



**Board of Finance Meeting - Monday, May 11, 2020, 5:30 pm,
Remote and Virtual Access: The Board of Finance Meeting will be
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CCTV YouTube Channel or on Burlington Telecom Channel 317.**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

May 11, 2020

MEMBERS PRESENT: Mayor Weinberger

Council President Tracy

Councilor Paul

Councilor Pine

Councilor Dieng

OTHERS PRESENT: Katherine Schad

Suzan Molzon

Norm Baldwin

Richard Goodwin

Eileen Blackwood

Deanna Paluba

Laura Wheelock

Maddy Suender

Chapin Spencer

Corey Mims

Bill Ward

Brian Lowe

Jordan Redell



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Lori Olberg

Amy Bovee

Sarah Carpenter

Zoraya Hightower

Perri Freeman

Jane Stromberg

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:34 PM on May 11, 2020.

1.01 Agenda

MOTION by Councilor Pine, SECOND by Councilor Paul, to amend and adopt agenda as follows:

- **The agenda will be reordered so that Communications will follow the items for Approval and Recommendation to the City Council (per Mayor Weinberger)**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

Public forum opened at 5:36 PM.

COMMENTS:

- Sharon Bushor spoke about the upcoming budgeting process and suggested that the public be engaged in that process. She additionally noted that she has received calls from several constituents asking about the 2020 sidewalk budget and why Mansfield Avenue is not on that slate of work. She is hoping for communication from the City Council to the community on when this project will move forward.

Public forum closed at 5:41 PM.





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3.0 COMMUNICATIONS

3.01 Communication on Recommendations in the FY19 Management Letter - C/T

Chief Administrative Officer Schad described the recommendations outlined in the Fiscal Year 2019 Management Letter. These included improving capital project accounting, enhancing quarterly financial statements, improving retirement reconciliations and performing an internal audit, and improving control over journal entries and adhering to a formal closing schedule. She then outlined strategies and actions being taken to address these four recommendations and will update the Board of Finance regularly on progress.

Councilor Paul noted that the pension valuation is a milestone that is approaching quickly, and she requested discussing this and other big milestones before they become management letter issues.

Councilor Pine asked how the administration would approach improving the journal entry issues, and Ms. Schad replied that the clerk's office will need to hire someone to help work through it, as the clerk's office is currently constrained in terms of staffing.

3.02 COVID - 19 Expenses Incurred Since April 8, 2020 - C/T

Mayor Weinberger fielded questions from the Board of Finance on the latest written report detailing COVID-19 related expenses.

Councilor Dieng noted that the communication, translation, and trusted liaison work includes a stipend, not an hourly or salaried position, and asked if that will change. Ms. Schad replied that because the RRC is moving quickly, the position has not yet been vetted by the City Attorney, and that the stipend position is likely to change.

Council President Tracy asked whether translation work is being performed currently, and Ms. Schad said she would follow up with further information.

3.03 Sweep Report - C/T

Director of Financial Operations Goodwin provided the sweep report, noting that the City is in a strong financial position currently, and that there is a short term bond mechanism in place to help with liquidity, if needed. He noted that there were no material changes in balances in the last several weeks, other than collecting the full amount that was owed to the retirement fund.

Councilor Paul requested that future sweep reports be placed earlier on agendas for the Board of Finance meetings.

Mayor Weinberger noted that there is a massive budgeting effort underway, and a more detailed overview of the budget will be provided in the next several weeks.



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4.0 FOR BOARD OF FINANCE APPROVAL ONLY

4.01 Board of Finance Meeting Schedule through August, 2020 - C/T

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve the regular schedule of meetings of the Board of Finance as listed through August, 2020.

VOTING: unanimous; motion carries.

4.02 Recommendation for a Paperless Automation Solution for Accounts Payable Services - C/T

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and authorize the Chief Administrative Officer, to enter into a paperless software solution agreement with Symquest for a term of three years, for an amount up to \$50,000, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

5.01 Recommendation for Municipal Advisory Services - C/T

Mayor Weinberger spoke to this agenda item, noting that PFM has been Burlington's retained financial consultants for many years. He noted that a competitive bid process was conducted a year ago and three bids were received. An apparently successful bidder was not selected at that time, as the City was transitioning from one Chief Administrative Officer to another, and the administration wanted to solicit input from the new CAO prior to making that selection. He added that COVID-19 also delayed the selection, and that PFM has continued to advise the City even though a contract is not currently in place. He recommended that PFM be retained for a one-year agreement with renewal options at this time, due to upcoming fiscal activities and a tough budgeting season.

Councilor Paul noted her reservations about PFM continuing to serve as the City's fiscal advisor, stating her preference for a fresh perspective. She suggested that if PFM is retained, new members should be added to the consulting team.

Councilor Pine stated that both longevity and fresh perspectives can be beneficial, and would welcome new consulting staff on the PFM team, should they be retained for an additional year.

Mayor Weinberger stated that there are immediate actions for which the City needs a financial advisor, and will consider upon contract approval how the administration can manage the contract to take the above comments into consideration.



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Ms. Schad added that the administration would explore options and update the Board of Finance when she has more information.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that City Council authorize the Chief Administrative Officer to enter into a financial advisory services agreement with PFM for a term of one year, with the potential of two, one-year renewal terms, subject to the review and approval of the City Attorney's Office.

DISCUSSION:

- Councilor Dieng noted his support for the renewal terms. He asked about the process for renewal and whether it would entail another RFP process. Ms. Schad suggested building in a 60-day window prior to the end of the current contract to discuss renewal, but leave the option open for a competitive bidding process. Mr. Goodwin confirmed that this could be a possible option.

MOTION TO AMEND by Councilor Paul, SECOND by Councilor Pine, to eliminate the clause regarding the two one-year renewal terms.

DISCUSSION OF AMENDMENT:

- Council President Tracy asked about the level of effort for the CAO's office in terms of onboarding a new financial advisor, should the City decide to pursue another option. Mayor Weinberger reiterated the administration's discomfort with additional delay in executing a financial services contract, given the financial activities forthcoming in the budgeting process. Ms. Schad noted that an advantage of waiting would be engaging in a procurement process that is much more thorough and deliberate.

VOTING: unanimous; motion carries.

5.02 Authorization to Accept VTrans Town Highway Class 2 Roadway Program Grant #P01920 and to Award Contract for the CY20 Street Reconstruction Program – DPW

MOTION by Councilor Pine, SECOND by Council President Tracy, to approve and recommend that the City Council accept the Vermont Agency of Transportation Town Highway Class 2 Roadway Program Grant #P01920 for \$175,000 to reimburse the City for the CY20 Street Reconstruction Program, authorize \$17,500 (10% of the grant) for the local match, and authorize Chapin Spencer, Director of Public Works, to execute the grant agreement, subject to the prior review and approval of the City Attorney and to approve and recommend that the City Council authorize the Director of Public Works to execute and amend a construction contract with S.D. Ireland Brothers Corporation in the amount of \$1,690,297.50 with an additional \$140,000.50 (~8.3%) in contingency funds for the CY20 Street Reconstruction Program, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

5.03 Authorization to Award Construction Contract for CY20 Sidewalk Reconstruction Program – DPW

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council





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authorize the Director of Public Works to execute a construction contract with SD Ireland Brothers Corporation for \$1,068,822.00 for the CY20 Sidewalk Reconstruction Program, subject to the final review and approval by the Office of the City Attorney and to approve and recommend that the City Council authorize the Director of Public Works to increase the authorized amount, if needed, for the CY20 Sidewalk Reconstruction Program to \$1,117,000.00 through the use of \$48,178.00 in contingency funds (4.5%), and to execute necessary contract amendments up to the contingency limit, subject to the final review and approval by the Office of the City Attorney.

DISCUSSION:

- Councilor President Tracy observed that this contract deals with longer stretches of sidewalk, and DPW crews will be doing some of the shorter lengths of sidewalk and individual squares of heavily-damaged sidewalk. He asked for information on the smaller sections of sidewalk and DPW's plans for working on them. Senior Public Works Engineer Wheelock noted that her team is working to display the shorter runs as a list in DPW's construction portal on its sidewalk page. She added that DPW crews will be working on the shorter sections of sidewalk because they can be deployed more fluidly and aren't held to a contract, and can pivot easily to any immediate concerns or work. She added that any diamond cutting work is on hold until other budget challenges are addressed.
- Council President Tracy noted some degradation of sidewalks around Burlington and asked when a comprehensive sidewalk review will be conducted next. Ms. Wheelock replied that the City holds a contract with a local firm to conduct data analysis and collect new information, which should be done this season for review next winter. Mayor Weinberger added that the last comprehensive sidewalk review was conducted in 2015 in preparation for the 5-year bond.
- Councilor Pine noted deteriorating conditions in the Old North End and would like to see a more citizen-driven process for review and measuring the need for sidewalk repairs. Ms. Wheelock replied that the City is working to refine the criteria for assessing need and including alternative factors in that assessment.
- Councilor Dieng suggested that the best approach has been for elected officials to walk around their wards with city staff to assess the conditions of the sidewalk, which worked well last year. He also asked about the plan for the Mansfield Avenue sidewalk. Ms. Wheelock noted that the Mansfield Avenue Sidepath is still in the conceptual design phase, and that the City is working to ensure that any work conducted by multiple departments on Mansfield Avenue is coordinated.

VOTING: unanimous; motion carries.

5.04 Authorization to Replace the City's Enterprise Permitting System – IT

Chief Information Officer Lowe outlined this item, noting that it is the next phase of a major effort to improve access and ease for residents to initiate permitting requests. He noted that the new system will have increased security, will integrate with the City's GIS mapping software, and will realize significant savings for the City.

Bill Ward noted that the system will decrease the number of average vehicle miles that customers would incur, will help the typical homeowner with the permitting process, and will help City with oversight and transparency of system and department. He noted that if this system had been in place prior to pandemic, it would have been easier to run day-to-day operations in terms of permitting.

Mayor Weinberger noted that the permitting process has consistently had low consumer satisfaction ratings and that this software upgrade is a critical step for finishing this multi-year job and resourcing this department properly.



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MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Chief Innovation Officer to enter into a contract with OpenGov to implement a new enterprise permitting system for the City of Burlington with a total contract amount of \$212,800, subject to review by the City Attorney's Office.

DISCUSSION:

- Councilor Dieng asked how this software was vetted and selected. Mr. Lowe outlined the RFP process used to procure this software, noting that this system was a materially better platform at a lower cost than the other eight bidders, and that it is tailored to smaller U.S. cities.
- Councilor Dieng asked whether residents who do not have access to this electronic portal would still be able to access the appropriate permitting resources, and Mr. Lowe replied in the affirmative.

VOTING: unanimous; motion carries.

5.05 Recommendation for MM Hayes for Timekeeping System Contract - C/T

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that City Council authorize the Chief Administrative Officer to enter into a timekeeping services agreement with MM Hayes for a term of three years, not to exceed \$50,000 annually, with the potential of two, one-year renewal terms, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.06 Authorization to Enter Into a Three Year Agreement with Northeast Delta Dental as Dental Insurance Program Administrator/Provider – HR

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

DISCUSSION:

- Council President Tracy asked whether this decision was discussed with the various bargaining units. Ms. Paluba replied that yes, the bargaining units are aware, that there is general satisfaction with the transition to Delta Dental, and that this was not a controversial change.

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 7:05 PM.



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