

\*\*\*\* CITY COUNCIL WORKSESSION \*\*\*\*  
CITY HALL, CONFERENCE ROOM 12  
MONDAY, JUNE 22, 2009  
6:00 P.M. TO 7:15 P.M.

1. AGENDA

2. PRESENTATION: Jonathan P.A. Leopold, Jr., CAO, re: Budget

CAO Leopold presented the proposed Fiscal Year 2010 Budget to the Councilors. This being a worksession, Councilors asked questions about the various line items.

3. ADJOURNMENT

LOCAL CONTROL COMMISSION  
CONTOIS AUDITORIUM, CITY HALL  
MONDAY, JUNE 22, 2009  
7:23 P.M.

PRESENT: Commissioners Decelles, Dober, Berezniak, Kehoe, Ellis, Shannon, Keogh, Adrian, Kaplan, Bushor, Mulvaney-Stanak, Caldwell, Mayor Kiss

VIA TELEPHONE: Commissioner Paul

ABSENT: Commissioner Davis

CITY ATTORNEY'S OFFICE: Ken Schatz, Nikki Fuller (departed at 8:27 p.m.), Richard Haesler, Jr. (departed at 11:33 p.m.)

CLERK/TREASURER'S OFFICE: Jonathan P.A. Leopold, Jr. (arrived at 7:40 p.m.), Ben Pacy, Lori Olberg

PRESIDENT KEOGH PRESIDING:

1. AGENDA

Commissioner Berezniak made a motion to amend the agenda, adding to the consent agenda item 2.04. **FIRST CLASS RESTAURANT LIQUOR LICENSE RENEWAL (2009-2010):** Daily Planet, 15 Center Street with the consent action to "waive the reading, accept the communication, place it on file and approve the 2009-2010 First Class Restaurant Liquor License Renewal for the Daily Planet;" add to the consent agenda item 2.05. **OUTSIDE CONSUMPTION PERMIT RENEWAL (2009-2010):** Daily Planet, 15 Center Street with the consent action to "waive the reading, accept the communication, place it on file and approve the 2009-2010 Outside Consumption Permit Renewal for the Daily Planet." No second was requested by the President.

2. CONSENT AGENDA

Commissioner Berezniak made a motion, seconded by Commissioner Dober, to approve the following consent agenda items thus taking the actions as indicated. The motion passed unanimously.

2.01. **REQUEST FOR EDUCATIONAL SAMPLING EVENT PERMIT APPLICATION (one day only):**

Horizon Beverage, Northern Lights boat leaving 1 King Street, Tuesday, August 18, 2009, 6:00 p.m. – 10:00 p.m., Educational sampling of Bacardi flavors

\*waive the reading, accept the communication, place it on file and grant the request for educational sampling event permit application for Horizon Beverage for one day only

2.02. EXPANSION OF OUTSIDE CONSUMPTION PERMIT RENEWAL (2009-2010):

Skinny Pancake, 60 Lake Street, Suite 1A, Additional four tables and sixteen chairs

\*waive the reading, accept the communication, place it on file and approve the outside consumption permit expansion of an additional four tables and sixteen chairs for the Skinny Pancake for 2009-2010

2.03. APPLICATION FOR FESTIVAL PERMIT (two days only):

Vermont Brewers Festival, Burlington Waterfront, Friday, July 17, 2009, 6:00 p.m. – 10:00 p.m.; Saturday, July 18, 2009, 12:00 p.m. – 4:00 p.m.; 6:00 p.m. – 10:00 p.m.

\*waive the reading, accept the communication, place it on file and approve the festival permit application for Vermont Brewers Festival for July 17 and 18, 2009

2.04. FIRST CLASS RESTAURANT LIQUOR LICENSE RENEWAL (2009-2010):

Daily Planet, 15 Center Street

\*waive the reading, accept the communication, place it on file and approve the 2009-2010 First Class Restaurant Liquor License Renewal for the Daily Planet

2.05. OUTSIDE CONSUMPTION PERMIT RENEWAL (2009-2010):

Daily Planet, 15 Center Street

\*waive the reading, accept the communication, place it on file and approve the 2009-2010 Outside Consumption Permit Renewal for the Daily Planet

3. ADJOURNMENT

On a motion by Commissioners Kehoe and Berezniak, the Local Control Commission voted unanimously to adjourn at 7:24 p.m.

Attest:

Lori Olberg, Licensing, Voting & Records Coordinator and Sue Trainor, Assistant to the CAO

CITY COUNCIL WITH MAYOR PRESIDING  
MONDAY, JUNE 22, 2009  
7:25 P.M.

PRESENT: See above

MAYOR KISS PRESIDING:

1. AGENDA

Councilor Bushor made a motion, seconded by Councilor Keogh, to accept the agenda. The motion passed unanimously.

2. CONSENT AGENDA

On a motion by Councilors Bushor and Decelles, the City Council With Mayor Presiding voted unanimously to adopt the consent agenda, thus taking the following action as indicated:

2.01. COMMUNICATION: Clerk/Treasurer's Office, re: Openings Burlington City Commissions/Boards

\*waive the reading, accept the communication and place it on file

3. APPOINTMENT: Airport Commission (Term expires 6/30/13)

Councilor Shannon nominated Jeff Munger, seconded by Councilor Ellis.

Jeff Munger was appointed to the Airport Commission.

4. APPOINTMENT: Police Commission (Term expires 6/30/12)

Councilor Shannon nominated Jerome O'Neill, seconded by Councilor Kaplan.

Jerome O'Neill was re-appointed to the Police Commission.

5. ADJOURNMENT

On a motion by Councilors Mulvaney-Stanak and Kehoe, the Council with Mayor Presiding voted unanimously to adjourn at 7:27 p.m.

Attest:

Lori Olberg, Licensing, Voting & Records Coordinator and Sue Trainor, Assistant to the CAO

REGULAR MEETING, CITY COUNCIL  
MONDAY, JUNE 22, 2009  
7:27 P.M.

PRESENT: See above

PRESIDENT KEOGH PRESIDING:

1. AGENDA

On a motion by Councilors Adrian and Shannon, the Council voted unanimously to adopt the agenda as follows: remove from the consent agenda item 6.01. COMMUNICATION: Richard W. Haesler, Jr., Esq., Assistant City Attorney, re: Civil Ticketing Ordinances; remove from the consent agenda item 6.02. ORDINANCE: OFFENSES AND MISCELLANEOUS PROVISIONS Re Fletcher Free Library Ordinance (Fletcher Free Library); remove from the consent agenda item 6.03. ORDINANCE: OFFENSES AND MISCELLANEOUS PROVISIONS Re City Hall Park Ordinance (Police Dept.); remove from the consent agenda item 6.04. ORDINANCE: OFFENSES AND MISCELLANEOUS PROVISIONS Re Noise Control Ordinance (Police Dept.); note **corrected first page** of consent agenda item 6.08. RESOLUTION: Authorization to Enter into License Agreement to Maintain a Bike Rack and Tent on a Portion of the City's Right-of-way with the Ski Rack (Councilors Davis, Dober, Berezniak: License Committee); amend the action of consent agenda item 6.13. COMMUNICATION: James H.

Douglas, Governor, State of Vermont, re: State Fiscal Stabilization Fund to “waive the reading, accept the communication, place it on file and send copies to the School Superintendent and to the School Board members; note written material for consent agenda item 6.24. COMMUNICATION: Jonathan P.A. Leopold, Jr., CAO, re: Board of Finance Minutes for June 15, 2009; add to the consent agenda item 6.25. COMMUNICATION: Cleary O. Buckley, AIA, LEED AP, re: Resignation with the consent action to “waive the reading, accept the communication, place it on file, advertise the vacancy and send a letter of appreciation to Cleary O. Buckley thanking him for his time served on the Design Advisory Board;” note written material for item 14. RESOLUTION: Annual Appropriation and Budget for Fiscal Year Beginning July 1, 2009 (Board of Finance); note written material for item 15. RESOLUTION: Appropriation of the General Fund Capital Improvement Budget for Fiscal Year 2010 (Board of Finance); remove from the consent agenda item 6.05. RESOLUTION: Burlington Food Council (Councilors Kaplan & Berezniak) and place it on the DELIBERATIVE agenda as item 16.5; add to the agenda item 16.6. RESOLUTION: Supplemental Authorization for School District Public Improvement Bonds for Fiscal Year 2009 (Board of Finance); add to the agenda item 16.7. RESOLUTION: Hiring Competing and Duplicative Legal Counsel (Councilors Decelles, Dober) and add Councilor Mulvaney-Stanak as a co-sponsor of item 16.7.

## 2. PUBLIC FORUM

President Keogh opened the public forum at 7:31 p.m.

<u>Name</u>	<u>Affiliation/Ward</u>	<u>Subject</u>
Roger Cole	Ward 3	Motor Vehicle Noise and Quadricentennial Signage

There being no one further coming forward, President Keogh closed the public forum at 7:32 p.m.

## 3. COMMUNICATION: City Councilors, re: General City Affairs

Councilors Dober, Decelles and Caldwell brought forth items. Councilor Bushor noted her concern that the future of Centennial Field was now uncertain with UVM disbanding their baseball team. She was hopeful that residents of the City and the Administration would work to keep the field, as well as baseball, active in the City. Councilor Bushor then noted that from reading minutes of the Board of Health, she found that the fluoride issue that was referred to the Public Safety Committee of the Council had not been dealt with. She believed this issue should be dealt with. Additionally, pesticides were referred to the Ordinance Committee and that item, too, had not been dealt with yet.

## 4. COMMUNICATION: Mayor Kiss, re: General City Affairs

Mayor Kiss spoke about the upcoming Green Mountain Chew Chew, as well as the Quadricentennial and Waterfront Festival. He remarked on the recent dedication of the Earth Clock, located on Blanchard Beach.

## 5. COMMITTEE REPORTS

Councilor Kehoe reported that the Parks, Arts and Culture Committee would be meeting to discuss smoking on the bike path and at the waterfront.

## 6. CONSENT AGENDA

On a motion by Councilors Adrian and Shannon, the Council voted unanimously to adopt the consent agenda, as amended, thus taking the following actions as indicated:

6.06. RESOLUTION: Refunding of Bond Anticipation Notes for Public Improvements (Board of Finance)

\*waive the reading and adopt the resolution

6.07. RESOLUTION: Authorization to Enter into License Agreement to Maintain Tables and Chairs on a Portion of the City's Right-of-way with Dobra Tea (Councilors Davis, Dober, Berezniak: License Committee)

\*waive the reading and adopt the resolution

6.08. RESOLUTION: Authorization to Enter into License Agreement to Maintain a Bike Rack and Tent on a Portion of the City's Right-of-way with the Ski Rack (Councilors Davis, Dober, Berezniak: License Committee)

\*waive the reading and adopt the resolution

6.09. RESOLUTION: Authorization to Enter into License Agreement to Maintain Park Benches on a Portion of the City's Right-of-way with Vermont Sandwich Company (Councilors Davis, Dober, Berezniak: License Committee)

\*waive the reading and adopt the resolution

6.10. RESOLUTION: Authorization to Enter into License Agreement to Maintain Tables and Chairs on a Portion of the City's Right-of-way with Vietnam Restaurant, LLC (Councilors Davis, Dober, Berezniak: License Committee)

\*waive the reading and adopt the resolution

6.11. SPECIAL EVENT OUTDOOR ENTERTAINMENT PERMIT APPLICATION (**4 days only**):

Leunig's Bistro, 115 Church Street, July 10, 2009 through July 14, 2009, last weekend of Quadfest, Friday and Saturday: 11:00 a.m. – 12:00 a.m.; Sunday through Tuesday: 11:00 a.m. – 10:00 p.m.

\*waive the reading, accept the communication, place it on file and approve the Special Event Outdoor Entertainment Permit Application for Leunig's Bistro from July 10, 2009 through July 14, 2009

6.12. SPECIAL EVENT INDOOR ENTERTAINMENT PERMIT APPLICATION (**one day only**):

Vietnam Restaurant 2, 169 Church Street, Thursday, June 25, 2009, 10:00 p.m. – 1:00 a.m., Ipod music, No DJ, Dancing-yes-

\*waive the reading, accept the communication, place it on file and approve the Special Event Indoor Entertainment Permit Application for Vietnam Restaurant 2 for Thursday, June 25, 2009 only

6.13. COMMUNICATION: James H. Douglas, Governor, State of Vermont, re: State Fiscal Stabilization Fund

\*waive the reading, accept the communication, place it on file and send copies to the School Superintendent and to the School Board members

6.14. COMMUNICATION: Roger Cole, Resident, Ward Three, re: Update regarding Disturbing Noise and Downtown District Speed

\*waive the reading, accept the communication, place it on file and send a copy to DPW Director Goodkind for follow-up

6.15. REPORT: Annual Report of the Burlington Conservation Board: Fiscal Year 2009: July 1, 2008 – June 30, 2009

\*waive the reading, accept the report and place it on file

6.16. REPORT: Burlington Board of Health Semi-Annual Report January 1 to June 30, 2009  
\*waive the reading, accept the report and place it on file

6.17. REPORT: Lisa Jones, Board Clerk, Housing Board of Review, re: Burlington Housing Board of Review Annual Report for 2008  
\*waive the reading, accept the report and place it on file

6.18. REPORT: William A. Mason, Chairperson Board of Tax Appeals, re: 2008 Annual Report  
\*waive the reading, accept the report and place it on file

6.19. COMMUNICATION: Lori Olberg, Administrative Assistant and Sue Trainor, Executive Secretary to the CAO, re: Minutes, City Council, February 9, 2009  
\*waive the reading, accept the communication, place it on file and adopt the minutes at the July 13, 2009 City Council Meeting

6.20. COMMUNICATION: Lori Olberg, Administrative Assistant and Sue Trainor, Executive Secretary to the CAO, re: Minutes, City Council, February 23, 2009  
\*waive the reading, accept the communication, place it on file and adopt the minutes at the July 13, 2009 City Council Meeting

6.21. COMMUNICATION: Lori Olberg, Administrative Assistant and Sue Trainor, Executive Secretary to the CAO, re: City Council Minutes for March 9, 2009  
\*waive the reading, accept the communication, place it on file and adopt the minutes at the July 13, 2009 City Council Meeting

6.22. COMMUNICATION: Lori Olberg, Administrative Assistant and Sue Trainor, Executive Secretary to the CAO, re: Special City Council Minutes for March 12, 2009  
\*waive the reading, accept the communication, place it on file and adopt the minutes at the July 13, 2009 City Council Meeting

6.23. COMMUNICATION: Lori Olberg, Administrative Assistant and Sue Trainor, Executive Secretary to the CAO, re: Minutes, Special City Council for March 23, 2009  
\*waive the reading, accept the communication, place it on file and adopt the minutes at the July 13, 2009 City Council Meeting

6.24. COMMUNICATION: Jonathan P.A. Leopold, Jr., CAO, re: Board of Finance Minutes for June 15, 2009  
\*waive the reading, accept the communication and place it on file

6.25. COMMUNICATION: Cleary O. Buckley, AIA, LEED AP, re: Resignation  
\*waive the reading, accept the communication, place it on file, advertise the vacancy and send a letter of appreciation to Cleary O. Buckley thanking him for his time served on the Design Advisory Board

7. **INDOOR ENTERTAINMENT PERMIT APPLICATION (2009-2010):**

Vietnam Restaurant 2 (formerly Tantra), 169 Church Street

Councilor Berezniak made a motion, seconded by Councilor Dober, to approve the 2009-2010 Indoor Entertainment Permit application for Vietnam Restaurant with the following hours only: Thursday and Friday from 4 p.m. to 1 a.m. and Saturday from 11 a.m. to 1 a.m. The motion passed unanimously.

8. PUBLIC HEARING: Adoption of FY 10 Common Area Fees

President Keogh opened the public hearing at 7:45 p.m.

There being no one further coming forward, President Keogh closed the public hearing at 7:45 p.m.

8.01. RESOLUTION: Church Street Marketplace—Establishment of Common Area Fees for Fiscal Year 2010 (Councilor Davis)

Ron Redmond, Director of the Church Street Marketplace, thanked the Clerk/Treasurer's Office for their advice and help in reducing a potentially higher rate increase; this year's rate increase being 2.5 percent. Councilor Berezniak made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. The motion passed unanimously.

9. RESOLUTION: Temporary Loans in Anticipation of Taxes for the Fiscal Year Beginning July 1, 2009 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Mulvaney-Stanak, to waive the reading and adopt the resolution. CAO Leopold explained to the Councilors what these loans were for and which departments were in need of additional revenue at this time. The motion passed unanimously.

10. RESOLUTION: Authorization for Temporary Borrowing on Behalf of the Water Resources, Wastewater & Traffic Divisions of the Department of Public Works and the Burlington International Airport and the Burlington Electric Department for the Fiscal Year Beginning July 1, 2009 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. CAO Leopold briefly spoke regarding this resolution. The motion passed unanimously.

11. RESOLUTION: Water and Wastewater Rates for Fiscal Year Beginning July 1, 2009 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. At Councilor Bushor's request, CAO Leopold explained the need for the rate increase. In response to a question from Councilor Kehoe, CAO Leopold noted that the long term bond for the original water treatment facility upgrade would be paid off in several years and at that time there would be more money available for capital improvement projects for water and wastewater. The motion passed unanimously.

12. RESOLUTION: Authorization for Public Improvement Bonds for Fiscal Year 2010 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. CAO Leopold briefly spoke to the Council to explain which departments would receive these monies. The motion passed unanimously.

13. RESOLUTION: Annual Tax Assessments on the Property Grand List of the City for The Purposes Therein Set Forth for the Fiscal Year Beginning July 1, 2009 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. Councilor Bushor read the itemized listing of what the tax rates consist of for the record.

Councilor Dober then made a motion to amend the resolution, changing the 9<sup>th</sup> paragraph to reflect the funding revert back to the original funding of .1487. The motion was seconded by Councilor Decelles. Councilor Dober noted that in 2006 a resolution was passed increasing the amount paid by the taxpayers to fund the retirement plan. The intent of the Council at that time was to “return to the historic level of approximately 12% of payroll costs as soon as possible and no later than the termination of the current AFSCME and Police Association agreements.” Councilor Dober stated his belief that the retirement system was heading in the right direction at this time and the taxpayers did not need to be taxed anymore if the funds are on an upward climb.

Councilor Shannon expressed her surprise that this amendment was being presented. She noted the extensive discussion that had taken place in executive sessions and budget presentations and thought the issue should have been raised previously. Councilor Kehoe asked for a point of order in which she asked if the President needed to determine whether this was a friendly amendment. President Keogh then asked Councilor Bushor who stated it was not a friendly amendment.

CAO Leopold thought it would be more appropriate to discuss the consequences of not fully funding the annual retirement contribution, noting it was very serious. He was concerned that it would significantly affect the City’s bond rating and explained that it would aggravate the unfunded liability in the system. He also explained that the FY2006 resolution was setting the stage for the future negotiations and not funding the annual contribution would have a chilling effect on negotiations.

Councilor Bushor noted that this tax increase does come in under 3% which was consistent with the Super-Committee Report from several years ago. She also explained that the market is in flux and that while the fund may be increasing now, it is merely a snapshot. Both Councilor Bushor and Mulvaney-Stanak asked for an updated Budget Task Force and Retirement Task Force Report, outlining what had been accomplished or not accomplished to date.

The amendment failed by a vote of 11 nays and 2 ayes, with Councilors Dober and Decelles voting for the amendment. The resolution then passed unanimously.

14. RESOLUTION: Annual Appropriation and Budget For Fiscal Year Beginning July 1, 2009 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution with one amendment which was in the second Be It Further Resolved Clause limiting the increase to \$350,000. Councilor Decelles then requested a budget amendment in the City Council, Other Charges, line item, requesting that \$21,000 be removed from the budgeted amount. He explained that this money had been appropriated in last year’s budget with the understanding it would be used by the entire Council; it was not used that way by a particular group of Councilors. This was seconded by Councilor Dober. A lengthy discussion ensued about the original intent of the \$21,000, with Councilor Bushor expressing her frustration with the way monies were used. Councilor Paul requested the Mayor’s opinion of the amendment. The Mayor stated that it was the money that was budgeted was at the request of the Council and it was the Council’s decision to change the amount in that particular line item. Councilor Shannon explained that they put an attorney on retainer as a consultant in order to be able to review contracts if necessary. Councilor Decelles noted that political parties in other towns (including Montpelier) do not have individual legal counsel. The intent of the \$21,000 was to be open and transparent and utilized collectively as a Council. He was upset that it was not transparent or open and was announced in a press release. He was concerned that Councilors would not be open and transparent with each other and therefore, he wanted the money removed from the budget. A roll call vote on the amendment proposed by Councilor Decelles was requested by Councilor Caldwell.

Ayes: Councilors Mulvaney-Stanak, Caldwell, Decelles, Dober



Nays: Councilors Adrian, Bushor, Berezniak, Ellis, Kaplan, Shannon, Keogh, Kehoe, Paul (via phone)

Absent: Councilor Davis

The amendment was defeated by a vote of 9 nays and 4 ayes, with 1 absent.

The vote on the resolution passed by a vote of 11 to 2, with Councilors Dober and Decelles voting against.

15. RESOLUTION: Appropriation of the General Fund Capital Improvement Budget For Fiscal Year 2010 (Board of Finance)

Councilor Bushor made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. Councilor Bushor wanted the record to show it was the intent of the City to finish the Library women's restrooms to make them fully handicapped accessible with this year's capital improvement money. The motion passed unanimously.

16. RESOLUTION: Mayoral Appointments (Councilors Shannon & Ellis)

Councilor Shannon made a motion, seconded by Councilor Adrian, to waive the reading and adopt the resolution. The motion passed unanimously.

16.5. (was 6.05.) RESOLUTION: Burlington Food Council (Councilors Kaplan & Berezniak)

Councilor Kaplan made a motion, seconded by Councilor Berezniak, to waive the reading and adopt the resolution. It was noted that Councilor Kaplan would serve as the point person on the Council for this group. Councilor Bushor asked why a point person was needed when the full Council would be interested in the group. She then asked that an amendment be made to the resolution. Councilor Adrian suggested another clause asking that Councilor Kaplan report back to the Board on the progress of the Food Council. President Keogh suggested Councilor Adrian's suggestion was no different than what was currently in the resolution, the makers considered it friendly and the amendment and the resolution was adopted unanimously.

16.6. RESOLUTION: Supplemental Authorization for School District Public Improvement Bonds for Fiscal Year 2009 (Board of Finance)

Councilor Adrian made a motion, seconded by Councilor Kehoe, to waive the reading and adopt the resolution. The motion passed by a vote of 12 in favor, 1 absent and 1 opposed, with President Keogh voting against due to the lateness of the submission of the resolution to the Council President.

16.7. RESOLUTION: Hiring Competing and Duplicative Legal Counsel (Councilors Decelles, Dober)

Councilor Decelles stated his intent to remove the resolution. The motion passed by a vote of 11 in favor, 1 absent, 2 opposed, with Councilors Bushor and Mulvaney-Stanak voting against.

17. COMMUNICATION: Michael O'Neil, Chief, Burlington Fire Department, re: Summary Overview of Emergency Operations Plan 2009 DRAFT

Councilor Kehoe made a motion to go into executive session to discuss a public health and safety item which, if disclosed, could place the City at significant risk. In addition, there was an item of pending litigation that premature disclosure of which could place the City at a substantial disadvantage. The motion was seconded by Councilor Shannon and the Council went into Executive Session at 9:12 p.m.

The Council came out of executive session at 10:10 p.m. Councilor Shannon made a motion, seconded by Councilor Ellis, to approve the Emergency Operation Plan of the City of Burlington. A request was made for a report to be delivered in July from department heads of their contingency plans, as well as a request from the Board of Health for an update. Councilor Dober amended the motion, seconded by Councilor Ellis, to have the report presented to the Council in August. The motion passed unanimously.

18. ADJOURNMENT

On a motion by Councilors Adrian and Kaplan, the Council voted unanimously to adjourn at 10:16 p.m.

Attest:

Lori Olberg, Licensing, Voting & Records Coordinator and Sue Trainor, Assistant to the CAO