Board of Finance - Monday, June 24, 2019 at 5:30 p.m.
Conference Room 12, City Hall
6/24/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

June 24, 2019

APPROVED – 7/29/19

MEMBERS PRESENT: Mayor Miro Weinberger

Councilor Paul [arrived 5:42 PM]

Councilor Bushor

Council President Wright

Councilor Pine [arrived 5:40 PM]

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Brian Lowe, CIO

Deanna Paluba, HR

Lynn Reagan, HR

Chapin Spencer, DPW

Susan Molzon, DPW

Laura Wheelock, DPW

Martha Keenan, DPW

Jennifer Blow, DPW

Megan Moir, DPW Water Division

David White, Interim CEDO

Kirsten Merriman Shapiro, CEDO

Rebecca Reese, CEDO

Lise Veronneau, BPD

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Larry Lackey, Airport

Shelby Losier, Airport

Gary Rogers, Parks & Rec

David Hartnett, citizen

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:36 PM on June 24, 2019.

1.01 Agenda

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

2.0 PUBLIC FORUM

None.

3.0 BOARD OF FINANCE APPROVAL

3.01 Early Learning Initiative Contract Amendment – CIO, CEDO

CIO Lowe gave an overview of the plan to expand childcare service in Burlington and the scholarship program. The contract with Let's Grow Kids will be extended until December 2019 then how services are allocated and the vendor will be re-evaluated.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the amendment to the Let's Grow Kids

contract as recommended and authorize the CIO to execute any and all documents necessary to fulfill the contract.

DISCUSSION:

- **It was clarified this is the third amendment to the contract.**
- **Councilor Bushor spoke about the positive relationship with Let's Grow Kids and bringing some skills in-house. CIO Lowe said staff is re-evaluating as the program grows. CIO Lowe noted the skills of Let's Grow Kids.**
- **Councilor Pine made positive comment on the staff of Let's Grow Kids.**
- **Mayor Weinberger echoed the positive comments for Let's Grow Kids.**

VOTING: unanimous; motion carried.

3.02 Westlaw Contract – City Attorney

MOTION by Councilor Bushor, SECOND by Council President Wright, to authorize the City Attorney to renew the contract with Thomson Reuters for Westlaw services for a three year period with an expected cost of $77,575. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Old North End Community Center Lease and Sublease – Parks & Rec

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to approve the lease with Champlain Housing Trust on the terms provided in and substantially in conformance with the lease and authorize the Director of Parks & Rec to execute the lease subject to final approval by the City Attorney, and further, to approve and recommend to City Council to approve subletting certain identified space on the second floor of the Old North End Community Center leased by the city from Champlain Housing Trust to Very Merry Theatre, Vermont Hindu Temple, and Janet S. Munt Family Room on the terms provided in and substantially in conformance with the sublease, and authorize the Parks & Rec Director to execute the subleases subject to approval by the City Attorney.

DISCUSSION:

- **Rec Superintendent Rogers explained the leases will not increase until the construction at the site is complete.**
- **There was discussion of having dedicated indoor space for the programs and having slightly more parking with the new space. Lots of outreach has been done to seniors to take advantage of the available services.**
- **It was acknowledged the project would not be feasible without Parks & Rec being there.**

VOTING: unanimous; motion carried.

4.02 Resident Engineering Services Contract City Hall Park – Parks & Rec, DPW, CEDO

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the Parks & Rec Director to execute a contract with John Turner Consulting, Inc. in the amount of $221,354.70 and to

authorize the use of an additional $20,000 for contingency funds for a total of $241,354.70 for the residential engineering of the City Hall Park Project subject to approval by the City Attorney, and further, to authorize the CAO or designee to affect all necessary transfers of funds to/from the referenced funding sources in order as needed to pay for the referenced project expenses.

DISCUSSION:

- **Councilor Bushor asked when the carry forward funds will be used. CAO Anderson said the money is for 2019.**

VOTING: unanimous; motion carried.

4.03 Grant Agreement with Vermont DEC – DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council to accept the GSI-CSO Grant Agreement and authorize the DPW Director to execute the grant agreement with the State of Vermont subject to review and approval by the City Attorney, and further, to authorize the CAO or designee to approve any budget amendments that may be necessary in the FY20 Stormwater Budget relative to the grant agreement.

DISCUSSION:

- **Councilor Bushor expressed thanks to the staff for the hard work and securing 100% of the grant request.**
- **Councilor Pine said the grant is great timing for the city.**
- **CEDO Program Specialist Reese said there were a number of identified opportunities and good advanced planning in order to take advantage of the grant.**

VOTING: unanimous; motion carried.

4.04 Master On-Call Contract for Financial Advisor Services with Raftelis – DPW

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the DPW Director to execute a two year Master On-Call Agreement with Raftelis Financial Consultants for on-call financial consulting services for the Water Division with a maximum limiting amount of $200,000 per fiscal year during the term of the agreement ($400,000 overall) subject to review and approval by the City Attorney, and further, to authorize the DPW Director to execute individual Work Assignment Contracts which in total shall not exceed the maximum limiting amount established in the Master On-Call Agreement to complete work identified in the Master On-Call Agreement subject to review and approval by the CAO and City Attorney.

DISCUSSION:

- **DPW Water Division Director Moir explained Raftelis was the most qualified bidder and will help move forward the rate affordability model.**
- **Councilor Bushor expressed concern that the financial consultant also did the overview of the Water and Waste Water staffing and therefore had an advantage when submitting a proposal for the Master On-Call Agreement. It is also concerning that the Board of Finance will not be involved with authorizations over $100,000. DPW Water Division Director Moir said the master contract authorizes expenditure up to $200,000.**

Staff will report semi-annually.

- **CAO Anderson assured the choice of the consultant was looked at very critically. Raftelis is the national consultant on matters of water, waste water, and storm water.**
- **Councilor Pine asked about the cost comparison between the bids. DPW Water Division Director Moir said the other proposal that was received was at a lower cost, but the value with Raftelis was more. CAO Anderson said the staff that the other bidder was committing did not have the depth of experience of the Raftelis staff. DPW Director Spencer added an RFQ was done instead of an RFP due to the importance of the quality of the work product.**
- **Councilor Pine asked about the schedule. DPW Water Division Director Moir said there will be a work session with City Council in February 2020. Stakeholders will be invited. In March 2020 a summary will be given to the NPAs with final recommendations and approval in April.**

VOTING: unanimous; motion carried.

4.05 Bill of Sale and Water Line Easement for Colchester Court/Schmanska Park Water Main - DPW

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the DPW Director to execute all necessary documents to transfer ownership of a water line connected to the city's Grove Street main to the city and all associated easements from Ireland Grove Street Properties, LLC subject to approval by the City Attorney. VOTING: unanimous; motion carried.

4.06 Amendments to Master On-Call Agreements – DPW

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the DPW Director to execute amendments to the Master On-Call Agreement(s) for professional engineering services in amounts not to exceed $300,000 in FY2020 per agreement with Clough, Harbour & Associates, DuBois & King, Hoyle Tanner & Associates, Resource Systems Group, Stantec Consulting Services, and VHB subject to prior review and approval by the City Attorney, and further, to authorize the DPW Director or designee to execute individual work assignment contracts which in total shall not exceed $1 million combined in FY2019 and FY2020 with the on-call consultants for amounts up to $100,000 each to complete the work identified in the Master On-Call Agreement without the need to obtain further approval from the Board of Finance and City Council.

DISCUSSION:

- **Councilor Bushor questioned the on-call agreements up to $300,000 without involving the Board of Finance. DPW engineer Molzon said the $300,000 is cumulative. The smaller contracts add up to the total amount. DPW Director Spencer added the approach has led to a higher level in quantity and quality of product.**

VOTING: unanimous; motion carried.

4.07 FAA grant for PAPIs for Runway 19 as part of Taxiway G Phase 2 Reconstruction Project - Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the Aviation Director to execute an AIP grant from the FAA for up to $109,825.20 plus an additional 15%

authorized by the grant as a contingency for replacement of Runway 19 precision approach pathway indicators (PAPIs) as part of the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney, and further, to authorize the Aviation Director to execute a contract with the FAA for up to $72,172 plus an additional 15% as authorized by the grant as a contingency for construction oversight and flight check for the installation of the Runway 19 precision approach pathway indicators as part of the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney. VOTING: unanimous; motion carried.

4.08 FAA Grant for Construction, Engineering, Inspection Services - Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the Aviation Director to do the following:

- **Execute an AIP grant with the FAA for up to $21,515,706.90 plus an additional 15% authorized by the grant as a contingency for the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney.**
- **Execute a contract with SD Ireland Construction for up to $21,872,928.99 plus an additional 15% authorized by the grant as a contingency for construction services as part of the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney.**
- **Incur and expend prior to reimbursement through the AIP grant up to $81,233.01 plus an additional 15% authorized by the grant as a contingency for ancillary costs including airport administrative, administrative consultant, IFE, legal support, other, force account, lighting support and permitting fees.**
- **Execute a contract with Jacobs Engineering Group for up to $856,442 plus an additional 15% authorized by the grant as a contingency for construction inspection services as part of the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney.**
- **Execute a contract with Stantec Consulting for up to $279,456 plus an additional 15% authorized by the grant as a contingency for construction engineering services as part of the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney.**

DISCUSSION:

- **Aviation Director Richards said the airport is excited to have the opportunity to finish these projects which will put the airport in a better position for the future. Staff worked hard to secure the grants from the FAA.**
- **Nic Longo pointed out this is the largest grant the airport has ever received. The funding will be used for a full taxiway adjacent to the main runway. Having a parallel taxiway by the runway in much safer and saves time.**
- **The airport will be notified by the end of the federal fiscal year of the amount of the grant and what is included.**

VOTING: unanimous; motion carried.

4.09 Joint Use Agreement between USA and Burlington International Airport – Airport

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the Mayor to execute the Airport Joint Use Agreement with the USA Vermont Air National Guard for a 10 -year term with a retroactive effective date of July 1, 2018 and an expiration date of June 30, 2028 subject to

approval by the City Attorney.

DISCUSSION:

- **Council President Wright asked if the language is standard in the agreement. Aviation Director Richards confirmed this, adding the agreement allows the airport to remain open and have fire service.**
- **Councilor Bushor asked about the toxicity of the foam used by the National Guard for firefighting. Aviation Director Richards said in 2016 the National Guard stopped using the chemical foam. The chemicals being used today are approved and considered safe. The airport does not use the foam.**

VOTING: unanimous; motion carried.

4.10 Five Year Marketing and Promotional Services Contract – Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the Aviation Director to enter into a five year contract with Hagan Associates for an amount not to exceed $425,000 per fiscal year during the term of the contract to provide media and advertising concessions subject to review and approval by the City Attorney. VOTING: unanimous; motion carried.

4.11 FAA Grant for Construction Inspection Services – Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the Aviation Director to do the following:

- **Execute an AIP Grant with the FAA for $1,033,840.80 plus an additional 15% authorized by the grant as a contingency for the Air Carrier Apron Reconstruction Phase 6A subject to final review and approval by the City Attorney.**
- **Incur and expend prior to reimbursement through an AIP grant an amount not to exceed $35,200 plus an additional 15% authorized by the grant as a contingency for ancillary costs including legal, administrative consultant, IFE, force account, and airline relocation expense costs that support the AIP programmatic requirements.**
- **Execute a contract with Hoyle Tanner for $220,300 plus an additional 15% authorized by the grant as a contingency for construction inspection services as part of the Air Carrier Apron Phase 6A Reconstruction Project subject to final review and approval by the City Attorney.**

DISCUSSION:

- **Councilor Bushor commented that the airport has been busy.**

VOTING: unanimous; motion carried.

4.12 Extension and Title Change of Community Engagement Office Assistant II – CEDO

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to extend and retitle the Community Engagement Office Assistant II (Grade 12) position from a limited service, full time, non-exempt, non-union position to Office Assistant II limited service, full time, non-exempt, non-union

position beginning July 1, 2019 through June 30, 2020. VOTING: unanimous; motion carried.

4.13 Health Insurance Stop Loss Policy – HR, C/T

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the HR Director to renew and execute the city's FY20 health insurance stop loss coverage for a cost up to $581,608.68. VOTING: unanimous; motion carried.

4.14 Reclassify Inventory Control Specialist – BPD

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council to reclassify the Inventory Control Specialist position from regular, full time, AFSCME, non-exempt, Grade 14 to Inventory Control Specialist as a regular, full time, AFSCME, non-exempt, Grade 16 position. VOTING: unanimous; motion carried.

4.15 MM Hayes Contract – C/T

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the DFO to sign a one year contract with MM Hayes for an amount not to exceed $70,0000 to provide timekeeping hardware and software support subject to review by the City Attorney. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Investment Summary Update Fiscal YTD as of March 31, 2019 – C/T

DFO Goodwin reported the investment report shows investment earnings for the first three-quarters of FY2019. The total amount received with the new investment policy that was adopted is $224,000. The rate of return was 2.14% primarily on treasury bills. The market has been good and there is opportunity to grow. An RFP will be done for assistance with investment of the cash-on-hand from the General Fund.

Councilor Bushor asked what is included in the short term investment. DFO Goodwin said anything not included as a cash equivalent with liquidity in 90 days or less. CAO Anderson said nothing is invested over four years.

5.02 Financials Report – C/T

CAO Anderson reported Trades have hit their target and will exceed the budget. Salaries are lower than budget. Workers Comp has been budgeted up for the next year.

6. ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:31 PM.

RScty: MERiordan