Board of Finance - Tuesday, November 13, 2018 at 5:00 p.m.
Contois Auditorium, City Hall
11/13/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

November 13, 2018

APPROVED - 1/7/19

MEMBERS PRESENT: Mayor Weinberger

Council President Kurt Wright

Councilor Jane Knodell

Councilor Karen Paul [arrived 5:20 PM]

Councilor Sharon Bushor

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Olivia LaVecchia, Mayor's Office

Chapin Spencer, DPW

Martha Keenan, DPW

Darren Springer, BED

Jim Reardon, BED

Munir Kasti, BED

Stephanie Reed, HR

Lynn Reagan, HR

Lise Veroneau, Police & Fire Administrator

Stephen Locke, Fire Chief

Ron Redmond, CSM

Adam Roof, City Council

Richard Deane, City Council

Brian Pine, City Council

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:07 PM on November 13, 2018.

1.01 Agenda

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

2.0 PUBLIC FORUM

None.

3.0 MINUTES

3.01 September 5, 2018

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the 9/5/18 with the following correction(s)/clarification(s):

- **Item 3.01 – correct the spelling of "Bushor".**
- **Item 5.01 – note there was councilor comment on investing in infrastructure and being a good steward of assets.**
- **Clarify that Councilor Knodell suggested more flexibility in the debt policy.**

VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Council Initiative Funds: Fair Market Rent Survey – Councilor Pine

Councilor Pine explained the request for $5,000 from the Council initiative funds to do a study of fair market rents. The U.S. Census Bureau methodology for determining rent amounts is flawed for a city the size of Burlington.

Mayor Weinberger noted $16,000 of the $50,000 in the fund has been committed.

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council to provide $5,000 from the City Council initiative funds to Burlington Housing Authority to support a survey of regional fair market rents. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.02 Master On-Call Agreements - DPW

DPW Director Spencer explained agreements over $100,000 go to the Board of Finance and City Council for approval. The $300,000 limit is over the year for total contracts for the consultant. The Board of Finance will be aware of the cumulative work by the consultants. If approval of the agreements is not granted by the Board of Finance and City Council the ability to meet the timeline for a number of capital projects is hindered.

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the DPW Director to execute the Master On-Call Agreements in the amount not to exceed $300,000 per agreement with Clough, Harbour & Associates, DuBois & King, Hoyle Tanner & Associates, Resource Systems Group, Stantec Consulting Services, and VHB subject to prior review and approval by the City Attorney, and further, to authorize the DPW Director or designee to execute individual work assignment contracts which in total shall not exceed $1 million combined with the on-call contracts for amounts up to $100,000 each to complete work identified in the Master On-Call Agreement without need to obtain further approval from the Board of Finance and City Council. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.03 Employee Work Stations and Meeting Room Furniture - DPW

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the DPW Director to execute a contract with Office Environments for replacement of employee workstations and meeting room furniture in the amount of $175,000 with a 10% contingency for a total of $192,500 subject to review and approval by the City Attorney. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.04 Regional Dispatch Consulting Contract – Fire

Fire Chief Locke gave a status report on the regional dispatch effort and the experience of the consultant. Councilor Bushor asked if the dispatchers are satisfied with the level of involvement. Fire Chief Locke said per the advice from legal counsel the dispatchers were part of the review process to hire a consultant, but they did not have a voice for a vote.

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the Fire Chief to spend up to $40,477 on the consulting contract between IXP Corporation and CCPSA with money from the Fire Department general fund budget and no more than $15,477 from the CAD Project reserve fund balance as described in the memo from Chief Locke, dated 10/30/18.

DISCUSSION:

- **Councilor Knodell stressed the public should have the benefit of regional dispatch, but the dispatchers**

should not pay for this. Fire Chief Locke said Burlington is not the highest paid center and it is expected the dispatchers will not be paid any less.

VOTING: unanimous; motion carried.

4.05 Shelburne Limestone Contract 10th Amendment – BED

BED General Manager Springer explained if the price increases or decreases by 35 cents per gallon there will be a 1% adjustment. The rates charged by Shelburne Limestone have not kept up with the rate of inflation.

MOTON by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the 10th amendment to the May 5, 1983 agreement between BED and Shelburne Limestone Corporation for operation of the Swanton rail yard and to authorize the BED General Manager to execute the 10th amendment which extends the agreement for an additional three year period and increase the rates by a total of 3% during the extension term. VOTING: unanimous; motion carried.

4.06 Update Staffing - BED

BED General Manager Springer explained the purpose of the staff changes (to create a career ladder for each of the union positions and other positions changes). Councilor Bushor asked if loss of employees as a result of stagnation and the cost of training has been investigated. BED General Manager Springer said career ladder for positions has been reviewed though not all scenarios.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval the following:

- **Modify the Manager of Strategy and Innovation position**
- **Create tiered job descriptions for:**
- **Accounting Administrator**
- **Accounting Administrator A**
- **Staff Accountant – McNeil**
- **Senior Staff Accountant**
- **Senior Staff Accountant – Operations**
- **Financial Analyst**
- **Modify and reclassify Manager of Utility Services and Engineering to Manager of Utility Services and Engineering and COO**
- **Convert one Auxiliary Operator position to Generation Generalist position**

VOTING: unanimous; motion carried.

4.07 Carryover Unexpended Wellness Funds - HR

MOTION by Councilor Knodell, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization to carryover unexpended wellness funds. VOTING: unanimous; motion carried.

4.08 2017 Bulletproof Vest Partnership Grant – BPD

4.09 2018 Bulletproof Vest Partnership Grant – BPD

MOTION by Councilor Knodell, SECOND by Council President Wright, to approve and recommend to City Council for approval:

- **Acceptance of the FY2017 Bulletproof Vest Partnership Grant for $9,490.19 and authorize the Police Chief to match the grant funds by purchasing bulletproof vests with previously appropriated FY2019 funds dedicated to such purchase.**
- **Acceptance of the FY2018 Bulletproof Vest Partnership Grant for $6,178.80 and authorize the Police Chief to match the grant funds subject to appropriation by setting aside dedicated funds in the FY2020 budget to purchase bulletproof vests in FY2020.**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Downtown Improvement District - Administration

There was discussion of critical decision points for the charter changes on the ballot in March 2019 and holding a town meeting style work session to shape the charter change language. There are three possible charter changes: Downtown Improvement District, business personal property tax, permit reform/CEDO reorganization. The Board of Finance will review the information.

5.02 Open Items List – CAO

5.02 Board of Finance Meeting Dates 2019 - CAO

For information only.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:55 PM.

RScty: MERiordan