Board of Finance - Monday, October 30, 2017 at 5:30 p.m.
Conference Room 12, City Hall
10/30/2017

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 30, 2017

MEMBERS PRESENT: Jane Knodell [arrived 5:45 PM]

Kurt Wright [arrived 5:50 PM]

Sharon Bushor

Karen Paul

MEMBERS ABSENT: Mayor Miro Weinberger

OTHERS PRESENT: Beth Anderson, Interim CAO

Rich Goodwin, DFO

Susan Leonard, HR

Stephanie Reid, HR

Lynn Regan, HR

Chapin Spencer, DPW

Norm Baldwin, DPW

Patrick Mulligan, DPW

Laura Wheelock, DPW

Derrick Roach, DPW

Kirsten Shapiro, CEDO

Gene Richards, BTV

Nic Longo, BTV

Marie Friedman, BTV

Shelby Losier, BTV

Megan Tuttle, P&Z

Cindi Wight, P&R

1.0 CALL TO ORDER and AGENDA

In the absence of Mayor Weinberger, Interim CAO, Beth Anderson, called the meeting to order at 5:30 PM on October 30, 2017.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 October 2, 2017

Action postponed until a quorum of members at the 10/2/17 meeting was present.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve the minutes of 10/2/17 as presented. VOTING: 3 ayes, one abstention (Bushor); motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 September Sweep Report

DFO Goodwin reported there are no material changes to the overall cash balance. The amount owed to the Retirement account is $1.3 million (typical amount for this time of year). The amount owed from BT is $115,000. Cash as of 9/30/17 was $22 million.

Councilor Bushor asked about BCDC. DFO Goodwin explained the growth in BCDC is a direct result of expenses incurred on a monthly basis. Reimbursement is at the end of the fiscal year. Councilor Bushor asked about the 2003 debt service fund.

CFO Goodwin explained the city is required to put one sixth of future debt payments into an account until the bond payments are made which is done on a semi-annual basis.

Councilor Paul made positive comment on the report.

4.02 Purchase up to Five Additional Pay Station Kiosks – DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the purchase of up to five additional pay station kiosks from Cale America. VOTING: unanimous [Councilors Wright and Knodell not present for vote]; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Amendment #6 to Cooperative Agreement for Champlain Parkway Project – DPW

DPW Director, Chapin Spencer, spoke of the trajectory of the project. The status report indicates the risks are decreasing and the project is advancing (s in the right-of-way phase now). Final design will be done by the end of the year. DPW Engineer, Norm Baldwin, said the cooperative agreement ($2 million) is to assure there is funding for the project moving forward and to cover the cost of extending the consultant’s contract for the design work plus other related costs for the project.

Councilor Bushor asks who pays for the underground utilities. DPW Engineer Baldwin said VTrans pays half the cost of the differential for municipal utilities which is the case in Burlington. Councilor Bushor asked about Attachment D and having insurance to protect the city from the contract being cancelled by the state if federal funds are not available. DPW Engineer Baldwin assured there is commitment to complete the project and neither the state nor the city want to pay back federal funds. Director Spencer said there would be advance warning if funds were not to be appropriated. The greater risk to having to pay back funding ($10 million to date) is if the project is not advanced. Significant progress on the project is being made.

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval Amendment #6 to the Cooperative Agreement for the Champlain Parkway Project. VOTING: unanimous [Councilors Wright and Knodell not present for vote]; motion carried.

5.02 Amendment #13 to Contract with Clough Harbour & Associates for Champlain Parkway Project - DPW

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval Amendment#13 to the contract with Clough Harbour & Associates for the Champlain Parkway Project.

<u>DISCUSSION</u>:

- **There was brief discussion of the project dates in the resolution.**

VOTING: unanimous [Councilors Wright and Knodell not present for vote]; motion carried.

5.03 Environmental Mitigation Grant for Green Storm Water Infrastructure - DPW

DPW Engineer, Laura Wheelock, explained the grant will be used in the construction phase only for storm water infrastructure. The grant covers 55% of the current conceptual plan design. The project is expensive so the grant will be very helpful.

Councilor Bushor commented in support of storm water treatment, but did not want to mislead anyone that she is supportive of the concept plan for the project. There is some confusion because VTrans indicates the need to move the project along expeditiously, but it is slated for 2019 or later. DPW Engineer Wheelock said VTrans does not want the project to stop so they are keeping it active in their reviews.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the VTrans environmental mitigation grant for green storm water infrastructure. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.04 Reclassify City Arborist Position – HR, Parks, Rec & Waterfront

Councilor Bushor asked if HR looked at other positions to make sure all the grades are correct. HR Director, Susan Leonard, explained some positions are reviewed, but often the review is not done until someone leaves a position. Councilor Bushor noted there is no longer a requirement for a CDL for the arborist position. Staff explained there are other people in the department with the skill sets which will not be necessary with how the arborist position will be used. Also, there are fewer vehicles in the department that require a special license.

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the reclassification of the City Arborist position. VOTING: unanimous; motion carried.

5.05 Reorganization of Burlington International Airport – BTV

It was noted the updated resolution has been posted. Aviation Director, Gene Richards, explained the reorganization includes:

- Adding an Assistant Director of Aviation so there is redundancy and coverage when the Aviation Director is not available, and also to avoid losing historical knowledge.
- Changing the Airport Ambassador position from limited service to a full time (40 hours), union position with better pay and benefits.
- Adding a Ground Transportation Director to focus on the operation of the parking garage, taxi and Uber service, and

rental cars to ensure there is no shift in revenue.

Councilor Bushor spoke in support of the airport and employees and what they feel is their best structure.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the reorganization of Burlington International Airport as presented. VOTING: unanimous; motion carried.

5.06 Public Improvement Bonds for Downtown TIF District – C/T

5.07 Public Improvement Bonds and School Building Bonds for FY18 – C/T

DFO Goodwin explained the resolution is for the annual borrowing of $7 million of which $3 million is to be utilized by BED, $2 million is to be utilized by the Downtown District, and $2 million is to be utilized by the school district. The school district is also asking for $300,000 for capital improvements. There is also a resolution for $3.4 million for the Downtown TIF.

Councilor Bushor commented the authorization for the school bonds was not clear and difficult to read. DFO Goodwin will inform the bond council.

Councilor Knodell asked what projects will be financed with the TIF. DFO Goodwin said the resolution speaks to the projects. Staff will provide the actual spend that adds up to $3.4 million.

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the public improvement bonds for the Downtown TIF District and the school building bonds for FY18 (Items 5.06 and 5.07). VOTING: unanimous; motion carried.

5.08 VC3 Three Year Term Agreement for NWS Hosting – C/T

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the VC3 three year term agreement for New World Systems hosting. VOTING: unanimous; motion carried.

6.0 ADJOURNMENT

MOTION by Councilor Knodell, SECOND by Councilor Wright, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:05 PM.

RScty: MERiordan