Board of Finance - Monday, July 11, 2016 at 5:00 p.m. Conference Room 12, City Hall
7/11/2016

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

July 11, 2016

DRAFT

MEMBERS PRESENT: Mayor Miro Weinberger

Karen Paul [arrived 5:15 PM]

Sharon Bushor

Kurt Wright

MEMBERS ABSENT: Jane Knodell

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jorden Redell, Mayor's Office

Katie Vane, Mayor's Office [arrived 5:31 PM]

Lynn Reagan, HR

Ben Pacy, HR

Stephanie Reed, HR

Chapin Spencer, DPW

Martha Keenan, DPW

Laura Wheelock, DPW

Megan Moir, DPW

Gene Richards, Airport

Marie Friedman, Airport

Amanda Hanaway-Corrente, Airport

Chief Locke, Fire Department

Doreen Kraft, BCA [arrived 5:35 PM]

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:04 PM on July 11, 2016.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVAL OF BOARD OF FINANCE MINUTES

3.01 June 13, 2016

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the minutes of June 13, 2016 with clarification that the percentages of the TIF dedicated to the marina improvements and the public park will be corrected or clarified. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Contract Amendment with Stantec Consulting for Wayfinding Project

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve the contract amendment with Stantec Consulting for the Wayfinding Project. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.02 Approve Salary Adjustment for Director of Financial Operations

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the salary adjustment for the Director of Financial Operations. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Contract Amendment with Dubois & King, Inc. for Municipal Parking Garage Repair Project Phase 1

Councilor Bushor asked if the $5,000 contingency is part of the $67,843 amendment. Laura Wheelock said the $5,000 is in the overall project budget and held in the contingency fund. The contingency does not get applied to the Dubois & King contract unless it is needed so there is $5,000 to work within the contract without having to come back to the Board of Finance.

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council the contract amendment with Dubois & King, Inc. for the municipal parking garage repair project phase 1. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.02 Engineering Services Agreement for the Pipe Assessment and Rehabilitation Project

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval execution of the engineering services agreement for the pipe assessment and rehabilitation project.

DISCUSSION: Councilor Bushor noted the word "client" is not defined. Megan Moir said the word "client"' should be changed to "owner" in the agreement. Councilor Bushor mentioned manholes being flush with the road and if not the information should be noted so bicyclists can be alerted. Megan Moir said the scope of work for the project does not include manholes, but the street department can gather the information. There were no further comments.

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

5.03 Authorize Community Justice Center to Create Two Limited Pretrial Monitor Positions

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval authorization for the Community Justice Center to create two limited pretrial monitor positions.

DISCUSSION: There was clarification of the name of the system (modified Willis). There were no further comments.

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

5.04 Authorize Airport and City to Enter into Lease Purchase of Snow Removal Capital Equipment

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval authorization of the Airport and the City to enter into a lease purchase of airport snow removal capital equipment. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.05 Adopt New Fee Schedule for Ambulance Billing

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval adoption of the new fee schedule for ambulance billing.

DISCUSSION: Councilor Bushor asked how aggressive the city will be in collecting fees from patients without insurance. Fire Chief Locke said the ambulance collection vendor is changed, but not the current practice for collection. Any change will be brought to the Board of Finance for approval. There were no further comments.

VOTING: unanimous; motion carried.

5.06 Reclassification of the Library Director Position

Councilor Bushor asked if other positions have been reviewed in addition to the Library Director position. Mayor Weinberger explained the Administration became aware the current Library Director was being recruited for another position and salary may have been the issue. Upon review of the position it was found there were issues with how the job description was written that caused a lower score than should be. Work is ongoing reviewing other positions that will be brought before the Board of Finance. Councilor Bushor expressed concern about choosing one position to address when it is known there are other positions that also need to be addressed. Mayor Weinberger said a substantial rewrite was done three years ago. There was a combination of factors to relook at the position. It is the Administration's responsibility to work with the Library Commission on the matter. There was a period early on where a number of positions increased and many that did not, but this was fixed.

Councilor Paul stated there is a tier of department heads whose compensation should be reviewed. There should be a minimum amount of money department heads are paid for the amount of work they do. It is hoped that will be rectified in next year's budget so people are compensated for the amount of time and effort they put into their job. There are some department heads who are undercompensated for their time. Mayor Weinberger agreed and assured there will be discussion about parity again.

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

5.07 Approve Lease Terms for Farrell Lease with Burlington City Arts for 405 Pine Street

Councilor Bushor asked how much was paid for the space in Memorial Auditorium and where the money is for the phone/internet/cable service and the lease and fit-up. Bob Rusten said no money was paid for space in Memorial and the current cost for phone/internet/cable may be in the Parks & Rec budget for buildings. The money for the lease is in the general fund under "non-departmental" for building leases. There is $75,000 in the FY17 budget for the lease. The lease payment for BT for HR, payroll, CJC and the St. Joseph lease are there as well. BCA is talking to the foundation about fundraising to cover fit-up costs. The cost is estimated at $300,000. There is also money in the capital plan supplement, but it is hoped money can be fundraised.

Councilor Bushor said it would be ideal to remain downtown it is fortunate space was found at 405 Pine Street where BCA can continue to provide their programs. Bob Rusten said Doreen Kraft looked at all possibilities for opportunity downtown and outside of downtown. In terms of cost and space availability 405 Pine Street is the most likely and best source for BCA. Councilor Bushor said there is the possibility to own the space if wanted. Bob Rusten noted in looking at long term space needs for the city and schools the space provides the opportunity to have a potential option which may not be needed once full space needs are known. The situation is win-win. The lease terms are favorable.

Doreen Kraft, Burlington City Arts, said BCA and Generator looked for space together, but acknowledged the entities may have to separate and reunite in the future. Generator is going to a building leased by Champlain College. The lease is three years. Exploring properties in the city and looking at how the two entities can grow back together again and keeping the programs growing will continue. Having the option is important and an opportunity. Farrell was generous with the terms of the lease. If long term use of the building is being considered then probably two stories will be needed and the design needs to be reconsidered.

Councilor Wright agreed it would be great to stay downtown, but difficult to find space like Memorial Auditorium. The new location sounds like a good fit. Total square footage in the building is 33,500 s.f. BCA will use 7,500 s.f. Councilor Wright asked if there is reasonable possibility of fundraising for the fit-up costs. Doreen Kraft said BCA knows there is a campaign ahead. Donors will be brought together. BCA must be ready to meet the September deadline. Small campaigns will be done with BCA's closest friends. Once the lease is approved then the conversation can be public.

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the lease terms for the Farrell lease with Burlington City Arts for 405 Pine Street. VOTING: unanimous; motion carried.

6.0 DISCUSSION

6.01 Board of Finance Schedule

Bob Rusten stated the Board of Finance meeting schedule is posted on Board Docs. Regular Board of Finance meetings are August 1st and action items covered on the 15th. There will be a full month between city council meetings. Executive session could be extensive prior to the city council (may need two hours).

Councilor Bushor asked about the meeting on Halloween. Bob Rusten said the October 4th Board of Finance meeting was cancelled and if the meeting on October 31st is moved up to the 24th there will only be one week between meetings.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:41 PM.

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