Board of Finance - Monday, July 29, 2019 at 5:30 p.m. Conference Room 12, City Hall
7/29/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

July 29, 2019

APPROVED – 9/9/19

MEMBERS PRESENT: Mayor Miro Weinberger [arrived 5:59 PM]

Councilor Paul [via telephone]

Councilor Bushor

Council President Wright [via telephone at 5:40 PM]

Councilor Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Deana Paluba, HR

Lynn Reagan, HR

Stephanie Reid, HR

Chapin Spencer, DPW

Norm Baldwin, DPW

Rachel Jolly, CEDO

Sarah Katz, BCA

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Cindi Wight, Parks & Rec

Steven Locke, Fire Dept.

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Anderson called the Board of Finance meeting to order at 5:35 PM on July 29, 2019.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

June 24, 2019

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the minutes of 6/24/19 with the addition of "to the city" following "Grove Street main" in the motion for Item 4.05 (Colchester Court /Schmanska Park Main). VOTING: unanimous [Council President Wright not present for vote; CAO Anderson voted as designee for Mayor]; motion carried.

July 8, 2019

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the minutes of 7/8/19 as presented. VOTING: unanimous [Council President Wright not present for vote; CAO Anderson voted as designee for Mayor]; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Property Leases at 3060 Williston Road - Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to approve

leasing certain identified space at the airport to CJ's Home Improvements, Vermont Tire & Service, Mirabelles, Vacuum City, and Rose Computer and Technology Services per the terms provided in and substantially in conformance with the leases, and to authorize the Mayor to execute the leases subject to final review and approval by the City Attorney.

DISCUSSION:

- **Aviation Director, Gene Richards, explained this is a step so the airport administration can better manage the building and ensure the contract terms and conditions are fair and consistent. The cost for the leased space is now closer to market rates than in the past and there is consistency in the base rent, but inconsistency in the building and improvements promised to various tenants based on their needs. The intent is to avoid vacant space and make the space attractive.**

VOTING: unanimous; motion carried.

4.02 Purchase of Single Axle Plow Truck and Ambulance - DPW

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council to approve the authorization of the DPW Director to purchase two commercial vehicles (single axle plow truck and an ambulance) for a total value of $466,427.76 subject to review and approval by the City Attorney, and authorize the DPW Director or DFO to enter into a financing agreement for the purchase at a rate not to exceed 4% and a term of up to seven years. VOTING: unanimous; motion carried.

4.03 Asset Management Administrator Position and Capital and Asset Management Program Manager Position – DPW, HR

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to approve the creation of a Limited Service, full time, exempt, non-union, Grade 19 Asset Management Administrator position and to reclassify and retitle the Regular, full time, exempt, non-union, Grade 21 Capital Improvement Program Manager position to Regular, full time, exempt, non-union, Grade 22 Capital and Asset Management Program Manager position.

DISCUSSION:

- **DPW Director Spencer explained the positions are part of the collaboration on capital asset stewardship focused on preventative maintenance.**
- **Assistant DPW Director Baldwin reviewed the role of the Asset Management Program Manager to better steward the needed work in the city.**
- **Councilor Bushor expressed concern about the cost impact of always implementing recommendations from consultants and adding more staff. Assistant DPW Director Baldwin pointed out the cost of the position will be recovered via billable hours against the engineering budget, not the General Fund. At this point the position is Limited Service, not permanent and part of the General Fund budget.**
- **DPW Director Spencer stated the capital budget has grown from $13 million to over $40 million which reflects the amount of work being done. There are 10 different asset management systems in the city. The positions will help integrate the systems. Engineering is a billable program which results in more revenue being secured so the work that needs to be done can be done.**
- **CAO Anderson assured the recommendations from consultants are vetted, not taken at face value.**
- **Council President Wright requested an accounting of the number of positions added, where, and the**

expense. CAO Anderson said the report by department of the number of staff and changes year-to-year will be forwarded to the Board of Finance.

- **Councilor Pine commented deferred maintenance has a price and this necessary step is how to deal with long term deferred maintenance to achieve the city's goals.**
- **Councilor Bushor said the Board of Finance needs to look at how the city is using human resources and what can be done differently. Just adding positions is concerning. Assistant DPW Director Baldwin said there are many hidden costs that will occur without the positions, such as costs for staff to mobilize to do projects they are not accustomed to doing, costs for bad decisions and work that does not last, and costs for waiting too long to do the work. The planning functions provided by the positions will avoid these costs and allow for decisions on the best investment of limited dollars. DPW Director Spencer said with the positions there will be a transition from reactive preventative maintenance to proactive preventative maintenance. Councilor Bushor said after taking 30 years to get to this point it is unrealistic for the taxpayers from the last eight years and the next 10 years going forward to bear the cost burden of the added positions. The concern is with the pace of the additions. There is need to prioritize.**

VOTING: unanimous; motion carried.

Mayor Weinberger arrived and assumed facilitation of the meeting.

4.04 Part-Time Custodian I Position – Parks & Rec

MOTION by Councilor Pine, SECOND by Councilor Bushor, to approve and recommend to City Council to approve the creation of a Regular, part-time, non-exempt, AFSCME, Grade 8 Custodian I position within the Department of Parks, Recreation and Waterfront.

DISCUSSION:

- **Councilor Paul expressed concern about part-time hires because it is financially more feasible. Parks & Rec Director Wight said the position's grade does not allow for higher responsibility. The grade would have to be changed to increase the position's capacity to do preventative maintenance. Offering more education and training so people can move out the Grade 8 position is being explored.**
- **Council President Wright asked about the opening of bathrooms in City Hall and the burden on taxpayers. Parks & Rec Director Wight said staff will work with the Church Street Marketplace on the best hours to have the bathrooms in City Hall open. Mayor Weinberger pointed out money was approved in the budget for the position. Keeping the bathrooms in City Hall open to the public will be re-evaluated a year from now. Renovations to City Hall are being investigated to enable the bathrooms to remain open more hours of the day while restricting access to the rest of the building. Members of the public have expressed having public bathrooms available as a priority.**

VOTING: unanimous; motion carried.

4.05 Reclassify Event Planner Position and Create Limited Service Assistant Event Coordinator Position – BCA, HR

BCA Director, Sarah Katz, acknowledged the concern about expanding personnel, but noted BCA does fundraising in addition to using General Fund money. In the last four years there has been an increase in the number and scale of events in the city. Mayor Weinberger added BCA is leading the commitment on events like Highlight and making Contois more available. The position will help with this.

Councilor Bushor noted the position is linked to Highlight and asked if the position will be eliminated if Highlight ends. BCA Director Katz said the position will be reassessed. Councilor Bushor asked if there is money in the budget for the temporary position. BCA Director Katz said the budgeted dollar amount has increased. CAO Anderson said there is not a net increase in expenses because other line items have been adjusted to cover the position. There was further discussion of the position and being able to support the position over time.

MOTION by Councilor Pine, SECOND by Councilor Bushor, to approve and recommend to City Council to approve the reclassification of the BCA Event Planner position to a non-union, exempt, Regular, full time, Grade 18 Festival and Event Director position, and the creation of a non-union, non-exempt, Limited Service, part-time, Grade 14 Assistant Event Coordinator position. VOTING: unanimous; motion carried.

4.06 Youth Restorative Services Coordinator – CEDO, HR

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to approve the authorization to create a Youth Restorative Services Coordinator position as an exempt, Limited Service, full time, non-union, Grade 14 position ($44,459 Step 1 to $54,897 Step 15) pending approval of the subcontract with Spectrum by the City Attorney and the CAO. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 June Sweep Report – C/T

DFO Goodwin reported:

- Cash balance is the strongest it has been in over a decade with nearly $42 million as of 6/30/19.
- Inter-fund loans look very attractive and has been well managed (balance as of 6/30/19 of $675,000).
- Retirement fund owed zero dollars to the General Fund at the end of the year.
- Reducing reliance of other funds on the General Fund has improved the city's cash and liquidity.

Councilor Paul asked about the "due to/due from" fund highlighting the change pertaining to CEDO ($516,000). DFO Goodwin said the amount was paid by the middle of the month so it basically was a timing difference. Councilor Paul said it would be helpful to the reader to provide an explanation of significant changes.

Councilor Bushor congratulated the Administration on the recent Moody's report and acknowledged the amount of work required to achieved this success. Councilor Bushor asked about the fluctuation in "Cash-on-Hand" from last year to this year. DFO Goodwin said the fluctuations are due to timing of when payments to the city are received. The balance will decrease once the bond payments are made by the city. Councilor Bushor asked about the AIP account. DFO Goodwin explained the Airport Improvement Projects (AIP) account.

DFO Goodwin will research the city's Moody's rating over time.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:53 PM.

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