Board of Finance - Monday, May 1, 2017 at 5:30 p.m. Conference Room 12, City Hall
5/1/2017

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

May 1, 2017

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Sharon Bushor

Karen Paul [via telephone]

MEMBERS ABSENT: Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Susan Leonard, HR

Stephanie Reid, HR

Ben Pacy, HR

Chapin Spencer, DPW

Gene Richards, Airport

Nic Longo, Airport

Brandon del Pozo, Police Chief

Lise Veroneau, Police/Fire Administrator

Jim Reardon, BED

Mary Danko, Library

Megan Moir, DPW Water Resources

Adam Roof, City Council

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:32 PM on 5/1/17.

1.01 Agenda

CAO Rusten explained the recent complication with BoardDocs (now fixed) that resulted in two items on the agenda for action by the Board of Finance not being publicly advertised so the items should be removed and placed on a future agenda.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the agenda with the deletion of Item 3.01 (minutes of April 17, 2017) and Item 4.01 (contract amendment, S.D. Ireland – Airport). VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 April 17, 2017 [Removed from Agenda]

4.0 BOARD OF FINANCE APPROVAL

4.01 Contract Amendment with S.D. Ireland – Airport [Removed from Agenda]

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Contract with Kobo Utility Construction to Replace Airport Beacon - Airport

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the contract with Kobo Utility Construction Corp. to replace the airport beacon at Burlington Airport.

DISCUSSION:

- **Councilor Bushor noted resolutions usually refer to the percentage covered by FAA, state, and PFC funds, but this was not included in the current resolution. Also, the construction company was recommended by Stantec, but the company appears to have only done work at small airports. Airport Director Richards and Airport Planning and Development Director Longo explained the beacon light upgrade is required by the FAA and the company is proficient in the installation of the beacons regardless of the size of the airport.**
- **Mayor Weinberger noted the Airport Commission approved the contract.**

VOTING: unanimous; motion carried.

5.02 Library Reorganization – HR

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization for the Library reorganization.

DISCUSSION:

- **Councilor Bushor asked about exceeding 10% above the employee's current rate. HR Manager Pacy explained the employee is in the range of the step placement and will receive a minimum of 5% not to exceed 10%.**

VOTING: unanimous; motion carried.

5.03 DPW Public Information Manager Position - HR

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the creation of a DPW Public Information Manager position.

DISCUSSION:

- **Councilor Bushor suggested the Public Information Manager should be ongoing and potentially upgraded from a limited service position to a permanent position. Mayor Weinberger agreed, but suggested the city may want to change or amend the position in the future so it is good to start as a limited service position. Having a Public Information Manager will relieve the pressure on the Public Works Director who has been handling the task of informing the public of the work being done in the city.**

VOTING: unanimous; motion carried.

5.04 State Loan for Storm Water Project - DPW

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval a loan from the state revolving loan fund for a storm water project. VOTING: unanimous; motion carried.

5.05 Use of City Council Initiative Fund for Bystander Intervention Training for Service Industry Staff – Councilor Roof

Councilor Roof explained the request is for $4,100 for this fiscal year plus $603 for next fiscal year to develop, implement, and evaluate bystander intervention training for Burlington service industry staff to prevent sexual assaults in the city. Assaults are happening and are being under-reported. Burlington does a good job of supporting victims and developing awareness, but there is room for improvement. Thanks are extended to CAO Rusten and City Attorney Blackwood for their assistance.

Councilor Bushor asked for a brief explanation of the expectations with the training. Councilor Roof said many people in the service industry are already doing intervention, but perhaps not to the best of their ability so the training will help. Police are always readily available to people in this environment. Police Chief del Pozo added business owners and staff always seek to de-escalate a situation. The training will provide more tips and tricks to help. The training is not a replacement for calling the police or for a full blown intervention. Councilor Roof said the training will help people recognize subtle signs and determine if there is need to intervene.

Councilor Knodell asked about connecting the training to the licensing in the future. Councilor Roof said there is potential for this, but the program will start as a partnership. A pilot will be done first and the outcome evaluated to be confident the training is effective.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval the use of the City Council Initiative Fund for bystander intervention training for Burlington service industry staff. VOTING: unanimous; motion carried.

5.06 FY2017 ERV Vehicle Purchase with Asset Forfeitures - Police

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization for Police Chief del Pozo or a designee to execute a contract with First Priority Emergency Vehicles for the purchase of an Emergency Response Vehicle (ERV) that meets the requirements set forth in the response to the Request for Proposal opened 3/8/17 and to authorize use of $156,950 in Equitable Sharing Assets Forfeiture funds for the purchase.

DISCUSSION:

- **Mayor Weinberger stated the vehicle will be a valuable addition to the city and even the county to help other communities as well.**
- **Police Chief del Pozo said the Police Department has been acquiring a wide range of less-than-lethal and problem solving equipment to take people in distress into safe custody, safely subdue people who may be barricaded or wanted, and assist in the safe execution of search warrants. The vehicle is not for a SWAT or tactical team. All the equipment will be stored in the Ford F-550 ERV and ready to deploy. The vehicle could be thought of as a rolling locker for non-lethal equipment with a generator and attached electrical supply and a way to get to the scene quickly. People will not be transported in the vehicle.**
- **Councilor Bushor emphasized the vehicle is for less-than-lethal responses. Chief del Pozo said the vehicle eases and creates the expectation of use of the equipment. It is efficient and effective to have the equipment on hand at once.**
- **Mayor Weinberger said the FY18 budget for the Police Department has funding for a dozen officers to be**

trained on the equipment. Chief del Pozo added there will be a sufficient number of officers trained. Every officer has been trained in less-than-lethal techniques, de-escalation, and problem solving according to the Police Executive Research Forum Guidelines for reducing force outcomes which BPD piloted and supports. Officers will be specially trained to operate the ERV and be an expert with the power tools, robots, and shields that are part of the truck's inventory.

VOTING: unanimous; motion carried.

5.07 Vehicle for Hire Recommendation for Licensing Fees – City Attorney

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the Vehicle for Hire Licensing Board recommendation and that City Council also approve the determination that no adjustment should be made to the current vehicle for hire fee amounts at this time.

DISCUSSION:

- **Mayor Weinberger stated the fee amounts ($0.25/ride) appear to be covering the new costs created and are for the monthly per ride fee. It appears there are tens of thousands of rides on a monthly basis in the city. It is encouraging there is enforcement associated with the ordinance.**
- **CAO Rusten noted the Enforcement Officer is being hired through the Police Department. Interviews are underway.**

VOTING: unanimous; motion carried.

5.08 BED Revenue anticipation Note – C/T

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization for a BED revenue anticipation note.

DISCUSSION:

- **Councilor Bushor asked the meaning of "LIBOR". Mayor Weinberger said the acronym refers to a flat rate that floats and is widely published and used as a yardstick to measure against. The flat rate is used plus 2.25% added.**

VOTING: unanimous; motion carried.

5.09 Master Lease Purchase Agreement, Capital Equipment and Vehicles FY2017 – C/T

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization to execute the Master Lease Purchase Agreement for capital equipment and vehicles for FY2017.

DISCUSSION:

- **Councilor Knodell said it would be helpful to have an update on the sustainable capital program to include**

the financing and the spending. Mayor Weinberger said during the budget process the Board of Finance and City Council will be asked for approval of the FY18 version. The nature of the presentation will show capital spending and costs for the year. CAO Rusten added there will be a capital presentation and a fleet presentation. Mayor Weinberger said the capital program continues to control or reduce expenses to be financially sustainable and meet the needs of the city specifically as related to the fleet. The presentation will also address rethinking one funding source.

VOTING: unanimous; motion carried.

5.10 Water System Revenue General Bond – C/T

DPW Water Resources Manager Moir explained Public Works is trying to get ahead with the paving program on as many streets as possible. The bids received on the re-lining work were under the budgeted amount, but bids for the open dig portion have not yet been received so the amount is not known.

Councilor Bushor asked for clarification on the autonomy being given to the Administration via the resolutions and what requires Board of Finance and City Council approval as far as rates and terms. DFO Goodwin explained there will be recommendations for the various rates for the water bond. A large part of the equation is ensuring coverage ratios are met. Revenues over expenses need to be 1.25 or adjustments must be made based on recommendations during the budget process. Nothing needs to come back to the Board of Finance or City Council other than to have a budget and achieve the rates. Councilor Bushor asked for a communication on interest rates and terms to be better informed on the matter. DFO Goodwin will provide a summary conclusion on the details of the interest rate and terms and what they mean for the city. There are three deals: neighborly transaction, underwriting for a Key Bank transaction for $2,970,000, and the water system.

Councilor Knodell asked if the bond will be fixed rate. DFO Goodwin said there is reference to a variable rate to provide flexibility. In essence there could be multiple series that have different rates. CAO Rusten said the rates are all fixed. DFO Goodwin confirmed the goal is to lock into the rate. The city has the ability to lock in based on the change in the market each day, the "AAA" rating and the spread between the city rating and the T-bill. The rate is fixed at the date/time of sale and will not change over the life of the bond.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the resolutions for the Waterworks System General Bond and the Waterworks System Supplemental #1. VOTING: unanimous; motion carried.

5.11 Monthly Financial for March 2017 – C/T

CAO Rusten reported the budget shown in the monthly financials lists insurance and workers comp because there are some issues with health insurance.

5.12 Sweep Account Report as of March 21, 2017 – C/T

No Report.

6.0 ADJOURNMENT

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:16 PM.

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