Board of Finance - Monday, November 26, 2018 at 6:30 p.m.
Conference Room 12, City Hall
11/26/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

November 26, 2018

APPROVED – 2/11/19

MEMBERS PRESENT: Mayor Weinberger

Council President Kurt Wright

Councilor Jane Knodell

Councilor Karen Paul

Councilor Sharon Bushor

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Olivia LaVecchia, Mayor's Office

Jordan Redell, Mayor's Office

Eileen Blackwood, City Attorney

Lynn Reagan, HR

Stephanie Reed, HR

Neale Lunderville, CEDO

Kiersten Merriman Shapiro, CEDO

Cindi Wright, Parks & Rec

Chapin Spencer, DPW

Darren Springer, BED

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Doreen Kraft, BCA

Sara Katz, BCA

Adam Roof, City Council

Kelly Devine, Burlington Business Association

Jesse Bridges, resident

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 6:37 PM on November 26, 2018.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve the agenda with the amendment to remove the BED items pertaining to the software maintenance proposal and the organizational chart update. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

Jesse Bridges, Ward 5 resident, spoke in support of the acquisition of the 12 acre former Burlington College property.

3.0 BOARD OF FINANCE APPROVAL

3.01 Tree Stump Removal Contract – Parks & Rec

MOTION by Councilor Bushor, SECOND by Council President Wright, to authorize the execution of a contract with Barrett's Tree Service not to exceed $56,750 for the removal of 150 city-owned tree stumps subject to approval by the City Attorney's Office and to authorize the budget adjustment of $56,750. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Conservation Legacy Fund Disbursement for 311 North Avenue – Parks & Rec

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval disbursement from the Conservation Legacy Fund for 311 North Avenue.

DISCUSSION:

- **Councilor Bushor commented the acquisition is the purpose of the Conservation Legacy Fund.**

- **Councilor Paul noted her former association with Burlington College and questioned if recusal is necessary. City Attorney Blackwood said a conflict of interest is not apparent.**

VOTING: unanimous; motion carried.

4.02 Reclassify two positions and increase hours for one position - CEDO

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the reclassification of the Senior Projects and Policy Specialist position to a regular, exempt, full time, non-union, Grade 19 position retroactive to July 1, 2018, and reclassify the Victim Liaison and Panel Coordinator position to a regular, non-exempt, part-time (32 hours), non-union, Grade 15 position effective upon approval. VOTING: unanimous; motion carried.

4.03 Councilor Initiative Fund Request for Highlight BTV 2019 – Councilor Roof

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the use of $20,000 of Councilor Initiative funds by Burlington City Arts (BCA) to support the planning and delivery of HighlightBTV 2019, Burlington's New Year's celebration.

DISCUSSION:

- **Councilor Paul observed the money was not in the budget as a regional program. Mayor Weinberger said if there is desire to fund the event to $40,000 then the amount will be in next year's budget. Council Initiative funds are for new initiatives, not recurring items.**

VOTING: unanimous; motion carried.

Thanks were expressed for embracing a cherished event owned by the people of Burlington. The public is urged to attend. Prices are reasonable, but there will be assistance if needed.

4.04 Budget Amendment for HighlightBTV 2019 - BCA

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the amendment to the BCA operating budget for FY2019 in order to incorporate additional income and expenses required to implement the 2019 Highlight New Year's Eve event and the use of $10,000 of unassigned fund balance to support the implementation of the event. VOTING: unanimous; motion carried.

4.05 Group Insurance Service Center Agreement for City Health Insurance - HR

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the renewal of the agreement with the Group Insurance Service Center for the city health insurance program. VOTING: unanimous; motion carried.

4.06 Contract for Upgraded Power Supply at QTA – Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval authorization to execute the contract with DEW Construction Corp. subject to final review and approval by the City Attorney for up to $165,000 for excavation, conduit, and coinciding appurtenances construction as part of the airport's car rental quick turnaround power supply upgrade. VOTING: unanimous; motion carried.

4.07 Reclassify Public Works Engineer Position – DPW

DPW Director Spencer explained the redoubled effort on preventative maintenance work and project delivery in the department, and the calculation of the number of FTE employees needed. Councilor Bushor suggested at some point looking at whether the position should be filled permanently. Councilor Knodell noted eventually the work load will decrease. DPW Director Spencer said consultants programmed in the FY19 budget would be the first reduction.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the reclassification of the Public Works Engineer position to regular, full time, non-union, exempt, Grade 21 effective January 1, 2019. VOTING: unanimous; motion carried.

4.08 Settlement between BED and Comcast Cable – BED

There was brief discussion of the settlement.

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the settlement between BED and Comcast Cable. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Business Personal Property Tax/Gross Receipts – C/T

Mayor Weinberger gave an overview of the matter, noting the $1.2 million in revenue to be phased out equates to about one penny on the tax rate. Businesses with $45,000 or less in business personal property will not pay the tax. Councilor Bushor asked if the Administration has looked at ways to address the shortfall without increasing the tax rate. Mayor Weinberger said the options can be discussed when the town meeting day vote is discussed in December.

Councilor Paul observed with the $45,000 exemption a large number of businesses paying small amount ($100 or so) are eliminated which relieves the Assessor's Office from enforcement and that will be a savings in staff time.

MOTION by Council President Wright, SECOND by Councilor Knodell, to recommend to City Council for approval the phase out of the business personal property tax.

DISCUSSION:

- **Councilor Paul urged eliminating the tax sooner than later to avoid losing businesses to other locations.**
- **Councilor Knodell said the charter language could be changed to say "no later than July 1st "and "to be determined by City Council".**
- **Mayor Weinberger said the Charter Change Committee can be informed of the language suggestion.**

VOTING: unanimous; motion carried.

5.02 Investment Policy Statement – C/T

Postponed.

5.03 Financials Report – C/T

Postponed.

5.04 Open Items List – CAO

Postponed.

6.0 APPROVE/RECOMMEND TO CITY COUNCIL

6.01 Council Initiative Funds for Big Heavy World – Councilors Knodell and Pine

Councilor Knodell explained the $5,000 of Council Initiative funds would be used to deliver the Big Heavy World concert series.

MOTION by Councilor Knodell, SECOND by Council President Wright, to recommend to City Council for approval the use of $5,000 in Council Initiative funds to support delivery of inclusive substance-free all ages concerts by Big Heavy World.

DISCUSSION:

- **There was discussion of the Big Heavy World receiving an allocation from the Arts Fund and from the Council Initiative Fund. It was noted the grant from the BCA Community Fund was in support of several programs. Big Heavy World work is specific to enrichment and positive benefits to young people. Big Heavy World works with technology and community development efforts.**
- **City Attorney Blackwood confirmed the language of the Arts Fund says allocations cannot be drawn twice from city funds.**

- **Councilor Bushor questioned how the situation is different from Council Initiative funds going to the Highlight event. Councilor Knodell said recurring use of Council Initiative funds with other entities was not researched. Councilor Paul suggested finding out if there are extenuating circumstances for the ask of funds. Mayor Weinberger explained the rule was created due to discomfort with the regional programs budget, particularly with arts funding.**
- **City Attorney Blackwood suggested staff do some research and draft rules and guidelines going forward.**

VOTING: 4 ayes, one nay (Mayor Weinberger); motion carried.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 7:40 PM.

RScty: MERiordan