Board of Finance - Monday, January 28, 2019 at 5:30 p.m.
Conference Room 12, City Hall
1/28/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

January 28, 2019

APPROVED – 4/8/19

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

Jordan Redell, Mayor's Office

Eileen Blackwood, City Attorney

Chapin Spencer, DPW

Martha Keenan, DPW

Rob Green, DPW

Megan Moir, Water Resources

Stephanie Reed, HR

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:36 PM on January 28, 2019.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 BOARD OF FINANCE APPROVAL

3.01 Contract for Residential Consolidated Collection Study – DPW

Assistant ROW Director Green explained the study to look at having one trash company pick up trash, recycling, and organics to decrease the number of trucks coming into each neighborhood for residential curbside service. The neighborhood routes would be equitably shared across the haulers. It is felt money can be saved on the trash bill for residents. DPW Director Spencer added nationwide consolidated service is the norm and subscription service is the exception.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to authorize the DPW Director to enter into a contract with Gershman, Brinkner, and Bratton, Inc. subject to approval from the City Attorney for a feasibility study on residential solid waste for the amount of $60,000 with a $5,000 contingency split between FY19-20 and paid through the DPW Recycling Budget. VOTING: unanimous; motion carried.

3.02 Contract with Royal Group for Video Cameras – DPW

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to authorize the DPW Director to execute a contract with The Royal Group, Inc. subject to approval by the City Attorney in an amount not to exceed $51,000 for the installation and programming of video cameras in various city locations.

DISCUSSION:

- **DPW Capital Manager Keenan explained DPW began replacing the existing video system in 2017. Some blind spots were uncovered. Cameras will be installed where there is high need.**

VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Contracts for Emergency Water and Sewer Main Repairs - DPW

MOTION by Councilor Bushor, SECOND by Council President Wright, to recommend City Council authorize the DPW Director to execute emergency contracts with qualified water resources excavation contractors on an as-needed basis for amounts that in total do not exceed $200,000 subject to review and approval by the CAO and City Attorney.

DISCUSSION:

- **It was noted the approval will allow repairs if necessary before a response is received to the RFQ. Capital funds are the funding source.**

VOTING: unanimous; motion carried.

4.02 Contract for Cured in Place Lining of Storm Water Collection System - DPW

MOTION by Councilor Paul, SECOND by Councilor Bushor, to recommend City Council authorize the DPW Director to execute a contract with Green Mountain Pipeline Services, LLC for cured-in-place pipe relining of storm water pipes for $122,530 with an additional authorization to amend the contract and expend contingency funds for an additional $20,000 if contingency funds are needed to complete the project provided that all these authorizations are contingent on the contract and any amendment thereto having prior approval of the City Attorney and CAO.

DISCUSSION:

- **Water Resource Director Moir explained the process to line the pipes (a robot inserts new pipe inside existing pipe so the streets do not need to be dug up).**

VOTING: unanimous; motion carried.

4.03 Reclassify Mayor's Office Staff – HR

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to recommend City Council approve the reclassification of the Chief of Staff, Communications & Projects Coordinator, and Administration Coordinator positions in the Mayor's Office.

DISCUSSION:

- **Mayor Weinberger gave a brief explanation of the changes, noting the Chief of Staff deals with department heads, outside stakeholders, and sustained long term work by the Mayor's Office while the Communications & Projects Coordinator is responsive to the moment and making sure departments and the Mayor are coordinated in what is communicated to the public.**
- **Acting HR Director Reed said equity pay for the positions was reviewed.**

VOTING: unanimous; motion carried.

4.04 Step Placement: C/T Accounts Receivable and Receipts Specialist – HR

For information only.

4.05 Annual City Audit FY18 – C/T

CAO Anderson reported the city portion of the audit is complete, the BED portion will be done shortly, and the school portion is not yet done. It is expected the audit will be complete by the 2/19/19 City Council meeting.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to recommend City Council approve the resolution on the finalization and availability of the annual city audit for FY18. VOTING: unanimous; motion carried.

4.06 FY20 Budget Needs – C/T

Council President Wright confirmed $1.3 million plus $450,000 of unassigned fund balance will wipe out the tax increase. Mayor Weinberger said the Administration is being responsible and aggressive in using the reserve for FY20 expenses and there are legitimate reasons for doing this, but the reserve should not be drained over the next few years to avoid a tax increase only to find that structurally there is a major gap in revenues and expenses resulting in a substantial tax increase or painful cuts.

Councilor Knodell said after further review of the budget numbers it is prudent to ask for a modest tax increase. The city has been responsive to the needs of the community. Another $600,000 can be found. There is commitment to continue work on the budget that is not to be adopted until June. For future budgets new revenue sources or alternatives to the property tax must be sought to avoid having high property taxes or cutting services the people want.

Council President Wright asked what two staff positions would not be filled in the budget. CAO Anderson said this is not yet identified. A delay in hiring or not filling through attrition could be done. Council President Wright asked what happens if the budget is defeated by the voters. Mayor Weinberger said if the 1.5% increase fails than the city will find a way to live within the current budget ceiling.

Councilor Bushor stressed being clear on how the people are taxed and the situation if the taxing authority is increased. The real cost to operate the city must be shown to the voters. Hopefully some of the investments will come back to help the city in future years.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to recommend City Council approve the resolution on increasing the maximum tax revenue for general city purposes.

DISCUSSION;

- **Council President Wright said he will support the tax increase with reluctance. The work done to minimize the increase is acknowledged. Going forward the city needs to find ways to grow the tax base.**
- **Councilor Bushor said the challenge is to not go to the maximum. It is hoped the forecast is better and other opportunities are found.**

VOTING: unanimous; motion carried.

5.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:27 PM.

RScty: MERiordan