Board of Finance - Monday, August 7, 2017 at 5:30 p.m.
Conference Room 12, City Hall
8/7/2017

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 7, 2017

MEMBERS PRESENT: Mayor Miro Weinberger [arrived 5:55 PM]

Jane Knodell [arrived 5:40 PM]

Sharon Bushor

Karen Paul [arrived 5:35 PM]

Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Susan Leonard, HR

Neale Lunderville, BED

Martha Keenan, DPW

Norm Baldwin, DPW

Laura Wheelock, DPW

Patrick Mulligan, BPA

Megan Moir, Water Resources

Nina Safavin, Parks & Rec

Gene Richards, BTV

Nic Longo, BTV

Amanda Clayton, BTV

Marie Friedman, BTV

Shelby Losier, BTV

Gillian Nanton, CEDO

Adam Roof, City Council

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Rusten facilitated the meeting and called to order at 5:35 PM on August 7, 2017.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the agenda with elimination of Item 5.02 (Reorg Airport). VOTING: unanimous [Mayor Weinberger, Councilor Knodell, and Councilor Paul not present for vote]; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 July 10, 2017

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the minutes of 7/10/17 as written. VOTING: unanimous [Mayor Weinberger, Councilor Knodell, and Councilor Paul not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Contract for Consultancy Services for The Neighborhood Project – CEDO

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve awarding the contract to provide

consultancy services for The Neighborhood Project. VOTING: unanimous [Mayor Weinberger, Councilor Knodell, and Councilor Paul not present for vote]; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Amend Corix Utility Systems Contract - BED

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council amendment of the Corix Utility Systems contract and authorize DPW to reimburse BED for payments to Corix pursuant to and as set forth in the MOU for additional incurred costs.

DISCUSSION:

- **Councilor Bushor suggested in Section 1.1.C the wording should be "will present potential for phosphorus removal" rather than "may present potential for phosphorus removal".**
- **It was explained DPW wants to pursue decreasing phosphorus at the treatment plant because a significant amount of money is spent on biosolids disposal.**

VOTING: unanimous [Mayor Weinberger and Councilor Knodell not present for vote]; motion carried.

5.02 Reorganize BTV - HR

Removed from agenda.

5.03 Contract for FY18 Parking Garage Repairs - BTV

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council execution of the contract for the FY18 parking garage repairs. VOTING: unanimous [Mayor Weinberger and Councilor Knodell not present for vote]; motion carried.

5.04 Reclassify Parking Foreman and Working Foreman Parking Positions – DPW

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council the reclassification of Parking Foreman and Working Foreman parking positions.

DISCUSSION:

- **Councilor Bushor questioned the Operations Foreman being responsible for a number of employees and the other position only overseeing three people.**
- **CIP Project Manager, Martha Keenan, said the job description of the foreman positions counteracted each other. Also some parking attendants are airport parking attendants.**

VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

5.05 Amend Construction Contract with John Turner Consulting - DPW

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the amendment to the construction contract with John Turner Consulting VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

5.06 Execute Contracts and Budget Approvals for Roosevelt Park Court Construction – Parks & Rec

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council to execute the contracts and budget approvals for Roosevelt Park court construction. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

5.07 Update Staffing Structure – Parks & Rec

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the update to the staffing structure for Parks & Rec with correction to the resolution. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

5.08 Create Part-Time Senior Policy and Compliance Specialist Position – City Attorney

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval creation of a part-time Senior Policy and Compliance Specialist position.

DISCUSSION:

- **Councilor Bushor pointed out the position is not a limited service position because the employee cannot approve eligibility in the retirement system. The option of not being pigeonholed into a limited service position needs to be available to anyone retiring from one position and taking another, not just available to this one position.**
- **City Attorney Blackwood said there is not an HR policy that says all positions are limited service, but that has been the practice. The option is there for the city to determine if the position is a regular position or limited service.**
- **HR Director Leonard pointed out Policy 4.4 calls for the position to be scheduled at least 12 months and up to three years as limited service, but does allow for discretion.**
- **Mayor Weinberger stated the city has moved away from having a blanket policy that all positions are limited service. There can be up to three years as limited service. For some positions it is clearer sooner if the position should be a regular position.**
- **Director Leonard said the reason for the three year timeframe is for positions that are grant funded for a short period of time or for a specific project. There is zero vesting in the retirement system in the first three years. People paying into the system then need to pull their money out at the end of the time period. It was an administrative decision to not have people pay into the system for up to three years.**
- **Councilor Bushor noted the city uses the state as a model, and asked the HR Director to look at the policy with the Administration to see if clarity is needed.**
- **Councilor Wright asked how long the position being created for Bob Rusten will be in existence. Attorney**

Blackwood said through June 2018, but it is not certain the position will be eliminated or Bob Rusten can be convinced to remain longer.

- **Councilor Wright observed the salary is the same as an Assistant City Attorney. City Attorney Blackwood said the position is full time equivalency, but Bob Rusten will only be working part time. The position is a high level analysis position to evaluate citywide policies and pull together projects that have been on the list for years.**
- **Councilor Bushor acknowledged the position is a good position for the city that could grow into a full time position.**
- **Councilor Wright said the position is an addition to the budget. Attorney Blackwood corrected the position was in the budget.**
- **Mayor Weinberger said the position is an insurance policy of sorts with Bob Rusten in place and the new CAO coming on board and getting up to speed on the budget process.**
- **Councilor Knodell recognized a potential precedent is being created.**
- **Councilor Bushor stressed the need for the policy to be clear that the policy applies to other individuals as well.**
- **Mayor Weinberger said it will be clear in the policy that there may be times when positions of limited service are created.**
- **Director Leonard stated all positions cannot be started as limited service because it is illegal to deny benefits if there is an expectation the position will be ongoing.**
- **Councilor Paul stressed the conversation about regular employees versus limited service should have been held months ago so the discussion is about policy and not people. Councilor Paul agreed the policy needs to be clear.**
- **Councilor Wright asked why the position is being created in this way. Attorney Blackwood said this makes the position attractive enough for Bob Rusten to stay. There is need in the City Attorney's Office for someone to do this work.**
- **Director Leonard stated each new position is considered on a case-by-case basis.**
- **Councilor Wright asked if Bob Rusten will be fully vested if he remains until June 2018. Attorney Blackwood said changes are needed to the ordinance to make nonunion employees similar to union employees with five year vesting.**

VOTING: unanimous; motion carried.

5.09 Reorganize Clerk/Treasurer Phase 3

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve the reorganization of Clerk/Treasurer Phase 3.

<u>DISCUSSION</u>:

- **Councilor Bushor expressed concern about the Banking and Cash Operations Manager position gaining additional responsibilities from one of the positions being eliminated. CAO Rusten explained the Clerk/Treasurer department functions as a team and the position is leading the team in central purchasing. The new position is doing support work and will look at how to manage cash better by decreasing costs. As processes and procedures are simplified the position can lead the team with the work.**
- **Councilor Bushor asked if the employees have seen the Phase 3 reorganization. CAO Rusten confirmed this.**
- **Councilor Bushor stressed the need to ensure parity in pay with other CFO positions in departments and to ensure the goals in the Sadowsky report are being accomplished.**

- **Councilor Paul stated the tiered system of compensation for department heads has to end. People must be compensated fairly or the city will have difficulty hiring people. CAO Rusten said there is agreement a plan of action is needed. There is money in the FY18 budget for this. The DFO position was in the resolution. A market study was done and there were three options that were close.**

VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

5.10 June Sweep Account Report – C/T

MOTION by Councilor Paul, SECOND by Councilor Wright, to postpone the sweep account report until the next meeting. VOTING: unanimous; motion carried.

6.0 COMMUNICATION

No report.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:08 PM.

RScty: MERiordan