



**Board of Finance - Monday, November 14, 2016 at 6:00 p.m.
Conference Room 12, City Hall
11/14/2016**

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 14, 2016

APPROVED – 12/5/16

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Sharon Bushor

Kurt Wright

MEMBERS ABSENT: Karen Paul

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Katie Vane, Mayor's Office

Susan Leonard, HR

Lynn Reagan, HR

Pat Cashman, DPW

Megan Moir, DPW

Nicole Losch, DPW

Marie Friedman, Airport

Lise Veroneau, Police & Fire

Noelle MacKay, CEDO



Board of Finance - Monday, November 14, 2016 at 6:00 p.m. Conference Room 12, City Hall 11/14/2016

Marcy Esbjerg, CEDO

Monir Kasti, BED

Morgan True, VT Digger

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 6:05 PM on 11/14/16.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the agenda as presented. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 September 26, 2016

3.02 October 17, 2016

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the minutes of September 26, 2016 and October 17, 2016 as written.

DISCUSSION: Councilor Knodell clarified the discussion in the 9/26/16 minutes of TIF capacity and the problem of residential property appreciating faster than commercial property was in the context of the future reappraisal. There were no further comments.

VOTING: unanimous; motion carried.

3.03 October 24, 2016

Postponed due to lack of a quorum present at the 10/24/16 meeting in attendance.

4.0 BOARD OF FINANCE APPROVAL





**Board of Finance - Monday, November 14, 2016 at 6:00 p.m.
Conference Room 12, City Hall
11/14/2016**

4.01 Contract with Desman Design Management

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and authorize the Directors of Public Works and Aviation to enter into a consultant services contract with Desman Design Management for the amount of \$94,685.

DISCUSSION: The following comments were made:

- An error in the cost split was corrected to 39% for the airport.
- Pat Cashman explained the need to hire the consultant to help write the RFP to ensure the city gets a system for the parking garages that meets needs and provides the best possible solution. The current system is getting obsolete and expensive to maintain. Marie Friedman added DPW and the Airport wanted to work as a team to get a system that works in multiple garages across the city. There will be a cost savings in the long run.
- Councilor Knodell asked how the system is related and will help implement the downtown parking and transportation management plan. Pat Cashman explained anything that assists in better data collection and management will help. The plan specifies opportunity for leases which the current system does not provide. The new system will include lease opportunities and online services, and provide better visualization of utilization of the garages. The system will be able to tell where open parking spaces are available and help with better utilization of parking at night. Attendants at the garages will have more of an ambassador role.
- Mayor Weinberger noted there will be another approval for construction of the new system. Pat Cashman stated once there are the details on specifications for the RFP then request will be made for procurement of the system itself.

There were no further comments.

VOTING: unanimous; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Amend Agreement with Dubois & King

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval amendment of the agreement for consulting services with Dubois & King.

DISCUSSION: The following comments were made:

- Nicole Losch explained the additional cost (\$28,000) is because there is extra detail in the plan to show the recommendations are fundable with the capital recommendations and the consultants will be presenting the plan to City Council.
- Councilor Wright asked if the amendment addresses the safe, efficient flow of traffic in the city and avoiding bottlenecks. Nicole Losch confirmed this, adding recent projects balance the movements and still provide sufficient flow. The impacts in one area possibly having a ripple effect to movement in another area is acknowledged and balanced. The plan talks about how vehicle speeds can be balanced without necessarily impacting capacity and how street design can influence behavior and still maintain vehicle capacity with the improvements.
- Councilor Wright asked about the funding. Nicole Losch said the local match is a transportation planning capital line item.



**Board of Finance - Monday, November 14, 2016 at 6:00 p.m.
Conference Room 12, City Hall
11/14/2016**

There were no further comments.

VOTING: unanimous; motion carried.

5.02 COPS Hire Grant Award and Five New Full Time Sworn Officers

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve and recommend to City Council for approval the COPS Hire Grant Award and hiring five new full time sworn officers.

DISCUSSION: The following comments were made:

- Mayor Weinberger explained the funding will be addressed in upcoming budgets. The grant covers a substantial amount, but is less than half the total cost. The Administration agrees there is need to expand the number of sworn officers to address increased demands with mental health incidents, the heroin/opiate epidemic, and the changes made in response to community policing. All will take more officer time. There is a phase in plan. If through the budget process it is found the city cannot fund the positions then the grant money can be returned. The goal is not to do this.
- Lise Veroneau stated the objective is five sworn officers. The commitment is three years and the year after. The approach is phased. Reimbursement is provided on the percentage allowed for the number of officers hired. If the city can only hire two of the five that is fine.
- Councilor Bushor asked if the FY17 budget has capacity to add an officer. Bob Rusten said the numbers are being reviewed in terms of staffing. The grant is providing nearly 45% of the cost for five additional officers over a number of years rather than paying the full cost at the onset. The Administration is cognizant of balancing the needs of the city with fiscal responsibility.
- Lisa Veroneau said the city has the opportunity to hire officers twice a year from the police academy. January is the next opportunity.
- Bob Rusten explained if the city finds there is sufficient capacity in the budget in December, but by March there is insufficient capacity then staff will find a way in the budget to make it work.
- Councilor Wright recalled City Council has been advocating for full capacity and did discuss making a commitment to this. Councilor Wright asked about the plan at the end of the three year period and the additional year. Mayor Weinberger stated the grant money helps bridge growth in the department. There is a consensus there are additional demands on the Police Department and to do policing right takes more time, more officers on the street, on bikes, on foot. The Police Dept. intends to do it right. This past spring and summer the police presence was increased through re-allocation of some duties and getting more senior officers out on the street, but this is not a sustainable long term strategy. The action is to find the sustainable funds to continue. Bob Rusten added the Mayor wanted to be fully transparent about the long term implications of cost.
- Councilor Knodell observed in the FY18 budget and beyond this will be a priority item.

There were no further comments.

VOTING: unanimous; motion carried.

5.03 Three Tier Level Experience Progression for Distribution, Operations, and Protection Engineers

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the three tier level experience progression for distribution, operations, and protection engineers.



**Board of Finance - Monday, November 14, 2016 at 6:00 p.m.
Conference Room 12, City Hall
11/14/2016**

DISCUSSION: Monir Kasti explained BED has been unable to recruit, hire and retain senior electrical engineers with experience for positions due to city policy on vacations, bonus pay, and weekend work. A tiered level experience progression plan will allow hiring engineers with up to 3 years of experience, three to eight years of experience, and eight or more. Training and help attaining licenses will be provided. Four positions will be filled and people will have different levels of experience. The impact on the budget is \$6,200, but there is a savings by not bringing in senior level engineers. Also, three positions have been open since July so there is funding from those positions to offset any increase in the budget.

VOTING: unanimous; motion carried.

5.04 Amend BED IT Salaries and Structure

Monir Kasti explained the changes requested in the IT Department of BED in order to upgrade old infrastructure with new technology while still maintaining the system. Current staff cannot support this. Appropriate and needed salary adjustments have been made.

Councilor Bushor referred to the October 18, 2016 memo and expressed concern about conflict of responsibility with the Audit Compliance Officer being part of the Director of Finance position. Also, the compensation for the city IT person must be addressed relative to the BED IT person. Susan Leonard, HR, confirmed the city IT people are paid considerably less than BED IT people. Recommendations are forthcoming for the city IT employees. Mayor Weinberger pointed out the markets are different for the utility which is a regulated industry and has supported salaries at these levels. Councilor Bushor said there should be some parity between the BED and city IT positions. More information and an understanding of the relationship between the two IT Director positions (city and BED) are needed. Bob Rusten said there are two levels of equity: BED and other city employees and city employees and the generalized private sector. The city is looking at blending municipal/private salary in terms of equity.

Councilor Knodell said it is concerning the salary for the IT Director is less than some of the staff reporting to the Director. The issue needs to be addressed quickly.

Following further discussion there was agreement to postpone action and have a full conversation with additional information.

5.05 Engineering Services Agreement for Integrated Planning

Megan Moir said a loan and some grant funding was secured. The total value of the project is \$734,000. The storm water project is extensive with a large scope.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the engineering services agreement for integrated planning.





**Board of Finance - Monday, November 14, 2016 at 6:00 p.m.
Conference Room 12, City Hall
11/14/2016**

DISCUSSION: Comment was made on how confusing the funding is.

VOTING: unanimous; motion carried.

5.06 Amend Budget to Increase Line Items within CEDO/CDBG Budget for Prior Years Unspent Grant Awards

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the amendment to the budget to increase the line items within the CEDO/CDBG budget for prior years unspent grant awards. VOTING: unanimous; motion carried.

5.07 September 30, 2016 Financials

Bob Rusten reported revenues are ahead. Inspection services are above budget. There is an increase in revenue in the Fire Dept. and an increase in the PILOT payment from the state. Parks and Zoning are below where they were last year, but fees are expected to be coming in and be over budget. Expenditures are below last year.

6.0 ADJOURNMENT

Next meeting(s):

- November 21, 2016
- December 5, 2016

With no further business and without objection the meeting was adjourned at 6:54 PM.

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