



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

MISSION: To provide effective operations of the city through collaboration of members, management and staff.

**City Hall, Hamilton
Finance Committee
12 October 2017
10.00am**

- Present:** Councillor Dennis Tucker, JP (Chair)
Rt. Wor. Charles Gosling, JP
Councillor John Harvey, MBE, JP
Councillor Larry Scott
Councillor Henry Ming
Councillor RoseAnn Edwards
- In Attendance:** Tanya Iris - Treasurer (Acting Secretary)
Patrick Cooper - City Engineer
Siobhan Fubler - Deputy Treasurer
Danilee Trott - Event Project Manager
- Apologies:** Councillor Carlton Johnson
Edward Benevides - Secretary
Lindell Foster - Human Resource Manager
Nathan Kowalski, CA, CFA, CIM - Associate Member

1. Confirmation of Notice:

The Acting Secretary confirmed that the appropriate notices of the meeting and agenda were duly given according to the meeting guide.

2. Role of the Chairman:

Councillor Dennis Tucker confirmed his role as the Chairman.

3. Open Meeting:

Councillor Dennis Tucker called the meeting to order at 10:00am.

4. Apologies:

The Treasurer confirmed apologies from the Secretary & Human Resource Manager who were attending a Tribunal hearing. Apologies were also received from Councillor Carlton Johnson and Associate Member, Nathan Kowalski.

5. Public Participation/Presentation:

(i) **KPMG - Audit Presentation:** Steve Woodward and Felicia Govender joined the meeting to give the presentation of the Audit Strategy Plan for the year ending December 31, 2017.

Key Points:

- Final financial statements to be issued on May 9, 2018 (day before the election)
- Bribery Act 2016 came into force on September 1, 2017. Policy on Bribery should be developed and training can be provided by KPMG. Persons who should attend the training are the Secretary, the Treasurer and the Chairman of the Finance Committee. All staff members should also receive training on Bribery.
- Data Privacy - What security measures are in place for the CoH.

6. Correspondence:

(i) **Letter from George Pavy of 29 Elliott Street:** The City Engineer reported that Mr. Pavy has dumped the contents of his house and construction materials on to the sidewalk. He was asked to clean up the mess which he did not comply with. This is the second occasion that Mr. Pavy has done this. The sidewalk has since which been cleaned up.

ACTION: Letter to be sent to Mr. Pavy acknowledging that the sidewalk has been cleaned up and ordering him to cease and desist this kind of behavior in the future. **(Secretary)**

7. Minutes of Previous Finance Committee Meeting dated 14 September 2017:

Proposed: Councillor J. Harvey

Seconded: Councillor H. Ming

The Minutes were accepted as read.

8. Matters arising from the Previous Finance Committee Meeting dated 14 September 2017:

- (i) **Provide an update on the budget schedule for 2018 at the next Finance Committee meeting:** To be discussed later in the meeting.
- (ii) **Meet with the City Engineer, Event Project Manager and the Communications Manager with a view on how these funding requests could be managed:** Action item completed.

- (iii) **Write a letter to Stevedoring Services Limited (SSL):** It was confirmed that the letter had been sent.
- (iv) **After contact with the Mayor, set-up an informal update meeting with M. Diel of MD&M and Council Members regarding the list of the CoH's legal/litigation matters:** It was confirmed that the informal meeting was held.
- (v) **Follow-up on any pleadings/proceedings held in local courts and forward an update to the Council Members:** Update was forwarded to the Council Members.
- (vi) **Provide the document that was presented at the last Council meeting of 6 September 2017, the listing of all the legal matters for the informal update meeting with M. Diel:** Action item completed.
- (vii) **Discuss with the Treasurer what requirements would be needed regarding the security of the Receptionists at City Hall:** The City Engineer reported that discussions are ongoing in relation to this matter.

Mayor Gosling mentioned that one of the Receptionists was leaving a pass on the counter because the office staff were leaving without taking their pass. It was suggested that a conversation or memo be sent to the office staff to remind them to walk with their pass because when the enclosure goes up at the reception desk they will not be able to get the pass from the Receptionist.

The City Engineer advised that he has lanyards and tags at the Works Depot if needed.

- (viii) **Write a letter to Age Concern seeking clarification as to whether the requested parking spaces at Bull's Head are for their volunteers or for staff members:** The Secretary forwarded an email to Age Concern seeking clarification on their request for parking spaces. They have confirmed that the spaces are for their volunteers who are seniors.

ACTION: Respond and advise Age Concern that the CoH does not provide free parking for private entities. **(Secretary)**

9. Status Updates:

Draft Financial Reports - August 2017:

Highlights of the Financial Statements for August 2017:

- **Parking revenue** - below budget following the installation of the barrier systems. May have been over zealous with the expected revenue. The Treasurer indicated that the delay in the Par-la-Ville Car Park coming online may have contributed to that decrease. Revenue for both parking lots are starting to increase.

- **Wharfage** - has increased for August.
- **Salaries & Wages** - are up for August. The City Engineer indicated that this is due to an elevated level of sickness, the hiring of temporary staff and two (2) new car park attendants.
- **Water Expense** - has increased due to a leak in the bathroom at Albuoy's Point.
Take Note: It was suggested that the attendants check the water meter weekly in an effort to gain better control over water usage and/or leaks that may go undetected.
- **Legal fees** - increase in budget to \$1.5 million. To date, \$767,000 has been spent.
- **Take Note:** It was suggested that money put aside for capital projects for 2018 be committed as much as possible before the election in May 2018.

10. Recommendation Approved by the Minister:

That the Board approve for a letter to be written to Stevedoring Services Limited (SSL) stating that since revenues are well above their requested minimum, to continue as is and then can review the efficiencies that their new system has in place in terms of their collection of demurrage.

11. Recommendation for Review:

RECOMMENDATION: That the Board approve to support the Bermuda International Film Festival's (BIFF) request to waive the rental fees for the Earl Cameron Theatre to host the Film Festival. **(Waiting on Minister's Approval)**

TAKE NOTE RECOMMENDATION: That the Finance Committee approve to add \$240K to the existing request of \$510K, total of \$750K virement for legal fees. **(Approved)**

12. Any Other Business:

(i) Virement - Capital Projects:

Budget over-run on the Car Park Barrier Systems requiring a virement of \$330K.
Budget over-run on the Refurbishment of the Bathroom at Fort Hamilton requiring a virement of \$70K.
Budget over-run on Traffic Light System requiring a virement of \$30K.
Total virement required for Capital Projects - \$430K.

Proposed by: Councillor J. Harvey

Seconded by: Councillor H. Ming

Unanimously approved by the Finance Committee.

(ii) Approval of 2018 Budget: There was extensive discussion held regarding the 2018 budget as presented by the Treasurer. Key topic of discussion was the omission of the Sewage Treatment Plant from the Capital Projects budget. It was suggested that Sewage be treated as an extraordinary budget item which the CoH will have to borrow funds to pay for.

ACTION: The City Engineer to put together the sewage budget so that the CoH can take it to Clarien Bank for funding.

Mayor Gosling expressed concern about the amount of cash that the CoH is holding. It was suggested that the cash be earmarked for capital projects for 2018. Mayor Gosling also suggested that there may be an opportunity to lessen the loan the CoH currently has.

ACTION: A Special Finance Committee Meeting to be set up to approve the 2018 budget.

13. Motion to Move to Restricted Session:

Proposed: Councillor L. Scott

Seconded: Councillor H. Ming.

The Public Session closed at 11:45 a.m.

Chairman

Date