

MINUTES OF THE ACCOUNTS REVIEW PANEL MEETING

Wednesday, September 27, 2023, 10:00 am
Held on Teams

Panel Members

Commissioner Frank Breslin
Frances Beckley
Josefine Arevalo
Robert McDermott
Charles Edacheril

Chief Revenue Collections Officer
Designee for Law
Designee for Finance Department
Designee for City Council
Acting City Controller

Others

Alicia Robertson
Anthony Hudgins
David Frenia
Fatoumata Fofana-Bility
James M. Gilbert
Judith Hess
Kathleen McColgan
Lawrence Rich
Lawrence Yangalay
Maria Monteiro
Mark D. Harvey
Martin W. McCall
Melissa C. Andre
Paul Danella
Rebecca LopezKriss
Saleem Muhammad
Susan Crosby
Tara Mohr

Water Department
Fire Department
City Controller's Office
Revenue Department
Revenue Department
Revenue Department
Revenue Department
Water Department
Water Department
Revenue Department
Revenue Department
Fire Department
Office of Administrative Review
Revenue Department
Revenue Department
Licenses & Inspection
Revenue Department
Fire Department

Prior to calling the meeting to order, Commissioner Breslin explained that the meeting would be held on Teams, that the meeting would be recorded, and that all participants should mute when not speaking. He instructed the attendees that only members of the panel can vote.

Commissioner Frank Breslin, Chief Revenue Collections Officer, called the meeting to order. Commissioner Breslin called roll to confirm all five panel members were in attendance. Then the next order of business was the nomination of a Chair and Recording Secretary. Commissioner Breslin was nominated as the Chair by Frances Beckley; the nomination was unopposed. Frances Beckley was nominated as the Recording Secretary by Commissioner Breslin; that nomination also was unopposed.

The Chair thanked everyone for attending and thanked each department for submitting recommended receivables for write-off. He also thanked the Financial Reporting Unit for compiling all the information. The Chair acknowledged that the purpose of the meeting was for recommended charge-offs to tax, water and agency accounts receivables balances for financial statement purposes only. He emphasized that the receivables would remain in active collections.

The Chair described the format of the meeting and asked for anyone with questions or comments about a recommended charge-off amount to identify herself. The Chair turned over the meeting to Kathleen McColgan, First Deputy Revenue Commissioner, to read the recommended charge-offs of tax, water and agency account receivables for fiscal year 2023.

Kathleen McColgan presented charge-off of \$8,549,758 for Real Estate Taxes for tax year 2013. Tax rate for the City was 4.462% and for the School District 5.309%. The proposed charge offs are \$3,904,674 for the City portion and \$4,645,083 for the School District portion.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented charge-off for Self-Assessed City and School District taxes in the amount of \$24,759,922 for fiscal year 2017 (\$21,756,054 for City Taxes and \$3,003,868 in School District Taxes).

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented charge-off for the Office of Administrative Review for receivables older than 36 months in the following 3 categories: False Alarm Fines - \$857,300; SWEEPS Fines - \$4,345,949; Burglar Alarm Registration Fees - \$685,275.

The Chair asked if there were any questions. Robert McDermott asked why the charge off period for these liabilities was shorter than others. Commissioner Breslin replied and Melissa Andre, from OAR, confirmed that the shorter period was based on historic collection experience. The Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented charge-off in the amount of \$183,482,473 for Fire Department Emergency Medical Services. This amount includes \$2,011,764 for closed accounts;

\$19,352,325 for aged debt for fiscal year 2023; and \$162,118,384 for actual insurance adjustments.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented charge-offs for Licenses and Inspection expenditures for fiscal year 2022 in three categories: Clean and Seal - \$340,484; Community Life Improvement Program (CLIP) - \$1,136,584; Other Nuisance Liens - \$11,929,043.

The Chair asked if there were any questions. Charles Edacheril asked why the charge off for Other Nuisance Liens was roughly doubled the previous year. Saleem Muhammad, from License and Inspection, responded that more funding had resulted in higher total liabilities which in turn increased the uncollected receivable. The Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented a \$3,236,925 charge-off for Solid Resources Fee for fiscal year 2017.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented a charge-off recommendation of \$93,087 for police overtime for fiscal year 2017.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented a charge-off recommendation for Register of Wills probate fees for fiscal 2023 in the amount of \$16,708, which is an adjustment between the estimated value and the later determined actual value of decedents' assets.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan presented a charge-off recommendation for the First Judicial District of Pennsylvania of \$6,163,718 for fiscal year 2023.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan stated that no charge off was proposed for Traffic Court fines and fees for fiscal year 2023.

Kathleen McColgan presented the charge-off for the Aviation Fund for \$33 for fiscal year 2023; those amounts represent receivables from marginal carriers that no longer use the Airport's facilities or are out of business.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan stated that no charge-off was requested for the Riverview Nursing Home for fiscal year 2023 because the facility had been closed.

Kathleen McColgan presented the charge-off for the Hotel Rental Tax Fund totaling \$238,493 for fiscal year 2017.

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

Kathleen McColgan stated that no charge-off was requested for the Vehicle Rental Tax Fund for fiscal year 2017 as there was no receivable for that period.

Kathleen McColgan presented charge-off for the Water Fund of \$5,848,241 comprising pre-petition bankruptcy balances (\$1,941,736), low income arrearages (\$332), and delinquent accounts over one year old (\$3,906,173).

The Chair asked if there were any questions. With no questions presented, the Chair called for a vote on the recommendation. All members except Charles Edacheril voted to approve the recommendation. Charles Edacheril said the City Controller's Office abstained.

The Chairman asked if there was any further business. With no further questions or comments, the Chairman motioned to adjourn the meeting at around 10:30 a.m. The Recording Secretary seconded.

Respectfully submitted,

Frances Ruml Beckley