



Board of Finance

6/22/2015

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

June 22, 2015

APPROVED – 7/6/15

MEMBERS PRESENT: Jane Knodell

Sharon Bushor

Kurt Wright

Karen Paul [arrived 5:09 PM]

OTHERS PRESENT: Councilor Adam Roof

Councilor Sara Giannoni

Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Brian Lowe, Mayor's Office

Chapin Spencer, Public Works

Norm Baldwin, Public Works [arrived 5:07 PM]

Jesse Bridges, Parks

Gene Richards, Director of Aviation

Nicolas Longo, Airport Planning & Development

Stephanie Reid, HR

Ben Pacy, HR

Gene Bergman, Sr. Assistant City Attorney



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1.0 CALL TO ORDER and AGENDA

In the absence of Mayor Weinberger, Bob Rusten called the meeting of the Board of Finance to order at 5:03 PM.

1.01 Agenda

MOTION by Jane Knodell, **SECOND** by Sharon Bushor, to approve the agenda with the addition of review of non-educational spending for schools in the FY16 budget and request for a future agenda item as Items 6.04 and 6.05 respectively. **VOTING: unanimous; motion carried.**

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 June 1, 2015

MOTION by Sharon Bushor, **SECOND** by Jane Knodell, to approve the Board of Finance minutes for June 1, 2015 as presented.

DISCUSSION: Sharon Bushor mentioned the new format of the minutes and asked that the speaker of questions and responses be reflected in the minutes for clarification. Rich Goodwin asked that anyone who speaks at the meeting identify themselves and speak close to the recorder so the comments can be heard. There were no further comments.

VOTING: unanimous; motion carried.

3.02 June 8, 2015

MOTION by Sharon Bushor, **SECOND** by Kurt Wright, to postpone action on the Board of Finance minutes for June 8, 2015.

DISCUSSION: Sharon Bushor will submit a statement for the June 8, 2015 minutes indicating her disappointment the extension of the UVM agreement for payment of services has continued for two years and that the Mayor indicated he was going to handle the matter. There were no further comments.

VOTING: unanimous; motion carried.

4.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

4.01 Authorize Compressed Natural Gas Fueling System Upgrade



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MOTION by Jane Knodell, **SECOND** by Sharon Bushor, to authorize upgrade of the compressed natural gas fueling system.

DISCUSSION: Sharon Bushor asked about a shortfall of \$4,000 and if the cost of managing the project is recouped with federal money. Chapin Spencer explained the city will be reimbursed for development of the system and will manage operation of the system. The city charges a rate for filling that allows the majority of costs to be covered. It was noted the total cost of the project is \$506,000. There is \$522,000 in available revenues. Norm Baldwin affirmed the city's obligation is to build and manage the project. There were no further comments.

VOTING: unanimous; motion carried.

4.02 Authorize Contract Amendment for Champlain Parkway Design Contract

MOTION by Jane Knodell, **SECOND** by Kurt Wright, to authorize the contract amendment for the Champlain Parkway design contract. **VOTING:** unanimous; motion carried.

4.03 Authorize Contract for Downtown Trash Service

MOTION by Jane Knodell, **SECOND** by Karen Paul, to authorize the contract for downtown trash service.

DISCUSSION: Sharon Bushor asked if having fewer receptacles downtown will work and if it will still be convenient for people to recycle. Jesse Bridges, Director of Parks, said a pilot study was done with fewer receptacles with positive results. Having improved visibility and access to the receptacles improved conditions. People are finding the receptacles to be convenient. Putting the receptacles in the sight line improves efficiency. Kudos to Public Works for the proposal. Chapin Spencer stated two adjacent receptacles can be consolidated into one with the same level of service provided. There were no further comments.

VOTING: unanimous; motion carried.

4.04 Authorize Tow Contract

MOTION by Kurt Wright, **SECOND** by Karen Paul, to authorize the tow contract as presented. **VOTING:** unanimous; motion carried.

4.05 Authorize Vehicle Rental Car Concession Agreement

MOTION by Karen Paul, **SECOND** by Sharon Bushor, to authorize the Vehicle Rental Car Concession Agreement as presented.

DISCUSSION: Sharon Bushor said the agreement is a very good deal. There were no further comments.

VOTING: unanimous; motion carried.



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4.06 Authorize Re-categorization of Police Executive Assistant to Officer in Charge Position

MOTION by Jane Knodell, SECOND by Karen Paul, to authorize the re-categorization of the Police Executive Assistant to the Officer in Charge position. VOTING: unanimous; motion carried.

4.07 Authorize Reorganization of Department of Public Works

MOTION by Jane Knodell, SECOND by Karen Paul, to authorize the reorganization of the Department of Public Works as presented. VOTING: unanimous; motion carried.

4.08 Financial Management Questionnaire

MOTION by Karen Paul, SECOND by Kurt Wright, to approve the financial management questionnaire with the amendment to modify the questionnaire to be more specific about checks being issued to the Police Department for undercover officers.

DISCUSSION: Sharon Bushor commented the questionnaire appears to be a new item. Bob Rusten said the questionnaire was provided last year (FY14), but not FY13. The format is slightly different this year. The questionnaire is on the state auditor's webpage. Sharon Bushor asked where policy and procedures for the city can be found. Bob Rusten said policies and procedures can be found on each department webpage or within each department. The documents are public records. There were no further comments.

VOTING: unanimous; motion carried.

4.09 Review Monthly Financials (May 2015)

Bob Rusten reported it is anticipated the General Fund will have a surplus at the end of the fiscal year.

Sharon Bushor asked about the shortfall projected in police parking enforcement (89% last year down to 77% this year) and if the new parking meter system is playing a role. Bob Rusten said the amount of the projected shortfall has decreased to \$70,000. The matter is being reassessed weekly. One of the parking enforcement officers was out so revenues were short. Revenue is still being collected and staff is not seeing a consistent month-to-month shortfall. Data for over a year needs to be compiled to track any structural change in revenues. Staff is tracking month-to-month and will look at a two year trend.

Jane Knodell asked about CEDO funding. Bob Rusten explained staff has spent a significant amount of time with CEDO and their FY15 outcomes. CEDO budgeted an \$180,000 deficit. The actual amount may be above or below that figure. CEDO has a \$30,000 loan they were paying back. The money to pay back the loan was received many years ago. The money was not deferred and was not available. The money has not been shown in FY16.



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4.10 Review Sweep Account Report as of June 18, 2015

Rich Goodwin reported the following:

- As of June 18, 2015 cash balance was approximately \$15.8 million. June 12, 2015 was tax collection day.
- There was a \$1 million dip in the water, waste water, and storm accounts as a result of a PILOT payment in June and as part of cash flow.
- Due To/Due From effective May 31, 2015 show the capital fund owes nothing to the sweep account. The retirement fund owes \$1.6 million, but will be at zero (0) as of June 30, 2015 due to dedicated taxes collected. Church Street Marketplace owes \$182,000 to the sweep account. The airport owes zero (0) to the sweep account.
- CEDO is catching up on billing and reconciliation. Balance as of May 31st was \$601,000. The CEDO figure includes administrative costs and some reimbursable grants.

Sharon Bushor asked about BCDC. Bob Rusten explained BCDC receives revenue and pays out, but there is very little transaction activity in the BCDC fund (only semi-annual payments and receipts, some of which are payments on loans by BCDC).

5.0 BOARD ACTION

5.01 Authorize Expend Regional Programs Special Projects Fund

Brian Lowe, Mayor's Office, explained proposed use of money in the special projects funds including \$5,000 to BTV Ignite, \$1,000 to Vermont Council on World Affairs, and \$5,000 for the support generator.

Sharon Bushor asked for further explanation about the generator and how BTV Ignite relates to the city. Brian Lowe said the generator is for Memorial Auditorium and BTV Ignite is supported by other institutions in the city. Sharon Bushor asked that the Mayor consider increasing the funding allocation to Vermont Council on World Affairs to \$2,500.

There was discussion of whether Board of Finance action is needed to authorize spending from the special projects fund. Brian Lowe clarified the Mayor consults with the Board of Finance on proposed expenditures, but does not need approval from the board. Karen Paul suggested waiting until the meeting on June 29th to discuss the points in the Mayor's memo. Bob Rusten noted the Board of Finance meeting on June 29th is to vote on an item previously discussed Executive Session. Bob Rusten said he will pass on to the Mayor the request to increase the allocation to Vermont Council on World Affairs to \$2,500.

6.0 DISCUSSION

6.01 Create Plan to Expend Money Budgeted for Council Initiatives





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Following discussion of suggested approaches with the initiatives by city councilors there was agreement Bob Rusten and Sara Giannoni will work on an implementation plan for presentation at the next Board of Finance meeting. Jane Knodell will contact Max Tracy and Selene Colburn about doing an MOU for their initiatives and monitoring the progress. Kurt Wright volunteered to work on the Heineberg Senior Center initiative.

6.02 Discuss Special Board of Finance Meeting June 29, 2015

The Board of Finance will meet at 6:30 PM on June 29, 2015 regarding the settlement agreement with PACIF.

6.03 Proposed Board of Finance Meeting Schedule

Staff will revise the meeting schedule to reflect no meeting on September 15, 2015 and reschedule of the meeting on the Monday following Thanksgiving.

6.04 Non-Education Spending

Jane Knodell mentioned the budget shows \$200,000 for school recreation during the school year and summer and \$30,000 in the school capital plan. Bob Rusten stated the city was reimbursed \$138,000 for CCTA which the school is not doing now. Also, the city is not charging the school for direct or indirect costs for activities.

6.05 Future Agenda Item

Jane Knodell asked that discussion of the franchise fee agreements with Vermont Gas and Fair Point be added to the July 6, 2015 meeting agenda.

7.0 ADJOURNMENT

MOTION by Jane Knodell, SECOND by Kurt Wright, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 5:50 PM.

RScty: MERiordan

