BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

June 10, 2019

APPROVED – 6/24/19

MEMBERS PRESENT: Mayor Miro Weinberger

Councilor Paul

Councilor Bushor

Council President Wright

Councilor Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jordan Redell, Mayor's Office

Brian Lowe, IT

Deanna Paluba, HR

Stephanie Reid, HR

Lynn Reagan, HR

Daniele Cota, HR

Chapin Spencer, DPW

Jeff Padgett, DPW

David White, Interim CEDO

Bill Ward, Inspections

Lise Veronneau, BPD

Rachel Jolly, CJC

Willa Farrell, Court Diversion Program

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:34 PM on June 10, 2019.

1.01 Agenda

MOTION by Council President Wright, SECOND by Councilor Pine, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

None.

3.0 MINUTES

3.01 May 20, 2019

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the revised minutes of 5/20/19 as presented. VOTING: unanimous; motion carried.

Staff was thanked for the work on the minutes.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Maintenance Lights Upgrade - DPW

MOTION by Councilor Bushor, SECOND by Council President Wright, to authorize the DPW Director to execute a contract with Sequentric Energy Systems, LLC for a maximum limiting amount of $87,490 for the installation of a new Maintenance Light Control System subject to approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor mentioned not being unaware there was a problem with the lights and asked if the contractor from Georgia has expertise with winter weather. DPW Director Spencer said staff has been manually checking the 96 parking ban lights for a number of years to ensure the lights are working and tickets can be defended in court. Assistant DPW Traffic & Parking Director Padgett said the lights are in a warehouse housing so weather is not a concern.**

- **Councilor Paul echoed comments on being able to fix a long-standing problem.**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Reclassify Parking Maintenance Worker Position – DPW, HR

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council for approval the reclassification of three Parking Maintenance Worker positions with the Department of Public Works from Regular, full time, non-exempt, AFSCME, Grade 10 positions to Regular, full time, non-exempt, AFSCME, Grade 11 positions.

DISCUSSION:

- **Councilor Bushor asked who will be training the individuals on the expanded job descriptions. Assistant DPW Traffic & Parking Director Padgett said the employees are already doing the work.**

VOTING: unanimous; motion carried.

5.02 2017 Local Edward Byrne Memorial Justice Assistance Grant Program - BPD

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the acceptance of the FY2017 Local Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of $38,845 and authorize the Mayor to take all necessary actions to accept the grant subject to approval by the City Attorney, and further, to authorize the CAO or designee to approve all FY20 budget amendments necessary for receipt and to expense grant funds from the FY17 Local Edward Byrne Memorial Justice Assistance Grant.

DISCUSSION:

- **Councilor Bushor asked if the police would receive the full grant if all conditions are not accepted. City Attorney Blackwood said the language in the letter drafted by the City Attorney's Office was approved. Mayor Weinberger said despite a fight to keep the funds, where the city stands is good.**

VOTING: unanimous; motion carried.

5.03 Extension of Project Management Services Contract with Jeff Glassberg – CEDO

CAO Anderson explained the dollar amounts in the Development Agreement for CityPlace project management services from Jeffry Glassberg.

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval and subject to prior approval by the City Attorney's Office the authorization of the Interim CEDO Director to execute a contract amendment for the provision of project management services which will include coordinating and leading the city's effort to perform its responsibilities pursuant to the Development Agreement (DA) for CityPlace Burlington with Jeffry D. Glassberg, Renaissance Development Company, for an amount up to $84,000 for

the term of July 1, 2019 to June 30, 2020 and up to a maximum limiting amount of $154,000, and further, to approve a contract amendment of $84,000 with Renaissance Development Company to provide consulting and project management services in support of CityPlace Burlington.

DISCUSSION:

- **Councilor Bushor suggested Jeff Glassberg come before City Council with regular updates on the CityPlace Burlington project. Mayor Weinberger said Mr. Glassberg can do this and be an information resource to City Council.**

VOTING: unanimous; motion carried.

5.04 Proposed Position Reclassifications and Reporting Structure Changes related to Permit Reform – IT, HR, PI

MOTION by Council President Wright, SECOND by Councilor Pine, to approve and recommend to City Council for approval the authorization to approve the proposed position reclassifications and reporting structure changes related to permit reform.

DISCUSSION:

- **IT Director Lowe gave an overview of the changes, noting there were a number of job reclassifications with three significant changes of director positions and manager positions. There are 14 union positions implicated by the changes, but the changes are reporting changes, not job function changes.**
- **Councilor Bushor said the elimination of the Code Department should be stated in the resolution. Inspections Director Ward noted the name of the department is being changed, but not the people in the department.**
- **Councilor Bushor requested learning more about the Permit Reform Advisory Committee. IT Director Lowe said the committee is five people with insight in permitting appointed in 2017. Additional information on the committee can be provided.**
- **Councilor Bushor commented on the salary range for the department head not being consistent with what has been done with other department heads. IT Director Lowe said there could be a change after the assessment of the CEDO Director position from HR.**
- **Councilor Pine asked about the reporting structure from the departments to commissions. Inspections Director Ward said there are really no changes. The reporting structure is mostly controlled by ordinance.**
- **Councilor Paul asked about departments without an oversight commission. Inspections Director Ward said Code Enforcement reports to the DPW Commission. Appeals go through the appropriate oversight group. Mayor Weinberger added City Council can discuss engagement with the new entity on an interim basis or more permanent basis.**
- **Councilor Bushor asked who will chair the Technical Review Committee. Inspections Director Ward said this has not yet been determined.**
- **Councilor Bushor expressed concern about dividing Planning and Zoning and the loss of having someone specifically looking at site specific resources with land use and development plans. Inspections Director Ward said the people in the departments can be involved and active in their roles and provide guidance between departments. Interim CEDO Director White added the departments will build institutional relationships so workflow continues.**
- **Councilor Bushor suggested HR look at the job description duties and compensation at the end of the year.**

AMENDMENT by Councilor Bushor, SECOND by Councilor Paul, to recommend City Council approve and adopt the resolution with the understanding at the end of the first year HR will look at the reclassifications. VOTING:

unanimous; motion carried.

VOTING ON RESOLUTION AS AMENDED: unanimous; motion carried.

5.05 Court Diversion Contract #38384 – CEDO, CJC

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the Contract for Services in the amount of up to $420,000 for FY20 and authorize the (Interim) CEDO Director or designee to sign a Contract for Services in substantial conformance with the attached and any necessary related documents as well as to collaborate with the State of Vermont in negotiating criteria and cost of providing services in Year Two subject to review and approval by the City Attorney, and further, to approve acceptance of state funding in the amount of up to $420,000 for FY20 and authorize the CAO or designee to execute all necessary budget amendments in order to utilize the same including all necessary appropriations of said funds as may be required for the described programs and the personnel requirements.

DISCUSSION:

- **Rachel Jolly, CJC, explained the Rapid Intervention Court (RIC) to streamline alternative forms of justice.**
- **Councilor Pine asked about the fee for service. Rachel Jolly said the fee is on a sliding scale depending on the individual's income. Willa Farrell added the fees are collected under state authority.**

VOTING: unanimous; motion carried.

5.06 Creation/Reclassification of Positions – CEDO, CJC

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council for approval the creation of the following four new positions:

- **Manager of Restorative, Court Diversion and Pretrial Services**
- **Court Diversion Services Coordinator**
- **Tamarack and Pretrial Services Coordinators (two positions)**
- **Assistant Court Diversion and Pretrial Services Coordinator**

And further, to retitle and reclassify the "Restorative Justice Liaison" to "Youth Restorative Program Manager" and reclassify the Victim Liaison and Panel Coordinator.

DISCUSSION:

- **Councilor Bushor commented the Court Diversion and Services budget was confusing. HR Manager Reagan said the final number is correct.**
- **Councilor Pine asked if the Court Diversion staff will work for Court Diversion. Rachel Jolly said the positions at Chittenden County Court Diversion Services are in place until June 30, 2019. The employees can apply for a position in the city's program.**

VOTING: unanimous; motion carried.

6.0 COMMUNICATION

6.01 Report on Purchasing Savings – C/T

DFO Goodwin reported the savings have been $1.4 million over a two-year period achieved by collaboration by city departments. The savings comes from many different areas of the city.

Councilor Bushor suggested DFO Goodwin do a VLCT workshop on savings insights. The state could benefit and learn from the remarkable savings achievement by the city. Councilor Bushor asked if the schools are participating. DFO Goodwin said the school district is always brought in when the city goes out to bid, but the schools are always a struggle.

Councilor Paul observed the figures show how important it is to bid major contracts like the actuary. The same should be done with the auditor at contract renewal time. Councilor Paul asked about receiving the local options tax payment from the state more quickly if possible.

There was mention of past city councilors and staff who initiated the savings effort, especially Vince Brennan, and the work by Assistant City Attorney St. James in reviewing RFPs. Council President Wright asked about additional savings going forward. DFO Goodwin said staff is always looking for opportunities to save. Mayor Weinberger added there is savings on the energy side and credit upgrades as well.

6.02 Draft FY20 CEDO Budget

Mayor Weinberger said additional information on UDAG funding and BCDC revenue has been provided. Councilor Bushor expressed appreciation for waiting on the positions and asked about a mechanism for payback of the loan. Mayor Weinberger said the loan will be documented. Payback of the UDAG investment will be over time from both BCDC revenues and new revenues created by the department. Councilor Bushor recalled BCDC funds have been given without payback, but the funds should not be diminished to the point they are not there in the future.

Councilor Pine asked about the economic development strategy. Interim CEDO Director White said the strategy is still in the plan. Unassigned fund balance from last year and EDA grant are elements.

6.03 Draft FY20 Budget

CAO Anderson reported the tax rate is now known. Council President Wright asked about the request from the Senior Center Study Committee for $26,000. Mayor Weinberger said the FY19 level is replicated for the senior center. The additional $26,000 is not in the budget now. Staff is working on finding the funds and potentially adding the money as part of a budget amendment.

Councilor Bushor asked about investment of the unassigned fund balance and use of BT funds. Mayor Weinberger said to keep the tax rate down and meet the budget would require spending the fund balance down to the 10% threshold unless some BT funds are used. Councilor Bushor asked about new requests. Mayor Weinberger said there are no new requests on the unassigned fund balance June 2019. New requests would be new authorizations approved in the budget. Councilor Bushor asked about purchasing the BCA building. CAO Anderson said this is a possible future need.

Councilor Bushor suggested the budget amendment could be used if City Council decides to use BT funds and swap out the unassigned fund balance. Discussion by the full City Council is needed on this. The Board of Finance concurred.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:54 PM.

RScty: MERiordan