BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

July 8, 2019

APPROVED – 7/29/19

MEMBERS PRESENT: Mayor Miro Weinberger [arrived 5:40 PM]

Councilor Paul

Councilor Bushor

MEMBERS ABSENT: Council President Wright

Councilor Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Brian Lowe, CIO

Deana Paluba, HR

Lynn Reagan, HR

Martha Keenan, DPW

Kim Bleakley, DPW

Gene Richards, Airport

Nic Longo, Airport

Shelby Losier, Airport

Marie Friedman, Airport

Larry Lackey, Airport

Mary Danko, Library

Cindi Wight, Parks & Rec

Rachel Jolly, CJC

Luke McGowan, CEDO

David White, Planning & Zoning

Bill Ward, Code

Ron Redmond, CSM

John Vickery, Assessor

VJ Comai, Arborist

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 8, 2019.

1.01 Agenda

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

2.0 PUBLIC FORUM

None.

3.0 MINUTES

3.01 June 10, 2019

3.02 June 17, 2019

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the 6/10/19 and 6/17/19 minutes as presented. VOTING: unanimous [Mayor not present for vote]; motion carried.

Mayor Weinberger arrived and assumed facilitation of the meeting.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 City Trees, Carbon Offsets, Potential Revenue Stream – Parks & Rec

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend City Council authorize the CIO to enter into a contract with Urban Offsets and establish a reserve fund dedicated to funds generated by the sale of carbon offsets to be used exclusively to support tree plantings.

DISCUSSION:

- **Arborist Comai explained carbon credits through tree plantings. The city will plant street and park trees and restorative plantings.**
- **Councilor Paul observed the downside is not being able to sell the carbon credits. CIO Lowe said 12 cities have had varying degrees of success selling the credits. Staff does not know if the credits will sell and does not have a buyer presently. Councilor Paul suggested noting successes with the credits in the staff memo.**
- **Councilor Bushor asked about the percent of survival for bare root transplants. Arborist Comai said the success rate is over 95%.**
- **Councilor Bushor commented it is exciting that there will be an industry to deal with carbon offsets.**

VOTING: unanimous; motion carried.

4.02 Early Literacy Outreach Program Coordinator – Library, HR

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend City Council approve the creation of an Early Literacy Outreach Program Coordinator as a limited service, full time, non-union, non-exempt, Grade 10 position effective upon Board of Finance and City Council approval through June 30, 2020. VOTING: unanimous; motion carried.

4.03 Industrial Four, Inc. Contract - Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend City Council approve the following:

- **Authorize the Aviation Director to execute a contract with Industrial Four, Inc. for $146,896 plus an additional contingency of $29,414 for construction of the Terminal Integration Project P-1 Conex subject to final review and approval by the City Attorney.**
- **Approve the budget amendment to the FY20 Burlington International Airport budget for the Terminal Integration Project P-1 Conex by increasing/decreasing the accounts as set forth in the memo from the Aviation Director.**

VOTING: unanimous; motion carried.

4.04 Development Agreement Amendment with ECHO - CEDO

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend City Council authorize the Mayor with City Attorney approval to execute the Development Agreement Amendment with ECHO in substantial conformance with the attached document and execute any additional documents needed to advance the project as amended subject to review and approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor asked about the use of funds and items eliminated. Interim CEDO Director White explained items were recategorized. The first phase used TIF funds for the public parking lot and pedestrian improvements. ECHO matched up to $500,000 of city funds. Councilor Bushor requested shifting items eligible for city funding under Phase 1 so TIF funding can be used.**
- **Councilor Paul asked if there are changes to the original proposal. Interim CEDO Director White confirmed there are changes, but ECHO is still providing the match money.**

VOTING: unanimous; motion carried.

4.05 Create/Reclassify Positions – CEDO, CJC

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend City Council authorize the creation of a Court Diversion Services Coordinator as an exempt, limited service, full time, non-union position with a classification of Grade 14 ($44,459 Step 1 to $54,897 Step 15) and eliminate the Assistant Court Diversion Service Coordinator, non-exempt, limited service, part-time, non-union position with a classification of Grade 12.

DISCUSSION:

- **Councilor Bushor asked if open/vacant positions are being filled. Interim CEDO Director White said CEDO is in the process of filling and discussing each position. Mayor Weinberger added this has been a multi-year process.**

VOTING: unanimous; motion carried.

4.06 Two Limited Service Full Time Positions for Reappraisal Project – Assessor, HR

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend City Council approve the creation of an Assistant Residential Appraiser position as a limited service full time, non-union, Grade 13 position and the creation of an Assistant Commercial appraiser position as a limited service, full time, non-union, non-exempt, Grade 15 position, both effective July 1, 2019 through June 30, 2021. VOTING: unanimous; motion carried.

4.07 Contract for 645 Pine Street Renovation - DPW

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend City Council authorize the DPW Director to do the following:

- **Execute a contract with DEW for renovation of 645 Pine Street subject to approval by the City Attorney for $905,322 with an additional $150,653 reserved for use as contingency funds as needed subject to approval by the City Attorney.**
- **Utilize up to $25,435 ($23,123 plus a contingency of $2,312) from the Water Resources Division to add alternative #1 of the project to pay improvements made to the south bay to accommodate the water distribution team subject to approve from the CAO.**

DISCUSSION:

- **Councilor Bushor asked if Leddy Park is included and expressed concern about a pre-fabricated building at the park. DPW Capital Manager Keenan said an RFQ was done for a design-build steel structure that is energy efficient and high quality with a life expectancy of over 50 years. The difference in cost is for the extras.**

VOTING: unanimous; motion carried.

4.08 Sidewalk Café License Agreement - CSM

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend City Council authorize the CSM District Commission to enter into a sidewalk café license agreement with Vermont Distillers, Inc., d/b/a Vermont Distillers & Smugglers Notch Distillery Tasting Room, to operate a sidewalk café for a maximum of 20 days during the period of July 27, 2019 to November 1, 2019 subject to approval by the City Attorney. VOTING: unanimous; motion carried.

4.09 Contract with Hooker & Holcombe for Pension Administration Outsourcing – C/T

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend City Council authorize the CAO to execute a contract with Hooker & Holcombe for pension outsourcing services in an amount up to $120,000 per year for a three year contract subject to review by the City Attorney, and to approve spending up to $50,000 for temporary staffing services to support implementation.

DISCUSSION:

- **Councilor Paul said it is unfortunate to have mixed results despite best intentions. CAO Anderson spoke in support of HH. Councilor Paul said the actuary assured this does not have to be complicated, and asked if there is any indirect savings due to training employees to use the software. CAO Anderson said potentially. Training the employees provides for better service and efficiencies.**
- **Councilor Bushor mentioned the lack of a webinar or education component as part of the contract.**

VOTING: unanimous; motion carried.

4.10 Property & Casualty Insurance Renewal for FY20 – C/T

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the CAO to renew and execute the city's FY20 Property and Casualty Liability Insurance contracts presented for a total premium of $1,259,304. VOTING: unanimous; motion carried.

4.11 Workers Compensation Renewal for FY20 – C/T

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to approve the resolution on the Workers Compensation Renewal for FY20. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Leddy Park Update - DPW

Previously discussed in Item 4.07 (645 Pine Street Renovation).

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:12 PM.

RScty: MERiordan