



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.

HR Training Room, 4th Floor, Works Depot
Laffan Street, Hamilton
Finance Committee
14 September 2017
10.00am

Present: Councillor Dennis Tucker, JP (Chair)
Councillor John Harvey, MBE, JP
Councillor Larry Scott
Councillor Henry Ming
Councillor RoseAnn Edwards

In Attendance: Edwards Benevides - Secretary
Tanya Iris - Treasurer
Patrick Cooper - City Engineer
Lindell Foster - Human Resources Manager
Danilee Trott - Event Project Manager
Nathan Kowalski, CA, CFA, CIM - Associate Member

Apologies: Rt. Wor. Charles Gosling, JP
Councillor Carlton Johnson
Siobhan Fubler - Deputy Treasurer

1. Confirmation of Notice:

The 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 Tucker confirmed his role as the Chairman.

3. Open Meeting:

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

4. Apologies:

The Secretary confirmed apologies from the Mayor, Councillor C. Johnson and the Deputy Treasurer. The City Engineer advised that he will be late coming to the meeting.

Councillor Edwards joined the meeting.

5. Public Participation/Presentation:

There is no public participation/presentation.

6. Correspondence:

The correspondence received will be addressed under Any Other Business (AOB).

7. Minutes of Previous Finance Committee Meeting dated 17 August 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 17 August 2017:

There are no matters arising.

9. Status Updates:

Draft Financial Reports - July 2017:

- **July 2017:** Year to Date the CoH is in good standing. Current month gives an indication of where the CoH is heading. Councillor Tucker expressed his concern regarding some overages in the month, e.g.: Contracted Services, Materials and Equipment and Water.
- **Wharfage and Dock Storage:** continue to exceed budget due to the America's Cup activity from January to June 2017 and is assisting to offset some of the decline in Car Park revenue.
- **Car Park** - revenue is still lower than budget and last year.

N. Kowalski joined the meeting at 10:05am.

- **Contracted Services:** included in costs are projects that have not commenced yet, i.e. property contractors, lavatory maintenance and street gardening. Also asphaltting services.
- **Water:** over budget.

- **Materials and Equipment:** bought some trash bins, barriers and fencing from America's Cup.
- **Legal Fees:** are high due to the ultra vires case. A summary of the legal fees is included in the report. A virement has been prepared in this regard.
- **Staff Costs:** close to budget.

Take Note: Page 7 of the report re: cash position. Demand notes were sent out at the end of June 2017 and received \$3.8 million in taxes in July. Also, the loan with BNTB was paid off.

- **Accounts Receivable:** a slight increase in the taxes due to the recent tax billings.

There was continued discussion on the CoH's cash position. Concern was expressed regarding Doubtful Accounts on Page 9 of the report. The Treasurer said that number should be topped up and will show in the report for August.

There was dialogue regarding the revenue collected from the car parks with barrier systems.

ACTION: The Treasurer to provide an update on the budget schedule for 2018 at the next Finance Committee meeting.

10. Recommendation Approved by the Minister:

That the Board approve for all past Premiers to be provided with the same car park access as those given to past and present Members of the Council of the Corporation of Hamilton. These passes will be issued once the car park barrier systems are in place.

11. Recommendation for Review:

RECOMMENDATION: That the Board approve to accept the partnership with the Department of Community and Cultural Affairs (DCCA) for Bermuda Day in the waiving of the rental of the streets but not the direct costs incurred for services provided by the Corporation of Hamilton.

The Secretary advised that the letter will be forwarded this week. Discussion continued. It was suggested to write the letter to the current Minister of Municipalities first in this regard.

RECOMMENDATION: That the Board approve the Recommendation from the Residents Advisory Committee (RAC) for the financing of a "picnic/gathering" for the residents in the City. **(Matter was discussed earlier in the meeting. A budget was received from the Residents Advisory Committee)**

It was noted that the budget received from the Residents Advisory Committee is for 2018. Councillor Edwards advised that a gathering was going to take place this current year, date to be advised.

TAKE NOTE RECOMMENDATION: That the Finance Committee provide the Residents Advisory Committee with guidance on funding requests. Whilst there will be no upper limit applied to the amount of money requested, each request submitted to the Corporation of Hamilton will be reviewed individually.

ACTION: The Residents Advisory Committee to meet with the City Engineer, Event Project Manager and the Communications Manager with a view on how these funding requests could be managed.

The Event Project Manager advised that her Department's budget (Events and Communications) will incorporate some of the items in the RAC's proposed budget and some will be incorporated in the City Engineer's budget.

RECOMMENDATION: 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. **(Approved in Corporation Board meeting dated 6 September 2017)**

ACTION: The Secretary will write the letter to Stevedoring Services Limited.

12. Any Other Business:

(i) **Virement for Legal Fees:** there was a budget of \$750K. There are additional invoices, i.e. a lawyer needed for the CoH to go to Privy Council, etc. It was suggested to have a special meeting with M. Diel of MD&M so that the Council could get clarity on any concerns they may have as it relates to the CoH's legal matters, etc. Dialogue continued.

The invoice for costs for the appeal went in this week for approximately \$360K.

ACTION: The Secretary 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.

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

The Treasurer advised that \$510K was coming out of the Fire Service and the \$240K will come from the interest on the guarantee with MIF.

Proposed: Secretary, Ed Benevides
Unanimous

Seconded: Councillor L. Scott

ACTION: The Secretary to follow-up on any pleadings/proceedings held in local courts and if so, forward a copy to the Council Members.

There was additional discussion regarding legal matters.

ACTION: The Secretary to have the document that was presented at the last Council meeting of 6 September 2017, the listing all the legal matters for the informal update meeting to be scheduled with M. Diel.

(ii) **Proposal - Bermuda International Film Festival (BIFF) and CoH Partnership:** The Event Project Manager gave a brief overview of the request from BIFF.

The City Engineer joined the meeting at 10:50am.

The expenses of the Earl Cameron Theatre are more than what they are used to paying at the smaller venues. Since the Theatre does not have major cinematography availability, they would have to hire equipment in order to supplement what the CoH does not have available. They are asking for a partnership for rental fee waivers for the Theatre to assist with the cost of the event. Currently, the only flexibility in terms of the policy is to offer a charitable rate. Waivers and partnerships outside of the charity rate are not given, hence the formal request to ask for a partnership to have a complete waiver of the rental fees. There was continued discussion regarding the upgrades to the Theatre. There was also discussion on BIFF's use of the entire building for their events, i.e. foyer for receptions, the galleries for panel discussions, etc.

N. Kowalski asked if BIFF forwarded their budget to which there was a negative response. The Event Project Manager said the entire event's costs would be well over \$10K. If the City is minded to support the event to put forward a recommendation and allow the Events Department to work out internally what it would look like and bring it back to the full Council. In the interim, get the full budget and what the opportunity costs would entail.

The HR Manager queried why they are not using different venues as in the past. The Event Project Manager advised they want to bring all their events under one (1) roof. It also allows BIFF to do multi-year agreements with other films that are coming on line. Dialogue continued.

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 the host the Film Festival.

Proposed: Secretary, Ed Benevides
Unanimous

Seconded: Councillor L. Scott

(iii) **Front Office Reception:** Termites were found in the reception desk at City Hall having to move the Receptionists into the Mayor's Parlour again. It was noted that the current set-up does not secure that area properly in terms of any potential threat on the Receptionists. The City Engineer advised that tempered glass is going to be installed.

There was the suggestion of a panic button and possibly one-way glass installed behind the Receptionists. The City Engineer said there could be a CCTV to view the Receptionists, their transactions, the customers and then the Treasurer and others could have a monitor with that view at all times. The Committee agreed to initially install the panic button and the CCTV.

ACTION: The City Engineer to discuss with the Treasurer what requirements would be needed regarding the security of the Receptionists at City Hall.

Councillor Harvey commented on possibly having the CCTV monitor the Mayor's Parlour as well. There was continued discussion on the decorating of the Front Office area.

(iv) **Request from Age Concern:** They are moving into the City from Charitable House on Point Finger Road in Paget on a temporary basis to Cedar Avenue between Church and Victoria Streets, Trinity Hall and are requesting four (4) dedicated car spaces at no cost in Bull's Head Car Park. Some of their volunteers are 65 + and they are trying to eliminate costs to the volunteers. It was also pointed out that charities do not pay taxes in the City.

ACTION: The Secretary to write a letter to Age Concern seeking clarification as to whether the requested parking spaces are for their volunteers or for their staff members.

13. Motion to Move to Restricted Session:

Proposed: Secretary, Ed Benevides

Seconded: Councillor L. Scott

The Public Session closed at 11.20am.

Chairman

Date