

**City of East Providence Budget Commission
City Hall
145 Taunton Avenue
East Providence, RI 02914
(401) 435-7500
Meeting Minutes February 28, 2013
3:00 PM Room 306, City Hall**

**Working Session 3:00 PM
Meeting Minutes February 28, 2013
Room 306, City Hall**

Members: Diane Brennan – present
Michael O’Keefe – present
Stephen Bannon – present
Peter Graczykowski, City Manager - present
James Briden, Mayor – present

Other Attendees: Christy Healey, Deputy Director, Department of Revenue
Robert Eaton, Budget Commission Fiscal Advisor
Kat Waterbury, Human Resource Director
Heather Martino, Interim Human Resource Director
Malcolm Moore, Finance Director
John DeGoes, Interim Superintendent
Joel Monteiro, School Committee Chair
Members of the Public

The Meeting was called to order at 3:04 PM.

Item #1: Review of Cash Flow – Malcolm Moore.

Finance Director Moore reports we are on target regarding the cash level. Christy Healey provides a report on the BPR which is balanced. This is discussed in more detail.

Michael O'Keefe suggests making a motion to approve and adopt the BPR (Budget Planning Report) and states he wants to make it clear that there is still an outstanding issue regarding collective bargaining contracts which will need to be addressed. He proposed to meet one more time on March 28, 2013 as a cleanup meeting and delegation of authority for purchases and hires.

City Manager Graczykowski states that he doesn't think that anyone would oppose this as long as the important functions are being delegated.

Chair Brennan states that these authorities should be delegated back to the City and the School at this time.

The motion is made by Michael O'Keefe to adopt the balanced five (5) year budget as presented in the Budget Planning Report (BPR), to meet as a Commission one more time on March 28, 2013 with the agreement of the Director of Revenue, and to delegate the Budget Commission's authority with agreement of the Director of Revenue under RIGL 45-9 for the period of February 28, 2013 through March 28, 2013 to the City Council and School Committee or the City Manager and Superintendent, as otherwise provided in law, rule, regulation, or ordinance, as follows:

- Appointments to boards and commissions pursuant to RIGL 45-9-6(d)(12) which provides that a Budget Commission has the power to "Appoint, in consultation with the Director of Revenue, persons to fill vacancies on any authority, board, committee, department or office";
- Procurement and payments of goods and services pursuant to RIGL 45-9-6(d)(6) which provides that a Budget Commission has the power to "Review and approve or disapprove all proposed contracts for goods and services" and RIGL 45-9-3(d)(7) which requires the Budget Commission to "Monitor the expenditures of all funds";
- Personnel actions pursuant to RIGL 45-9-6(d)(8) which gives the Budget Commission the authority to "Appoint, remove, supervise and control all city and town employees and have control over all personnel matters other than disciplinary matters; provided, that the budget commission shall hold all existing powers to hire and fire and set the terms and conditions of employment held by other employees or officers of the city or town; provided, further, that the budget commission shall have the authority to exercise all powers otherwise available to a municipality regarding contractual obligations during a fiscal emergency; provided, further, that no city or town employee or officer shall hire, fire, transfer or alter the compensation or benefits of a city or town employee except with the written approval of the budget commission; and provided, further, that the budget commission may delegate or otherwise assign these powers with the approval of the Director of Revenue.

Stephen Bannon seconds the motion. The motion is unanimously approved 5-0.

The final Budget Commission meeting will be held March 28, 2013 at 3:00 PM in Room 306, East Providence City Hall.

Chair Brennan states they will need to have the Director of Revenue put all of this in writing.

Item #2: Review and approval of Second Readings for Tentative Collective Bargaining Agreements with EPPMTEA, Steelworkers, Teachers, Educational Secretaries, and Teachers Assistants – Joe Whalen.

EPPMTEA - a motion to approve is made by Commissioner O'Keefe, seconded by City Manager Graczykowski and it is unanimously approved (5-0).

Steelworkers 15509 and 15509A - a motion to approve is made by Commissioner O'Keefe, seconded by City Manager Graczykowski and it is unanimously approved (5-0).

Teachers - a motion to approve is made by Commissioner Bannon, seconded by Commissioner O'Keefe and it is unanimously approved (5-0).

Educational Secretaries - a motion to approve is made by Commissioner Bannon, seconded by Commissioner O'Keefe and it is unanimously approved (5-0).

Teacher Assistants - a motion to approve is made by Commissioner Bannon, seconded by Commissioner O'Keefe and it is unanimously approved (5-0).

Item #3: Requests to fill vacant School positions and approval of personnel actions – John DeGoes.

Item #3a: Request to approve emergency hire for Teacher Assistant position at Whiteknact Elementary.

Teacher assistant position due to transfer of incumbent is unanimously approved.

Item #3b: Request to post & fill Men's Tennis Head Coach position and Men's Outdoor Track Assistant Coach position.

Track coach and tennis coach positions unanimously approved.

Item #3c: Review and request to approve Superintendent's recommendation for contract non-renewals (layoffs) for 2013-2014 school year – John DeGoes.

Superintendent DeGoes states these are eight (8) positions being reduced based on teacher schedules and six (6) based on leaves of absence. Valerie Lawson speaks and states she agrees and appreciates the collaboration. The recommendation for contract non-renewals is unanimously approved.

Item #4: Requests to fill vacant City positions and approval of personnel actions – Peter Graczykowski.

Item #4a: Request to approve hire for Information Systems Technician position in Information Technology Department – Kelly Aherns.

Appointment of Mr. Carlos Vollato to the position of Information Systems Technician unanimously approved.

Item #4b: Request to approve emergency temporary hire for position in City Clerk's Office – Kim Casci.

Emergency hire on a 75-day rule due to medical leave of a Licensing Aide in the Clerk's Office is unanimously approved.

Item #4: Request to post and fill part-time 2013 seasonal staff at Looff Carousel – Kathleen Waterbury.

Part-time seasonal staff is approved.

Item #5: Request to post and fill Municipal Administration and Finance Officer – Christy Healey.

Chair Brennan states this position is required per State Law when the Budget Commission is abolished the Department of Municipal Finance posts the position. The Director of Revenue Rosemary Booth-Gallogly speaks stating they just went through this process in Central Falls the statute is designed to have someone present for 5 years following the abolishing of a Budget Commission. The posting period for this position is 2 weeks.

City Manager Graczykowski asked for clarification of the government structure, how does the oversight work in regards to job responsibilities? The Director Gallogly states it is an oversight role. If something goes wrong the AFO (Administrative and Finance Officer) is responsible. All the issues will have to be worked out as this is the first case with a City Manager form of government. The position is designed to make sure the community doesn't fall behind and continues to make progress. Director Gallogly indicates that Susanne Greschner, Christy Healey, and Marilyn McConaghy from the State are on the Central Falls AFO interview panel. Finalists are presented to the Chief Elected Official for final selection.

The item is approved unanimously 5-0.

Item #6: Request for approval of procurement and/or payments in excess of \$25,000 and review of procurement and/or payments less than \$25,000 – Malcolm Moore.

An outstanding item from the February 14, 2013 meeting was in regards about the payment for the Wanamoissett Christmas Party. Back-up detail is provided documenting that attendees paid and that the amount collected exceeded the cost and added over \$900 to the fund.

City Payments Greater than \$25,000 are approved.

City Payments Less than \$25,000 are approved.

School Payments Less than \$25,000 are approved.

Item #6a: Request to establish set-aside for technology upgrades in the City Clerk's budget and fund streaming and archiving service – Kim Casci.

City Clerk Casci gave background on request. Finance Director Moore explained what took place previously regarding the set aside in the general fund. City Manager Graczykowski asked where is the money coming from for this year as it was not previously set aside and spent elsewhere. Finance Director Moore responded Municipal Court savings. This item was approved based on the assumption that the funding source will be identified to balance the budget.

Item #6b: Request to advertise bid for ATM service at City Hall, Police Station, and Senior Center – Jeanne Boyle.

Request to advertise the bid for ATM Services at City Hall, Senior. Center and East Providence Police Department. Item is approved.

Item #6c: Request to extend contract with Police & Fire Retirement Board Investment Advisor Wainwright Investments Counsel – Malcolm Moore.

Finance Director Moore stated that as predicted based on the Google money we need to make sure we keep them on for implementation. Item is approved

Item #6d: Request to advertise bid for fourteen (14) Safariland (Protech) brand Titan Assault Enhanced ballistic vests – Chief Joseph Tavares.

Item is approved.

Item #7: Update of Superintendent and City Manager action items/work plans – John DeGoes and Peter Graczykowski.

Item #7a: State Income Tax Refund Offset Program Update.

City Manager Graczykowski provides a tax offset update - \$7.9 million in collections.

Item #8: Approval of Amended Rainy Day Fund Ordinance previously adopted by the East Providence Budget Commission May 31, 2012.

City Manager Graczykowski states that in principal he agrees but his reservation is that it would allow a certain percentage to balance any deficit. Commissioner O'Keefe states that the ordinance should state the Budget Reserve Fund after it reaches 10% should flow then into the Capital Fund and the ordinance should be amended. The words "Capital Fund" should be eliminate. First reading of resolution is approved as amended. The final reading will take place at the March 28, 2013 meeting.

Item #9: Additional Commission Items.

No additional items

Item #10: Review of City Council Minutes from February 5, 2013 and Special Meeting February 11, 2013.

The City Council Minutes were reviewed and determined no action was needed by the Budget Commission.

Item #11: Approval of Budget Commission Minutes from February 14, 2013.

Minutes from Budget Commission February 14, 2013 are approved.

The meeting is adjourned at 4:11PM.

Final meeting March 28, 2013 at East Providence City Hall in Room 306 at 3:00PM

EPBC/kc, re

Approved by the EPBC on March 28, 2013.