



**Board of Finance - Monday, October 17, 2016 at 5:30 p.m.
Conference Room 12, City Hall
10/17/2016**

MINUTES SUBJECT TO CORRECTION BY BURLINGTON BOARD OF FINANCE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 17, 2016

DRAFT

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Karen Paul [via teleconference]

Sharon Bushor

Kurt Wright [arrived 5:39 PM]

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Beth Anderson, CIO

Susan Leonard, HR

Ben Pacy, HR

Chapin Spencer, DPW

Martha Keenan, DPW

Jesse Bridges, Parks Recreation

Lise Veroneau, Police

Noelle MacKay, CEDO

Marcie Esbjerg, CEDO



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Tom Ayres, City Council

Morgan True, VT Digger

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:32 PM on 10/17/16.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve the agenda as presented. VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 September 12, 2016

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the minutes of September 12, 2016 as written.

DISCUSSION: Councilor Bushor asked if the commitment by the institutions has been finalized. Mayor Weinberger said discussion continues with UVM and Champlain College. There is indication from Champlain College that they are supportive of the capital plan and interested in contributing per state law. The numbers have not been finalized. It was confirmed the vote on the capital plan was accurately reflected in the 9/12/16 minutes. There were no further comments.

VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Change Account Line for Previously Approved Budget Amendment

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval authorization to change the account line for the previously approved budget amendment (BPD). VOTING: unanimous [Councilor Wright not present for vote]; motion carried.



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4.02 Execute HUD Continuum of Care Grant Agreement

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council to execute the U.S. Department of Housing and Urban Development Continuum of Care Grant Agreement. VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

4.03 Accept FY16 VOCA Grant

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval authorization to accept a FY16 VOCA grant.

DISCUSSION: Councilor Bushor said the reason more money was received is because the program does such good work. Congratulations are extended. The money will be put to really good use. There were no further comments.

VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

4.04 Retroactive Payment to Promoted Employees

MOTION by Councilor Bushor, SECOND by Councilor Knodell to approve and recommend to City Council for approval authorization for retroactive payment to promoted employees.

DISCUSSION: Councilor Bushor said this seems like the right thing to do. Councilor Knodell asked if this is part of a policy. Mayor Weinberger explained there is not part of a policy contradicting or supporting the action. The Police Department would have been in a tough spot without the approval which is the right thing to do. There were no further comments.

VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

4.05 Regional Programs Support for Champlain Senior Center

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval regional programs support for Champlain Senior Center. VOTING: unanimous; motion carried.

4.06 Creation of BTVStat Analyst Position

Mayor Weinberger reported the first BTVStat meeting was held and it is exciting to see the potential of getting more public value out of every tax dollar.

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the creation of a BTVStat Analyst position.

DISCUSSION: A brief description of the job duties of the position was provided. Councilor Bushor asked if a report can be expected at the end of the year as is done with BED. Mayor Weinberger said some reporting is anticipated.



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The goal is at some point to provide a public dashboard updated in real time through the data sets collected. There were no further comments.

VOTING: unanimous; motion carried.

4.07 MOU with Spectrum Family Services

Mayor Weinberger explained per Department of Education ruling, FY15 was the final year where half of the PILOT funds were distributed to the school district. FY16 & 17 budget held the money in the unassigned fund balance. A use for \$400,000 of the funds was found in budget relief for the schools. The school district has proposed new programs, not school programs, which will have a positive impact on the schools. Bob Rusten stated there is specific language in the MOU to ensure the city's money is being used appropriately. The agreement is for two years. A matrix will be created to measure outcomes of the programs. CEDO and BPD will be involved in the conversations. Reports will be provided. The MOU has non-appropriations for FY18 if the program is not to continue. Per the MOU the city can refer people to the program. The schools requested the PILOT money be used in this way. The city's charter concerns of providing for the social welfare of the city are met.

Councilor Knodell asked if a written request was received from the school department. Bob Rusten said the request was mainly verbal though there is email correspondence. The program is a city program, not a school program, and meets city goals, not just school goals. Councilor Knodell asked if the school has an MOU with Spectrum. Bob Rusten said he is not aware of an MOU for programs, but there may be something in place for space. Mayor Weinberger said there may be additional proposals coming forth.

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve and recommend to City Council for approval the MOU with Spectrum Family Services. VOTING: unanimous; motion carried.

5.0 UPDATE

5.01 Plan to Assess General Fund Structure

Bob Rusten explained the proposal to use the carry forward money of \$200,000 in the General Fund to look at assessment of the General Fund structure and improved outcomes and potential savings. The current structure will be reviewed as it relates to capital asset stewardship. The current system is fractured and the plan is to put together a bottoms up system involving employees in looking at buildings, grounds, and vehicles and how these are maintained. This will tie into the 10-Year Capital Plan and associated cost savings. Chapin Spencer added now there is a myriad of assets managed by different asset tools or none at all. The assessment is to create a tool to bring together preventative maintenance so a better case can be made to the public about level of service and taking care of assets. The plan dovetails with the asset management work supported in the Water Resources Division.

Bob Rusten said an RFP will be done to have a process lead by consultants in terms of involving employees across departments so there will be buy-in that the stewardship is done in the most efficient and cost effective manner. A report on how well the structure is working will be provided in January 2018.



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Councilor Bushor had several questions concerning cost, creating a new department, goals, whether a consultant is needed. Bob Rusten explained part of the process is to determine what makes the most sense in terms of outcomes and cost efficiency. The goal is to figure out what structure makes the most sense and the best way to assess the infrastructure and vehicles across multiple departments and multiple funds. The consultant can lead a bottoms up process to encourage employees to participate in what makes the most sense. Councilor Bushor request the Board of Finance receive a report on the options presented.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:01 PM.

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