Board of Finance
4/16/2014

Board of Finance (Wednesday, April 16, 2014)

Generated by Amy Bovee on Friday, April 18, 2014

Members present
Mayor Miro Weinberger; Councilors Sharon Bushor, Jane Knodell, Karen Paul, and Joan Shannon; CAO Rusten

Also Present

City Attorney Blackwood; ACAOs Goodwin and Schrader; Stephen Barraclough, BT; Jesse Bridges, Parks; Chapin Spencer, Martha Keenan, DPW; Brian Lowe, Mayor's Office; Police Chief Michael Schirling (arrived at 5:25pm)

Meeting called to order at 5:05 PM

1. Agenda

Action: 1.01 Approve/Amend Agenda

Motion to approve but postpone Item 3.01 - Approval of Minutes until next meeting.

Motion by Sharon Bushor, second by Joan Shannon.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

2. Public Forum

No one came forward to speak.

3. Approval of the Board of Finance Minutes

Action, Minutes: 3.01 March 24, 2014 Minutes

This item was removed from the agenda.

4. For Approval and Recommendation to City Council

Action, Resolution: 4.01 Approval of Ground Lease Termination Between BCDC and Airport

Councilor Bushor requested an explanation of why this is being done. CAO Rusten stated this is an early

termination. BCDC has been receiving rent and they were supposed to be responsible for repairs to the building. The Airport has been receiving $1 per year but doing all of the work. The Airport requested BCDC to agree to lease termination. They have agreed and the Airport will be responsible for the tenants. This seemed fair all around, especially from a financial standpoint. Councilor Bushor inquired if the money BCDC was receiving is adequate for the maintenance.
Mayor Weinberger stated BCDC's involvement has changed fundamentally. Before now, Heritage was the tenant. They terminated the Heritage lease, and now the landlord has a lot more responsibilities than they had in the past. This has precipitated the need to make a change. BCDC has already approved this, and this will approve the City side of that action.

Recommend City Council Approval

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.02 Authorization for Creation of Outside Plant Technician Position and Elimination of Telecom Support Specialist Position - HR

Steven Barraclough, BT, stated they had budgeted to hire an additional Customer Service Representative. They then requested permission to hire a Telecom Support Specialist instead of a Customer Service Representative. They posted the position for the Telecom Support Specialist, but ultimately did not hire for it. They are now requesting to hire an Outside Plant Technician, which will be more of a customer service position. They hope to improve customer service by offering new days and times for installations. It will also allow them to increase their customer support services. The money is in the budget, they are just changing the position.

Approve and Recommend City Council Approval with the Resolution indicating grade 7 and not grade 11.

Motion by Karen Paul, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action: 4.03 Authorization for Budget Amendment - BT

Steven Barraclough, BT, stated the first budget amendment will legitimize staffing expenses in their budget. They had planned to hire a controller this year and went through the hiring process. They found a candidate that they wanted to select, but decided not to fill the position given the uncertainty of the future of BT. They did not want someone to leave secure employment. They have had Vivian Pilot from Dorman and Fawcett fill that position on an interim basis. They intend to recommend filling that position in the coming weeks now that there is some stability. The second budget amendment relates to legal and other costs related to the lawsuit with Citibank. They have additional revenues that will cover this additional expense. Overall they are ahead of their budget.

Councilor Knodell inquired if BTAB would normally review this before the Board of Finance. Mr. Barraclough stated they normally would, but BTAB was not able to meet. Councilor Knodell requested they have a discussion about the Board of Finance's role in oversight of Burlington Telecom finances. Mayor Weinberger stated he agrees that they want items that come to them for approval have a recommendation from BTAB in the future.

Councilor Bushor inquired why they are moving money from video and professional and consulting lines. Mr. Barraclough stated those are areas where they have not spent money and it can be used to cover these unanticipated expenses. It is difficult to budget for specific items in their video budget. They do their best to accommodate purchases that are needed each year. It is hard to budget specific line items because they do not know what unexpected things may come up. They also try to buy replacements in the secondary market. Councilor Bushor inquired if professional consulting for sales is different than what Dorman and Fawcett provides. Mr. Barraclough stated things have changed immensely for sales so they budgeted too much money. CAO Rusten stated that going forward, it is better if the request for a budget amendment is approved before the money is spent. For example, it would have been best if they had requested this budget amendment at the time they decided not to fill the controller position.

Approve and Recommend City Council Approval

Motion by Karen Paul, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.04 Authorization for RFP Waiver and Project Switch for Equipment Upgrades - BT

CAO Rusten stated there are three things involved in this request. First, they are waiving the requirements related to bidding. They are also approving a contract. Finally, they are approving switching projects: replacing previously approved with new ones.

For more detail see attached documentation: http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/files/9JFS5M6EBA1D/$file/Authorization%20for%20RFP%20Waiver%20and%20Project%20Switch%20for%20Equipment%20Upgrades%20-%20Public.pdf

Approve and Recommend City Council Approval

Motion by Joan Shannon, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.05 Authorization for Borrowing to Purchase Chipper Truck - Parks

Councilor Bushor stated she would like to have a discussion about what information needs to be in a resolution and what can be included in an attachment.

Councilor Knodell inquired if the funds would be borrowed from the General Fund to Parks and Recreation. Jesse Bridges, Parks, stated that is correct. They will pay back the General Fund dollars in subsequent fiscal years. Mayor Weinberger stated the interest will go back to the sweep account. Councilor Knodell inquired if this is something they should be doing less of. Mayor Weinberger stated they should be doing it in a planned way. CAO Rusten stated they will have a promissory note that will be signed. It is a win-win because Parks will be borrowing at a lower rate than they would if they went outside of the City, and the General Fund will receive their interest payments.

Mayor Weinberger stated there was a question about what needs to be included in resolutions and what needs a resolution. City Attorney Blackwood stated the plan was to wait until BoardDocs was implemented. There are a lot of times when they have both a memo and a resolution, and it takes a significant amount of staff time to prepare both of those things. She does not think that they need a resolution for this item. All they are doing is approving a budgetary amendment based on a memo. In BoardDocs, the attachment appears right with the agenda item. Generally, a resolution would be needed if they need to have binding information on the record. Councilor Bushor stated she was more interested in what level of detail needs to be included in a resolution. It needs to be clear what actions they took. CAO Rusten stated they started to develop criteria about what would require a resolution and what would not. They also talked about what needed to be included in a resolution. This was put on hold until they had BoardDocs as a mechanism to do this. City Attorney Blackwood stated they are looking to have guidelines about what does and does not need a resolution. If a resolution does not need to be done, the information would need to be in a memo. Councilor Bushor stated they would need to be able to search for information to determine what they did.

Approve Contract and Recommend City Council Approval.

Motion by Joan Shannon, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.06 Authorization for Temporary Construction Easement for 17 Lakeview Terrace - Parks

CAO Rusten stated they have a recommend amendment to line 15 of the resolution which added the authorization for a fee.

Approve and Recommend City Council Approval as amended.

Motion by Joan Shannon, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.07 Authorization for Capital Improvement Program Budget Amendment - DPW

Mayor Weinberger introduced Martha Keenan, the Capital Improvement Program Manager. Chapin Spencer, DPW, stated they will be completing a number of items in FY14 that constituents have been complaining about. CAO Rusten stated there were a number of items that were supposed to be completed in FY14 in the Capital Improvement plan. They spent time looking at the accounting of it, so they have moved some items around to make it work best.

For more detail see attached list: http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/files/9J7GKN4434B7/$file/Authorization%20for%20Amendment%20to%20Capital%20Improvement%20Project%20List%20-%20DPW.pdf

Approve and Recommend City Council Approval

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.08 Authorization to Accept VTRANS Grant for Stormwater Improvements- DPW

The Board addressed an item to allow the Department of Public Works to accept a grant from VTRANS for the development of flow restoration plans for stormwater impaired watersheds.

Approve and Recommend City Council Approval

Motion by Joan Shannon, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Action, Resolution: 4.09 Authorization for Stormwater Budget Amendment for Main Street Drainage Project - DPW

Chapin Spencer, DPW, stated this is in response to some issues they were made acutely aware of last summer. It has been their Department's priority to get something in the ground to handle storm events. They are looking to bundle this with pedestrian improvements and sidewalk replacement.

Approve and Recommend City Council Approval

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

5. Discussion - Expected Executive Session

Action: 5.01 Police Collective Bargaining Agreement

Entered executive session at 5:40 p.m. All members present with Scott Schrader, Eileen Blackwood, Rich Goodwin, Brian Lowe, Norm Blais, Vince Brennan, Max Tracy and Chief Schirling present.

Move to Enter Executive Session where premature release will place the City in Disadvantage.

Motion by Joan Shannon, second by Sharon Bushor.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Move to Exit Executive Session.

Motion by Sharon Bushor, second by Jane Knodell.

Final Resolution: Motion Passes

Aye: Sharon Bushor, Jane Knodell, Karen Paul, Joan Shannon, Miro Weinberger

Without objection, Mayor Weinberger adjourned the Board of Finance meeting.

6. For Information Only

Information: 6.01 Communication Martha Lang re: Taft School Lease will Cause Irreparable Damage