



**Board of Finance - Monday, December 18, 2017 at 5:00 p.m.
Conference Room 12, City Hall
12/18/2017**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

December 18, 2017

APPROVED – 1/29/18

MEMBERS PRESENT: Mayor Weinberger
Jane Knodell
Sharon Bushor
Karen Paul

MEMBERS ABSENT: Kurt Wright

OTHERS PRESENT: Beth Anderson, Interim CAO, C/T
Rich Goodwin, DFO, C/T
Eileen Blackwood, City Attorney
Ann Barton, C/T
Darlene Bayko, C/T
Chapin Spencer, DPW
Cindi Wight, DPW
Patrick Mulligan, DPW
Megan Moir, DPW
Nina Safavi, Parks & Rec
Gene Richards, Airport
Nic Longo, Airport
Shelby Losier, Airport
Marie Friedman, Airport



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Kelly Devine, Burlington Business Association

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:05 PM on December 18, 2017.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 October 30, 2017

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the minutes of 10/30/17 with the abbreviations written out in Item 5.08 – NWS hosting.

DISCUSSION:

- **In answer to an inquiry by Councilor Bushor, DFO Goodwin explained the detailed level of spending on the public improvement bonds and school building bonds will be available after the closing.**

VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Parking Access and Revenue Control System Upgrade – Airport/DPW

Patrick Mulligan, Assistant Director of Traffic & Parking, explained ParkingSoft, Inc. was chosen from five respondents to the RFP issued in July for a parking control system. The current system is failing and outdated, and cannot provide the expected level of service which hurts the revenue stream. The new system will offer additional attributes, such as parking to residents in off hours and a validation system. The new system is cloud based with two backups. Shelby Losier, Airport Ground Transportation Director, added the new system will allow reserved, bundled, and discounted parking for long term parking at the airport.

Gene Richards, Aviation Director, said the Airport and DPW worked together to have one united parking system using one



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set of tools and the same technology. Both departments will manage the system that will provide better revenue control.

Councilor Knodell asked for an update on the airport garage improvements. Ground Transportation Director Losier said the new sealants and other fixes are complete in the older portion of the garage. The next section will be done in the spring with the final section to be done in the fall. Aviation Director Richards said the sealant repairs will increase the life of the garage. Stantac Engineering Services is doing a 50 year continuation of what needs to be done with the garage on a regular basis.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval the parking access and revenue control system upgrade with ParkingSoft, Inc. VOTING: unanimous; motion carried.

4.02 Construction Administration Contract Amendment for Bike Path Rehab Phase 2 – Parks

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the construction administration contract amendment for the bike path rehab phase 2. VOTING: unanimous; motion carried.

4.03 Amend FY18 Airport Budget - Airport

MOTION by Councilor Paul, SECOND by Councilor Knodell to approve and recommend to City Council for approval amendment of the FY18 Airport Budget.

DISCUSSION:

- **Councilor Bushor said the information was very clear.**

VOTING: unanimous; motion carried.

4.04 Sweep Account Report as of November 30, 2017 – C/T

DFO Goodwin reported the only substantial change is the drop in cash balance due to the bond payments on November 1st which is the typical trend.

4.05 Review 2017 Abridged General Fund Audited Financial – C/T

Auditor Scott McIntyre and staff provided an overview of the audit highlighting the increase in the unassigned fund balance, decrease in the non-spendable balance, collective increase in the restricted, committed, and assigned fund balances, and favorable budget to actual results. Use of the budget surplus keeps funds out of the unassigned fund balance in FY2018. With decrease in the non-spendable fund balance there is a corresponding increase in unassigned fund balance, and that added to the estimated \$7.5 million equals \$8.4 million fund balance. Auditor McIntyre said the audit went very well.



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Councilor Bushor asked if the deferral of expenditures is taken into account. Auditor McIntyre said all those that are billed or goods and services rendered in FY2017 are accounted.

Councilor Paul mentioned the sale of land for \$949,000 (budget was \$200,000) is a large part of the variance and permitting is the other part. This should be discussed before getting to the budget process.

DFO Goodwin asked for an explanation of the reduction in non-spendable fund balance. Auditor McIntyre explained if there is a deficit in funds outside the general fund then a reservation (non-spendable fund balance) must be set up to cure the deficit. DFO Goodwin asked if the reduction of the non-spendable fund balance that improved the overall unassigned fund balance by \$837,000 is a one-time occurrence or expected in future audits. Auditor McIntyre said the non-spendable fund balance has been coming down for the last several years which is positive, but could be at the point where there will not be further reductions. It is hard to project.

DFO Goodwin reported the auditor's recommendation with regard to management of capital projects and accounts receivables were followed and changes were made to improve the overall fund balance of \$837,000 by reducing the total account receivables and the probability of write-offs.

Councilor Paul asked about the timeline. DFO Goodwin said the city is in excellent shape. The consolidated audited financial is being posted the earliest in 15 years. The school audit is delayed. The information cannot be published until that is done. The final audit will go to City Council in January 2018. The management letter draft is forthcoming.

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to accept the unaudited draft financial. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Moody's Report and Update – C/T

To be discussed at the January Board of Finance meeting.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:52 PM.

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