Board of Finance - Monday, February 11, 2019 at 5:30 p.m.
Conference Room 12, City Hall
2/11/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

February 11, 2019

APPROVED – 4/15/19

MEMBERS PRESENT: Mayor Weinberger

Council President Kurt Wright

Councilor Jane Knodell

Councilor Karen Paul

Councilor Sharon Bushor

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Olivia Lavechin, Mayor's Office

Jordan Redell, Mayor's Office

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

Stephanie Reed, HR

Chapin Spencer, DPW

Laura Wheelock, DPW

Megan Moir, Water Resources

Gene Richards, BTV

Nic Longo, BTV

Shelby Lozier, BTV

Marie Friedman, BTV

Cindi Wight, Parks & Rec

Steven Lock, Fire Chief

David White, CEDO

Kirsten Merriman Shapiro, CEDO

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:35 PM on February 11, 2019.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 November 26, 2018

MOTION by Councilor Bushor, SECOND by Council President Wright, to adopt the 11/26/18 minutes with the amendment to remove the BED items pertaining to the software maintenance proposal and the organizational chart update. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Contract for Property & Casualty Insurance Broker – C/T

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization to sign the agreement with Hickok & Boardman as the city's property & casualty insurance broker. VOTING: unanimous; motion carried.

4.02 Aviatron Lease Agreement – Airport

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council to authorize the Aviation Director to execute a five year lease agreement with Aviatron Inc. for the building and property at 25 Customs Drive subject to approval by the City Attorney. VOTING: unanimous; motion carried.

4.03 Non-Signatory Airline Lease Agreement with Frontier Airlines, Inc. – Airport

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council to authorize the Aviation Director to execute a non-signatory airline lease agreement with Frontier Airlines, Inc. as approved by the City Attorney. VOTING: unanimous; motion carried.

4.04 Ambulance Fee Increase – Fire

Fire Chief Locke explained the fee increase to cover the cost of doing business and providing service to the community and continuing to grow. Comparable rates across the county were reviewed and the 75th percentile was used to set the rate. The proposed rates will generate about $200,000 in revenues. The fees also cover a charge for a paramedic intercept which is a charge to neighboring agencies requesting a paramedic, and a charge for working on a cardiac arrest patient in-home rather than transporting.

Councilor Knodell asked for an explanation of how billing is done. Fire Chief Locke said insurance information is collected from the patient and a bill is sent to the insurance provider and the patient. The department collects up to the cap on Medicaid patients and writes off the rest as bad debt. The fee structure incorporates coverage for those who cannot pay.

Councilor Bushor asked if feedback has been received on the billing. Fire Chief Locke said they have not received a complaint or a concern about a billing amount.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the increased fee structure for ambulance services as described in the memo from Chief Locke, dated 2/1/19, effective upon passage of the motion. VOTING: unanimous; motion carried.

4.05 Contract with Hutchins and Budget Amendment – DPW

Councilor Paul recused herself. DPW Director Spencer and Water Resources Director Moir explained deficiencies were found when the work was one on the Burlington Harbor Marina. The deficiencies need to be addressed. J.Hutchins is already on-site and can do the work.

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the DPW Director to execute a contract with J.Hutchins, Inc. for completed and ongoing construction and water infrastructure work related to the Waterfront Access North and Burlington Harbor Marina for a total amount not to exceed $87,732 and with approval by the City Attorney, and to authorize a budget neutral amendment increasing the expense line G/L 460-19-400-000.9500 and revenue line G/L 460-19-400-000.4535 by $56,484.

DISCUSSION:

- **Councilor Knodell asked if BHM picked up any improvements. DPW Director Spencer said there have been many meetings and expenses allocated to Burlington Harbor Marina or TIF. Water Resources Director Moir added the work has to be done eventually. It makes no sense to wait and then dig up the plaza. The project accelerated the work.**

VOTING: 4 ayes, 1 recusal (Councilor Paul); motion carried.

4.06 Dump Truck (Z15) Replacement – DPW

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council to authorize the DPW Director to trade in the city owned single axle dump truck valued at $16,000 for the purchase of a new tandem axle dump truck for use by the Water Resources Division, and execute all necessary documents with Baystone Government Finance for a seven year vehicle lease/ownership contract for a cost not to exceed $114,363.64 subject to approval by the City Attorney. VOTING: unanimous; motion carried.

4.07 Great Streets: St. Paul Street Construction Contract and Budget Amendment – DPW

DPW engineer Wheelock explained the request to increase the project contingency by using the Traffic Capital Carry Forward funds and funds from Water Resources, and an additional kiosk that was not part of the original scope of work. DPW Director Spencer briefly explained the pay stations (multi-space parking meters) versus single space meters.

Councilor Bushor stressed making sure the meters work properly so the public does not have difficulty.

Councilor Paul expressed reservation with exceeding the contingency.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the DPW Director to execute contract amendments with S.D. Ireland Brothers Corporation to amend the total maximum contract amount for the Great Streets St. Paul Street Project to $3,550,638.31 which includes $90,000 in funds from Water Resources and $112,560 in funds from the Traffic Capital Carry Forward as additional contingency fund subject to approval by the City Attorney, and to execute contract amendments with Cale America for up to $49,200 toward procurement of eight additional Cale pay stations for the Great Street St. Paul Street Project from the Traffic Fund subject to approval by the City Attorney, and further, to authorize the Chief Administrative Officer or designee to effect all necessary budget amendments and transfer of funds to and from the above referenced funding sources as needed to pay for the above referenced project expenses.

DISCUSSION:

- **Council President Wright confirmed only St. Paul Street is involved.**
- **Mayor Weinberger acknowledged the concern about exceeding the contingency. The work done to date uncovered hidden conditions and problems that must be addressed. Staff will provide an extended status update on the project.**

VOTING: unanimous; motion carried.

4.08 Conservation Easement and Historic Preservation Easement – Parks & Rec

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for the approval the resolution authorizing the conservation easement and historic preservation easement on North Avenue.

DISCUSSION:

- **Rec Director Wight said authorization for the Mayor to execute the easement had never been done prior to the motion at hand.**

VOTING: unanimous; motion carried.

4.09 Environmental Information Systems Multi-Year Software Maintenance Proposal

4.10 Organizational Chart Update – BED

Removed from agenda.

4.11 Approve CEDO Director Reclassification – Mayor's Office

Jorden Redell said the significant change in the CEDO structure and resources to make CEDO stronger will come before the Board of Finance. Staff and spending will be done without additional drawdown on the General Fund. There is need to bring the positions up to par with similar positions in the city. There will be a director and assistant director to oversee projects. Outside consultants will also be used. Senior development capacity is needed in-house to properly manage all CEDO responsibilities in addition to working with consultants.

Councilor Bushor said the individual should be compensated based on the number of tasks and number of employees. Councilor Bushor asked if the salary adjustment is needed right now. Mayor Weinberger said the number of employees is not the appropriate way to evaluate the position in CEDO. The number of employees is modest compared to other departments in the city yet at times CEDO is managing projects worth many millions of dollars with hundreds of employees working on the project. CEDO Director is a position with substantial financial responsibility and managing massive projects. The salary adjustment puts the position in fair range of other top city positions responsible for much financial responsibility and comparable to other similar cities to Burlington.

Councilor Knodell asked about the search process. Mayor Weinberger said the position will be posted nationally and regionally. A search committee will do proactive marketing to reach out to people of color. Clear direction will be given to the search committee on what the city is looking for in a candidate. Staff will have input. Councilor Knodell asked for updates as the search progresses.

MOTION by Councilor Knodell, SECOND by Council President Wright, to approve and recommend to City Council to approve the reclassification of the position of Director of Community and Economic Development (CEDO) consistent with the attached job description and a corresponding compensation range of $97,821 to $137,056. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.0 EXECUTIVE SESSION

5.01 Collective Bargaining

MOTION by Councilor Knodell, SECOND by Council President Wright, to find that premature public knowledge of collective bargaining contract negotiations will put the city at a disadvantage. VOTING: unanimous; motion carried.

MOTION by Councilor Knodell, SECOND by Council President Wright, based on the finding of premature public knowledge of contract negotiations placing the city at a disadvantage to go into Executive Session and invite the Mayor, Mayor's Office staff, CAO, DFO, City Attorney, and Fire Chief to attend. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

Executive Session was convened at 6:30 PM.

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

Executive Session was adjourned at 6:56 PM.

6.0 COMMUNICATION

6.01 December Sweep Report – C/T

6.02 December Financials – C/T

6.03 Open Items List – C/T

No reports.

7.0 ADJOURNMENT

MOTION by Council President Wright, SECON by Councilor Knodell, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting adjourned at 6:57 PM.

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