

CITY OF PORT JERVIS

P.O. BOX 1002
20 HAMMOND STREET
PORT JERVIS, NEW YORK 12771



Finance Committee Meeting Minutes
April 20, 2022 6:00 pm

The meeting was called to order at 6:00PM by Chair Elizabeth Miller

Pledge of Allegiance

Attendance: Elizabeth Miller, Misty Fuller, Denis Livingston, Stanley Siegel
Regis Foster, Maria Mann, Michael Decker, Tim Simmons, Melissa Newhauser
Also present: Laura Quick, Bobbi Jo Muller
Absent: Mayor Kelly Decker

Public Comment: No public comment

Approval of the Minutes: March 16, 2022 Minutes

We discussed the record keeping of minutes. March 2022 Finance Committee meeting minutes were sent to the Finance Committee.

Executive Session: None

New Business

1. Quarterly Finance Report

City Clerk Treasurer Laura Quick provided the first quarter finance report to the committee. Please see the attached memorandum for more information.

Old Business:

1. IT Needs

The committee discussed the need for an IT individual for City Hall. We looked over potential job descriptions with tasks, duties, and responsibilities of the potential employee or contractor. Currently, we are not locked into a yearly contract with Spinner Tech, but a month to month contract which provides flexibility with this decision. This is an ongoing conversation pending more information and available finances.

An update was provided about the RFP sent out regarding the Police Department server room. We have yet to receive a proposal.

Public Comment: None

Adjournment: *The meeting was adjourned at 6:43 PM.*

City of Port Jervis, New York



MEMORANDUM From the office of the City Clerk/Treasurer

Date: April 20, 2022

To: Finance Committee, Mayor and Council Members

From: Laura Quick

Re: 1st Quarter Budget Review 2022

Attached please find the Revenue and Expense as of March 31, 2022.

The chart below is a snapshot of the First Quarter 2022:

	2022 Budget	Q1 Actual	Remaining	% Used
Total Revenue	\$18,939,633	\$ 9,081,644	\$ 9,857,994	48%
Total Expense	\$18,442,626	\$ 4,927,489	\$ 13,515,137	27%

Overall revenue is running at 48% of budgeted levels and expenditures at 27% of budgeted levels. This indicates that we are maintaining our conservative position on spending through March 31, 2022. I will expect to see the expenses trend more upward through the year as we are already seeing the inflationary impact on gas and hard goods.

Please note that sales tax revenue was received in April and is not recognized until Quarter 2. Our first payment was for 996,000 which is 22% of budgeted revenue for that line.