Board of Finance Meeting, Monday, April 11, 2022, 5:30 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM
4/11/2022

BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL *OR*

REMOTE OPTION VIA ZOOM

BURLINGTON, VERMONT

MINUTES OF MEETING

April 11, 2022

MEMBERS PRESENT: Karen Paul

Zoraya Hightower

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Steven Locke

Gene Bergman

Nic Longo

Marie Friedman

Shelby Lozier

Chapin Spencer

Laura Wheelock

Corey Mims

Norm Baldwin

Cindi Wight

Sophie Sauve

Sarah Carpenter

1.0 CALL TO ORDER and AGENDA

Chief Administration Officer Schad called the Board of Finance meeting to order at 5:32 PM.

1.
    i. Motion to amend/adopt agenda

MOTION by City Council President Paul, SECOND by Councilor Hightower, 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 March 21, 2022 Board of Finance Meeting Minutes, Draft – approve the minutes.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to adopt the consent agenda and take the actions as indicated for items 3.01-3.02.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Creation of three (3) new Clerk/Treasurer positions and moving one position from part-time to full-time - CT/HR

Chief Administration Officer Schad noted that these positions include the creation of a Retirement Administrator based on a recommendation from the BERS Board, which will be paid out of the Retirement Fund, creation of a Grants Accountant based on a recommendation by the auditor, to be paid out of ARPA for the first year and out of grants in future years, creation of an Operations Director position based on a recommendation from CLA and strong support from the Clerk/Treasurer's Office, and moving an Accounting Assistant position from part-time to full-time.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve and recommend that City Council approve the: • Creation of the Retirement Administrator, a Regular, Full-Time, Exempt, Non-Union, Grade 19, role in the Clerk/Treasurer Office; • Creation of the Grants Accountant, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 18, role in the Clerk/Treasurer Office; • Creation of the Operations Director, a Regular, Full-Time, Exempt, Non-Union, Grade 24, role in the Clerk/Treasurer Office; and • Change in status for the Accounting Assistant in the Clerk/Treasurer's Office from part-time to fulltime.

VOTING: unanimous; motion carries.

4.02 Records Management System Purchase – Fire

Chief Locke said that they have been using the same records management system since the 1990s and is now being phased out by the vendor. He said that they posted an RFP and after demonstrations from several vendors have selected one and would like to purchase the system. He said that the system meets the Department's needs around documenting incidents, tracking inventory, and tracking inspections. He said that the old system will expire on December 31, 2022, so they will need to act relatively swiftly.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize Chief Locke to purchase a new records management system from First Due at a first year subscription cost of $28,000 and a subscription cost of the system for years two through five totaling $141,803.11, as outlined in Chief Locke's memo dated, April 5, 2022, subject to the review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.03 Ambulance Fire Increase – Fire

Chief Locke noted that the Fire Department bills patients for ambulance transport. He noted that last year they transported 3,500 patients which generated around $1.6 million in revenue. He said that around 86% of patients are covered by Medicare/Medicaid, and anything other than what is covered by those is written off. He said that the Fire Department was asked to look at ways to reduce expenses or generate more revenue, and said that they are comfortable that updating rates will ensure that they are able to meet their budget targets without an operational or service cost reduction. He said that the proposed increase is within the range of acceptable fees for ambulance services.

Councilor Bergman asked how time-sensitive this proposed increase would be. Chief Locke replied that this would need to be implemented within the next month or so to begin impacting the budget by July 1, due to a claims lag from date of service to date the claim is paid. Councilor Bergman recommended putting this on the City Council's agenda for April 25, to allow for further Councilor questions.

4.04 Request for Approval of a $253,000 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget – Airport

Acting Director Longo said that this is a significant budget amendment, which notably includes runway de-icing material (which is more than half of the budget amendment). He said that in order to maintain an open runway environment, this specific material is necessary. He noted that this amendment is budget-neutral.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to approve and recommend that the City Council approve a budget neutral amendment in the amount of $253,000 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

VOTING: unanimous; motion carries.

4.05 Execution of Property Lease with Vermont Flight Academy (VFA) Located at 355 Valley Road – Airport

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council approve a property lease agreement at 355 Valley Road in South Burlington with Vermont Flight Academy, on the terms provided in and substantially in conformance with the attached lease, and to authorize the Mayor of Burlington to execute the lease, subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Councilor Hightower asked if other tenants are supportive of this lease. Acting Director Longo replied in the affirmative and said that it sets the City up for success with setting up lease agreements with other tenants.**

VOTING: unanimous; motion carries.

4.06 Fifth Amendment to the Agreement between the University of Vermont and The City of Burlington Regarding Participation in The City's Ten Year Capital Plan – DPW

Senior Engineer Wheelock said that this amendment would address increased costs. She said that the project concept has not changed, though a previously-separate water resources piece of the project has been folded into this overall agreement.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Mayor to execute a Fifth 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 conforming with the draft submitted herewith, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.07 University Place Street Reconstruction Project Construction Contracts and Project Budget – DPW

MOTION by Councilor Magee, SECOND by City Council President Paul, 1. To approve and recommend the City Council authorize the Director of Public Works to execute a construction contract and Change Order #1 with Don Weston Excavating, Inc. for the University Place Street Reconstruction Project, for a total contract amount of $2,225,691.45, and to further authorize the Director of Public Works to utilize up to $222,569.15 in additional contingency funds if needed, totaling $2,448,260.60, subject to prior approval of the City Attorney's Office; 2. To approve and recommend the City Council authorize the Director of Public Works to execute a contract with John Turner Consulting Inc. for inspection services during construction for the University Place Street Reconstruction Project in the amount of $107,260 and an additional $10,726 in contingency funds (10%) if needed, totaling $117,986, subject to the prior approval of the City Attorney's Office; and 3. To approve and recommend that the City Council approve the necessary amendments to the University Place Street Reconstruction Project Fiscal Year 2022 Budget by adjusting the accounts as described in the affiliated memorandum and attachments.

VOTING: unanimous; motion carries.

4.08 CY22 Street Reconstruction Program Contract – DPW

Engineer Mims said that this would be for a construction contract for this season, and noted that the City had declined to award a contract for last year's season due to price increases.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to 1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources as needed to a total of $2,730,527.25 for the projected construction costs to complete the CY22 Street Reconstruction Program; and 2. To approve and recommend the City Council authorize the Director of Public Works, or his designee, to execute a construction contract and Change Order #1 with S.D. Ireland Brothers Corp. for the CY22 Street Reconstruction

Program in the amount of $2,482,297.50, with an additional $248,229.75 in contingency funds, totaling up to $2,730,527.25, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.09 Request City Council Endorsement and Support for a "Raise Grant" Application for the Redevelopment of Winooski River Bridge – DPW

Director Spencer said that this is a grant opportunity and a potential cooperation opportunity with Winooski. Senior Engineer Baldwin said that they would be working with the City of Winooski, VTrans, and CCRPC. He said that the project estimate is $31 million and the grant would be for $25 million. He said that they are exploring a bridge grant with VTrans for the gap in funding.

MOTION by City Council President Paul, SECOND by Councilor Magee, to recommend the City Council authorize the City Council President sign a Letter of Endorsement, substantially conforming with the attached draft, on behalf of the City Council in furtherance the City of Burlington, the City of Winooski, and the Vermont Agency of Transportation cooperatively submitting a "Raise Grant" application to the United State Department of Transportation for the Redevelopment of the Winooski River Bridge.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Oakledge-Universally Accessible Playground Construction, Resident Engineer Contract – BPRW

Parks Planner Sauve said that this is the first ask for universally-accessible playground construction, which comprises a review by the resident engineer of the materials associated with the construction bid.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and authorize the execution of a contract with EIV Technical Services for a price not to exceed $80,918 for the Oakledge Universally Accessible Playground Project, plus a project contingency of $12,138 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.

5.02 Request to Execute a Contract with JP8 Resources, LLC for 9,000 Square Feet of Carpet replacement within the North

Terminal – Airport

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve the Acting Director of Aviation to execute a contract with JP8 Resources, LCC for 9,000 square feet of carpet replacement within the north terminal in the amount of $56,520 with a 20% contingency in the amount of $11,304, for a total amount of $67,824, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

6.0 COMMUNICATION

6.01 Calendar for FY23 Budget Process – CAO

Chief Administration Officer Schad said that department head budget presentations will occur on May 11, May 16, May 18, and May 19, and that there will be an extra Board of Finance meeting on June 13.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:23 PM.

RScty: AACoonradt