Board of Finance - Monday, January 9, 2017 at 5:30 p.m.
Conference Room 12, City Hall
1/9/2017

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 **Approved**

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

January 9, 2017

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Sharon Bushor

Karen Paul

Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Katie Vane, Mayor's Office

Susan Leonard, HR

Ben Pacy, HR

Stephanie Reed, HR

Ann Barton, Clerk/Treasurer Office

Jason Gow, Clerk/Treasurer Office

Noelle MacKay, CEDO

Doreen Kraft, Burlington City Arts

Chapin Spencer, DPW

Martha Keenan, DPW

Pat Cashman, DPW

Beth Anderson, CIO

Jesse Bridges, Parks & Rec

Steve Locke, Fire Chief

Neale Lunderville, BED

Adam Roof, City Councilor

Ron Redmond, Church Street Marketplace

Kelly Devine, Downtown Business Association

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:35 PM on 1/9/17.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 December 19, 2016

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the 12/19/16 minutes as written. VOTING: unanimous; motion carried.

4.0 DISCUSSION

4.01 Draft FY16 General Fund Balance Sheet and Management Letter

Bob Rusten noted the full draft audit will be available at the 1/23/17 Board of Finance and City Council meetings.

The auditor via teleconference gave a brief overview of the audit, noting the audit went well with a $12 million fund balance and $3.7 million surplus mainly due to planning and zoning fees. There were only two comments in the Management Letter, one on reconciliation and one on frequency of transmittals and control of data. Bob Rusten pointed out last year there was $4.2 million in unassigned fund balance and $1.2 million for the capital plan leaving a fund balance of $3 million so there is a large increase in the fund balance for revenues against expenses in FY16. It is estimated $5.2 million revenues versus expenses, $1.2 million surplus budgeted in FY16 and $1.2 million FY15 surplus carryforward so the unassigned fund balance for FY15 & FY16 is about $6.5 million. Mayor Weinberger added the goal has been $5.8 million surplus or 10% of the budget so the city is in a good position. There is $1 million in FY17 to help get to the 10% target which has already been met.

Bob Rusten also noted there are committed funds of $250,000 in reserve for DPW for salt, fuel, and overtime if the winter season is bad. There is $140,000 in reserve for the reappraisal. Staff is developing criteria for use of the unassigned fund balance.

There was brief discussion of the anticipated reappraisal to begin in 2020 (multi-year phasing). There is $140,000 in reserve and $90,000 budgeted this year toward the reappraisal. Money will continue to be budgeted each year.

Mayor Weinberger referred to the auditor’s comments in the Management Letter recalling all 12 of the initial material weaknesses identified have been addressed. Bob Rusten commended staff for the hard work to address the improvements.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Contract with Wight and Morrissey and Project Budget

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the contract with Wright and Morrissey and the project budget.

<u>DISCUSSION</u>: The following was discussed:

- **Councilor Bushor expressed concern about the relocation of Burlington City Arts impacting access by schoolchildren at Edmunds School and low and moderate income people who do not have the ability to get to the new location.**
- **Mayor Weinberger said the relocation of Burlington City Arts to Pine Street is a multi-year move with associated expense. The location is farther from Edmunds School, but closer to Champlain School. The location is on a main arterial and on the bus line. It makes sense for Burlington City Arts to have a presence on Pine Street permanently with the focus on arts in that section of the city. All will be welcome. People from all over the city will be served.**
- **Doreen Kraft, Burlington City Arts, said people at Edmunds will be part of the move so the distance is looked at as walkable. Available transportation will also be investigated. Low and moderate income people will be**

included.

There were no further comments.

VOTING: unanimous; motion carried.

5.02 Contract with Pro-Tech Fire and Security for Video Monitoring System

Martha Keenan, DPW, explained the existing eight video systems in six different buildings are at end of life. The new system will cover all the buildings. The Fire Department under public safety will be the administrator and manager of the system. Dispatch will be able to pull up information in a more timely fashion. Phase 2 of the system will cover the parking garages.

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the contract with Pro-Tech Fire and Security for the installation and integration of a video monitoring system.

<u>DISCUSSION</u>: Mayor Weinberger publicly thanked Martha Keenan for her work on this and other critical matters. The video system was in the 10-year capital plan and was accelerated by one year. There were no further comments.

VOTING: unanimous; motion carried.

5.03 Parking and Transportation Agreement with Burlington Business Association

Councilor Bushor mentioned the following:

- Having a link from the advisory committee to City Council before action is taken by the Public Works Commission.
- Traffic Fund and existing revenue stream relating to the success of the initiatives.
- Traffic Fund contributing, but not the sole source of financing for some of the initiatives.
- Re-looking at the survey and hours of operations because it appears to suggest a ramping up in some scenarios to ensure turnover.
- Review of the agreement by the City Attorney to determine if the language needs to be tightened.
- Evaluating the success of the previous year prior to signing the annual work plan.

Chapin Spencer, DPW, responded to Councilor Bushor's comments as follows:

- City councilors can be on the advisory committee. The committee can engage any interested person. It is not a prescriptive body. There will be regular reporting to the Transportation, Energy, and Utilities Committee so there could be a link to City Council.
- Regarding rates and hours, the goal is to maximize engagement of the public in the discussion and bring in key stakeholders and partners.
- The City Attorney's Office has been involved with the agreement.
- Regarding the evaluation process, the Downtown Parking and Transportation Plan speaks to the two year pilot to work on having an advisory committee and partnerships with downtown stakeholders to develop this collaborative

approach now that the plan is approved and to move toward a parking management district. Two years are needed to evaluate the idea of a downtown improvement district. The pilot gives opportunity to see how things are working and how they could work better so if the parking management district is installed there would be two years to inform that decision. Kelly Devine, Burlington Business Association (BBA), added receipt of deliverables in the contract is a form of evaluation of the efficacy of effort to the satisfaction of the city. Any contracts must meet city procurement rules.

Councilor Wright asked if there is any charter language that impacts the agreement. Attorney Blackwood said no, the Public Works Commission has a role in the city with parking. If language is added that limits the Commission's ability then City Council is overstepping its bounds. Councilor Wright asked if the work plan and deliverables require approval by City Council before going to the Public Works Commission. Mayor Weinberger said the language is consistent with City Council weighing in on a change to the Sunday parking policy before going to the Public Works Commission though they may have the ultimate authority on the matter. The Administration would be reluctant to go to the Public Works Commission on an issue important to City Council without City Council support. The system in place per the charter is being followed. Councilor Wright asked if the language could specify City Council approval since the plan is new. Mayor Weinberger clarified it is not a plan per se, but more of an agreement on how to implement the parking effort. The policy is not changing. Attorney Blackwood added the charter is clear that the Public Works Commission has the authority to make the decision. Attorney Blackwood will further research if City Council can regulate DPW even though the Public Works Commission is the entity with the decision making.

Councilor Bushor said City Council wants the opportunity to weigh in so that language should be added to the work plan. Chapin Spencer pointed out there is language that says the matter will come to City Council before going to the Public Works Commission. Councilor Wright suggested the City Attorney add stronger language especially regarding Sunday parking.

Councilor Wright asked the DID advisory board's role with regard to the BBA. Kelly Devine said the DID is an advisory working group that would meet regularly to procure consulting services for the downtown improvement district (DID) governance structure plan and to develop a scope of services.

Councilor Knodell asked about the $135,000 paid out of the Traffic Fund from efficiencies rather than new revenues. Chapin Spencer said both are used. There has been $2 million in garage repairs done and about $4 million to do this season. There is 160 days cash-on-hand in the fund balance. There is $7 million in expenses on the garages to be done including upgrade of the revenue control system so downtown nighttime leases for a low cost off-street parking option can be offered to downtown residents. There has been a change in rates and change in hours. There is an assessment to the businesses downtown to offer two hours of free parking (cost of $317,000). Kelly Devine said the Traffic Fund has been more successful due to the way people can now pay at the meters. Plus the garages are being operated more efficiently (doing more with less).

Councilor Knodell asked if the DID would take on the same functions of the Downtown Parking and Transportation Council. Chapin Spencer said if the community collectively decides on the DID then a large swath of responsibilities could be taken on by the public/private partnership. The model worked well with the Church Street Marketplace.

Councilor Wright asked about rollback of nighttime enforcement of parking. Chapin Spencer said the plan is silent on that matter, but the Downtown Parking and Transportation Plan is clear that rates and hours should be set based on ensuring turnover and 85% occupancy on-street. The data appear to justify adjusting the hours in the downtown. Having the partnership agreement in place will help. A proposal will be brought forward on adjusting the hours.

Action postponed until January 23, 2017 Board of Finance meeting so City Attorney could review and there could be a response to comments and questions from Councilors Bushor and Wright.

It was announced that Pat Cashman is leaving DPW to take a position in Portland, Oregon. The search has begun for his replacement. Mr. Cashman has been collecting data on parking for almost a year. It was also announced that the rates on 22 meters around Browns Court will be reduced as mitigation for construction related impacts from the Champlain Eagles Landing project.

5.04 Burlington Greenway (Bike Path) Rehabilitation Phase 2 Design and Construction Administration

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve and recommend to City Council for approval the Burlington Greenway Rehabilitation Phase 2 Design and Construction Administration. VOTING: unanimous; motion carried.

5.05 Training and Special Projects Coordinator at Police Department

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval creation of a Training and Special Projects Coordinator at the Police Department.

<u>DISCUSSION</u>: Councilor Bushor confirmed the money is in the budget for the position.

VOTING: unanimous; motion carried.

5.06 Update Information Technology Salaries and Staffing at BED

5.07 Reorganization of Innovation and Technology Department

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Councilor for approval the update of IT salaries and staffing at BED and the reorganization of the IT Department.

<u>DISCUSSION</u>: Councilor Bushor complimented Neale Lunderville and Beth Anderson on looking at the issue overall and bringing the city a quantum leap forward. Councilor Knodell asked if the parity and equity issue has been addressed. Councilor Bushor said parity and equity are addressed as best possible and moving in the right direction given two different compensation systems. There were no further comments.

VOTING: unanimous; motion carried.

5.08 Phase III – Clerk/Treasurer Office Reorganization

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval Phase III of the Clerk/Treasurer Office reorganization. VOTING: unanimous; motion carried.

5.09 November Financials

Postponed to the next meeting.

5.10 Sweep Account Report for November

Postponed to the next meeting.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:43 PM.

RScty: MERiordan