Board of Finance - Monday, March 25, 2019 at 4:45 p.m.
Conference Room 12, City Hall
3/25/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

March 25, 2019

APPROVED – 5/13/19

MEMBERS PRESENT: Mayor Miro Weinberger

Karen Paul [arrived 5:40 PM]

Sharon Bushor

Kurt Wright

Jane Knodell

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Olivia Lavechin, Mayor's Office

Jordan Redell, Mayor's Office

Richard Haesler, Assistant City Attorney

Justin St. James, Assistant City Attorney

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Larry Lackey, Airport

Stephanie Reed, HR

Lynn Reagan, HR

Brian Lowe, CIO

Chapin Spencer, DPW

Rob Green, DPW

Martha Keenan, DPW

Laura Wheelock, DPW

Norm Baldwin, DPW

Cindi Wight, Parks & Rec

Nina Safavi, Parks & Rec

David White, CEDO

Todd Rawlings, CEDO

Kirsten Meriman Shapiro, CEDO

Vincent Comai, Arborist

Phelan Fretz, ECHO

Kim Bleakley, Leed Green Assoc.

Adam Roof, City Council

Brian Pine, City Council

Steve Goodkind, citizen

Donna Walters, citizen

Wayne Sanville, citizen

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 4:45 PM on March 25, 2019.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the agenda as presented. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

2.0 PUBLIC FORUM

Donna Walters, Keep the Park Green, referred to changes to the resolution on City Hall Park and expressed discomfort with private donations having a larger say in what happens in the city. Ms. Walters said she is not comfortable with a rushed process.

Wayne Sanville, citizen, asked when the bid for the park project expires and when the city must act and whether discussion of extending the time has been held. Mayor Weinberger said the matter is on the agenda and will be discussed later in the meeting.

3.0 MINUTES

3.01 January 7, 2019

3.02 January 14, 2019

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the 1/7/19 and 1/14/19 minutes as presented. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Reclassify Limited Service Associate Parks Project Coordinator to Regular Full Time Position – HR, Parks & Rec

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve the reclassification of the Associate Parks Project Coordinator position within the Department of Parks, Recreation and Waterfront from a Limited Service, full time, exempt, nonunion, Grade 17 position to a Regular, full time, exempt, nonunion Grade 17 position.

<u>DISCUSSION</u>:

- **Councilor Bushor commended referencing the increases and impact on the retirement system. At some point in the future there should be conversation on adding full time positions that add to the retirement system as well.**

VOTING: unanimous [Councilor Paul not presented for vote]; motion carried.

4.02 Reclassify Administrative Assistant Position – HR, C/T

MOTION by Councilor Knodell, SECOND by Council President Wright, to approve the reclassification of the Administrative Assistant position within the Clerk/Treasurer's Office from Limited Service, full time, nonexempt, nonunion, Grade 14 to Regular, full time, nonexempt, AFSCME, Grade 14. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Stormwater Easement: 311 North Avenue to Cambrian Rise Owners Association – Parks & Rec

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council the authorization of Mayor Weinberger to execute the Stormwater Easement Deed and any and all documents necessary to effect the same subject to review and approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor mentioned the easement not interfering with the bike path.**

VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.02 Paddlesurf Champlain Contract for Blanchard Beach – Parks & Rec

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council the leasing of certain identified space near Blanchard Beach on the terms provided in and substantially in conformance with the attached lease, and to authorize the Director of Parks & Rec to execute the lease subject to final approval by the City Attorney. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.03 Fire Station 2 Renovations - Fire

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council the authorization of the Fire Chief to sign a contract with Millbrook Building and Remodeling for construction services for the renovation of Fire Station 2 in the amount of $123,600 with a contingency of 10% ($12,360) for a total of $135,960 subject to review and approval by the City Attorney. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.04 Service Contract for Fire Alarm System - Fire

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization of the Fire Chief to sign a two year service contract with Safety Systems of Vermont not to exceed $110,000 as described in the memo from Chief Locke, dated March 12, 2019, with a note that the communication references the cost of the outside regular hours at $190, but the agreement indicates $195 and $195 is correct. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.05 Burlington Airport Budget Amendment FY2019 – Airport

Airport CFO Friedman said the amendment recognizes the extra revenues and expenses on projects at the airport.

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval a budget neutral amendment to the FY19 Burlington International Airport Budget to increase revenue by $195,000 and increase overall expenditures by $195,000. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.06 Contract with DEW Construction and Change Order with Stantec for Construction and Construction Services related to the Quick Turnaround Facility – Airport

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the Aviation Director to do the following:

1. **Execute a contract with DEW Construction for $5,703,900 subject to approval by the City Attorney's Office for construction of the airport Quick Turnaround Facility and approve a contingency amount of $250,000 for use on the project if needed.**
2. **Execute a change order to the existing Quick Turnaround Facility engineering services agreement for construction oversight and testing services with Stantec for $157,888 subject to approval by the City Attorney's Office.**

VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.07 Lease Agreement with Rental Car Concessionaires - Airport

MOTION by Councilor Knodell, SECOND by Council President Wright, to approve and recommend to City Council for approve the authorization of the Aviation Director to execute a lease contract with Hertz Corporation, DGS Operations, Inc., Avis Budget Car Rental, and ELRAC, LLC d/b/a Enterprise Rent-a-Car subject to approval by the City Attorney's Office for occupancy and operation of the soon to be constructed airport Quick Turnaround Facility. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.08 2019 Water Line Rehabilitation Work - DPW

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the DPW Director to do the following:

1. **Award the bid and execute a contract with Sanexen in the amount of $1,537,090 with an additional authorization to amend the contract and expend contingency funds in the amount up to $230,000 if contingency funds are needed to complete the project provided all the authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney's Office.**
2. **Award the bid and executive a contract with Staff Sterling Management in the amount of $110,285 provided all the authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney's Office.**

DISCUSSION:

- **Councilor Bushor asked about bid alternates. It was explained the bid alternates are based on available funds and getting the best price.**

VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.09 Order and Finance of 13 Non-Commercial Vehicles - DPW

There was discussion of money in the General Fund operating budget ($300,000) allocated for vehicle purchases each year. Staff noted $100,000 of these funds are for the proposed purchase. How the remaining funds are to be used needs to be discussed.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization of the DPW Director to purchase 13 non-commercial vehicles subject to review and approval by the City Attorney for a total value of $479,150 with financing determined by the C/T Office at a rate not to exceed 4% and a term of up to six years.

DISCUSSION:

- **Councilor Knodell mentioned moving away from financing vehicles. CAO Anderson said staff will be presenting a plan moving forward.**

VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.10 Reclassify Community Engagement/Office Assistant II – CEDO

Council President Wright asked how the position will be paid long term. Mayor Weinberger said the reorganization of CEDO and a funding solution will be brought forward for discussion.

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the reclassification of the Limited Service, Grade 12, part-time (20 hours), non-union, nonexempt Community Engagement/Office Assistant II position within CEDO to become a Limited Service, Grade 12, full time (40 hours), non-union, nonexempt position effective March 25, 2019. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.11 Leahy Center Land Lease Amendment – City Attorney

Councilor Bushor expressed concern about the board not having guaranteed membership. Mayor Weinberger said the action is reconnecting with what has already happened. ECHO Director Fretz said this is representation, not membership. The lease has robust performance elements including access to the building, reduced fees, public bathrooms, improvements outside the building, and ECHO exceeds all of these. As a public, non-profit on city owned land ECHO is very clear on what must be done for the city. There is also an agreement with Parks & Rec on how to operate in a public park. Councilor Bushor said it would be helpful to see the language with Parks & Rec.

Councilor Knodell asked about the board change to the language. ECHO Director Fretz said 1/3, 1/3, 1/3 is representing, not strict membership and is not seen as a voting bloc of the city on ECHO matters. Mayor Weinberger added the city was comfortable with the changes at the time. ECHO has thrived under the current bylaws.

Councilor Bushor said it is better practice to have a council member on the board.

MOTION by Councilor Knodell, SECOND by Council President Wright, to approve and recommend to City Council for approval the resolution authorizing the Leahy Center/City of Burlington land lease amendment. VOTING: 3 ayes, one nay (Councilor Bushor) [Councilor Paul not present for vote]; motion carried.

5.12 Early Learning Initiative First Steps Scholarships – Mayor's Office

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the planned budget expenses for the pilot year of the First Steps Scholarship Program. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.13 FY2019 & FY2020 Standby Letter of Credit Workers Compensation – C/T

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the resolution on the FY19 & FY20 Standby Letter of Credit. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.14 City Financial Health Report – C/T

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the city's financial health report. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.15 Contract for Reconstruction of City Hall Park – Parks & Rec, CEDO, DPW

Mayor Weinberger said staff has done further work on the project bid to find savings. Changes include doing some work in-house, change in fencing, change in drainage materials, change to concrete rather than pavers or granite in many elements, eliminating in the bid the traffic control person, variable message board, up-lighting, bollards fence, College Street terrace. The budget shortfall will be addressed with self-performed work, value engineered work, and use of restricted funds. Bathroom facilities and other items could be restored in the future.

City councilor Pine asked if the changes result in increased design costs. Mayor Weinberger said these are changes that can be achieved without redesign.

Council President Wright asked why the original estimate was off. DPW staff explained essentially due to material prices and availability of contractors.

Councilor Knodell recalled City Council reaffirmed the design. The changes appear to be downgrading the quality of materials, but City Council requested $500,000 in reductions and staff delivered.

City councilor Roof asked if the concrete material changes will mean a shorter life span. DPW Engineer Wheelock said the amount of concrete that was already proposed is being expanded. Mayor Weinberger added there will be the ability to re-install the quality materials later in the process if money can be found.

MOTION by Councilor Knodell, SECOND by Council President Wright, that the Board of Finance recommends City Council adopt the resolution for reconstruction of City Hall Park with the amendments that further decrease the overall project budget by $502,583.

DISCUSSION:

- **Councilor Paul stated she will not vote on the matter since she did not participate in the discussion.**
- **Councilor Bushor said the work to decrease the cost of the project is appreciated, but the plan is not what the city needs especially for the cost. There are no public bathrooms and inferior materials which will not serve the city well. The money could be redirected to other purposes. DPW Engineer Wheelock said the soil conditions in the park still must be addressed and the private donations will have to be returned if the project is not done.**

VOTING: 3 ayes, one nay (Councilor Bushor), one abstention (Councilor Paul); motion carried.

Mayor Weinberger said the impact of the reductions is that the inter-fund loan amount will be smaller.

6.0 EXECUTIVE SESSION

5.01 Fire Grievance Settlement

City Council will decide if an Executive Session is necessary to discuss the grievance settlement matter.

7.0 COMMUNICATION

7.01 FY19 Budget Performance Presentation – Parks & Rec

No report.

7.02 Sweep Report – C/T

No report.

7.03 Livable Wage Rates FY2020 – C/T

No report.

8.0 ADJOURNMENT

Without objection the meeting was adjourned at 6:07 PM.

RScty: MERiordan