



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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## BOARD OF FINANCE MONDAY, APRIL 22, 2013

### MINUTES

**PRESENT:** Mayor Weinberger; Councilors Knodell, Bushor, Decelles.

**ABSENT:** City Council President Shannon

**ALSO PRESENT:** Interim CAO Sisson; ACAO Goodwin; ACAO Schrader; Jesse Bridges, Parks and Recreation; David White, Planning and Zoning; Steve Goodkind, DPW; City Attorney Blackwood; Mike Kanarick, Mayor's Office; Dave Roberts, Lise Veronneau, Fire; Councilor Blais; Phil Lavigne, Channel 17.

#### 1. Agenda

Councilor Knodell requested they add item 10. Other Business to the agenda.

On a motion by Councilors Knodell and Bushor, the agenda was adopted unanimously as amended.

#### 2. Public Forum

No one came forward to speak.

#### 3. Approval of the Board of Finance Minutes

##### a. April 15, 2013

Councilors Knodell and Decelles made a motion to approve the minutes.

Councilor Bushor noted a portion of the minutes where a motion made but the Councilor who seconded it was not listed. She also noted an inaccurate statement in the minutes.

The minutes were approved unanimously as amended.

#### 4. Street Reconstruction Program Bids – DPW

Councilors Bushor and Decelles made a motion to approve selection of the recommended contractor, Pike Industries.

Councilor Decelles inquired about the breakdown of price. Steve Goodkind, Public Works, stated they provided the price of individual units and have a column listing how many units they will purchase. To determine the total price, they multiplied the number of units by the unit price.

Councilor Bushor noted that Pike seemed to have higher prices for most items but were lower in

reclamation. Since reclamation is the bulk of the work, this made them the lowest bidder.

Mayor Weinberger inquired if they have worked with all of the bidders before. Mr. Goodkind stated they have. They worked with Pike last year and they did a good job.

The motion passed unanimously.

#### **5. Budget Amendment for Greenbelt Maintenance – PARKS**

The Board addressed an item to allow the Parks Department to decrease spending in Small Tools and Equipment, Specialized Equipment, Chemicals, and Seasonal Salaries and Wages and increase spending in Repair and Maintenance Land Materials.

Councilors Decelles and Knodell made a motion to approve the budget amendment. The motion passed unanimously.

#### **6. Budget Amendment for Waterfront Division - PARKS**

Councilors Bushor and Knodell made a motion to approve the budget amendment.

Councilor Bushor inquired about the numbers in the budget adjustment. Interim CAO Sisson stated they are reducing their expenses on full time salaries by \$25,000 and instead spending it on seasonal salaries. They are also using increased revenues in two areas to increase seasonal salaries.

The motion passed unanimously.

#### **7. Budget Amendment for Funds to Repair Rescue 2 – FIRE**

Councilors Decelles and Knodell made a motion to approve the budget amendment.

Councilor Bushor inquired where the money will be coming from. Interim CAO Sisson stated that they have explored different options and feel that making the repairs is the best option. The Fire Department does not have a source of revenue, but the gross receipts tax in the General Fund is running better than expected. They are not going to move that revenue from the Clerk/Treasurer's Office to the Fire Department. Mayor Weinberger stated they budget the Fire Department at a deficit to the general fund.

The motion passed unanimously.

Dave Roberts, Fire, stated they had an outdoor porch fire today that they handled quickly. Before that happened, Rescue 1 broke down on the interstate and was towed back to Public Works. Once and a while they have to take it out and run it at a high speed to clean out the turbochargers. It will be a high priority repair. Lise Veronneau, Fire, stated that Rescue 3, their spare vehicle, has already been moved into Rescue 2's spot and they are down one vehicle.

Mayor Weinberger inquired if it will be a quick fix. Mr. Roberts stated they may have to borrow a vehicle from another town. Ms. Veronneau stated in the meantime, mutual aid kicks in. If there

were an incident, UVM or Colchester would have to respond.

Councilor Decelles inquired why it is not being fixed tonight. Mr. Roberts stated they have not yet been able to reach a mechanic. The person on-call is not actually a mechanic. They will continue to work on this throughout the evening. Mayor Weinberger stated the purpose of having a shop is to be able to handle situations like this. Mr. Roberts stated borrowing a vehicle would be the last choice of their options. Ms. Veronneau stated that not every mechanic is certified on every vehicle. Councilor Decelles stated it seems justifiable to contact another company. Mr. Roberts stated they will be doing everything they can to get a mechanic in.

Councilor Bushor inquired which station has the functional ambulance. Mr. Roberts stated it will be the downtown station. Councilor Bushor inquired where the other ambulance normally is stationed. Mr. Roberts stated it is typically located at North Ave. Councilor Bushor stated if they can use UVM, her section of the City is covered. The New North End would have the greater distance. Mr. Roberts stated that if there were a call on North Ave. Colchester's ambulance would respond. Rescue 1 will handle everything in the City provided that they are not already on a call. If there is a second call, mutual aid would kick in. Councilor Bushor inquired if utilizing mutual aid would improve or lengthen the response times. Mr. Roberts stated it lengthens the response time. There could be a few places that UVM would get to more quickly, but they could also be out on a call. There are mutual aid agreements with all area cities and towns. Ms. Veronneau stated she wanted to alert them because it is rare that they are down to one ambulance.

Councilor Decelles inquired if Colchester operates full time. Mr. Roberts stated they staff their ambulance with volunteers and do keep a crew ready to respond. They may respond in personal vehicles to the ambulance. They are a decent organization and respond when needed. They will be making every effort to see if they can make a repair this evening. Ms. Veronneau stated they have not notified the public in the past and is unsure what it would accomplish.

#### **8. Status of FY13 Budget (Verbal)**

Interim CAO Sisson stated they have been working with their new accounting system this year. Expense recognition is doing well. They are still working on the revenue side. Because of the change of the chart of accounts, there are some revenues that look understated because of coding errors. They are focusing on alarm buildings that have not been performed since last October. They are also catching up on DPW billings. Things are coming along well. Fire is operating at a deficit but Police is doing better than budgeted. Parks and Recreation has some challenges, but they are reducing expenses to offset revenue they did not receive. He is confident that they will have a modest surplus at the end of the fiscal year. They will have internal numbers by the end of August. There have been lags in entering invoices because people are not using the Purchase Order system as they should. They will be holding update training sessions to help people comply with policies.

#### **9. Status of FY14 Budget Process (Verbal)**

Interim CAO Sisson stated they are fairly far along with Department Head submissions of budgets. He is working with Department Heads to complete those. They are having their first budget work session tonight with presentations from Code Enforcement, Assessor, Planning and

Zoning, and City Council. They are having one less work session than originally scheduled.

Councilor Knodell inquired about the status of a resolution for a Strategic Plan for the Financial Health of the City. Mayor Weinberger stated it is still in progress. So far they have implemented New World Software and completed the audit earlier than in the past. They are a little uncertain what the strategic plan would involve given the complication of projecting out municipal budget and the uncertainty of union negotiations. They have discussed resuming that after this budget is complete. Interim CAO Sisson stated New World's capabilities are such that the more it is used the more history that becomes available.

#### **10. Other Business**

Councilor Knodell stated she has drafted a resolution regarding the Fiscal Stability Bonds. This will focus the City Council on improving the liquidity of the City. It will request that they actively monitor the unassigned fund balance and liquidity position of the City. It will also propose that they have some accountability and explanation to the public that the bonds are making to the fiscal health of the City. Unlike investments in concrete capital, it can be difficult to see the benefits of a Fiscal Stability Bond. She wants to be able to show how it has improved the health of the City. Councilor Bushor inquired how they will be using the Fiscal Stability Bond. Interim CAO Sisson stated they have opened an account at KeyBank for when they receive the proceeds. They will immediately pay off the Tax Anticipation Notes of \$4 million. After every tax payment due date, the balance in the Fiscal Stability Bond fund will be restored to \$9 million. They want to keep the principle there to ensure it is not being used for anything other than it is supposed to be. Councilor Bushor stated she would love to co-sponsor the resolution because the residents want this. Mayor Weinberger inquired when this will be sent to the Council. Councilor Knodell stated she is aiming for the April 29 meeting.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting at 5:30pm.