Board of Finance - Monday, June 4, 2018 at 5:30 p.m. Conference Room 12, City Hall
6/4/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

June 4, 2018

APPROVED – 6/18/18

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright

Sharon Bushor

Karen Paul

MEMBERS ABSENT: Jane Knodell

OTHERS PRESENT: Beth Anderson, Interim CAO, C/T

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Katie Vane, Mayor's Office

Susan Leonard, HR

Stephanie Reed, HR

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Chapin Spencer, DPW

Patrick Mulligan, DPW

Neale Lunderville, BED

Munir Kasti, BED

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Anderson facilitated the meeting and called to order at 5:30 PM on June 4, 2018.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 May 7, 2018

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve the 5/7/18 minutes as written. VOTING: all ayes except one abstention (Councilor Bushor)[Mayor Weinberger not present for vote]; motion carried.

Mayor Weinberger arrived and facilitated the meeting.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Vendor Contract for Selected Media and Advertising Concession Program with Vermont Small Business Accelerators, LLC - Airport

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval the vendor contract for the selected media and advertising concession program at the airport with Vermont Small Business Accelerators, LLC.

<u>DISCUSSION</u>:

- **Councilor Bushor noted the boiler plate contract has been reviewed by the City Attorney so the individual contracts do not need separate review.**
- **Councilor Paul suggested finding a way to separate the enterprise fund from the General Fund so some items come to the Board of Finance and the system is streamlined.**

VOTING: unanimous; motion carried.

4.02 Renew Agreement with Group Insurance Service Center – HR, C/T

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the renewal of the agreement with Group Insurance Service Center (GISC) to administer the city health insurance program.

DISCUSSION:

- **Councilor Paul asked about the $50,000 administrative fee. HR Director Leonard said GISC was the lowest bidder. The company froze the administrative fee (administrative fee is charged per member per month).**

VOTING: unanimous; motion carried.

4.03 Reclassify Payroll Manager Position with Reporting Structure Change – HR, C/T

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the reclassification of the Payroll Manager position in the Clerk/Treasurer Office from a regular full-time, non-union, exempt, Grade 20 position reporting to the Director of Financial Operations to a regular, full-time, non-union, exempt, Grade 19 position reporting to the Comptroller.

DISCUSSION:

- **Staff will file an updated organizational chart.**
- **Councilor Bushor asked who will take on the responsibilities not included in the reclassified position. DFO Goodwin said he will handle the responsibilities.**

VOTING: unanimous; motion carried.

4.04 Update Staffing and Reporting Structure at BED – HR, BED

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the following:

1. **Modify and reclassify the Generation Generalist position**
2. **Reclassify Director of Generations**
3. **Reclassify Senior Generation Engineer**
4. **Reclassify Chief Forester**
5. **Retitle Troubleshooter to Meter Technician and create tiered job descriptions for the Meter Technician position**
6. **Modify job description of Director of Engineering and Technical Services**
7. **Modify the Distribution Superintendent position**
8. **Modify and retitle SCADA Engineer to Director of Grid Services**
9. **Modify, reclassify, and retitle Crew Leader Inspector to Utility Inspector**
10. **Modify and reclassify Director of Energy Services**
11. **Modify, reclassify, and retitle Director of Marketing and Social Media to Director of Marketing and Workforce Vitality**

12. **Modify and retitle Director of Safety, Environmental, and Workforce to Director of Safety and Environmental**
13. **Modify and reclassify Director of Customer Care**

DISCUSSION:

- **Councilor Bushor commented positively on the information packet that provided greater clarify on the staffing and reporting structure. The relationship between market factor 5 and 3 was confusing, but there is confidence HR will ensure there is equity.**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Budget Discussion – C/T

Mayor Weinberger noted there will be budget discussions on June 15th and 18th. Feedback on the Mayor's Budget should be submitted as soon as possible. The debt service tax of 2.1% and retirement is driving the overall local property tax increase of 3.5%. CAO Anderson said retirement evaluation information is still needed.

Councilor Wright urged finding a way to deal with the senior centers. Mayor Weinberger assured staff has been working with the centers and other social services following the cuts from United Way. A meeting is scheduled with Secretary Gobeille to see if the state has the ability to provide any funding. There have been conversations with United Way. More information will be forthcoming. Councilor Wright also urged not changing Sunday parking and rolling back the hours further for nighttime parking to help the restaurants.

Councilor Bushor requested information on how the fund balance will be spent and that consideration be given to a one time increase in the senior center funding. The senior centers serve a broad group of people. Councilor Bushor also requested the total cost to the taxpayer of all the fee increases.

Councilor Paul asked if the United Way cuts are a sign of the future. Mayor Weinberger said going forward the city will have a formal role of involvement in the committees. Typically the awards are for three years. There is a change in direction by United Way. Senior centers are viewed slightly differently from other social services that lost funding. Senior centers have a municipal interest. Staff is trying to assess the impacts of the changes and see if there is more tie-in with city interests.

DPW Director Spencer gave an update on the Traffic Fund noting there is an approximate $4 million fund balance between the two funds with $.75 million in the Traffic Fund and $3.4 million in the Parking Facilities Fund. Some of the money ($1 million) will be used to pay down debt from the garage capital repairs and provide a positive line item in FY19. The majority of capital expense will be financed.

Councilor Bushor suggested using $1.5 million to pay down the 5.3% interest borrowing. CAO Anderson assured all options for a lower interest rate are being investigated.

There was discussion of refinancing and the reason for refinancing due to the upcoming multi-million capital reinvestment of the marketplace garage and being in a position to potentially pay out of fund balance. Only 41 million needs to be paid down to have a positive fund balance. Councilor Paul mentioned refinancing the $5.4 million. CAO Anderson said the line of credit rolls into permanent debt. Staff is looking at options. Councilor Paul said refinancing makes the most sense so current and future users should pay. The $1 million is a reasonable compromise. The city has good credit and should be able to refinance. CAO Anderson said staff is looking at refinance.

Mayor Weinberger noted the budget does not have any policy changes to not charging on Sundays and such. It is suggested discussion of parking policy changes be deferred until the automated parking system is in place in the garages and revenues are known. The system will be implemented at the airport garage in July and in the city garages in August.

5.02 City Full Time Equivalent Listing Counts – C/T

The full time equivalent counts are attached to the minutes.

5.03 Unassigned Fund Balance – C/T

Mayor Weinberger reported $755,000 of the $2 million in unassigned fund balance will be used as identified. Other items were given thought of funding, but were not yet ready to be funded.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:16 PM.

RScty: MERiordan