



Minutes - Final

Budget and Finance Committee

Wednesday, June 1, 2016

5:30 PM

Council Chambers

Call to Order: Chairperson Guridy, Councilpersons Hendricks and Mota

15-820 Bill 26 Budget and Finance, this evening
Amending the 2016 General Fund budget by deleting the position of Office Manager (09N) in the Bureau of Accounting & Financial Management and adding the position of Financial Analyst (14N) in the Bureau of Finance & Budget Administration. The annual salary is \$59,000, funded as a result of transfers from Accounting and Financial Management to Finance and Budget Administration.

Sponsors: Administration

Attachments: [Bill 26 Financial Analyst](#)
[Finance Reorg Memo](#)

Mr. Julio Guridy asked his colleagues if they had any questions.

Mr. Brent Hartzell stated that he has been looking at things that they do well and can do better. They are looking at automation of billing payments.

Mr. Brent Hartzell stated that he has been looking at things that they do well and can do better. They are looking at automation of billing payments. There are big projects that need to be steered.

Mr. Julio Guridy asked any comments from my colleagues.

Mr. Daryl Hendricks asked if there is a difference in the cost of the position versus the one we are going to delete.

Mr. Brent Hartzell stated that position has been empty through the course of the year. We are moving \$36,000 to that position.

Mr. Ray O'Connell asked someone in-house or someone from the outside.

Mr. Brent Hartzell stated that we have someone from the in-house.

Mr. Julio Guridy thanked Mr. Hartzell and asked any further comments from my colleagues or the public.

A motion was made by Cynthia Mota, seconded by Daryl Hendricks, that this Ordinance be approved. The motion carried by the following vote:

Yes: 3 - Cynthia Mota, Daryl Hendricks and Julio Guridy

15-886 April Finances

Attachments: [APRIL 2016 MO RPT](#)

Mr. Julio Guridy stated let's talk about the April Finance Statement. It looks like things are going well. He stated that in regards to personnel, it is a little bit difference. The Golf Course Fund, is an increase in 2016. They have done such a marvelous job at the Golf Course.

Mr. Brent Hartzell stated that the catching up on the Bills processed in the month of May will affect the Business Privilege Tax. We take care of the Real Estate Tax first. We will be in a much better revenue position at this point than a year ago. In the month of April it is a significant increase. This April we had two pay periods.

Mr. Julio Guridy stated that 911 is still the same. We are waiting for funds. The General Fund, we would be doing better at the end of May.

Mr. Brent Hartzell stated that the revenue as we expected that have been coming in will be accounted for in full. he talked about the accounts in the pulled funds. As part of the process of identifying the freed up \$2 million that can be used for Capital Projects. We are looking to reconcile. There will be a few moving parts in all that. We are looking for completion in the month of June.

Mr. Ray O'Connell asked about the Five - Year Financial Plan.

Mr. Brent Hartzell stated that PFM has adjusted our bottom-line in a good way after the year we had where we did not spend as much. The one last factor that is going in there before the release, the Mayor wanted to look one more time on what would be a reasonable projection for real estate growth based on development.

Mr. Ray O'Connell asked the release time will be.

Mr. Brent Hartzell stated that he is aiming sometime in June.

Ms. Deb Bowman stated that they are working on the deadline of June 30th for the CAFR. Even being down an accountant position we are doing very well.

Mr. Julio Guridy stated that it sounds very promising because we haven't

had an on-time report for years.

Ms. Deb Bowman stated last year was June 30th. It was the year before that it was later.

Mr. Jeff Glazier stated that when the Controller was chair of the Finance Committee the CAFR did come in on-time.

Mr. Julio Guridy asked any comments from the public.

Mr. Lou Hershman, 405 N. Gilmore Street, stated that you know that the Golf Fund is \$30,000 in more debt than the prior month. He asked about the Parking Authority and the \$1 million will be collected this year.

Mr. Brent Hartzell stated that you asked for in a Right to Know. The monthly financial report is on a cash basis. The CAFR is on a modified accrual. When the CAFR is published in a month that particular item will be shown as a receivable.

Mr. Jeff Glazier commented on the first point that Mr. Hershman made. He was looking at the cash statement of the Golf Course. That if you look at the 2015 number in April the deficient was \$311,000 and this year was

Mr. Jeff Glazier commented on the first point that Mr. Hershman made. He was looking at the cash statement for the Golf Course and how it was a greater deficit in April as compared to March. That if you look at the 2015 number in April the deficit was \$311,000 and this year was \$181,000.

Mr. Glenn Hunsicker - South Allentown, stated that the Parking Authority \$1.73 in January. Is that the actual amount that you got. He stated that money was supposed to be in 2015. We were short for that amount of money in 2015. He asked the Finance Department to elaborate on the CAFR and auditing the Capital Projects. He asked what is Mr. Glazier reporting on. What has he been working on.

Mr. Julio Guridy stated that we presented that in February. He stated that he is not sure if the auditors audit the CAFR too much.

Mr. Brent Hartzell stated that a copy of the wire transfer was presented to an individual in this room as a result of a Right To Know Request last week. That will be shown as a receivable. It will have an impact on the bottom-line cash. This is a cash basis report.

Ms. Deb Bowman stated that they do audit the Capital. We look at all the Capital Projects for fixed assets. They go through every fund that we have

in great detail. I do a CIP sheet on all the fixed assets.

Mr. Jeff Glazier stated that we do the payable every month, the wires every month, we go over the bank reconciliation every month. Those are the basic kinds of things that Controllers do. From time to time we may do other things. It might be an account receivables audit or an individual accounts to see if things are done properly.

Mr. Julio Guridy stated that we could do it during Budget and Finance or a Council meeting.

Mr. Ray O'Connell stated that you can do it during the Budget and Finance Committee meeting.

Mr. Tom Hahn, 2016 E. Highland Street, asked information on if the public now allowed to meet with members of the administration to discuss questions and answers that take up too much time. He asked Council to take him off of Spam. What does it cost the city in man-power hours to get the Right to Know.

Mr. Julio Guridy stated that he is not sure what the administration's policy is. Because of the kind of work that they do, they will not be able to do their job properly. It depends on what it is and they have to do research.

Mr. Ray O'Connell stated to Mr. Hahn when you used to send me an email, it used to come right to my inbox, somehow it goes to my junk mail. He suggested that Mr. Hahn sends everything to Mr. Hanlon then he can get it to all of us.

Ms. Candida Affa stated that she gets Mr. Hahn's emails.

Mr. Julio Guridy asked any further comments from the public.

Adjournment: 6:13 PM