

COMMITTEE OF THE WHOLE

Minutes of the Meeting

April 2, 2018

1. Vice-President Logan called the meeting to Order at 8:00pm.
2. Vice-President Logan requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Councillors Brasco, Darcy, Fowler, Harris, LaCava, D. Leblanc, R. LeBlanc, Mackin, McLaughlin, McMenimen, Romard, Stanley, Vidal, Waddick and Logan were present.
3. A motion by President LeBlanc to approve the minutes of the COW meeting held on March 19, 2018 was adopted on a voice vote and the minutes of March 19, 2018 were approved.
4. Vice-President Logan stated under the rules of the City Council the City Council budget needs to be approved. President LeBlanc spoke about the various items to be approved. President LeBlanc moved to request the Assistant City Clerk provide the City Auditor with the updates to the City Council output measures. The motion was adopted on a voice vote. President LeBlanc moved to approve the estimated salary expenditures for FY2018 as \$208,695. The motion was adopted on a voice vote. President LeBlanc moved to approve the FY2019 salary request as \$304,400. The motion was adopted on a voice vote. President LeBlanc moved to change the description of the Clerk–Committees to be labeled Clerk–Ordinance/Rules, Public Works/Public Safety and Licenses & Franchise. The motion was adopted on a voice vote. President LeBlanc moved to change the description of the Clerk–LT Debt & Capital Planning, Vet’s Services & Ad-Hoc Committees to be labeled the Clerk–LT Debt & Capital Planning, Vet’s Services, Fernald Use & other Ad-Hoc Committees. The motion was adopted on a voice vote. President LeBlanc moved to approve the estimated general expenditures for FY2018 as \$69,800. On the motion Councillor Romard asked questions about the provision for meals during the upcoming budget hearings and moved to add \$700 to the line item. Councillors Darcy and Brasco strongly expressed their opposition to the suggestion. On a roll call vote of 3 in favor (McLaughlin, Romard & Vidal), 11 against (Brasco, Darcy, Fowler, Harris, LaCava, D. Leblanc, R. LeBlanc, Mackin, McMenimen, Stanley & Waddick) and Logan presiding; the motion did not pass. The original motion of President LeBlanc of approving the estimated expenditures for FY2018 as \$69,800 was adopted on voice vote. President LeBlanc moved to approve the estimated expenditures for the equipment & unusual accounts for FY2018 as \$17,190. President LeBlanc moved to approve the FY2019 general expenditures request as \$70,542. The motion was adopted on a voice vote. President LeBlanc moved to approve the FY2019 equipment and unusual expenditures request as \$17,250. On the motion Councillor

Stanley requested a line item be included for the Fernald property. Councillor McMenimen rose and recused herself from the discussion of the matter. Councillor Stanley spoke about the need for a master plan study for the Fernald property. Councillor Stanley moved to add \$250,000 to the City Council FY2019 budget request to engage a planning consultant for a master plan study for the Fernald property. Councillor Darcy expressed his opposition stating the work should be performed by the Planning Department. Councillor Stanley spoke of the investigative work he had done to arrive at the proposed budget number. Councillor Mackin questioned Councillor Stanley about whom he had contacted, if he was authorized to do so and the appropriateness of making contacts. Councillor Randy LeBlanc asked if any portion of the master plan would be implemented before it is finished. Councillor Stanley stated that he was not bypassing the Planning Department but rather felt they did not have the expertise and wanted it done right. Councillor McLaughlin expressed concern about voting on the matter without the time for additional deliberation. Councillor Fowler stated the City needs to start the process and fund a real plan for Fernald. The motion of Councillor Stanley to add \$250,000 to the City Council FY2019 budget request to engage a planning consultant for a master plan study for the Fernald property was adopted on a roll call vote of 10 in favor (Brasco, Fowler, Harris, LaCava, D. Leblanc, R. LeBlanc, Romard, Stanley, Vidal & Waddick), 3 opposed (Darcy, Mackin & McLaughlin), Logan presiding and McMenimen recused. Councillor Darcy spoke about adding other output measures to the budget and moved to have the Assistant City Clerk to provide the City Auditor with the information. The motion was adopted on a voice vote. A motion to approve the City Council FY2019 budget request, as amended; totaling \$642,192 was adopted on a voice vote (see attached).

5. President LeBlanc moved to take the matter of the resolution concerning the City Clerk vacancy (1/8/2018) from the table. The motion was adopted on a voice vote. Councillor Waddick rose and recused himself from the discussion to avoid any appearance of a conflict of interest. President LeBlanc moved to request the HR Director attend the next COW meeting to discuss the communication that she provided to the Committee. The motion was adopted on a voice vote. President LeBlanc moved to place the matter back on the table. The motion was adopted on a voice vote and the matter of the resolution concerning the City Clerk vacancy was tabled.
6. Councillor McLaughlin rose to remind the Committee and the viewing audience of the upcoming Warrendale Little League parade and the Warrendale Little League fundraiser.
7. A motion by President LeBlanc to adjourn was adopted on a voice vote, and the Chair declared the Committee adjourned at 9:25pm.

Paul G. Centofanti – Clerk to the Committee of the Whole

CITY COUNCIL

STATEMENT OF OBJECTIVES:

To enact all legislation necessary to the effective operation of city government. To represent the citizens of Waltham.

DESCRIPTION OF OUTPUT STATEMENT:

The fifteen City Councillors serve as the City's legislative body. They enact legislation which helps determine city policies and programs and they evaluate and approve all appropriations and taxation. They are the Special Permit granting authority.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element.		
Indirect Costs	FY 2016	FY 2017
Pension-Contributory/FICA	69,378	65,405
Pension Administration	6,227	5,871
Medical & Life Insurance	201,673	208,172
Heat, Light, Water	13,059	13,277
Building Repair & Maintenance	24,798	14,047
Building Insurance	699	817
Total	<u>\$315,834</u>	<u>\$307,589</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
City Council Meetings	21		
Committee Meetings	105		
Public Hearings			
Communications, resolutions			
Other Meetings (Special, Policy,	20		
Ad Hoc, & Citizen input)			

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2019 Grade-Step	FY 2017		FY 2018				FY 2019			
			#	Actual Expenditures	#	Budget	July - December Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	Mayor's Recommendation	Council Approval
1.		*Council President	1		18,273	9,071.52	18,273.00	1	18,627			
2.		*City Councillor	14		248,822	123,501.00	248,822.00	14	253,773			
3.		Clerk-Council	1		7,000	3,509.68	3,509.68	1	4,000			
4.		Clerk-Committees (Ord/Rules, Pub Wks/Pub Safety, Lic/Franchise)	1		7,000	3,509.68	7,000.00	1	7,000			
5.		Clerk-Finance/Committee of the Whole	1		7,000	3,509.68	7,000.00	1	7,000			
6.		Clerk-LT Debt & Capital Planning, Veterans' Services, Fernald Use & other Ad-Hoc Comm	1		7,000	3,509.42	7,000.00	1	7,000			
7.		Clerk-Community Development & Other	1		7,000	3,509.68	7,000.00	1	7,000			
Subtotal			20	296,941.03	20	302,095	150,120.66	20	304,400	0	0	

Summary of Changes

Adjustments to FY 2018 Positions

Cost of Living Adjustment included in * position (267,095)

Explanation

New Positions

Subtotal

Grand Total

20	296,941.03	20	302,095	150,120.66	298,604.68	20	304,400	0	0	0	0
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CITY COUNCIL

EXPENDITURES

Classification	FY 2016		FY 2017		FY 2018		FY 2019		
	Actual Expenditures		Actual Expenditures		Budget	July - December Actual Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	292,984.00		296,941.03		302,095.00	150,120.66	2,305.00	304,400.00	0.00
General Expenses 001-111-5200									
5191 Council Monthly Expense	54,300.00		54,300.00		54,300.00	27,150.00	0.00	54,300.00	
5242 Office Equipment Repair/Maint						2,042.00		2,042.00	
5341 Advertising	3,156.75		1,620.57		4,000.00			4,000.00	
5343 Printing	5,107.86		1,455.00		4,000.00			4,000.00	
5383 Photographs	1,472.73				1,500.00			0.00	
5420 Office Supplies	798.48		650.23		3,000.00		(1,500.00)	0.00	
5490 Food Supplies			542.32				0.00	3,000.00	
5731 Conference Expense	3,030.35		2,956.10		3,000.00		0.00	0.00	
							200.00	3,200.00	
Equipment & Unusual 001-111-5400									
5300 Consultant - Comprehensive Zoning Review	32,679.60		3,000.00		7,000.00		0.00	7,000.00	
5315 Legal Assistance			860.00		10,000.00		0.00	10,000.00	
5863 Chairs	5,819.00								
5591 Ritcey Award					300.00		(50.00)	250.00	
Fernald Master Plan Study Consultant							250,000.00	250,000.00	
Department Explanation for Requested Increases									
<u>Item</u>	<u>Reason</u>							<u>Department Cost for Requested Increase</u>	
5731 Conference Expense	Increase in conference fee and/or participation							200.00	
Fernald Master Plan Study Consultant	Consultant services to conduct a master plan study for the Fernald property							250,000.00	
COST SUMMARY BY CLASSIFICATION									
Personnel		292,984.00	296,941.03		302,095.00	150,120.66	2,305.00	304,400.00	0.00
General Expenses		67,866.17	61,524.22		69,800.00	29,192.00	(1,300.00)	70,542.00	0.00
Equipment & Unusual		38,498.60	3,860.00		17,300.00	0.00	249,950.00	267,250.00	0.00
Total Operating Budget		<u>399,348.77</u>	<u>362,325.25</u>		<u>389,195.00</u>	<u>179,312.66</u>	<u>250,955.00</u>	<u>642,192.00</u>	<u>0.00</u>