flow presents that 1.6 million is anticipated in October that the timing of those receipts are later in the month creating a tight cash flow at present through mid to late October.

She also noted that she has prepared a cash flow projection for 2017 as well noting that we will again have a cash flow problem in late February through tax collection in April. It will be necessary to do a revenue anticipation note. She also noted that in 2017 if we are going to do a serial bond issue we will need to get the financials produced as soon as possible in 2017 due to the recent fiscal stress designation.

The committee questioned the results of the fiscal stress designations and the necessity of cities to file AUD documents which drives these ratings. Mrs. Waizenegger indicated that the OSC could hold state aid payments for failure to report. Mrs. Waizenegger stated that it is her position that it is better to file all required documents and be open and honest with the State Comptroller's Office whether the news is bad or good as they can be a useful resource

Mrs. Waizenegger indicated that she will be updating the cash flow approximately every 3 months and that the actual cash information will be there when the bank reconciliations have been completed. She also disseminated the TD Bank fee analysis as a demonstration of the fee based analysis and informed the committee that this year may be the first year that she may not be able to cover our fees or get the net fee waived at the end of the year.

Utility Audits – Mrs. Waizenegger reviewed the process of utility and gross receipts tax audit through the firm connected with NYCOM. The collection fee is 40% of recovered funds. Mrs. Waizenegger noted that this fee is good as most firm want 50% of the recovery and want some sort of tail agreement which this firm does not do. She noted that these audit often entail time of our staff copying and supplying information to the auditing company and that as she is finally fully staffed the timing is right for us to engage in this audit process at this time for the potential of additional revenue for 2017.

Budget 2017 – Mrs. Waizenegger informed the committee that at present the Mayor's version of the budget would require a 12.01% tax increase. There are some items that the Mayor would like to do in order to impact this with a goal of submitting to the Council a budget with a 9.9% tax increase, however it is dependent on some actions that we need to discuss in executive session with respect to personnel. Mrs. Waizenegger then discussed with the committee some of the actions and assumptions built into the 2017 Budget.

Old Business: Mrs. Waizenegger discussed with the committee her overall impressions of the audit services for the 2015 financials and her concerns moving forward. Mrs. Waizenegger noted that Bonadio did lose some senior staff that were present during the previous year's audit and that it did have an impact. She noted that we are under contract with them for one more year so if we are going to change firms it would be a bidding process next year for the 2017 financials.

Mrs. Waizenegger reviewed the properties still remaining unredeemed from the 2014 tax lien sale noting that she physically posted notices on the properties today.

New Business: Mrs. Waizenegger noted that as the clerk she wanted to make the committee aware that there has been a really high amount of marriage licenses issued this year as opposed to the previous two years and she does not understand why.

Mrs. Waizenegger indicated that she reviewed the ridership information for the senior transportation being provided through Quality Bus and that the trip cost is \$33.82 per person per round trip. When compared to taxi rates of \$5 to \$5.50 or \$10-11 round trip it is not an efficient use of our money. The committee discussed ending the service or changing the nature of the service. Ms. Hendry questioned Mr. Seigel as the senior liaison what could be done. Mr. Seigel believes that it could be restructured with the help of the taxi company, residents using the service and senior complex management to lower costs and change the service by the first of the year.

Mrs. Waizenegger let the committee know that she has to have the Council reaffirm the standard working day for the retirement system and meet their filing requirements.

Public Comment: none

Executive Session: adjourned to executive session at 7:47pm

The meeting was reconvened and adjourned at 8:03 pm. Next month's meeting – October 19th at 6:45pm.