# Board of Finance - Monday, July 10, 2017 at 5:30 p.m. Conference Room 12, City Hall
# 7/10/2017

**CITY HALLBURLINGTON BOARD OF FINANCE**

**BURLINGTON, VERMONT**

**MINUTES OF MEETING**

**July 10, 2017**

**MEMBERS PRESENT:** Mayor Miro Weinberger [arrived 5:32 PM]

Jane Knodell

Sharon Bushor

Karen Paul

Kurt Wright

**OTHERS PRESENT**: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Ben Pacy, HR

Stephanie Reed, HR

Beth Anderson, CIO

Chapin Spencer, DPW

Martha Keenan, DPW

Patrick Mulligan, BPA

Derrick Wrightson, Project Manager helping BPA

Megan Moir, Water Resources

Nina Safavin, Parks & Rec

Doreen Kraft, BCA

Sara Katz, BCA

## 1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Rusten facilitated the meeting and called to order at 5:31 PM on July 10, 2017.

1.01 Agenda

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

## 2.0 PUBLIC FORUM

There were no comments from the public.

## 3.0 MINUTES

3.01 June 12, 2017

**MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the minutes of 6/12/17 with the clarification in the heading for Items 3.01 & 3.02 that the discussion is of the FY18 budget. VOTING: unanimous; motion carried.**

## 4.0 BOARD OF FINANCE APPROVAL

No items.

## 5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Reorganize Burlington City Arts - BCA

**MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the resolution to reorganize BCA with correction to Line 34 in the resolution to read: "…Gallery Education and Program Coordinator…". VOTING: unanimous; motion carried.**

5.02 Reorganize Waste Water Staff - DPW

**MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval reorganization of Waste Water staff as presented. VOTING: unanimous; motion carried.**

5.03 Market Factor Adjustment and Change in Reporting Structure for Technology Support Specialist Position - IT

**MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the market factor adjustment and change in reporting structure for the Technology Support Specialist position. VOTING: unanimous; motion carried.**

5.04 Reclassify Waterfront Superintendent and Harbor Master – Parks and Rec

**MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the reclassification of the Waterfront Superintendent and Harbor Master. VOTING: unanimous; motion carried.**

5.05 Phase II Contract Pro-Tech Security and Fire Video System Upgrade - Traffic

**MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval to execute the Phase II contract Pro-Tech Security and Fire video system upgrade. VOTING: unanimous; motion carried.**

5.06 FY18 Work Plan for Parking & Transportation Agreement - DPW

DPW Director, Chapin Spencer, introduced Patrick Mulligan, Assistant Director of Parking and Traffic, and Derrick Wrightson, Project Manager helping BPA with the parking partnership. Director Spencer explained the work plan for FY18 brings forward some FY17 tasks to go with the focus areas identified in FY18.

Councilor Knodell asked for clarification on the Downtown Improvement District Advisory Committee and the Downtown Parking and Transportation Council and whether a city councilor will be on these committees. Director Spencer explained the DID Advisory Committee is charged with studying an expanded downtown improvement district whether by expansion of the marketplace or some other entity to steward the vitality of the entire downtown district. A city councilor could be on the committee. Derrick Wrightson added a meeting will be scheduled in the next month or so. The Downtown Parking and Transportation Council also has yet to get started and is an informal group, more of a sounding board, where people can attend the meeting(s) and make comment.

Councilor Bushor asked about replacing the two hours of free parking with validations. Director Spencer stated any changes to parking will require commission approval. The pre-bid conference for the revenue control system was held. The goal is to have the new system in place by the end of the year and then the validation program can be discussed. Councilor Bushor said it is hoped evaluation is done to determine if the validation program will improve the experience for the customer and the merchants.

Councilor Bushor mentioned the FY18 deliverables noted on Page 5 of the plan where BPA will secure alternative parking for parkers displaced during garage construction, and suggested a city department member be the spokesperson for the initiatives versus a representative of the Downtown Business Association. Councilor Bushor referred to Page 7 of the plan relative to on-street meter improvements and requested City Council receive notification prior to presentation to the DPW Commission with regard to issues such as increase in fees, change in hours to better understand the delegation of responsibilities. City Council should be aware of what is proposed and have opportunity to voice comments. Councilor Bushor requested the language be incorporated into the plan. Councilor Bushor commented positively on the annual report as noted on Page 10 of the plan.

**MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the FY18 work plan for the Parking & Transportation Agreement between DPW and BPA with the amendment to add language that City Council be notified prior to presentation to the DPW Commission with regard to issues such as increase in fees, change in hours, and what is proposed to better understand the delegation of responsibilities and to have opportunity to voice comments.**

**DISCUSSION:**

- **Councilor Wright asked about rates and enforcement hours. Director Spencer said a database of information is being compiled presently. Staff will bring any proposed changes to the board in the fall. Changes would likely include some decrease in enforcement hours. There will continue to be proposals along the way because with demand based pricing the prices will change as demand changes over time. There has been a request to look at evening and morning hours to see if the 85% occupancy mark is met.**
- **Councilor Wright asked if there is a plan for Sunday parking. Assistant Parking and Traffic Director Mulligan said parking counts are being done. The data will drive the recommendations. More data is needed before any recommendations can be made. Director Spencer added the budget set no rate increases for FY18. There is more garage work scheduled in FY19 and FY20 so changes to Sunday parking are not being precluded.**

**There were no further comments.**

**VOTING: unanimous; motion carried.**

## 6.0 COMMUNICATION

No report.

## 7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:53 PM.

*RScty: MERiordan*