

Budget & Finance Committee
Thursday, April 21, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor R. Scott Memhard; Vice Chair, Councilor Joseph Orlando, Jr.; Councilor Joseph Ciolino

Absent: None.

Also Present: Councilor O’Hara; Kenny Costa; Jim Destino; John Dunn; Mike Hale; Harbormaster Jim Caulkett; Tom LaFleur; Debbie Laurie; David McCauley

The meeting convened at 5:31p.m.

1. Memorandum from City Auditor re: City’s FY2015 Basic Financial Statements (TBC 04/21/16)

Kenny Costa, City Auditor, reviewed for the Committee briefly the recent past history of the outside auditing of the city’s financials and noted that this year there is a new firm of Roselli, Clarke & Associates handling the city’s outside auditing of its basic financial statements. The three basic documents on file as part of the FY15 Basic Financial Statement Audit are: “The City of Gloucester Management Letter, Year Ended June 30, 2015; Single Audit Reports Pursuant to OMB Circular A-133 June 30, 2015; and Reports on Examination of Basic Financial Statements and Additional Information Year Ended June 30, 2015 (all on file). He remarked that Tony Roselli, Partner, Roselli, Clarke & Associates, has conducted municipal audits for 32 years.

Mr. Costa pointed out the City’s Basic Financial Statement for FY15 (on file) in which he highlighted page 2 under “Opinions” and noted this is an unmodified opinion which is the best possible opinion, also known as a “clean” opinion, something bond rating agencies such as Standard & Poor and Moody’s look upon favorably. He also highlighted page 19 of the same document indicating that the chart is the private sector equivalent of a profit and loss statement. Pointing out that at the start of FY15 the beginning Fund Balance was at \$9.8 million, the year-end net change was \$2.6 million in the negative. The reason for that, he said, was the Snow & Ice deficit from the prior year. The Department of Revenue (DOR) allows for a three year amortization of the Snow & Ice deficit, but in accounting it doesn’t work that way, and so a loss has to be recognized as a result of Generally Accepted Accounting Principles (GAAP). The amortization is not reportable by the outside auditors, he said, adding that the city will see that fund balance less affected as each year of the amortization passes until it is fully paid down. **Mr. Roselli** added also that the notes on the Basic Financial Statement say that this is a legal deficit not an illegal deficit. The city didn’t over budget purposefully which is also found in the notes, he said. He confirmed that over the next several years the balance should amortize back into the fund balance.

Tony Roselli, Partner in the firm of Roselli, Clarke & Associates, the city’s contracted Outside Auditor, made the following report to the Budget & Finance Committee:

MANAGEMENT LETTER: This document is a result of the overall audit by Mr. Roselli’s firm which highlights some of the things the city could be doing better and setting some of the financial goals the city should have in place to improve internal controls. This is part of every audit, he assured, and said that in a city this big there is never absolute, perfect control, he advised. Further, these highlights are all not considered material weaknesses but are recommendations, he said.

- Policy & Procedure Manual (PPM) (page 5). The city doesn’t have a PPM currently although the city does have policies in place, but it is recognized that the state recommends there should be one. Not having a PPM is not being viewed as inappropriate, but that following what the state recommends for procedures would be prudent. It is the auditor’s opinion that the city should develop a PPM that not only includes what the state has set forth but includes polices in debt, reserves, capital projects, budget, fraud, etc., to establish consistency between departments in a group of 10 areas (see page 5). It was noted that the city is part of the state’s “Community Compact Cabinet,” and that the state has the ability to help fund some the PPM development through a grant. The development of a PPM was acknowledged to be a large undertaking that is very time consuming. It was noted that the CAO will look into what the Community Compact Cabinet can offer to help fund a consultant to assist in the PPM development. A PPM also is a useful tool to assist during transitions in staffing by providing guidelines. **Jim Destino**, CAO, confirmed the support of the Administration to pursue grant funds to help kick start the city’s PPM development. He highlighted the fact that the Administration has already developed a fiscal policy for free cash and that it was confirmed by a vote of the Council. He advised some of these policies are already in place, but not gathered up into a

- PPM. There was also a discussion of the new financial software coming on line in the city, MUNIS, as noted by CFO, **John Dunn** which will create an opportunity for creating some of these fiscal policies. The **B&F Committee** also expressed its support for a Policy & Procedure Manual and would advocate for its development.
- Observations & Recommendations (page 6). There was a review of borrowing policies, that once borrowing has been authorized by the City Council, the city may begin spending funds against the authorization even if borrowing has yet to occur to start a project and use internal funds. If the municipality doesn't borrow the funds by the end of the fiscal year, the DOR will see what was spent and hit free cash or known as retained earnings (and in the page 6 example it was the Sewer Enterprise Fund) for the amount of the deficit. It was suggested that when this is done in the future that in late spring there should be a discussion with department heads as to anticipated deficits for year-end in order to think about short-term Bond Anticipation Notes (BAN's) which could be for a term of 30, 60, or 90 days or up to two years so that the DOR doesn't hit the city for the deficit. It was pointed out in this example it isn't that the city did something "nefarious" but that for whatever reason a short-term borrowing didn't take place. It was acknowledged that due to the type of deficits for the Sewer and Water Enterprise Funds which can be complicated it is at times hard to tell whether there really is a deficit in play. These short term borrowings for such situations are important so that it avoids any restrictions against the city's reserves.
 - School Lunch Cash Handling. A recommendation was that all the receipts and records for the School Department's School Lunch Program funnel to one individual so that there is accountability at the Director's position rather than it all funneling into the Treasurer's office to the General Ledger from different autonomous entities (each school). This issue was highlighted although shown to be a housekeeping matter and easily rectified. **Tom LaFleur**, GPS Director of Finance & Operations said he has already taken action on this matter to correct this situation. He advised that the School Department is hiring a new Food Service Director who was described as an, "extremely strong player," as of July 1 who is a more business-minded individual. He said the separate deposits will likely remain but the tie-back to the point of sale that wasn't happening which he assured will happen. The percentage of cash is small, he said. **Councilor Ciolino** remarked that the School Lunch Program has always seemed to be problematic having made many improvements, from point-of-sale hardware and software installed to combat such problems. **Councilor Memhard** reminded the Committee that it is in the best interest of the students to assure they are well fed when they come to school especially at the junior high and high school levels. **Mr. LaFleur** said it wasn't about the food program, but the management of the program's receipts with schools spread across the city, the cook/manager in each school is making the deposit to the bank but what isn't happening is that they're not reconciling it back to the point-of-sale afterward. Councilor Memhard concluded that it is a case of not utilizing the financial infrastructure correctly yet.
 - Betterments and Related Debt. There has been major infrastructure work with the city's wastewater system which is about \$250 million over a 15 year period from 1989 to 2004. It was noted it is complicated and confusing process because of grant money, subsidies, zero interest loans, loan forgiveness, and betterments from taxpayers. **Mr. Roselli** noted this has been a confusing and difficult process for the city in the past but that going forward the city's finance office has done a great deal of work to figure this out, and is starting to bring this issue under control. As an example, **Mr. Roselli** gave the comparison that if there is a loan taken for \$20 million and only \$19 million is spent; the city is still paying on the remainder. The proceeds need to be spent down otherwise it creates issues with the bond. He recommends that the city look at about \$1.7 million aggregate of proceeds that were never spent and are over 12 years old. This will require some investigation on the city's part, it was noted. Many people paid up front for their betterments rather than paying over time to avoid paying interest. Those checks went into accounts that now are like a debt sinking fund which aren't in compliance with MGL. It is recommended that the city take each of those accounts and create Special Purpose Stabilization Funds which is an easy fix which would allow the city to appropriate out of the new stabilization funds to pay off the debt. Matching it all up to the betterment, debt and to which project that applies is already underway, he said. **Councilor Orlando** discussed with **Mr. Roselli** further on the betterments on the process to create special purpose stabilization funds. It is estimated to be about \$2.4 million that is transferred annually as part of the city's budget, **Mr. Costa** advised. **Mr. Dunn** said there is approximately \$5 million in available funds in the various betterment funds.
 - Indirect Costs (page 7). **Mr. Roselli** advised this matter has been resolved by Mr. Dunn with administrative actions and this will go away.

- Trash Program. Waste Zero acts only as a biller and collector and that there needs to be a better handle on receivables, it was noted.
- Compensated Absences (page 8). This was a matter of recording Police and Fire sick and vacation time. **Mr. Destino** said this matter has been addressed and resolved. The city's new financial system, MUNIS, will take care of this issue, he said (MUNIS goes into effect on July 1, 2016). He added this issue is mostly in the Fire Department and is a matter of reconciling three sets of records.
- MCWT Drawdown. The city participates in the MCWT (formerly MWPAT) State program and has done so for a number of years. This is a reimbursement program which operates under an award and drawdown process which was briefly explained and that this was highlighted for an instance where a drawdown that didn't take place is now resolved by having received those funds. **Mr. Roselli** suggested the project manager and the DPW Director should work more closely together.
- Receivable Reconciliations. This note was touched on briefly.
- Fraud Prevention Measures/Risk Assessment (page 9). **Mr. Roselli** discussed systems for overseeing cash being taken in at various sites in the city and to do spot reconciliations. He said this is more of a process he would like to see in place, but expressed that it is a more of an internal auditing system. Beach collection systems were touched upon, and that it was suggested that there would be an Executive Session at a nearby B&F Committee meeting on that subject.

Mr. Destino reiterated that none of what has been presented in the Management Letter is considered material weaknesses which are an important distinction.

- Municipal Data Breaches. The note was briefly touched upon by Mr. Roselli. He mentioned firms that do IT audits to tell the city where they are vulnerable. **Mr. Destino** said part of this remedy is the on-going training of city staff.

Mr. Roselli, at **Councilor Memhard's** request reviewed very briefly how Pension Liability is now affecting the city's financial picture as well as Health and Welfare Plans which will begin to impact the city's financials starting in FY2018. It was suggested that 10 years from now that the city could see their numbers double.

2. Memo & supporting information from CFO re: proposed increase to beach parking fees at Good Harbor & Wingaersheek Beaches for non-resident parking only

Mr. Destino explained that they are asking for an increase in the non-resident week and weekend beach parking fees which haven't been raised since 2013 for Good Harbor and Wingaersheek Beaches. He advised the Administration did a comparable study with other beach communities in the area as well as Cape Cod, and even with the proposed fee increases, the city is still not at the top. It is warranted at this time, he said. He said the fee increases may even encourage carpooling which might assist in alleviating some beach traffic. The fee hikes are also being proposed as a revenue generator to close a budget gap, making the \$5 incremental increase appropriate at this time, he said, and that the Administration isn't advocating for any fee hike larger than that. It is estimated that \$360,000 in increased beach parking fees revenue is possible over a summer season and reiterated this is only affecting non-resident parking fees. He advised that beaches on Cape Cod charge as high as \$45 for weekday parking. Manchester is \$30 all the time for a car. Crane's Beach is about the same, it was noted. This was even recommended by the outside auditor, **Mr. Destino** added. No other fees are recommended for increase for parks and beaches at this time, he said.

Councilor Orlando said he'd be interested to see what the Ad Hoc Beach Traffic recommends in terms of diverting people to Stage Fort Park in the summer which may help increase revenue. **Mr. Destino** said 85 percent of all beaches parking revenue comes from the Wingaersheek and Good Harbor. Stage Fort Park is only about 15 percent of the overall summer parking revenue, he pointed out.

Both Councilors **Councilor Ciolino** and **Orlando** voiced their endorsement of the non-resident beaches parking fee increases.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve proposed changes to the DPW Beach & Stage Fort Park Regulations Appendix A, "Parking and Rental Fees Established" pursuant to the beach parking fees for Good Harbor Beach and Wingaersheek Beach to be raised for certain subheadings as noted below to be the new rates and are hereby amended as follows based on the March 27, 2013 and April 23, 2013 regulations which shall be filed permanently in the

City Clerk's Office as DPW Regulations as approved by the City Council and pursuant to Sections 7-16 of the City Charter:

"b. GHB/WING

Passenger car, SW, minivan, SUV	
8:00 a.m. to 3:00 p.m.	\$25.00 weekdays \$30.00 weekends, holidays
3:00 p.m. to 5:00 p.m.	\$15.00 weekdays \$20.00 weekends, holidays
Motorcycles	\$ 5.00 each (unchanged)
Van (8+ seats)	\$30.00 weekdays \$30.00 weekends, holidays
Bus (13+ seats)	\$35.00 weekdays \$45.00 weekends, holidays
Bus (26+ seats)	\$40.00 weekdays \$50.00 weekends, holidays
Guest Voucher	\$10.00 discount off the full daily rate (unchanged)"

3. Special Budgetary Transfer Request 2016-SBT-13, -14, -15, & -17 from DPW Dept.

Mike Hale, DPW Director, explained that 2016-SBT-13 is to ensure that sufficient funding is in place for the Public Services' division staff overtime for the remainder of FY16 which is used for this transfer and several subsequent to this. He noted that changes in the way purple trash bags are purchased have caused a surplus in that account allowing for funds to be transferred.

COMMITTEE RECOMMENDATION: On motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-13 in the amount of \$5,000.00 from Account #101000.10.403.54000.0000.00.000.00.054, DPW-Solid Waste Disposal, Supplies, to Account #101000.10.470.51300.0000.00.000.00.051 Public Services-Salary-Wages Overtime for the purpose of funding overtime for the DPW Public Services Division through June 30, 2016.

Mr. Hale said that 2016-SBT-14 was to transfer money to provide funds for various projects and contracts of the DPW's Public Service division (tree services, Curtis Clark crossing signal control repair etc.) for the remainder of FY16.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-14 in the amount of \$15,000.00 from Account #101000.10.403.54000.0000.00.000.00.054, DPW-Solid Waste Disposal, Supplies, to Account #101000.10.470.52000.0000.00.000.00.052 DPW-Public Services, Contractual Services, for the purpose of funding various DPW Public Services Division projects and contracts through June 30, 2016.

He pointed out that again, for the same reasons, this transfer is being made to Public Services general supplies, repairs at the beaches for the lifeguard stands, wooden fence repair, infield material for ballfields, concession stand painting) from the same account as the previous two transfers.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-15 in the amount of \$10,000.00 from Account #101000.10.403.54000.0000.00.000.00.054, DPW-Solid Waste Disposal, Supplies, to Account #101000.10.470.54000.0000.00.000.00.052 DPW-Public Services, Supplies, for the purpose of funding the purchase of various supplies for the DPW Public Services Division through June 30, 2016.

Mr. Hale advised that these funds are being transferred to correct a deficit caused by a retirement of a 40+ year veteran of the DPW.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-17 in the amount of \$14,777.87 from Account #101000.10.472.51100.0000.00.000.00.051, DPW-Facilities Maintenance, Salary-Wages Permanent Positions, to Account #101000.10.470.51970.0000.00.000.00.051 DPW-Public Services, Retirement Paybacks, for the purpose of funding a deficit created by a staff member's retirement payout.

4. *Memo from CFO & a Loan Order request in the amount of \$2.2 million for water main rehabilitation work on various city streets*

Mr. Dunn explained that before the Committee is a loan order has been drafted by Bond Counsel to fund a water main rehabilitation project proposed by the DPW. **Mr. Hale** said this is a multi-ward cleaning and lining of water mains that his department is requesting a loan order in the amount of \$2.2 million to service the following city streets: Riverside Avenue, Gloucester Avenue, Whittemore Street, Grove Street, Derby Street, Emerson Avenue, Western Avenue, Concord Street, Hayward (Place) and Sumner Street. He said this goes very quickly giving the example of recent work at Hesperus Avenue which had a pre-project fire flow through the tuberculated pipes midway on Hesperus Avenue of 802 gallons per minute (at 20 psi) and when the project was completed the pipes had a fire flow was tested at 3,200 gallons per minute. He advised there has been a history of deferred water main maintenance city wide and in recent years his department has conducted such projects in other areas of the city successfully with minimal disruption to residents. He showed pictures (not on record) that showed the poor condition of the water mains from tuberculation which is caused by accumulated mineral deposits of iron and manganese that deteriorates the mains and narrows the pipes' flow. He explained how the pipes are reamed to bare metal and then lined with concrete and the particulars of that process. This project will see the cleaning and lining of approximately 12,000 linear feet of various size water mains, installing 25 new inline valves and 15 new fire hydrants. The concrete lining will help to prohibit tuberculation as minerals don't adhere as well to concrete as they do to metal. He described the set up to the project pointing out there is minimal disruption to the water supply to homes. The project will improve water quality, fire protection and increase the life expectancy of the water main, it was noted.

Councilor Ciolino said he was pleased to see some of these streets taken care of. Responding to an inquiry by **Councilor Memhard** who expressed concern for the condition of these roadways, **Mr. Hale** said this is considered a low impact project.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council authorize the following loan order:

Ordered: That the City of Gloucester appropriates Two Million Two Hundred Thousand Dollars (\$2,200,000) to pay costs of water main rehabilitation along but not limited to: Riverside Avenue, Gloucester Avenue, Whittemore Street, Grove Street, Derby Street, Emerson Avenue, Western Avenue, Concord Street, Hayward Place and Sumner Street, such work to include but not be limited to: construction of a temporary water bypass, cleaning and relining approximately twelve thousand (12,000) linear feet of mains, installation of twenty-five (25) new in-line valves and fifteen (15) new fire hydrants, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Sections 7 and 8, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the City are authorized to apply for, accept and expend any and all grants and gifts that may be available to the city to pay costs of the project.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

This matter will be advertised for a public hearing which will take place on April 26 at City Council.

5. Supplemental Appropriation-Budgetary Request 2016-SA-24 from DPW Dept.

Mr. Hale said as the transfer presents, this is to fund police details for the city's annual spring paving projects with funds in the account from road opening fees. Much of the road detail money has been expended on a larger project and that any time the DPW is in the public way they need police details. This transfer only represents about 12 days' worth of road details, he noted.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-24 in the amount of \$5,000 from Account #294015.10.991.59600.0000.00.000.00.059 Reserved for Appropriation-Highway Force, Transfer Out to General Fund, to Account #101000.10.470.52000.0000.00.000.00.052 DPW-Public Services, Contract Services for the purpose of funding Police Details for the City of Gloucester spring paving projects.

6. Memo from GPS Director of Finance & Operations re: request permission to pay previous year's expenses with FY16 funds

Tom LaFleur, GPS Director of Finance & Operations, explained that he was requesting to pay out a payroll correction from FY14 and FY15 with FY16 funds to whose position was increased from a 0.2 FTE to 0.4 FTE for the 2014-2015 school year. Formal paperwork was never submitted by the high school documenting the change and the discrepancy was identified by the business office staff during a recent review of teacher assignments at GHS. The FY16 discrepancy has already been paid to date, but to pay the previous fiscal year's deficit with current FY16 funds a vote of the Council is necessary, he said.

Councilor Orlando asked if any other discrepancies have been found through this audit. **Mr. LaFleur** said there were several others but they have been remedied, noting that it was through a lack of communication of the school to the finance office in most of these cases.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year(s) salary/wages for School Department employee for a position increase from .2 FTE to .4 FTE for the 2014-2015 school year encompassing FY14 and FY15 to be paid from current FY16 School Department accounts for a total of \$9,243.80.

7. Memo & Supplemental Appropriation-Budgetary Request 2016-SA-25 from Harbormaster

David McCauley, Chair of the Waterways Board Operations, Safety & Finance Committee said the motion is part of the multi-year approach of the Waterways Board to account for paying out future retirement sick day buy back in the event of Harbormaster staff retirement(s) which is anticipated to come forward by the end of FY16 and early in FY17. He noted that the Board had set up a General Stabilization Fund last year for the purpose of reducing what at that time was known to be about a \$27,000 obligation, but it is known now to be more. Because there was concern these funds will be need to be available after the close of the fiscal year, he asked that the funds be transferred to the Waterways Stabilization Fund so that the funds don't drop to the Waterways Enterprise Fund's bottom line and end up in free cash. He said the Board will begin funding the account on a regular basis but that there are two retirements in the Harbormaster's Department and at this time they need to dip into retained earnings to prepare to make the payout for the two Harbormaster Department retiring employees.

Mr. Costa pointed out that after this transfer is approved, there will be \$9,183 left in the Water Enterprise Fund, Retained Earnings account.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-25 in the amount of \$9,000 from Account #700000.10.000.35900.0000.00.000.00.000 Waterways Enterprise Fund, Retained Earnings ("Free Cash") to Account #760000.10.996.49700.0000.00.000.00.040 Waterways Enterprise General Stabilization, Transfer in- from Enterprise Fund for the purpose of reserving funds for unanticipated, emergency and extraordinary type of expenditures.

8. *Memo from Community Development Director re: request from Cape Ann Museum to the CPC to amend awarded 2014 CPA grant for installation of vertical lift*

Councilor Memhard stated that under MGL c. 268A he declared that his wife is Martha Oaks, Curator for the Cape Ann Museum and so must recuse himself from any deliberation and vote on this matter, and stepped away from the table.

Debbie Laurie, Community Development Department Senior Project Manager explained that on November 18, 2014 the City Council voted to fund 50 percent specifically a vertical lift for the Cape Ann Museum's auditorium stage. In the intervening months the Cape Ann Museum found it was necessary to scale back the project and to move towards the installation and purchase of an ADA compliant access ramp. As a result, it is necessary to have the Council amend its vote to reflect the change of technology, but not any other aspect of the vote. The funding amount remains the same, she said. She said it was the advice of General Counsel that this CPA Fund award needed to be revoked because although the money is unchanged, the purpose is unchanged, because the vote was specific for the vertical lift, that had to be changed to reflect it is now an ADA compliant access ramp to be installed.

Martha Oaks, Cape Ann Museum, Curator described the ADA systems in place in the Cape Ann Museum and said that this ADA compliant access ramp was a more cost effective manner to have ADA access to the stage in their auditorium.

COMMITTEE RECOMMENDATION: On motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Memhard) recused, to recommend that the City Council Amend its vote of November 18, 2014 as relates to the CPA funding to the Cape Ann Museum for \$15,000 from its original purpose for a vertical lift for the stage in its auditorium to the installation of an ADA compliant access ramp.

Councilor Memhard then returned to the meeting upon the vote of the Committee.

8. *Special Budgetary Transfer Request 2016-SBT-16 from Mayor's Office*

Mr. Dunn said that this is a small transfer from the Mayor's Contingency/Emergency Account to the Tourism Commission's Committee for the Arts Purchased Services account to complete the payments to the Public Arts consultant whose bill came in slightly higher than anticipated. A brief background was given on the public arts policy development on an inquiry by Councilor Orlando.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-16 in the amount of \$370 from Account #101000.10.121.57800.0000.00.000.00.057, Mayor, Contingency/Emergency, to Account #101000.10.563.53500.0000.00.000.01.052 Tourism Commission, Committee for the Arts-Purchased Services, for the purpose of completing payment for a Public Art Policy consultant.

9. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

Mr. Costa briefly discussed his reports on accounts having expenditures which exceed their authorization and the Auditor's Report with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:05 p.m.

Respectfully submitted,
Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.