

**Board of Finance Meeting
November 28, 2006**

A regular meeting of the Board of Finance was held on Tuesday, November 28, 2006 at 6:30 p.m. in the City Hall, Council Chambers, 1st floor. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Mayor William T. Stortz, Vice Chairman Roald Erling, Commissioners Robert J. Dunlap, John Smith and Delores Capers. Commissioner Don Soucy entered the meeting at 6:35 p.m. and Commissioner Ron Messier entered at 6:45 p.m. Commissioner Mark Peterson was absent.

November 21, 2006

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, November 28, 2006 at 6:30 pm in City Council Chambers.

Agenda

1. Chairman Miecznikowski to call the meeting to order.
2. Public Participation:
3. Consent Agenda:
 - a. Approval of the minutes from the Regular Board of Finance Meeting- October 24, 2006.
 - b. Approval of the minutes from the Special Board of Finance Meeting - November 6, 2006.
 - c. Board of Education - Appropriations totaling \$2,560,312 within the Special Educational Grant Fund funded by grant revenue.
 - d. Community Services - Additional appropriation totaling \$250 funded by a donation.
 - e. Public Works - Transfers totaling \$37,000 within Public Works Operating Budget.
 - f. Treasurer's Office - Transfer of \$900 from Contract Wage Adjustment account for position upgrade.
 - g. Registrars of Voters - Transfer of \$1,000 from Contract Wage Adjustment account for 2.75% salary increase.
 - h. Department of Aging - Transfer of \$1,250 from the Contract Wage Adjustment account for pay rate increase.
 - i. Comptroller's Office:
 1. Additional appropriations as of June 30, 2006 totaling \$528,473 funded by grant revenue and contributions.
 2. Additional appropriation of \$27,500 funded by grant revenue of \$25,000 and a contribution of \$2,500.
 - j. Police Department - Appropriations totaling \$43,000 for the Thanksgiving/Christmas/New Year's DUI Enforcement Program funded by \$32,250 in federal grant revenue and a transfer of \$10,750 from the General Fund Contingency account.
 - k. Park & Recreation - Transfer of \$1,985 from the General Fund Contingency Account.

4. Committee Reports - Insurance Committee- November 17, 2006
5. Police:
 - a. Approval of the 2007 Expanded DUI Enforcement Program funded by \$200,775 in federal grant revenue and a transfer of \$66,925 from the General Fund Contingency account.
 - b. Approval to purchase an SUV instead of a cruiser out of 06-07 budgeted funds.
 - c. Approval to transfer \$1,975 from the General Fund Contingency account.
6. City Council:
 - a. Funding for one part-time position for administrative support for the Board of Ethics.
 - b. Funding for pay rate increases for various poll workers.
 - c. Funding for a new position within the Building Department.
7. Comptroller's:
 - a. Reduction of \$362,450 in General Fund Carryovers as of 6/30/06.
 - b. Additional appropriations totaling \$250,000 for operating transfers out as of June 30, 2006.
 - c. General Fund Designations of Fund Balance \$10,700,587 as of June 30, 2006.
8. New Business:
9. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on Centre Mall
10. Any other matter to come before said meeting.
11. Adjournment.

PER ORDER OF THE CHAIRMAN
Richard Miecznikowski

Glenn S. Klocko
Board of Finance Clerk

1. Chairman Miecznikowski to call the meeting to order.

Chairman Miecznikowski called the meeting to order at 6:30 p.m.

2. Public Participation:
3. Consent Agenda:
 - a. Approval of the minutes from the Regular Board of Finance Meeting- October 24, 2006.
 - b. Approval of the minutes from the Special Board of Finance Meeting - November 6, 2006.
 - c. Board of Education - Appropriations totaling \$2,560,312 within the Special Educational Grant Fund funded by grant revenue.
 - d. Community Services - Additional appropriation totaling \$250 funded by a donation.
 - e. Public Works - Transfers totaling \$37,000 within Public Works Operating Budget.

- f. **Treasurer's Office - Transfer of \$900 from Contract Wage Adjustment account for position upgrade.**
- g. **Registrars of Voters - Transfer of \$1,000 from Contract Wage Adjustment account for 2.75% salary increase.**
- h. **Department of Aging - Transfer of \$1,250 from the Contract Wage Adjustment account for pay rate increase.**
- i. **Comptroller's Office:**
 - 1. **Additional appropriations as of June 30, 2006 totaling \$528,473 funded by grant revenue and contributions.**
 - 2. **Additional appropriation of \$27,500 funded by grant revenue of \$25,000 and a contribution of \$2,500.**
- j. **Police Department - Appropriations totaling \$43,000 for the Thanksgiving/Christmas/New Year's DUI Enforcement Program funded by \$32,250 in federal grant revenue and a transfer of \$10,750 from the General Fund Contingency account.**
- k. **Park & Recreation - Transfer of \$1,985 from the General Fund Contingency Account.**

Commissioner Capers made a motion seconded by Mayor Stortz.

"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Erling requested to remove item **b.** from the consent agenda.

Chairman Miecznikowski requested to remove items **e.** and **h.** from the consent agenda.

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

b. Approval of the minutes from the Special Board of Finance Meeting - November 6, 2006.

Commissioner Erling questioned the monies being spent on the Downtown project. In the previous meeting, Commissioner Messier asked about the funds being spent to pay the lawyers involved in the Mall project. The Mayor explained the City is not ready to begin the drawdown project yet. The scope of the streetscapes project has been expanded and the areas being looked into include Main Street to Riverside Ave. and to the Boulevard.

Commissioner Smith made a motion seconded by Commissioner Erling.

"To accept the minutes of the Special Board of Finance Meeting from November 6, 2006 and place on file."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

e. Public Works - Transfers totaling \$37,000 within Public Works Operating Budget.

Chairman Miecznikowski called on Walter to explain the transfer he is requesting within his budget. Walter explained the transfer is cover rental equipment and to purchase two new spreaders for the winter. It is more cost efficient to purchase new spreaders rather than repair the old one due to the vehicle replacement schedule.

Commissioner Dunlap made a motion seconded by Commissioner Smith.

“To make the transfers totaling \$37,000 within the Public Works Operating Budget.”

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

h. Department of Aging - Transfer of \$1,250 from the Contract Wage Adjustment account for pay rate increase.

Chairman Miecznikowski called on Salary Committee Chairman Art Ward to discuss the Department of Aging’s request for a pay rate increase for instructors. Councilman Ward explained the original request was for several dollars more to play “catch up” for past years raises, but the committee agreed on \$1 an hour. Salary Committee suggested to the department to evaluate the raises on a yearly basis instead of trying to play “catch up” several years later.

Commissioner Smith made a motion seconded by Mayor Stortz.

“To transfer \$1,000 from Contract Wage Adjustment account to the Department’s of Aging’s budget for instructor pay rate increases.”

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

**i. Committee Reports:
Insurance Committee- November 17, 2006**

Insurance Committee Chairman John Smith summarized the meeting for the Board. On November 17th the committee discussed the expectations of health insurance costs, Workers Compensation program, voluntary benefits and liability claims.

Commissioner Dunlap made a motion seconded by Mayor Stortz.

“To accept the Insurance Committee report as presented by Chairman John Smith from the November 17, 2006 meeting and place it on file.”

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

j. Police:

- a. Approval of the 2007 Expanded DUI Enforcement Program funded by \$200,775 in federal grant revenue and a transfer of \$66,925 from the General Fund Contingency account.**

Commissioner Erling made a motion seconded by Commissioner Dunlap.

"To refer the 2007 Expanded DUI Enforcement Program to the Miscellaneous Matter Committee pending grant approval."

The Board discussed the possibility of placing large grants like this one that occur annually in the budget, instead of transferring from Contingency midyear. Chief Divenere explained the amount varies from year to year and there is no guarantee the City will receive the grant. This particular expanded DUI grant is for sobriety checkpoints throughout the year in addition to the holiday grant DUI checkpoints.

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

- b. Approval to purchase an SUV instead of a cruiser out of 06-07 budgeted funds.**

Commissioner Smith made a motion seconded by Mayor Stortz.

"To approve the Police Department's request to purchase one SUV in place of a cruiser approved in the 2006-2007 budget."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

Chief Divenere explained the department is not requesting any additional funding, they are requesting permission to buy a SUV instead of cruiser as stated in the 06-07 budget. The current SUV's are 2003 or 2004 models with mileage over 70,000.

- c. Approval to transfer \$1,975 from the General Fund Contingency account.**

Commissioner Soucy made a motion seconded by Mayor Stortz.

"To transfer \$1,975 from the General Fund contingency account to the Police Department's program supplies account to purchase immobilization tools (boots)."

Chief Divinere stated the new parking ticket system that is in place has been very successful and they would like to purchase two new boots. The boots need to fit the various tire sizes on different model cars. If the boot does not match the tire size they are easily removed and defeat the purpose of the program. Chairman Miecznikowski expressed his concern that this is not a reward system. The money collected from the parking ticket program does not benefit the Police Department directly, but indirectly as it is used to balance the budget as whole. Comptroller Klocko added this is similar to the

Conveyance Tax. Items are not bought out of the particular revenue account but used in the budget as a whole.

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

k. City Council:

a. Funding for one part-time position for administrative support for the Board of Ethics.

Mayor Stortz made a motion seconded by Commissioner Smith.

"To refer funding for one part time position for administrative support for the Board of Ethics to the 07-08 budget process."

Mayor Stortz stated this position is for this year's effort approved by the City Council and has to be funded now, in this year's budget.

Commissioner Capers asked if there is a minimum or maximum hours this position will be working. Comptroller Klocko explained a part time position average 19 hours per week with no benefits.

Mayor Stortz withdrew his motion, seconded by Commissioner Smith.

Mayor Stortz made a motion seconded by Commissioner Smith.

"To refer to the Board of Finance for funding."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

b. Funding for pay rate increases for various poll workers.

Commissioner Dunlap made a motion seconded by Commissioner Smith.

"To refer funding for pay rate increases for various poll workers to the 07-08 budget process."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried. Chairman Miecznikowski abstained.

c. Funding for a new position within the Building Department.

Commissioner Capers made a motion seconded by Commissioner Erling.

"To refer funding for a full time Senior Administrative Assistant in the Building Department to the Miscellaneous Matters Committee pending hiring of the position."

Chairman Miecznikowski asked Art Ward to explain the job description. Councilman Ward replied the position will perform administrative work for the Code Enforcement program.

Councilman Ward also explained the Salary Committee carefully reviews each new position requested and scrutinizes each request, most do not get approved the first time requested.

Commissioner Messier suggested the Board keep track of each new position approved throughout the year, because each position is an increase in the budget and will have to be reflected in the budget.

Following a voice vote in which there was no opposition, the Chairman declared the motion carried. Commissioner Dunlap abstained.

7. Comptroller's:

a. Reduction of \$362,450 in General Fund Carryovers as of 6/30/06.

Commissioner Dunlap made a motion seconded by Mayor Stortz

"To reduce the General Fund carryovers by \$362,450 for fiscal year 2005-2006 to fiscal year 2006-2007 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

b. Additional appropriations totaling \$250,000 for operating transfers out as of June 30, 2006.

Commissioner Erling made a motion seconded by Mayor Stortz

"To make an additional appropriation totaling \$250,000 for operating transfers out as of June 30, 2006 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

c. General Fund Designations of Fund Balance \$10,700,587 as of June 30, 2006.

Commissioner Messier made a motion seconded by Mayor Stortz.

"To designate \$10,700,587 as of June 30, 2006 of General Fund Fund Balance as per the attached listing and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

8. New Business:

None.

9. Old Business:

a. Monthly Update on General Fund

b. Monthly Update on Centre Mall

Mayor Stortz summarized the status of the Centre Mall. Ocean State, Sherwin Williams and Discount Food Outlet are the remaining businesses looking for relocation. The contract with Gatto and the Mall has been closed, but the City will still maintain the property (i.e. parking lot and snow removal).

10. Any other matter to come before said meeting.

Comptroller Klocko discussed the bond sale which took place in the morning. The City issued \$25 million in bonds. The bidding took place on the internet, with UBS Invest Group winning with a rate of 3.83%. All bids came in between 3.83 - 3.87%.

The City received high ratings from all three rating agencies and recently received GFOA's Distinguished budget award.

11. Adjournment.

Mayor Stortz made a motion seconded by Commissioner Smith.

"to adjourn at 7:25p.m."

Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

Attest:



Glenn S. Klocko
Board of Finance Clerk