Board of Finance
6/1/2015

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 1, 2015

APPROVED – 6/22/15

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Sharon Bushor

Kurt Wright

Karen Paul

STAFF PRESENT: Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Chapin Spencer, Public Works Director

OTHERS PRESENT: None.

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting of the Board of Finance to order at 5:35 PM.

1.01 Agenda

MOTION by Jane Knodell, SECOND by Kurt Wright, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVE MINUTES

3.01 Minutes – May 4, 2015

3.02 Minutes – May 18, 2015

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve the minutes of May 4, 2015 and May 18, 2015 as presented.

<u>DISCUSSION</u>: Positive comment was made on the minutes. Staff mentioned steps being taken for timely minutes moving forward.

VOTING: unanimous; motion carried.

4.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

4.01 Sweep Account Report as of May 21, 2015

Staff reported:

· As of May 21, 2015 there is $2 million in the bank.

· Substantial changes in the cash balance and what is owed to the pooled account are noted.

· At this time nothing is owed to the retirement fund reimbursement.

· Staff is working with Church Street Marketplace to close the account and the amount owed to the city.

4.02 Monthly Financials as of April 2015

Staff reported:

· Revenues against expenditures are better than budgeted so it is anticipated the year will end with a surplus in the General Fund, but the yearend addition to the fund balance is not being projected at this time because additional financials from April have not yet been received. Expenses to date are tracking at 72% (budget is 82%).

· Once all bills are reconciled funds will be transferred to reimburse BED legal expenses.

· Any money put into reserves will be part of the budget resolution.

· Another installment of local option tax revenue will be received for this fiscal year.

In response to a question staff explained the journal entry under Revenues, Parks & Rec.

5.0 BOARD ACTION

5.01 Authorize Extension of Ambulance Billing Service Contract - Fire

MOTION by Sharon Bushor, SECOND by Jane Knodell, to extend the contract for one year. VOTING: unanimous; motion carried.

6.0 DISCUSSION

6.01 City Councilor Requested Initiatives

MOTION by Jane Knodell, SECOND by Karen Paul, to allocate $30,000 as follows: $10,000 to Local Motion, $15,000 to Community Based Action Teams, $12,300 to Heineberg Senior Center, and $12,700 to Safe Recovery.

DISCUSSION: There was discussion of different funding amounts for each entity based on need or availability of other funds from fund raising activities and such.

AMENDMENT TO MOTION by Kurt Wright, SECOND by Jane Knodell, to allocate funds as follows: $5,000 to Local Motion, $20,000 to Community Based Action Teams, $12,300 to Heineberg Senior Center, and $12,700 to Safe Recovery.

DISCUSSION ON AMENDMENT: It was noted a bike study needs to be done and policy drafted. There was further discussion of allocation amounts and providing more than half the initially proposed amount to Local Motion and slightly less to the action teams, senior center, and Safe Recovery.

AMENDMENT TO AMENDED MOTION by Jane Knodell, SECOND by Kurt Wright, to allocate funds as follows:

- **$7,500 to Local Motion**
- **$19,000 to Community Based Action Teams**
- **$11,000 to Heineberg Senior Center**
- **$12,500 to Safe Recovery**

VOTING ON MOTION AS AMENDED: unanimous; motion carried.

Staff noted the allocations will be included in the budget resolutions. Karen Paul mentioned the organizations must request the funds.

6.02 FY2016 General Fund Budget

Staff confirmed the Board of Finance will deliberate and make recommendations on the budget on 6/8/15. The final budget will be forwarded to City Council by June 15, 2015. Jane Knodell requested money from BED and sale of City Market, for example, be shown (i.e. how much received or anticipated to be received and who will use the funds). Karen Paul noted she has an addition to the budget resolution that does not have a budget impact. Ms. Paul will work with Bob Rusten on the matter.

6.03 Plan for Comprehensive Permit Reform Study

The summary document of the conceptual plan for a comprehensive permit study was distributed to the Board. Staff reported:

· Scope of work will be refined by the team (P&Z, CEDO, BPW). The private sector will also be engaged.

· The team plans to evaluate current processes from both the applicant's perspective and the administrative perspective. Survey work will be done and a peer review. Cost of the study is based on comparable studies in other cities.

· Changes will be implemented as the study is refined to test assumptions and show the public progress is being made.

· Work on the study will begin this summer with the internal team then a consultant will be hired in the fall.

· Target is a six month turnaround in order to incorporate some of the changes into the FY2017 budget.

Kurt Wright suggested researching prior resolutions to avoid making a redundant expenditure, and gathering comment from all the wards to work together to resolve any permit issues. Staff mentioned based on earlier resolutions a number of smaller permits were handled administratively by the city. Staff will research prior resolutions.

7.0 EXECUTIVE SESSION

7.01 Possible Settlement between City and PACIF re: Workers Compensation

MOTION by Karen Paul, SECOND by Jane Knodell, to make a finding that premature public disclosure of the possible settlement agreement with PACIF would place the city at a disadvantage. VOTING: unanimous; motion carried.

MOTION by Karen Paul, SECOND by Jane Knodell, to go into Executive Session and invite staff to attend. VOTING: unanimous; motion carried.

Executive Session was convened at 6:28 PM.

MOTION by Kurt Wright, SECOND by Sharon Bushor, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 6:32 PM.

8.0 ADJOURNMENT

With no further business before the Board and without objection the meeting was adjourned by Mayor Weinberger at 6:32 PM.

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