



**Board of Finance - Monday, November 25, 2019 at 4:45 p.m.
Conference Room 12, City Hall
11/25/2019**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

November 25, 2019

APPROVED – 1/21/20

MEMBERS PRESENT: Mayor Weinberger

Council President Wright

Councilor Paul

Councilor Bushor

Councilor Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Deanna Paluba, HR

Lynn Reagan, HR

Chapin Spencer, DPW

Martha Keenan, DPW

Lee Perry, DPW

Doreen Kraft, BCA

Sarah Katz, BCA

Steve Locke, Fire



Board of Finance - Monday, November 25, 2019 at 4:45 p.m. Conference Room 12, City Hall 11/25/2019

Lucas McGowan, CEDO

Grace Ciffo, CEDO

William "Chip" Mason, City Council

Jeff Glassberg, consultant

Dave Hartnett, citizen

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 4:50 PM on November 25, 2019.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public at this time.

3.0 APPROVE AND RECOMMEND TO CITY COUNCIL

3.01 Purchase 12 Non-Commercial Vehicles and Four Commercial Vehicles – DPW

DPW Project Manager Keenan and DPW Fleet Manager Perry gave a presentation on the purchase of 16 vehicles. The following was noted:

- DPW worked with a consultant, Management Partners, on the fleet strategy. Recommendations include having a full time data entry person on staff, adding two extra help positions (could be seasonal), developing a fleet funding policy, merging the city and school fleets.
- Action items include:
 - Support a progressive preventative maintenance program
 - Provide additional RTA training
 - Update methodology and labor rates
 - Report performance information quarterly
 - Update the 10-year replacement plan
 - Establish performance measures and share results
- Accomplishments include:



Board of Finance - Monday, November 25, 2019 at 4:45 p.m. Conference Room 12, City Hall 11/25/2019

- Creating a fleet committee with DPW, CAO, and Parks & Rec
- Creating a policy that engages all departments and helps inform procedures on purchases
- Developing a 10-year projection on fleet needs (fleet planning provides better prioritization and gives each department a voice)
- Establishing a financial strategy for a sustainable fleet
- Removing three vehicles (the saved dollars went into reserves)
- No added vehicles
- General Fund and Water Resources budget requests are for the purchase of 16 vehicles (noncommercial and commercial). Steps are being taken for efficiency by purchasing hybrids and electric equipment in support of the net zero energy goal of the city.

Councilor Bushor asked how the fleet reserve fund is being used and if the budget request adds to the budget gap. DPW Project Manager Keenan said the money will go toward leases and the reserve will hold through FY23. Councilor Bushor asked if older vehicles are traded or sold, and if the hybrid vehicles are repaired inhouse. DPW Project Manager Wheeler confirmed cars are traded and sold and hybrids are maintained by the manufacturer while under warranty. DPW does have the expertise to do the work. Councilor Bushor asked about the life expectancy of hybrids versus gas vehicles. DPW Fleet Manager Perry said police cars last about five years. Hybrids have a longer life. Councilor Bushor asked about the \$100/ton figure (used for comparison between gas and hybrid vehicles), and urged providing as much information as possible on hybrids.

Councilor Pine stressed giving enough time to do the analysis on fuel and operations/maintenance savings. Mayor Weinberger said multiple months of planning are needed before replacing vehicles. Councilor Pine suggested doing shorter leases to take advantage of opportunities as they arise. CAO Anderson said the financing is purchasing through leasing as part of the master lease. Councilor Pine asked why the library van was not included. DPW Project Manager Keenan said a minivan with a lift was the choice, and the van is not available in electric. DPW Director Spencer added the library van and commercial truck are downsized. The pickup truck is shared for plowing. Councilor Pine urged looking at the carbon impact and total cost of ownership over time.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend the following to City Council:

- **Authorize the DPW Director to purchase 10 non-commercial vehicles and two commercial vehicles for a total value of \$634,913.62 with financing determine by the Clerk/Treasurer Office at a rate not to exceed 4% and a term up to six year subject to review and approval by the City Attorney.**
- **Authorize the Division Director of Water Resources to purchase two non-commercial vehicles and two commercial vehicles for a total value of \$551,347.11 with financing determined by the Clerk/Treasurer Office at a rate not to exceed 4% and a term up to six years subject to review and approval by the City Attorney.**

VOTING: unanimous; motion carried.

3.02 Market Factor Adjustment for Development Director Position – BCA, HR



Board of Finance - Monday, November 25, 2019 at 4:45 p.m. Conference Room 12, City Hall 11/25/2019

BCA Director Kraft spoke of the difficulty in filling the multi-faceted position due to the salary level and the need for a senior level person. The funding for the salary is covered by fund raising efforts. BCA Manager Katz said BCA looks at fund raising throughout the year to ensure the commitment to the city can be met.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to implement a market factor adjustment to the Development Director role with a salary of \$72,000 to \$86,000 and that the position remain Regular, full time, exempt, non-union. VOTING: unanimous; motion carried.

3.03 Request to VEPC for Waterfront TIF District BTC Mall/CityPlace Burlington – City Attorney

Assistant City Attorney Haesler and consultant, Jeff Glassberg, briefly outlined the public improvements involving Pine Street, St. Paul Street, Cherry Street, and Bank Street as part of the CityPlace Burlington project, and the plan for the city to use the increment as the debt to acquire the improvements. There are certain actions needed to use TIF to purchase the public improvements. An update on the project overall (nature of the project and timeframe) must be provided to the Vermont Economic Progress Council (VEPC). City Council is asked to do the following:

- Acknowledge changes in the project and delivery timeframe
- Reaffirm the capacity of the project and commitment of the developer
- Increment to finance public improvements
- Delay the \$50 million construction contract

Mayor Weinberger said the TIF agreement and approval is for the new streets (public improvements). The developer must complete the work to city standards. The city needs the tax increment in place so the city can bond to make the acquisition and have revenue to service debt.

Councilor Bushor suggested City Council discuss information such as the timeline when retail comes on board, and expressed concern about the ramifications of using a lighter gauge steel in construction. Mayor Weinberger said there will be more discussion in January.

Councilor Paul asked about the development agreement amendment and urged keeping to a strict timeline. Jeff Glassberg said the amendment will be coming early in the first quarter of 2020. The overall timeframe is 30 months to construction which assumes a smooth regulatory process with no challenges. The schedule was presented by the project architect. There has been an evolution of concepts which is evidence of progress. Per the agreement there must be an authorized representative from each party for the development agreement.

Councilor Pine asked if street construction is in the timeline. Jeff Glassberg said the timeline is for the development project, not the public improvements.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to approve and authorize the substantial change request to VEPC for the Waterfront TIF District and all the necessary



**Board of Finance - Monday, November 25, 2019 at 4:45 p.m.
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documents. VOTING: unanimous; motion carried.

4.0 ADJOURNMENT

Mayor Weinberger announced this is the last Board of Finance meeting for CAO Anderson. Fire Chief Locke will fill the position in the interim.

With no further business and without objection the meeting was adjourned at 6:26 PM.

RScty: MERiordan