



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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## BOARD OF FINANCE MONDAY, NOVEMBER 25, 2013

### MINUTES

**PRESENT:** Mayor Weinberger; City Council President Shannon, Councilors Aubin and Bushor; CAO Rusten

**ABSENT:** Councilor Knodell

**ALSO PRESENT:** Councilor Paul; ACAO Goodwin; Assistant City Attorney Haesler, Ryan Betcher, Bob McEwing, Airport, Brian Lowe, Airport

#### 1. Agenda

City Council President Shannon requested item 9 be moved to item 2A.

On a motion by City Council President Shannon and Councilor Aubin, the agenda was adopted unanimously as amended.

#### 2. Public Forum

No one came forward to speak.

#### 2A. (Formerly 9) Delegation of Authority for Budget-Neutral Amendments – C/T

City Council President Shannon and Councilor Aubin made a motion to recommend approval of the delegation of budget neutral amendments to the City Council.

Councilor Bushor stated the new language allows for contract amendments and reserve re-appropriations. She is not ready to make this permanent, and would prefer to try it for a year. Mayor Weinberger stated they can have a sunset of July 1, 2014. Councilor Bushor stated she would prefer that. City Council President Shannon stated they can revisit this any time that they want to. She does not feel a sunset is necessary, but is not opposed to it if it would make Councilor Bushor more comfortable. Mayor Weinberger stated they report any actions taken under this authority on a regular basis. Councilor Bushor stated her rationale is that they have not gone through a full cycle of this. It looks like it will be fine and she will likely support making it a done deal, but she would like to go through the full cycle first.

Councilor Bushor and City Council President Shannon made a motion to amend the resolution to have a sunset date of 6/30/14. The motion passed unanimously.

The motion to recommend approval to the City Council passed unanimously.

#### 3. Authorization for FY14 Budget Amendment to Move Funds to Overtime – Police

Councilor Bushor and City Council President Shannon made a motion approve the budget

amendment.

Councilor Aubin inquired what this does to base salaries. CAO Rusten stated it was meant to be in the overtime budget to begin with.

The motion passed unanimously.

#### **4. Approval for Renewal of Federal Express Lease – Airport**

The Board addressed an item to allow the Airport to renew a lease agreement with Federal Express Corporation for the operation of cargo services.

Councilors Bushor and Aubin made a motion to approve the lease renewal. The motion passed unanimously.

#### **5. Approval of Addendum to Temporary Ground Lease for Enterprise – Airport**

Councilor Bushor and City Council President Shannon made a motion to approve the lease addendum.

Councilor Bushor stated this references the current agreement which contains livable wage language. She inquired if the livable wage is still in effect because this is just an addendum to the original agreement. Assistant City Attorney Haesler stated the livable wage is still in effect until the contract expires. Mayor Weinberger stated nothing about this resolution will change the current setup. Councilor Bushor stated the resolution should state that it is a month to month lease and the end date to be consistent with the communication and agreement.

The motion passed unanimously.

#### **6. Approval of Addendum to Temporary Ground Lease for Hertz Car Rental – Airport**

Councilors Aubin and Bushor made a motion to approve the addendum to the lease.

Councilor Bushor requested that language be added to the resolution to be consistent with the agreement and communication.

The motion passed unanimously.

#### **7. Authorization to Finance and Purchase Vehicles and Equipment – Airport**

Councilors Bushor and Aubin made a motion to recommend approval of the vehicle purchase and financing.

Councilor Bushor stated the resolution says they will be “utilizing City” and inquired what exactly they are utilizing. Bob McEwing, Airport, stated it should read funds.

The motion passed unanimously.

**8. Authorization for Modification of Passenger Boarding Bridge - Airport**

Councilors Bushor and Aubin made a motion to approve the contract.

Councilor Bushor inquired if they intend to fund this just through Passenger Facility Charges or if they will also utilize the Airport Operating Revenues. Bob McEwing, Airport, stated this will utilize only Passenger Facility Charges. Councilor Bushor stated the resolution should be modified to reflect this.

The motion passed unanimously.

**10. Review October Monthly Financial – C/T**

CAO Rusten stated they have identified some departments that have had problems with revenues and have begun conversations about what they will do to reduce expenses and remain within their budget. General Funds Revenues appear to be off in comparison with where they were last year. They will modify the sheet for next month with a column comparing month to month with last year. The Enterprise and Special Revenue Fund things seem to be generally on track with last year.

Councilor Bushor inquired if there are any red flags. CAO Rusten stated there are some, but they are addressing them earlier in the year so there is time to correct them. Parks and Recreation has had some problems with revenues due to the weather. They will be coming up with things to do in this fiscal year to correct the problem. Councilor Bushor stated Parks and Recreation struggles with this often. She does not know if the City gives them enough general fund money. She does not want fees to go up because she wants their programs to be affordable. It has been an ongoing problem. CAO Rusten stated they are starting to work on the FY15 Budget. He has been asking Department Heads to present real numbers, the numbers that they really need, and a “wish list”. They will continue to have these discussions as they put together the FY15 budget.

**11. Review October Sweep Account Analysis – C/T**

CAO Goodwin stated the stability bond was completely reimbursed by the tax payment due November 12. The balance is now the full \$9 million. There is still a significant amount of money owed to the general fund, but that number will be significantly reduced by the time of the next report. The dedicated taxes for capital fund and retirement will be allocated to the appropriate funds which will reduce the amount that they owe the general fund. CAO Rusten stated they have asked Departments to let them know if they believed that they had carried money forward to the general fund. There will be a new fund called equitable sharing for the Police Department. That money has been sitting in the general fund pool and tracked by an excel spreadsheet. They will begin to use special bank accounts to track these funds instead.

Councilor Bushor requested they look at BT’s budget earlier rather than later. She wants to know how they are doing and would like to understand their unfunded balance. CAO Rusten stated it would be helpful to have people from BT here when discussing their budget.

Mayor Weinberger inquired about the change in the amount of the Penny for Parks account. CAO Goodwin stated they have been spending those dollars and it is a real number. They are

working hard to catch up on projects and have been spending those dollars.

Mayor Weinberger inquired why the fiscal stability bond does not say that the full \$9 million is in that account. ACAO Goodwin stated that is the actual number. They may need to top it off to bring it up to the full \$9 million. Mayor Weinberger inquired if the full replenishment will go down over time as they make payments. ACAO Goodwin stated it will.

## **12. Discuss December Meeting and Agenda Schedule**

The Board discussed the upcoming Board of Finance meeting schedule and agreed to not meet on December 2<sup>nd</sup>, and to meet on December 9 and December 16. CAO Rusten also stated that the November financials will not be ready by the December 16<sup>th</sup> meeting and instead will be e-mailed out by the end of the month and discussed at the first meeting in January.

CAO Rusten was also asked about the 2014 Board of Finance meeting schedule. He responded that the schedule had not yet been set and would be discussed at a December Board meeting.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting at 6:25pm.

### **FOR INFORMATION PURPOSES**

#### **Grants Accepted Since Last Meeting:**

**High Meadows Fund Grant – CEDO - \$15,000 – Analyze Parking Trends Among City Staff**

**Financing with the City of Burlington – Airport**

**Wastewater Refinance – C/T**