Board of Finance - Monday, September 9, 2019 at 5:30 p.m.
Conference Room 12, City Hall
9/9/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

September 9, 2019

APPROVED – 10/7/19

MEMBERS PRESENT: Mayor Miro Weinberger [arrived at 5:50 PM]

Council President Wright [arrived at 5:35 PM]

Councilor Paul

Councilor Bushor

Councilor Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Kimberlee Sturtevant, Assistant City Attorney

Olivia Lavecchia, Mayor's Office

Brian Lowe, IT

Deanna Paluba, HR

Stephanie Reed, HR

Chapin Spencer, DPW

Norm Baldwin, DPW

Lee Perry, DPW

Bill Ward, Inspections & Permitting

David White, Planning

Mary Danko, Fletcher Free Library

Gene Richards, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Larry Lackey, Airport

Adam Roof, City Council

John Ross, outside counsel

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Anderson facilitated the Board of Finance meeting and called to order at 5:31 PM on September 9, 2019.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve the agenda as presented. VOTING: unanimous [Council President Wright and Mayor Weinberger not present for vote]; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

July 15, 2019 & July 29, 2019

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the minutes of 7/15/19 as presented and the minutes of 7/29/19 with the following amendment:

- **Item 4.01, Airport Property Leases, 3060 Williston Road – add that Aviation Director Richards explained the leased space is now closer to market rates than in the past and that there is consistency in the base rent, but inconsistency in the building and improvements promised to the various tenants (CJ Home Improvements, VT Tire and Service, Vacuum City, Rose Computer and Technology Services, Mirabelles). The intent is to avoid vacant space and make the space attractive.**

VOTING: unanimous [Council President Wright and Mayor Weinberger not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Library Security Service – FFL

Councilor Bushor asked about the hours worked in the contract. Library Director Danko said the typographical error in the hours was corrected.

Councilor Pine asked if the hourly wage is a livable wage. Library Director Danko said the company must sign a minimum wage addendum confirming a livable wage will be paid.

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve a one year contract with Chocolate Thunder, LLC for security guard services substantially consistent with the bid in the amount of $61,178 and authorize the Library Director to execute the contract and related documents needed to carry out the project subject to final contract approval by the City Attorney, and further, to approve the contingency amount of $2,822 and authorize expenditure by the Library Director if needed for security services for extra hours and special program events on an as needed basis. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

4.02 Approve Ricondo & Associates Consulting Services for Passenger Facility Charge – Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to authorize the Aviation Director to execute agreements including Task Authorization #2 in the amount of $46,208 for on-call airport consulting services related to the use of passenger facility charges (PFC) with Ricondo & Associates, Inc. up to a total of $100,000 in FY2020 subject to review and approval by the City Attorney.

<u>DISCUSSION</u>:

- **Airport CFO Friedman explained after getting FAA approval the airport can collect a $4.50 charge on each ticket (called a passenger facility charge or PFC) and use the money on airport projects. The airport has six approved project applications before the FAA. PFC dollars will be used to reflect current amortization on PFC debt.**
- **Councilor Bushor asked if amendments to older applications are a separate process. Airport CFO Friedman confirmed this.**
- **There was further explanation of the airport applications using PFC funds.**

VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

4.03 Continued Engagement with Managed Security Services Provider – IT

MOTION by Councilor Bushor, SECOND by Councilor Paul, to authorize the Chief Innovation Officer to execute a one year contract with a vendor to provide managed security services in an amount up to $58,000 subject to approval by the City Attorney. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Amend Existing Contracts with PGAL for QTA – Airport

Airport Engineering Director Lackey said the permit for the Quick Turnaround Facility was approved by South Burlington on August 2, 2018 and there were unanticipated changes required by South Burlington.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council that the Director of Aviation be authorized to execute a contract amendment with Pierce, Goodwin, Alexander & Linville (PGAL) for professional services detailed in the July 29, 2019 proposal for professional services subject to final review and approval by the City Attorney, and authorize the Aviation Director to increase permitted expenditures with PGAL in the amount of $40,860 with a 20% contingency for a total increase in authorization of $49,032. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

Mayor Weinberger arrived and facilitated the meeting.

5.02 Award Construction Inspection Services Contract for Champlain Parkway – DPW

Councilor Bushor commented the discontent and challenges to stop the parkway project are concerning. Councilor Bushor asked if a livable wage will be paid. Assistant DPW Director Baldwin said federal and state law supersedes the ordinance. Regarding challenges, the group is well organized and communicating half-truths to the public. Staff is combating with the correct information so people can make a proper judgment. Attorney John Ross said there are three legal challenges presently out of a total of five or six. The city has been successful in getting the cases dismissed to date. There is a pending federal case involving environmental review of the project. There was a voluntary remand to VTrans for further consideration of some items. Assistant DPW Director Baldwin said staff feels the city will prevail and work will begin in 2020.

Councilor Pine asked about the $3.8 million contingency. Assistant DPW Director Baldwin said 10% is a typical amount (10% of $38 million project).

Councilor Paul acknowledged DPW is the project manager and the state agrees with the vendor, but asked about the other bids. Assistant DPW Director Baldwin said the RFQ was based on the abilities of the team selected. Three bids were received. Two bidders were interviewed, scored and ranked before a selection was made. DPW Director Spencer said the letter from the state is supportive. The cost is project eligible.

Council President Wright asked when City Council will receive an update on the project. DPW Director Spencer said an update can be given at any time. If the schedule deviates substantially an update will be given to City Council. Spring 2020 the project will be out to bid and then construction will start.

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council to authorize the DPW Director to execute a contract with WSP USA, Inc. for $3,834,276 to provide construction inspection services for the Champlain Parkway project subject to approval by the City Attorney.

DISCUSSION:

- **Mayor Weinberger said it would be appropriate to have an update in Executive Session so City Council understands the remand.**

VOTING: unanimous; motion carried.

5.03 Eliminate Vacant Welder Position and Create Additional Fleet Maintenance Worker Position – HR, DPW

DPW Director Spencer said all the fleet maintenance technicians have welding ability and people can be flexed where needed. DPW Maintenance Director Perry said the skills of a fleet technician are needed more than a welder.

Councilor Bushor observed it is advantageous to have a person with advanced skills. DPW Maintenance Director Perry said there are technicians with more advanced skills. DPW Director Spencer said DPW contracts work when advantageous. There are specialists on the team who work on fire trucks and ambulances.

Council President Wright asked about the $3,000 savings in over-time hours. DPW Director Spencer said there is a short term savings, but the FTEs and grade do not change.

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council to eliminate the Regular, full time, non-exempt, AFSCME, Grade 16 Welder position and create an additional Regular, full time, non-exempt, AFSCME, Grade 16 Fleet Maintenance Worker position. VOTING: unanimous; motion carried.

5.04 Reporting Line and Title Change for GIS Position to Move to IT – HR, IT, P&Z

CIO Lowe explained the position has IT responsibilities so it makes sense to be under IT. The city is re-evaluating use of GIS and how to capitalize more with it. A primary part of the position is GIS coordination. The city is seeing growth in GIS demand so a second reorganization will be needed in the FY21 budget process to be sure staffing is in place to meet the need. There are two individuals with GIS skills to field requests. Planning Director White added the skills in utilizing the GIS tool is spread across city departments.

Councilor Pine recalled past discussion of reaching critical mass to advance the department. Planning Director White said the specific role of the position has been IT, but the position was in Planning. It is logical to be in the IT Department.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council for approval the reassignment and re-title of the current Regular, full time, exempt, non-union, Grade 19 Senior GIS/Analyst, IT Programmer position in the Planning Department to Regular, full time, exempt, non-union, Grade 19, Senior GIS Analyst/IT Programmer position within the IT Department. VOTING: unanimous; motion carried.

5.05 Ordinance, Section 8-28: Fees, Exceptions – Permitting and Inspections

Permitting and Inspections Director Ward explained the reconciliation of permit fees based on actual costs require staff time and many of the reimbursements are insignificant (under a dollar, for example). With the amendment only costs over $10,000 will be reconciled. Staff will do the reconciliation if the difference between the estimated cost and the actual cost is over $2,500.

Councilor Paul said the $10,000 threshold seems low. Permitting and Inspections Director Ward said $10,000 is a reasonable number. Complaints are not anticipated because the change will speed up the process. Projects in the $50,000 to $100,000 range are where there is the greatest fluctuation. Councilor Paul suggested having a running total a year from now.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to suspend the rules and place the ordinance amendment in all states of passage.

<u>DISCUSSION</u>:

- **There was discussion of the time and money to do the reimbursement. Permitting and Inspections Director Ward said receipts must be turned in and matched with the original estimates.**
- **Mayor Weinberger said a review of enforcement on multi-million projects and accurate reporting of construction costs have been requested.**

VOTING: unanimous; motion carried.

5.06 Create Reserve Fund for Unexpended Wellness Funds – HR, CAO

HR Director Paluba explained unused Wellness funds from last year (about $30,000) will be put into a reserve fund to improve health and wellness.

Councilor Pine asked if there is a periodic review of the wellness program to ensure it is being used and achieving goals. HR Director Paluba said the Wellness Committee meets twice a month and looks at outreach to the population and utilization of the health and wellness program.

Councilor Bushor asked if flu shots are available, noted competition for steps is good, and suggested having someone on the committee with medical background. HR Director Paluba said the committee has discussed other contests.

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization to create a reserve fund for unexpended Wellness funds.

<u>DISCUSSION</u>:

- **Mayor Weinberger spoke in support of continuing the Wellness Program and the Wellness Committee.**

VOTING: unanimous; motion carried.

5.07 Council Initiative Funds for Code for BTV – Councilor Roof

Councilor Roof said the requested amount from the Council Initiative Fund for Code BTV has decreased from $862 to $662.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the proposal to contribute $662 in City Council Initiative Funds to be used solely in support of Code for BTV Expungement Week events as provided in the proposal and budget with the specific payee to be determined by the CAO and City Attorney. VOTING: unanimous; motion carried.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:22 PM.

RScty: MERiordan