Board of Finance - Monday, February 27, 2017 at 6:15 p.m.
Conference Room 12, City Hall
2/27/2017

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

February 27, 2017

APPROVED

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell [arrived 6:25 pm]

Sharon Bushor

Karen Paul

Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Susan Leonard, HR

Ben Pacy, HR

Lynn Regan, HR

David White, Planning & Zoning

Noelle Mackay, CEDO

Kirsten Meriman, CEDO

Jesse Bridges, Parks & Rec

Laura Wheelock, DPW [arrived 6:24 PM]

Morgan True, VT Digger

Margaret Murray, Montpelier resident

Jim Lockridge, Burlington Arts

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 6:16 PM on 2/27/17.

1.01 Agenda

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

2.0 PUBLIC FORUM

Margaret Murray

Margaret Murray, Montpelier resident and owner of property at 150 Shelburne Street in Burlington, made mention of the following:

- The agenda appeared to be available on the day of the meeting. (Staff confirmed the agenda was posted prior to the meeting as required.)
- The meeting being recorded and to have the recording sent to her. (Staff confirmed the meeting is audio recorded and will send a digital copy to Ms. Murray.)
- Champlain Housing Trust taking a piece of Calahan Park which is a city park with access for all residents.
- The dollar amounts in the Sweep Account should be clear in denomination (i.e. millions, thousands) so the public knows the number in full. (Staff confirmed the numbers are expressed as the actual dollar amounts.)

Jim Lockridge

Jim Lockridge spoke of finding more transparency, inclusion, and representation for how the arts are served in the city, noting collaboration has a value and is an efficient way to leverage resources and commonly shared missions. Mr. Lockridge said he hopes this factors into the strategy for what is funded and asked the Board to consider establishing some resources that support piloting an inter-organizational body to contribute the wisdom of multiple steams of experience on how the arts are supported.

There were no further comments. Public forum was closed.

3.0 MINUTES

3.01 February 6, 2017

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the 2/6/17 minutes as posted. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Ambulance Billing Services Contract with ECP Services, LLC

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to authorize the Fire Department to waive the RFP process for ambulance billing based on recommendations from the Fire Chief in a memo, dated 2/7/17, and to recommend to City Council to authorize the Fire Chief to execute the ambulance billing service contract with ECP Services, LLC for the amount not to exceed 3.5% of revenues.

<u>DISCUSSION</u>: The following comments were made:

- **There was mention of not harassing citizens with aggressive tactics for collection. Staff noted there have been no adjustments to the collection policy since working with ECP Services.**
- **Bob Rusten mentioned the new Accounts Receivable Specialist position that will be looking at Accounts Receivables for Fire. Any change to the collection approach would need approval by the Board of Finance.**
- **The option to extend the contract after the first year was removed from the terms so staff could ensure the service was working before renewal.**

There were no further comments.

VOTING: unanimous; motion carried.

4.02 Renewal Application for Vermont Designated Downtown District

Staff explained the downtown program wants the designated downtown district and the neighborhood development area designation on the same cycle. The resolution was changed to reflect this. Councilor Bushor asked if the community reinvestment agreement is new. Staff said the agreement is essentially as was submitted previously. It was clarified that other departments, such as City Arts, Parks & Rec, are not part of the core group, but are part of the city, and the two hour free parking provision will remain because this has not been modified and can only be changed with a charter change. Also, at this point in time Macy's is still the anchor store.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval renewal of the Vermont Designated Downtown District. VOTING: unanimous; motion carried.

4.03 Calahan Park Easement to Champlain Housing Trust

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the Calahan Park easement to Champlain Housing Trust for community garden improvements.

DISCUSSION: Jesse Bridges, Parks & Rec, said this is the process to lease land. The changes are for the overlap of the Belair property and to put a formal easement on the books. Some accessible parking for the community garden will be provided. There were no further comments.

VOTING: unanimous; motion carried.

4.04 Contract with Engineers Construction, Inc.

MOTION by Councilor Wright, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the contract with Engineers Construction, Inc. VOTING: unanimous; motion carried.

4.05 Encumbrance License with ICV for College/Pine Rights-of-Way

MOTION by Councilor Bushor SECOND by Councilor Wright, to approve and recommend to City Council for approval the encumbrance permit with ICV for the rights-of-way along College Street and Pine Street.

DISCUSSION: Councilor Bushor thanked Public Works for negotiating and protecting the city.

VOTING: unanimous; motion carried.

4.06 Reclassify/Retitle Administrative Assistant Position to Planning Technician Position

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the reclassification/retitle of the Administrative Assistant position to Planning Technician in the Planning & Zoning Department. VOTING: unanimous; motion carried.

4.07 Create Full Time and Part Time Library Computer Assistant Position

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the creation of one full time and one part-time library computer assistant position. VOTING: unanimous; motion carried.

4.08 Approve Contract with Taser International, Inc. for 110 Body Worn Camera Units

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the contract with Taser International, Inc. for 110 body worn camera units.

DISCUSSION: The following comments were made:

- **Councilor Bushor asked when the cameras will be off and if there is a backup system. Staff explained downtime is when the camera are being updated. Backup is the cloud.**
- **Councilor Bushor asked if the cameras will be worn by officers doing extra duty jobs, like parades and such. Staff stated when an officer is in uniform they are on duty and the camera should be worn and turned on if**

there is an incident.

There were no further comments.

VOTING: unanimous; motion carried.

4.09 January Financial Report

Bob Rusten reported revenues against expenditures are looking good for FY17. Regarding the question of overtime for the library, there is budgetary capacity to cover this. The total for departments can be seen. Regarding the question of Burlington Town Center costs moved from "PD" (pre-development) to "VA" (voter approved), once voter approved the costs will be paid through the TIF.

4.10 January Sweep Account Report

Mayor Weinberger said the format of the Sweep Account has been reformed substantially from years ago. The account is regulated and a monthly report is generated. Funds are segregated and in separate bank accounts to avoid mix up.

Rich Goodwin reported as of the end of January 2017 cash in the bank totaled $12.7 million which is $5 million higher than a year ago. Days of cash on hand is trending at 82 days. A year ago the number was 46 days. Unassigned fund balance has grown substantially over the past few years. The city is more aggressive with accounts receivable collections and managing cash on a daily basis and paying items when due.

Councilor Paul asked about the Retirement Fund balance being reduced with a tax payment. Rich Goodwin explained the typical trend is the amount of money that is owed accrues substantially between tax collection periods and as a result of cash received there would be a credit back to the Retirement Fund to go closer to a zero balance.

Councilor Paul commented the cash on hand amount is a dramatic improvement over a year ago.

5.0 COMMUNICATION

5.01 Mayor's Memo

No report given.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:55 PM.

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