



Board of Finance 4/28/2014

Board of Finance (Monday, April 28, 2014)

Generated by Amy Bovee on Wednesday, April 30, 2014

Members Present: Mayor Miro Weinberger, Councilors Sharon Bushor and Jane Knodell, Councilor Karen Paul (arrived late), CAO Bob Rusten

Absent: City Council President Shannon

Also Present: City Attorney Blackwood; Ken Nolan, BED; Ryan Betcher, Airport; Chapin Spencer, Pat Buteau, Martha Keenan, DPW; ACAOs Rich Goodwin and Scott Schrader, Police Chief Michael Schirling, Jen Kaulius, Mayor's Office; Bill Ward, Code.

Meeting called to order at 4:55 PM

1. Agenda

Action: 1.01 Adopt/Amend Agenda

Councilor Bushor requested they add item 5.04 Budget Process Discussion.

Motion by Councilor Bushor, second by Councilor Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

2. Public Forum

No one came forward to speak.

3. Approval of the Board of Finance Minutes

Action, Minutes: 3.01 March 24, 2014

Approve the Minutes with the following changes: add Nancy Kirby as a Ward 1 Resident; Clarify that the City should time stamp the management letter upon receipt.



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Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Minutes: 3.02 March 31, 2014

Approve the minutes with the following changes: Change Councilor Knodell's statement about accounting for retirement and benefits to a question.

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Minutes: 3.03 April 7, 2014

Approve the minutes

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Minutes: 3.04 April 16, 2014

Councilor Bushor stated she was unable to read the minutes. The Board agreed to address the minutes at the next meeting.

4. For Approval and Recommendation to City Council

Action, Resolution: 4.01 Authorization to Award Engineering Contract for Cargo Apron Reconstruction PH2 (AIP-99 Tent) - Airport

Councilor Bushor noted that the communication and resolution have different numbers and requested this be corrected.

Approve and Recommend City Council Approval





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Motion by Jane Knodell, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Resolution: 4.02 Authorization to Award Engineering Contract for Air Carrier Apron Reconstruction PH1 (AIP-100tent) - Airport

Councilor Bushor noted that the dollar amounts in the communication and resolution are different.

Approve and Recommend City Council Approval with clarification of total dollar amounts.

Motion by Jane Knodell, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Resolution: 4.03 Authorization to Award Engineering Contract for Design of Segment of New Taxiway K (AIP-102 tent)

Councilor Bushor stated the resolution says they will be reconstructing the carrier apron, but this is actually related to Taxiway K. In 2008, the Airport had a group of contractors that they did business with. She inquired how often they go out and reconsider that group of contractors. Ryan Betcher, Airport, stated they reevaluate contractors every 5-6 years and they just did this recently.

Approve with corrected whereas clause and Recommend City Council Approval

Motion by Jane Knodell, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Resolution: 4.04 Authorization for BED Pine Street Offices Solar Installation- BED

Ken Nolan, BED, stated in 2012 they started looking at installing solar panels on municipal properties. They got responses



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for a dozen sites that vendors thought were viable for solar. They have narrowed it down to four facilities that are extremely viable. The first was the Airport Parking Garage and this will be the second. These will be on the warehouse behind the BED facility. They are also working on the Police Headquarters and the DPW Pine Street offices.

Councilor Bushor stated the communication talks about this project benefiting ratepayers \$102,000 but the expense to install it will be \$350,000. Mr. Nolan stated they will get the \$350,000 back.

Approve and Recommend City Council Approval

Motion by Jane Knodell, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Miro Weinberger

Action, Communication: 4.05 Review Sweep Account Report as of April 17, 2014 - CT

ACAO Goodwin stated the cash in their bank account is as anticipated. The stability bond proceeds have gone down from \$9 million to \$2.9 million. They will use the full amount of the stability bonds in the month of May. There is an Operating Maintenance account for the Airport that will be fully reimbursed in the month of May.

Councilor Bushor inquired about the Retirement Disbursement account dropping from \$50,000 to \$5,000. ACAO Goodwin stated the Retirement Fund owes money to the Sweep Account. When that number becomes positive, they will see cash in the bank for Retirement Disbursements. That will be made whole by June 30. This shows that the Retirement Fund owes money. CAO Rusten stated they are making retirement expenditures throughout the year. Councilor Knodell inquired if that means the money flowing in does not always keep up with the money flowing out. ACAO Goodwin stated that is correct. He noted that there is money in the Retirement Fund that is being invested. At times, they make payments for the Retirement Fund out of the Sweep Account and make the Retirement Fund whole at the end of the year.

Action, Communication: 4.06 Review Monthly Financials as of March 31, 2014 - CT

CAO Rusten stated they are trying to determine where they are going to end at the end of FY14. They had Department Heads let them know where they think they will end up. Most will be coming in approximately at budget. The Library and Parks and Recreation expect to come in off budget by about \$50,000 and \$100,000 respectively. They are thinking the General Fund will come in with a slight surplus overall. The two funds that are most problematic are CEDO and School. All of the other Special Revenue and Enterprise Funds will be coming in approximately at budget.

Councilor Bushor stated they had originally forecasted that Parks and Recreation would come in above budget, and they are predicting that amount will be about \$100,000. That is the best Parks has done in a long time. CAO Rusten stated they



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have to give credit to Parks and Recreation because they have been trying to control their spending. They thought it would be much worse. Councilor Bushor inquired about Police and Fire. CAO Rusten stated the Police are expected to come in below budget. They are hoping for Fire to come in at budget.

Action, Communication, Report: 4.07 Review 3rd Quarter Budget Amendment Report

ACAO Schrader stated the majority of the budget amendments were for CEDO. A few other Departments have had budget amendments to recognize grants. There have also been changes to some capital programs. CAO Rusten stated there were many more budget amendments than what is shown here, but because they changed the criteria they are only showing those that are required.

Councilor Knodell inquired what the criteria are. CAO Rusten they showed budget amendments that wiped out a whole line item. ACAO Schrader stated they report budget amendments over \$50,000.

Action, Resolution: 4.08 Authorization for Public Improvement Bonds for Fiscal Year 2015 - C/T

Mayor Weinberger stated they are creating a 10 year capital plan to incorporate long term costs in their annual borrowings. CAO Rusten stated they, primarily ACAO Goodwin, have also been working with the Municipal Bond Bank to try to do their borrowings through them at a lower cost.

Councilor Bushor stated this normally is done at the time of the budget. ACAO Goodwin stated this is the earliest they have ever done this because of requirements from the Bond Bank. The money will come in by the end of July. Councilor Bushor inquired when it used to come in. ACAO Goodwin stated they usually receive this in late September or October. It will help the City with cash flow during the busiest time for construction.

Approve and Recommend City Council Approval

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Miro Weinberger

Action, Resolution: 4.09 Authorization for Approval of Contract with ECI for Fire Station 1 Ramp Replacement - DPW

Approve and Recommend City Council Approval





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Motion by Jane Knodell, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Miro Weinberger

5. For Board Action

Action, Resolution: 5.01 Authorization for Approval of Contract with Mike's Electric for Fletcher Free Library Fire Alarm Upgrades - DPW

Councilor Bushor noted that the bid from this vendor was much lower than the others and inquired if they have done business with them before. Martha Keenan, DPW, stated they have worked with them before. Councilor Bushor inquired if they have already signed the contract. Ms. Keenan stated they will sign the contract after the Board of Finance has approved.

Approve the Contract

Motion by Karen Paul, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Miro Weinberger

Action, Resolution: 5.02 Authorization for Award of Parking Garage Assessment RFP - DPW

Pat Buteau, DPW, stated as part of the parking initiative that was passed in November, they were asked to do an assessment of all parking garages downtown. They put this out to bid and received 10 responses. There were three local respondents and seven non-local. They reviewed each of them and scored them. They were all very close, but they narrowed it down to three and ultimately selected Hoyle Tanner and Associates. They are excited that this came in under budget.

Approve the Award

Motion by Karen Paul, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Miro Weinberger



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Action: 5.03 Authorization to Waive Purchasing Policy Requirements to Hire Retirement Committee Consultant

CAO Rusten stated the purchasing policy states that contracts for professional services require a competitive bidding process. They have been searching for people but did not have a written scope of services. To make this clean, they are requesting a waiver of the bidding requirements.

Councilor Paul inquired what the rules for a bidding process are. CAO Rusten stated the policy is not very clear. It suggests that they need to release something in writing. They have contacted four different people based on recommendations that he received. Councilor Paul inquired if it has ever been waived before. Councilor Bushor stated it has. At times it has been because there is no one else in town that can do the required work.

Councilor Knodell suggested they should ensure that the Council does not object to them waiving their bidding requirements.

Waive the purchasing policy requirements and approve hiring the consultant absent an objection from the City Council.

Motion by Jane Knodell, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Miro Weinberger

Discussion: 5.04 FY 2015 Budget Process

Councilor Bushor inquired when they expect to begin the budget process and what the format will be. CAO Rusten stated they have been trying to nail down some times to meet. They are working to finalize the department requests by the end of this week. They will then meet with the City Council to review the General Fund. Non-General Fund Departments will be asked to finish their budgets by the end of next week and they will then schedule time to review them with the City Council. They hope to have a budget resolution for the Council's June 2 meeting. They will include the full Council in these meetings.

6. Expected Executive Session

Action, Discussion: 6.01 Police Collective Bargaining Agreement

Move to Enter Executive Session. 5:45 p.m.

Motion by Jane Knodell, second by Karen Paul.





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Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Miro Weinberger

The Board voted unanimously to come out of executive session.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting.

7. Communications

Information: 7.01 Donations to Parks Foundation - BigBelly Solar Trash Compactors and

Information: 7.02 Acceptance of Dept. of Public Safety Governor's Highway Safety Equipment Incentive Grant - \$5,000 - Police