Board of Finance - Monday, April 11, 2016 at 5:30 p.m. Conference Room 12, City Hall
4/11/2016

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

April 11, 2016

APPROVED

MEMBERS PRESENT:

Mayor Miro Weinberger [arrived 5:48 PM]

Jane Knodell

Karen Paul

Sharon Bushor

Kurt Wright

OTHERS PRESENT:

Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Eileen Blackwood, City Attorney

Jennifer Kaulius, Mayor's Office

Amy Bovee, C/T

Susan Leonard, HR

Ben Pacy, HR

Stephanie Reed, HR

Beth Anderson, IT

Brandon del Pozo, BPD

Laura Wheelock, DPW

Martha Keenan, DPW

Chapin Spencer, DPW

Peter Owens, CEDO

Gene Richards, Airport

Nic Longo, Airport

Jesse Bridges, Parks & Rec

Ron Redmond, Church Street Marketplace

Judy Peterson, VNA

John Matlin, VNA Board

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, Bob Rusten facilitated the meeting of the Board of Finance on April 11, 2016 and called to order at 5:30 PM.

1.01 Agenda

MOTION Sharon Bushor, SECOND by Jane Knodell, to approve the agenda with the amendment to renumber Item 6.01 – BTV Contract with Stantec to Item 5.095. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVAL OF BOARD OF FINANCE MINUTES

3.01 March 21, 2016

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve the 3/21/16 Board of Finance minutes with the following correction(s)/clarifications(s):

· **Item 5.04, Unassigned Balance to Capital Budget, bullet reading: "Jane Knodell thanked the Mayor…", 2nd sentence – change to read: "The state is projecting that by 2020-2021 the CLA would be at a level to warrant a general reappraisal."**

VOTING: unanimous; motion carried.

4.0 PRESENTATION

4.01 VNA Presentation

Judy Peterson and John Matlin with the VNA reported on the services offered by the VNA in Chittenden and Grand Isles counties including to residents of Burlington, noting the need for services is growing as the population ages. The following was mentioned:

· VNA delivers patient centered care which is cost effective with desirable outcomes. VNA services are low cost compared to hospital and nursing home services.

· VNA's $32 million budget had a $1.9 million gap last year between cost of services and reimbursements from Medicaid, Medicare, private insurances, contracts, and patient billing so the VNA did fund raising, used the United Way, sought grants, tapped a small endowment, and looked for help from cities and towns receiving services.

· There are 113 residents of Burlington employed by the VNA.

· VNA provided a half million dollars of unreimbursed services to Burlington last year. Over 1,500 residents received VNA care. VNA Family Room served over 400 families.

· The VNA Board felt the need to focus on home care and is determining the best structure for the Family Room (i.e. stand alone or under the umbrella of another organization).

· VNA is requesting contribution of $113,000 from Burlington for VNA services.

There was discussion of contributions to the VNA by Burlington and other towns. Overall $350,000 was contributed.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Reclassification and Title Change of Marketing and Administrator Coordinator to Marketing Assistant

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval reclassification and title change of the Marketing and Administrator Coordinator to Marketing Assistant.

VOTING: unanimous; motion carried.

5.02 Reclassification and Title Change of Crime Prevention and Analysis Specialist to Crime Data Analyst

MOTION by Jane Knodell, SECOND by Karen Paul, to approve and recommend to City Council for approval reclassification and title change of the Crime Prevention and Analysis Specialist to Crime Data Analyst.

<u>DISCUSSION</u>: Police Chief del Pozo explained a replacement for Connor Brooks will be hired when Mr. Brooks leaves for a position with Department of Justice. The Crime Analyst will be doing crime data reporting to the Police Chief. Councilor Bushor asked whether this position was best situated in BPD or within CIO. Mayor Weinberger added there is a broader city need for a data analyst, but BPD needs to continue the established practice of data analysis. The CIO will be working with the analyst, but the focus of the work right now will be with the police department. There were no further comments.

VOTING: unanimous; motion carried.

5.03 Create Opiate Policy Operations Manager

MOTION by Jane Knodell, SECOND by Karen Paul, to approve and recommend to City Council for approval creation of an Opiate Policy Operations Manager position.

<u>DISCUSSION</u>: The following comments were made:

· **Jane Knodell noted the Public Safety Committee recommends approval of the position.**

· **A bill was passed by the Senate relative to the state's response to the opiate crisis. The city needs to coordinate with the effort. Chief del Pozo said the bill calls for statewide resources to coordinate on the opiate crisis. BPD is committed to addressing the problem locally with the support of leadership.**

· **In response to a question from Councilor Bushor about regional coordination, Mayor Weinberger assured Burlington will stay coordinated with the state. The two person team will be shared equally. One person was hired by Regional Planning. Cooperation and coordination is anticipated. Other people will benefit in addition to Burlington.**

· **Chief del Pozo noted a grant application was submitted to the Department of Justice for a three year grant in support of the position and possibly an opiate data analyst for the city as well as to provide for an evaluation of the effort. Ideally the position will allow for measure and re-measure of progress in the fight to relieve the burden of opiate abuse and show demonstrative decrease across the areas of measure (usage, relapse after treatment, recidivism of opiate related crimes, and such). There is only one measure now (treatment waiting list). The approach will be to assess the current situation, determine outcomes and set benchmarks.**

· **The opiate crisis is a public health crisis. Hiring a policy coordinator acknowledges this above and beyond a law enforcement solution. The coordinator will figure out where the police fit in. The way to sustain more patrols throughout the city is to have more police officers. More resources will help engage the crisis better from a law enforcement perspective, but the coordinator position should not be equated with a law enforcement solution.**

· **Mayor Weinberger noted the upcoming FY17 budget discussions will include additional funding for police to sustain a high level of the force. Chief del Pozo said there will be a higher level foot patrol and engagement by police as a demonstration project. To do community policing and deliver E-911 response then a slightly larger police force is needed.**

· **Jane Knodell spoke in support of the position contingent on not giving up the North Street patrols which have been very effective and appreciated by the citizens.**

There were no further comments.

VOTING: unanimous; motion carried.

5.04 Eliminate Meter Shop Foreman Position and Create third Working Foreman

MOTION by Jane Knodell, SECOND by Kurt Wright, to approve and recommend to City Council for approval

elimination of the Meter Shop Foreman position and creation of a third Working Foreman position.

VOTING: unanimous; motion carried.

5.05 Transfer Funds from Storm Water Fund Balance to Storm Water Capital and Storm Water Vehicle/Equipment Repairs

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval the transfer of funds from the Storm Water Fund Balance to Storm Water Capital and Storm Water Vehicle/Equipment Repairs. VOTING: unanimous; motion carried.

5.06 Contract with Green Mountain Pipeline Services

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the contract with Green Mountain Pipeline Services in the amount of $145,876 for storm water pipe relining.

<u>DISCUSSION</u>: Sharon Bushor commented many pipes will be relined including one on Colchester Ave.

VOTING: unanimous; motion carried.

5.07 Construction Contract with Frank W. Whitcomb Construction Corp.

MOTION by Kurt Wright, SECOND by Sharon Bushor, to approve and recommend to City Council for approval the construction contract with Frank W. Whitcomb Construction Corp. in the amount of $433,054.97 for FY16 street reconstruction Mill/Fill Spring 2016.

VOTING: unanimous; motion carried.

5.08 Create HR Generalist/Training and Recruitment Specialist, HR Administrative Coordinator, Retitle Human Resources Administrator to Human Resources and HR Information Systems Administrator and Transfer Half of Retirement Administrator Position Duties and Personnel

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve and recommend to City Council for approval creation of a HR Generalist/Training and Recruitment Specialist position, HR Administrative Coordinator position, retitle Human Resources Administrator to Human Resource and HR Information Systems Administrator, and transfer half of Retirement Administrator position duties and personnel.

<u>DISCUSSION</u>: In response to a question from Councilor Bushor, CAO Rusten stated that this position was already paid out of these two funds - half from the Liability Fund and half from the Retirement Fund – and has no impact on the General Fund. There were no other comments.

VOTING: unanimous; motion carried.

5.09 Create Associate Parks Project Coordinator Position

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval creation of an Associate Parks Project Coordinator position.

DISCUSSION: It was noted bike path project funding will pay for the limited position. There was further discussion of the position and funding through the completion of projects and leveraging funding for projects.

VOTING: unanimous; motion carried.

5.095 BTV Contract with Stantec Consulting Services, Inc. for Underground Injection Control Permits

MOTION by Jane Knodell, SECOND by Kurt Wright, to approve and recommend to City Council for approval the BTV contract with Stantec Consulting Services, Inc. in the amount of $81,934 for the management of the underground injection control permits during calendar year 2016.

DISCUSSION: Gene Richards explained the airport is upgrading the de-icing system. De-icing material breaks down in 90 days and is biodegradable. The sandy soils at the airport allow the material to be treated and disposed of on-site. Nic Longo added the de-icing material is propylene glycol and is found in many products including toothpaste. There were no further comments.

VOTING: unanimous; motion carried.

5.10 BTV Contract with Stantec Consulting Services, Inc. for Taxiway Gulf

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the BTV contract with Stantec Consulting Services, Inc. in the amount of $584,869 for design engineering of the rehab of Taxiway Gulf and environmental permitting and bidding services. VOTING: unanimous; motion carried.

5.11 BTV Contract with Stantec Consulting Services, Inc. for New Taxiway Layout

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the BTV contract with Stantec Consulting Services, Inc. in the amount of $311,180 for engineering design of a new taxiway layout and environmental permitting and bidding services.

VOTING: unanimous; motion carried.

5.12 Reclassification and Title Change of Senior Programmer/Analyst to Senior Software Engineer

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval reclassification and title change of the Senior Programmer/Analyst position to Senior Software Engineer.

VOTING: unanimous; motion carried.

5.13 Contract with ACS/Xerox for Land Records Management System

MOTION by Karen Paul, SECOND by Sharon Bushor, to approve and recommend to City Council for approval authorizing the CAO to execute the contact with ACS/Xerox for a land records management system.

<u>DISCUSSION</u>: Positive comment was made on the records management system.

VOTING: unanimous; motion carried.

5.14 February Financials

Bob Rusten reported a significant surplus is anticipated in the FY16 General Fund. No problem areas are apparent. Budgets are being met.

Sharon Bushor expressed concern about the expanded hours for meters, noting business owners have cited customer dissatisfaction. Bob Rusten said staff is researching the amount of revenue generated by the expanded hours. Gross receipts from last year to this year show an increase in revenue. Kurt Wright mentioned Sunday parking. Chapin Spencer said further information will be forthcoming on parking and revenues. The data are indicating changes to enforcement times of the on-street system.

5.15 February Sweep Report

Rich Goodwin reported:

· As of 2/29/16 Cash-on-Hand was 39 days.

· There is $5 million in the bank.

· Tax revenue arrives March 12th and June 12th.

· A strong cash balance is anticipated at the end of the fiscal year.

· As of 3/31/16 outstanding amount owed by Church Street Marketplace to the General Fund was approximately $86,000.

· Since the date of the report the city has received $156,000 from Burlington Telecom. Another $150,000 will come in at the end of the month. The balance is $189,000 which is equivalent to the 30 day outstanding amount.

6.0 FOR BOARD ACTION

Item 6.01 was renumbered to Item 5.095 and acted on previously.

7.0 DISCUSSION

7.01 Response to Councilor Knodell's Questions

· Update on status of inclusionary zoning RFP – Mayor Weinberger said the RFP is out. It is recommended the consultants be paid with contingency money.

· Jeffrey Glasberg Contract for RFP for Memorial Auditorium – The work is part of the FY16 budget ($25,000 budgeted for work in the Downtown TIF). There was additional other work so the budget amount was greater.

· Consultants Facilitating North Avenue Pilot Project – Chapin Spencer said the pilot is proceeding. Regional Planning is providing funding. The cost for the design consultant is $19,000. The balance of the funding will be used to inform the public on what is happening and how people can provide input. Input will be sought from a broad range of people from various locations.

8.0 COMMUNICATION

8.01 Allocation of FY16 Special Projects – Emerging Needs Funds

No report given.

8.02 Process and Plan to Implement Consistent Door Access and Security System for all Municipal Buildings

No report given.

8.03 Livable Wage

No report given.

9.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:46 PM.

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