Board of Finance Meeting, Monday, July 11, 2022, 5:30 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM 7/11/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

CITY HALL, 1ST FLOOR: SHARON BUSHOR CONF. ROOM

BURLINGTON, VERMONT

MINUTES OF MEETING

July 11, 2022

MEMBERS PRESENT: Karen Paul

Zoraya Hightower

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Corey Mims

Chapin Spencer

Laura Wheelock

Ashley Parker

Lee Perry

Jeff Padgett

Cindi Wight

Tony Berry

1.0 CALL TO ORDER and AGENDA

Chief Administration Officer Schad called the Board of Finance meeting to order at 5:35 PM.

MOTION by City Council President Paul, SECOND by Councilor Magee, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

3.01 Motion to adopt the consent agenda and take the actions as indicated.

3.02 Special Board of Finance Meeting Minutes, June 13, 2022, Draft – approve the minutes.

3.03 Board of Finance Meeting Minutes, June 27, 2022, Draft – approve the minutes.

No action was taken on the minutes for June 13 or June 27, as approval was tabled until minor amendments were made to each.

4. FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Authorization to Execute the Design Contract for the Lake Street Shared-Use Path #CA0672 – DPW

Senior Engineer Mims said that this relates to a project that would design and construct shared use path crossings over the railroad at the intersection of Lake Street and Penny Lane. He said that specifically, this would authorize the City to execute a contract with Stantec, the apparently successful bidder for the design component of the project. Execution of the agreement would allow design for the project to commence.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to authorize the Director of Public Works to execute a contract with Stantec Consulting Services, Inc. in an amount up to $79,500.00 for design services related to the Lake Street Shared Use Path Project #CA0672.

VOTING: unanimous; motion carries.

4.02 D&K Amendment #5 - MPM Services Champlain Parkway Contract – DPW

Senior Engineer Mims said that this relates to project management services for the Champlain Parkway Project and requests to amend and extend that contract. He said that the project manager has been assisting with the administrative work and oversight with tasks such as invoices and change requests. He said that the City would like to continue using their services on this project, and is requesting to increase the amount in the contract and extend the end date so that the contractor may continue project management through the completion of initial construction.

City Council President Paul asked what the end date of the contract would be with this amendment in place. Senior Engineer Mims replied that it would carry through initial construction completion (which is anticipated for October 2024), and that the amendment would end in June of 2025. City Council President Paul said that it would be helpful to note in the accompanying memo that the first several amendments were actually no-cost extensions and did not have financial implications, as well as include detail about the timeline of the amendment as it fits into project activity.

Councilor Hightower said that she will support this request to the Board of Finance but asked that when it is brought to City Council it be placed on the deliberative agenda for discussion.

MOTION by City Council President Paul, SECOND by Councilor Magee, to recommend that the City Council authorize the Director of Public Works, or their designee, to execute a Fifth Amendment to the contract with Dubois & King, Inc regarding Champlain Parkway Municipal Project Management Services to increase the Maximum Limiting Amount by $228,000.00 to $425,485.00 for continued municipal project managing services through the completion of Initial Construction.

VOTING: unanimous; motion carries.

4.03 FY23 Vehicle Purchase Recommendation – DPW

Assistant Director Perry said that this list of replacement vehicles was presented to and approved by the Transportation, Energy, and Utilities Committee (TEUC) previously. He said that the administration has authorized $500,000 to help with General Fund purchases. He said that this is a list of 19 vehicles, 4 of which are electric and one of which is hybrid. Chief Administration Officer Schad also noted that the Fleet Committee has not had a sustainable funding source and is also seeking approval from the Board of Finance and City Council to explore potential funding sources over the next several months and returning to the Board and Council with recommendations. Assistant Director Perry noted that options include not growing the fleet and increased interdepartmental sharing of vehicles.

Councilor Hightower expressed appreciation for the effort to purchase more electric vehicles and hoped that they can further increase that number in future.

City Council President Paul noted that the walk-behind mower isn't electric, and Assistant Director Perry noted that there is no good electric alternative to this type of mower at this time. City Council President Paul said that she hopes that better technology for this type of mower will be available in future years.

MOTION by City Council President Paul, SECOND by Councilor Magee, to 1. To approve and recommend that the City Council authorize the Director of the Department of Public Works to purchase eight (8) vehicles/equipment for Water Resources, the Traffic Division, and the Recycling Program, for a total value of up to $962,500, with lease financing determined by the Clerk/Treasurers Office and at a rate not to exceed five percent (5%) for terms of up to seven (7) years, subject to the review and approval by the City Attorney's Office; 2. To approve and recommend that the City Council authorize the Director of the Department of Public Works to enter into a one-time cash purchase not to exceed $500,000.00 for General Fund vehicles, and equipment, subject to the review and approval by the City Attorney's Office; and 3. Recommend that the City Council, the Transportation, Energy, and Utilities Committee, the Department of Public Works, and the Chief Administrative Officer develop a long-term Fleet purchasing strategy that both ensures the operational sustainability of all existing City vehicles/equipment and brings the City closer to reaching its Net Zero 2030 goals.

VOTING: unanimous; motion carries.

4.04 University Place Street Reconstruction Project Construction Contract and Budget Amendment – DPW

Senior Engineer Wheelock said that this project was started in late May, and at that time they found concrete slabs under the road which would need to be removed to do necessary work. She said that they anticipate keeping the original concept intact but will need additional funding for the removal of the slabs and reconstruction of the street. She said that they are asking for $200,000 of City funds, which the University of Vermont will match.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to 1. To approve and recommend the City Council authorize the Director of Public Works to execute a construction contract amendment with Don Weston Excavating, Inc. for the University Place Street Reconstruction Project, increasing the total contract amount from $2,225,691.45 to $2,417,352.27, and to further authorize the Director of Public Works to utilize up to $230,908.33 in additional contingency funds if needed, totaling $2,648,260.60, subject to prior approval of the City Attorney's Office; and 2. To approve and recommend the City Council approve the necessary budget amendments to bring the total project budget to $3,383,000.00 by adjusting the accounts as described in the affiliated memorandum and attachments.

<u>DISCUSSION:</u>

- **City Council President Paul asked for the rationale behind using funding from both the street capital fund and from the Capital Improvement Project bond. Director Spencer replied that for the non-street capital**

portion, the Capital Committee met to discuss this and that $4,000,000 was included for match. He said that it was reasonable for the capital committee to approve that. Senior Engineer Wheelock said that the contribution coming from street capital is still in line with the amount if that street were to be repaved or resurfaced. She said that University Place is 19th on the Condition List for the entire City and is a priority for repaving, so it made sense to pull from those two sources.

VOTING: unanimous; motion carries.

4.05 Authorization to Make a Charitable Donation Fines for Food Program – DPW

Chief Administration Officer Schad said that this would make the Fines for Food program more than just a pilot. Division Director Padgett said that this program shares half of the revenues from overdue parking tickets with food charities such as Feeding Chittenden. He said that the pilot went extremely well and that they gave $40,000 to Feeding Chittenden. He said that now they are proposing to move the pilot into a five-year program, which would mean a dependable revenue source for Feeding Chittenden.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of the Department of Public Works to make an annual charitable donation to Feeding Chittenden in an amount equal to one-half of revenues received from delinquent parking ticket payments during the period from Thanksgiving through December 31 during 2022, 2023, 2024, 2025, and 2026, subject to review and approval by the Chief Administrative Officer.

VOTING: unanimous; motion carries.

4.06 Conclusion of Integration of Parking Enforcement into the Parking and Traffic Division, Department of Public Works - DPW/HR

Division Director Padgett said that this has been a project to integrate Parking Enforcement into the Parking and Traffic Division, which involved reclassifying, restructuring, and reorganizing the unit for full integration. He said that this final phase would take the parking ambassadors from the garages and repurpose them for parking enforcement, which would unify the customer experience for parking, blend staff roles to allow for improved customer service and enable more full coverage for parking-related safety and equity issues in the community, and right-size the team by eliminating vacant positions and create higher-paid positions.

Councilor Magee asked how dispatch and the Burlington Police Department would interface with parking enforcement and services. Division Director Padgett replied that it would depend on how tightly the working relationship is with BPD, and that they are working to strengthen those ties. Director Spencer added that the goal is that the public has a direct line to Parking Enforcement in order to obtain services at any time of day.

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

VOTING: unanimous; motion carries.

4.07 Authorization to execute a Construction Contract for the GSI/CSO - Old North End Retrofits - DPW-Water Resources

Director Spencer said that this seeks contract approval for the second phase of green stormwater improvements which are funded through a $1 million grant with no local match requirements. He said that these improvements seek to improve protection of Lake Champlain through reducing combined sewer overflows through use of green infrastructure.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with ECI for $434,963 with a $65,244.45 contingency, totaling $500,207.45 in authorized contract expenditure, for the construction of the Old North End Green Stormwater Infrastructure Combined Sewer Overflow Reduction Retrofits Project, subject to prior review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.08 Creation of one new position, and re-classification of two positions - BPRW/HR

Director Wight noted that this would create a new position for a Project Coordinator that would assist with the numerous facility projects funded by the recent capital bond and would reclassify one part-time custodial position to a full-time custodial position. She acknowledged that the Project Coordinator position is limited service, as it is funded by the bond and that funding for the position cannot be guaranteed once the bond funding is no longer available.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to approve and recommend that the City Council approve the Creation of the Project Coordinator position, a Limited Service, Full-time, Non-Union, Exempt, Grade 17 position; the Reclassification of the Custodian 1 position from Regular, Part-time, AFSCME, Non-Exempt, Grade 8 position to a Regular, Full-time, AFSCME, Non-Exempt, Grade 9 position; and, the Reclassification and Retitling of the Athletic Program Coordinator position a Regular, Full-time, Non-Union, Exempt, Grade 16 to the Athletic Manager, a Regular, Full-time, NonUnion, Exempt, Grade 18 position.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:17 PM.

RScty: AACoonradt