Board of Finance
11/30/2015

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

November 30, 2015

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Karen Paul [via teleconference until arrival at 5:25 PM]

Sharon Bushor

Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Gene Bergman, Assistant City Attorney

Brian Lowe, Mayor's Office

Jennifer Kaulius, Mayor's Office

Beth Anderson, CIO

Martha Keenan, DPW

Norm Baldwin, DPW

Rob Green, DPW

Jesse Bridges, DPW

Ken Nolan, BED

Kasti Munir, BED

Mike Kamnick, BED

Susan Leonard, HR

Stephanie Reed, HR

Ben Pacy, HR

Tom Ayres, City Council

Adam Roof, City Council

Andy Simon, citizen

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting of the Board of Finance to order at 5:03 PM.

1.01 Agenda

MOTION Jane Knodell, SECOND by Sharon Bushor, to approve the agenda with the removal of Item 5.03 – Authorization for Interconnection Agreements BED. VOTING by roll call: Karen Paul – aye, Kurt Wright – aye, Sharon Bushor – aye, Jane Knodell – aye, Miro Weinberger – aye; motion carried.

2.0 PUBLIC FORUM

Andy Simon, citizen, commented as follows relative to the Burlington College development agreement:

- There is need for as much transparency as possible so the public can be informed and involved in the process.
- The land as open space is important and significant to the city and has been treated as public land for years.
- The proposed number of housing units (770) is too many and will have an impact on the neighborhood and traffic on North Avenue. Housing on the strip of land along North Avenue is fine.
- Impact on the lake by storm water runoff and construction consequences from the proposed development has not been adequately studied and should be before the development is started.
- The proposed housing units are not affordable housing. Market rate units will not solve the housing problem in the city.
- Higher, taller, denser housing is not the solution. Fewer is the answer. The city should look at housing possibilities in other places.
- There is conflict of interest with the project and some members on the Conservation Board and Planning Commission, but the individuals are not recusing themselves.

Mayor Weinberger noted two members on the Board of Finance have recused themselves from discussions on the land proposal.

With no further comments Public Forum was closed at 5:12 PM.

3.0 APPROVAL OF BOARD OF FINANCE MINUTES

3.01 November 9, 2015

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve the 11/9/15 Board of Finance minutes as presented. VOTING by roll call: Karen Paul – aye, Kurt Wright – aye, Sharon Bushor – aye, Jane Knodell – aye, Miro Weinberger – aye; motion carried.

3.02 November 16, 2015

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve the 11/16/15 Board of Finance minutes with the addition of Bob Rusten to the Executive Session attendees and clarification that the time of adjournment of the meeting occurred at the conclusion of Executive Session. VOTING by roll call: Karen Paul – aye, Kurt Wright – aye, Sharon Bushor – aye, Jane Knodell – aye, Miro Weinberger – aye; motion carried.

4.0 DISCUSSION/PRESENTATION

4.01 Discuss 10-Year Capital Plan

Martha Keenan and Norm Baldwin, DPW, gave a presentation on the economic benefits of extending the life of city assets and reducing costs with upgrade of streets and sidewalks and equipment and IT. There will be robust preventative maintenance as well. Unfunded capital needs include replacement of four firetrucks that are close to end of life, upgrading 22 miles of sidewalk in severe condition and 23 miles of roadway in poor/severe condition to the national standard, inadequate IT and security system, bike path rehab, City Hall park renovation, and establishing a contingency fund for emergency repairs. The proposal is to address the unfunded capital projects over a four year period. The cost is $26 million. Staff is looking at options to reduce expenditures and still achieve the desired outcomes and is looking at a variety of revenue streams.

Mayor Weinberger stated increased investment and more aggressive preventative maintenance will keep the sidewalks and streets at a better level for a long time. Before the new initiatives for roads, sidewalks, and technology there is a $2 million miscellaneous need over four years. Staff is looking at a reasonable multi-faceted approach to funding. Before the matter is brought to City Council for action there will be coordination with work on the water and sewer systems to project if there will be any rate increases for those enterprise funds. It is anticipated the voters will be asked to decide in November 2016 on bringing the fire fleet up to standard, the bike path rehab project, addressing the severe sidewalks and streets in the city, and the new City Hall park. Staff is looking at a variety of revenue streams.

Sharon Bushor stated Ward 1 voters will likely not support the initiative because there are not many streets or sidewalks there. Residents want to see what they are getting for their dollar. Also, the amount of money to maintain the assets must be adequate to avoid needing more money in five years. Mayor Weinberger said it would be a mistake to do the bike path rehab in isolation of the other needed infrastructure investments. Norm Baldwin pointed out the assessment identified the real needs to be addressed (worst of the worst sidewalks and streets). Staff is looking at other revenue sources to the property tax. The assets once brought up to standard should last for a long period of time so it is reasonable to pay over a long period of time. The consultants who did the assessment offered to work with the city on ways to creatively finance the projects. If the work is not done now the cost will be higher later.

The Board requested information on options for funding and will review the information on the capital plan for the next meeting.

5.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

5.01 Authorize Reclassification of BED Positions

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval the reclassification of BED positions as presented.

DISCUSSION: Sharon Bushor noted the resolution needs more detail such as salary information. There were no further comments.

VOTING: unanimous; motion carried.

5.02 Authorize Winooski One Tax Settlement

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the Winooski One tax settlement. VOTING: unanimous; motion carried.

5.03 Authorize Interconnection Agreements

Removed from agenda.

5.04 Authorize Reclassification of C/T Executive Secretary and Junior Accountant Positions

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the reclassification of the C/T Executive Secretary and Junior Accountant positions.

DISCUSSION: It was noted the position may not be filled at this time.

VOTING: unanimous; motion carried.

5.05 Authorize Reclassification of General Foreman Parks Position

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval the reclassification of the General Foreman Parks position. VOTING: unanimous; motion carried.

5.06 Authorize Reclassification of DPW General Foreman Position

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve and recommend to City Council for approval the reclassification of the DPW General Foreman position.

<u>DISCUSSION</u>: Karen Paul asked why so many reclassifications are being done. Norm Baldwin explained it takes time to work through the details. Per the capital plan staff was aware the amount of work was ramping up and positions need to ramp up as well. There were no further comments.

VOTING: unanimous; motion carried.

5.07 Authorize Reclassification of DPW Interim Transportation Planner Position

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval the reclassification of the DPW Interim Transportation Planner position.

<u>DISCUSSION</u>: Sharon Bushor pointed out the resolution has errors and is not consistent with the other resolutions. Also, there is reference to an unexplained October date in the resolution. Ms. Bushor stated a changed title and job description does not address staffing needs for the excessive work load. Norm Baldwin said the goal is to begin restructuring the engineering team to better respond to service needs. There were no further comments.

VOTING: unanimous; motion carried.

5.08 Authorize Bike Path Rehabilitation Contract Addendum #5 with VHB

MOTION by Kurt Wright, SECOND by Jane Knodell, to approve and recommend to City Council for approval the Bike Path Rehabilitation Contract Addendum #5 with VHB. VOTING: unanimous; motion carried.

5.09 Review Sweep Account Report as of October 31, 2015

5.10 Review Monthly Financials as of October 2015

MOTION by Jane Knodell, SECOND by Karen Paul, to postpone Item 5.09 (Sweep Account) and Item 5.10 (Monthly Financials) until the next Board of Finance meeting. VOTING: unanimous; motion carried.

6.0 DISCUSSION

6.01 PFM Presentation: Public Financing – Borrowing Instruments, Benefits/Concerns, Conditions/Requirements

Bob Rusten reported PFM will do a presentation to the Board of Finance in January 2016 on instruments of borrowing and related information.

6.02 Proposed Changes to City Charter Section 69

Bob Rusten noted the following proposed charter changes:

- Payments on the 1099 report of $600 must be reported per IRS rules
- The requirement of financial information in the annual report within five months of the close of the fiscal year will be pushed back.
- The audit will not be included in the annual report due to the excessive number of pages. The audit will be available on-line or hardcopy by request.
- Requirements for people to run for office or serve on boards will be noted.

Sharon Bushor stated BED and the airport are doing budgeting and should not be eliminated. Also, the provision pertaining to a city official being ineligible to hold office if there is not compliance with the provision on budgeted should not be removed.

Karen Paul spoke in support of publishing an abbreviated version of the audit in the annual report for the taxpayers.

Kurt Wright noted the Charter Change Committee will review the proposed changes at the next meeting.

6.03 Discuss 2016 Meeting Schedule

MOTOIN by Kurt Wright, SECOND by Sharon Bushor, to postpone discussion of the 2016 meeting schedule until the next meeting. VOTING: unanimous; motion carried.

7.0 EXECUTIVE SESSION

7.01 Authorization of Former Burlington College Development Agreement

Jane Knodell and Karen Paul recused themselves.

MOTION by Sharon Bushor, SECOND by Kurt Wright, to find that premature general knowledge of the city's contract with CHT, BCCHHB, VLT, and the city for the Burlington College property would be detrimental to the city's interests and place the city and perhaps other parties at a substantial disadvantage. VOTING: unanimous; motion carried.

MOTION by Sharon Bushor, SECOND by Kurt Wright, based on the finding of premature public knowledge being detrimental to go into Executive Session to discuss the city's contract with CHT, BCCHHB, VLT, and the city for the Burlington College property, and to invite Board of Finance members Bushor, Wright, Weinberger, City Councilors Roof and Ayres, Mayor's Office staffers Lowe and Kaulius, CAO Bob Rusten, Assistant City Attorney Bergman, Parks Director Bridges. VOTING: unanimous; motion carried.

Executive Session was convened at 6:25 PM and adjourned at 6:46 PM

8.0 BOARD ACTION

8.01 Authorize Former Burlington College Development Agreement

No action taken.

9.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:50 PM.

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