



Board of Finance Meeting, Monday, August 10, 2020, 5:00 pm.
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BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 10, 2020

MEMBERS PRESENT: Mayor Weinberger

Council President Tracy

Councilor Paul

Councilor Pine

Councilor Dieng

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Steve Leminski

Robert Hooper

Martha Keenan

Lee Perry

Olivia LaVecchia

Eileen Blackwood

Jordan Redell

Chapin Spencer

Tyeastia Green

Nick Longo

Cindi Wight

Amy Bovee



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1.0 CALL TO ORDER and AGENDA

Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:03 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by Councilor Dieng, to adopt the agenda.

VOTING: unanimous; motion carries

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 RETIREMENT PRESENTATION BY HOOKER & HOLCOMBE

3.01 Retirement Presentation by Hooker & Holcombe 2019 Actuary Report – CT

Steve Lemanski from Hooker & Holcombe spoke about the Burlington Employees Retirement System and its actuarial valuation as of June, 2019. He gave an overview of the valuation's purpose, an overview and executive summary of the valuation results, a summary of the funded status, employer contribution (ADEC), asset information, direct rate smoothing, and what to expect in future. He noted that the funded ratio decreased from 73.2% to 72.8%, which is slightly lower than the average ratio in the public sector (but is still credit neutral). He noted slight losses in assets and an increase in liabilities.

Councilor Dieng asked whether employees would continue to receive summary reports every year. Mr. Lemanski replied that yes, employees will still receive summary reports. Councilor Dieng also asked if Mr. Lemanski had concerns and Mr. Lemanski replied that the City is following best practices and is in a good position with its retirement fund.

Councilor Paul expressed concern that the unfunded ratio has increased and said that the City should be mindful of it if it becomes a trend. She asked about the calculation methodology, and Mr. Lemanski replied that it is calculated using closed amortization. Councilor Paul also suggested that City employees would benefit from financial education to better



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understand their pensions. CAO Schad noted that the City will use a new remote learning management system and could include financial literacy modules.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Approval to Order and Finance 30 vehicles and equipment – DPW

MOTION by City Council President Tracy, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Director of Public Works to purchase 30 pieces of equipment for a total value of \$2,300,334 with lease financing determined by the Clerk/Treasurer's Office at a rate not to exceed 4% for terms of 5 or 10 years, subject to review and approval by the City Attorney.

DISCUSSION:

- **Councilor Paul asked why two of the mowers being leased would run on fossil fuel, when electric alternatives exist. Mr. Perry noted that an electric mower was tested on cemetery slopes but that it was unable to mow slopes safely, so the decision was to replace mowers in kind. Mayor Weinberger recognized the City's priority of strategic electrification, and Director Spencer noted that a number of electric vehicles were added to the City's inventory of equipment. Director Keenan added that leases were adjusted from ten-year to five-year terms, to recognize that technology may improve and vehicles could be swapped out more quickly.**

VOTING: unanimous; motion carries.

4.02 Authorization to Amend University Place UVM-City Agreement – DPW

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Mayor to execute a Second Amendment to the 'Agreement Between the University of Vermont and The City of Burlington Regarding Participation In The City's Ten Year Capital Plan,' substantially consistent with the draft submitted herewith.

VOTING: unanimous; motion carries.

4.03 Request for Approval to Execute Contract for Boiler Replacement at Penny Lane Water Treatment Plant - DPW - Water Resources Division

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Hallam-ICS for design/build services for the replacement of



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the Penny Lane Water Treatment Plant boiler system for up to \$122,478, with an additional \$25,000 in contingency, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.04 Burlington Greenway Rehabilitation: Maple Street-College Street Realignment - Parks, Recreation & Waterfront

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that City Council approve and authorize the execution of a contract with Vanasse, Hangen & Brustlin, Inc., (VHB), for a price not to exceed \$139,810 for the Burlington Greenway Realignment Project, plus a project contingency of \$34,953 for a total of \$174,763 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the amended contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.05 Phase 3a South Bike Path Rehabilitation Construction Contract - Parks, Recreation & Waterfront

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that City Council approve and authorize the execution of a contract with Engineers Construction, Inc., for a price not to exceed \$630,826 for the Burlington Bike Path Rehabilitation Phase 3a South Construction Project, plus a project contingency of \$94,625, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.06 Request to Approve Acceptance of FAA Grant Installation of Outdoor Noise Monitoring Equipment and Operations & to Execute Associated Contracts for Design, Planning, Construction Services, and Purchasing of Equipment – Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, 1. " To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$386,032.00, plus \$57,904.80 contingency, for the Installation of Outdoor Noise Monitoring Equipment and Operations, subject to the final review and approval by the City Attorney's Office." 2. "To approve and recommend that the City Council approve a budget neutral amendment for \$443,937 to increase the Airport's grant fund listed budget accounts, as described in affiliated memorandum language." 3. "To approve and recommend that the City Council authorize the Director of Aviation to execute contracts totaling up to



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\$354,750.00, plus \$53,212.50 (15%) contingency, for work affiliated with the Outdoor Noise Monitoring Equipment and Operations, specifically, with Jones Payne Group, Inc. for the design, planning, and construction services, and possibly with Jones Payne or another vendor for the purchasing of noise monitoring equipment, subject to final review and approval by the City Attorney's Office."

VOTING: unanimous; motion carries.

4.07 Request to Approve Acceptance of FAA Grant for Chamberlin School HVAC Upgrade & to Execute Contract for Related Engineering Services and Construction Oversight – Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to 1. "To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$3,499,916.00, plus \$524,987.40 contingency, for the Chamberlin School HVAC Upgrade, subject to the final review and approval by the City Attorney's Office." 2. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with the Jones Payne Group Inc., as part of the Chamberlin School HVAC Upgrade, for engineering design services in the amount of up to \$403,849.00, plus \$60,577.35 (15%) contingency, and for construction oversight in the amount of up to \$94,231.00, plus \$14,134.65 (15%) contingency, for a combined amount of up to \$498,080.00 in regular spending, plus \$74,712.00 (15%) contingency, subject to final review and approval by the City Attorney's Office."

VOTING: unanimous; motion carries.

4.08 Creation Of Racial Equity Public Policy & Research Analyst Positions – HR

MOTION by City Council President Tracy, SECOND by Councilor Paul, to recommend that the City Council approve the attached resolution.

DISCUSSION:

- **Councilor Dieng suggested that one of the positions in this department could be refocused or redeployed as needs arise.**
- **Councilor Pine noted that public policy, research, and analysis should be paired with implementation and is confident that these two positions would ensure that this would occur.**
- **City Council President Tracy said that these positions help bring accountability to the commitments that have been made by the City.**





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VOTING: unanimous; motion carries.

4.09 Update To City's Emergency Paid Leave Policy – HR

MOTION by Councilor Pine, SECOND by City Council President Tracy, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Security Guard Contract FY21 – Library

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve the execution of a contract with Chocolate Thunder, LLC, for a 1 year contract of security guard services with the option of a 2 year renewal, substantially consistent with its bid, in the amount of \$26.00 per hour for a total of \$45,468.00, and to approve Mary Danko, Director of the Fletcher Free Library, to execute the contract and any related documents needed to carry out the project, subject to final contract approval by the City Attorney's Office; If further funding can be secured to reinstate the initially requested hours (+ 11.25 hour/week), an additional amount of up to \$15,210.00 may be expended.

VOTING: unanimous; motion carries.

5.02 Request for Approval to Enter a Contract with Green Mountain Concert Series, Inc. For Parking Garage Security Services - FY21 – DPW

Councilor Paul suggested that contracts of a similar nature be grouped together so that they can be managed more efficiently. CAO Schad replied that it is the intention to streamline procurement and contract term timelines, as well as have one unified security contract for the City.

MOTION by Councilor Pine, SECOND by Councilor Dieng, to authorize the Director of the Department of Public Works to enter into a contract with Green Mountain Concert Services, Inc. with a limiting amount of \$80,000 for the provision of security services in City owned parking garages in FY21, subject to review and approval of the City





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Attorney's Office.

VOTING: unanimous; motion carries.

5.03 Calendar Year 2020 Crack-Sealing Program - Authorization to Award Construction Contract – DPW

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and authorize the Director of Public Works to execute a contract with Sealcoating Inc (doing business as "Indus") for Calendar Year 2020 Crack-Sealing, for up to \$84,997.66 with an additional \$7,002.34 (8.2%) contingency, totaling \$92,000, subject final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.04 FY21 Capital Budget/Police Budget Motorola Portable Radios – Police

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve a Fiscal Year 2021 Capital expenditure totaling \$97,687.00 with \$97,000.00 from FY 21 Capital budget, account number 809-19-700.9500_800 and \$687.00 from Burlington Police Radio Maintenance, account number 101-17-050-6605; And to authorize the Acting Chief of Police to purchase twenty five (25) portable radios from Motorola through approved fulfillment partner Burlington Communications for \$97,687.00, and to execute any necessary documents, subject to final approval by the City attorney.

DISCUSSION:

- **City Council President Tracy asked whether these radios used a frequency that could be listened to on a scanner. Staff were unable to answer the question at this time.**

VOTING (by roll call): Councilor Paul – aye; City Council President Tracy – nay; Councilor Pine – aye; Councilor Dieng – aye; Mayor Weinberger – aye; (4 ayes, 1 nay; motion carries).

6.0 COMMUNICATIONS

5.01 EOC/RRC Report – CAO

No discussion at this time.



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7.0 ADJOURNMENT

MOTION by Mayor Weinberger, SECOND by Mayor Weinberger, to adjourn the Board of Finance meeting.

With no further business and without objection the meeting was adjourned at 6:09 PM.

RScty: AACoonradt