Board of Finance Meeting, Monday, March 8, 2021, 5:30 pm
VIRTUAL MEETING
3/8/2021

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

March 8, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Eileen Blackwood

Rich Goodwin

Gene Richards

Jordan Redell

Martha Keenan

Shelby Losier

Nic Longo

Cindi Wight

Larry Lackey

Tony Berry

1.0 CALL TO ORDER and AGENDA

Chief Administrative 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 Tracy, SECOND by Councilor Pine, to adopt the agenda.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Lisa Bergstrom and Trevor Sullivan spoke about the North Beach concessions contract. Mr. Sullivan said they submitted a proposal for the contract and were told that they were awarded the contract by Alec Keeting, and then were told that the person who had the contract the last three years was appealing the process and were told that today was when there would be some discussion around that. Chief of Staff Redell said that the Parks Dept would reach out to them shortly (either Cindi or Alec) and that it is not on tonight's agenda.

3.0 CONSENT AGENDA

3.01 February 8, 2021 Board of Finance Meeting Minutes, Draft – approve minutes.

3.02 February 16, 2021 Board of Finance Meeting Minutes, Draft – approve minutes.

MOTION by Councilor Pine, SECOND by Councilor Dieng, to adopt the consent agenda items 3.01-3.02 and take the actions indicated.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Request for Airport to Accept Two Airport Coronavirus Response Grant Program Grants Totaling $4,004,430 and the Approval of a $307,515 FY 2021 Budget Neutral Amendment – Airport

MOTION by Councilor Pine, SECOND by Councilor Paul, to 1. "Approve and recommend that the City Council

authorize the Mayor of Burlington to execute the Airport Coronavirus Response Grant Program - Primary Airport Grant with the Federal Aviation Administration in an amount up to $3,857,199, subject to final review and approval of the City Attorney's Office"; and 2. "Approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Coronavirus Response Grant Program - Concession Relief Grant with the Federal Aviation Administration in an amount up to $147,231, subject to final review and approval of the City Attorney's Office"; and 3. "Approve and recommend that the City Council approve a budget neutral amendment in the amount of $307,515 to the Fiscal Year 2021 Burlington International Airport budget by increasing the accounts as set forth above."

DISCUSSION:

- **Deputy Director Longo noted that these grants are very similar to the original CARES Act, and that this is an additional funding source to help alleviate some of the losses of revenue by supporting the necessary expenditures that the airport must move forward with. He said that the grants will also support any effort to mitigate the spread of COVID-19 within airport facilities, as well as concession relief to temporarily eliminate vendors' obligations to the airport.**
- **Councilor Dieng asked about reporting to the federal government associated with this grant. Aviation Director Richards replied that grant criteria for reporting requirements must be followed, and that staff tracks expenditure to ensure that it meets those criteria.**

VOTING: unanimous; motion carries.

4.02 Authorization to Sign Property Lease with Passero Associates at 1252 Airport Drive, Suite 123 - Airport

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend the leasing of certain identified space at the Burlington International Airport to Passero Associates, and to authorize the Mayor of Burlington to execute the lease, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.03 Request to Authorize Signing a Five-Year Contract with KAS Environmental Science & Engineering for Underground Injection Control Permit Management/Compliance Assistance Services – Airport

Director Lackey provided an overview of the infrastructure associated with the underground injection control system and what activities the vendor would be conducting to provide upgrades.

MOTION by Councilor Paul SECOND by Councilor Dieng, to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with KAS Environmental Science & Engineering for $311,404.50 plus a 15% Contingency of $46,710.68 for a total of $358,115.18 for UIC Permit Management/Compliance Assistance Services, subject to the final review and approval by the Office of the City

Attorney.

VOTING: unanimous; motion carries.

4.04 Request to Authorize Signing a Five-Year Contract for Stormwater Permit Management/Compliance Assistance Services with EIV Technical Services – Airport

MOTION by Councilor Paul, SECOND by City Council President Tracy, to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with EIV Technical Services for $299,455.00, plus a 15% contingency of $44,918.25, for a total of $334,373.25 for stormwater permit management and compliance assistance services, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.05 Request to Authorize the Signing of a Stormwater System Agreement and License Agreement with the City of South Burlington Enabling the Construction and Maintenance of a Stormwater Treatment System on a Parcel Owned by the Airport – Airport

Director Lackey noted that the Airport has multiple stormwater permits and that in conjunction with Chittenden County and the City of South Burl, the City is required to take action and clean up stormwater. He noted that this facility will be fully funded by the City of South Burlington, and will collect runoff for Airport Drive and the Airport Road area.

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend to the City Council that the Mayor of Burlington be authorized to execute agreements in substantial conformance with the attached Stormwater System Agreement and License Agreement with the City of South Burlington enabling the construction and maintenance of a stormwater treatment system on a parcel owned by the Airport, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.06 Request to Authorize the Signing of a Contract with the American Association of Airport Executives for the Development, Delivery and Maintenance of a Digital Interactive Employee Training Service Package for 5 Years in the Amount of $113,915 – Airport

Aviation Director Richards noted that there is an operations requirement for this training, which has been done manually in the past – does a much better job training both staff and vendors to make sure it's a better and safer place to be.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to the City Council that the Director of Aviation be authorized to execute a contract with the American Association of Airport Executives for five years in the amount of $76,100 for the development and delivery of a Digital Interactive Employee Training Service package, plus a 15% contingency of $11,415, and $26,400 for ongoing maintenance costs, for a total amount of $113,915, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.07 Central Services Reorganization - BPRW/DPW/CT/HR

Director Wight noted that there is a reorganization of central services for the City occurring. She said that there hasn't been a set leadership team looking at preventative maintenance and overseeing City projects. She said that the departments are proposing to reclassify some staff within the Department of Parks, Recreation, and Waterfront, move one staff member from the Public Works Department to the Department of Parks, Recreation, and Waterfront, and to create a Capital and Special Projects Director position within the Clerk Treasurer's office to help coordinate efforts. She noted that the Parks, Recreation, and Waterfront Department is taking on leadership for central services and facilities.

City Council President Tracy asked how the positions will interface and understand how this reorganization will support working toward net zero energy goals. Additionally, he asked how the position will play a role in the Capital Plan's next phases. Director Wight said that the current staff person who is moving from Public Works to Parks Department has been very proactive around maintenance issues in the City. Project Manager Keenan added that the current staff person has a green background and that every project will be looking at how it furthers those net zero goals. She said that this is a good step forward and will help prioritize those goals further.

Councilor Pine asked about the cost/benefit analysis of these staffing changes. Director Wight noted that the new position and restructuring efforts would focus on a lot of preventative maintenance and ensure that facilities are maintained, which would generate savings in the long run. Councilor Pine requested an analysis of avoided cost be conducted in future. Project Manager Keenan replied that asset management will begin publishing Key Performance Indicators (KPIs) on savings analyses.

Councilor Dieng asked how many municipal buildings the City currently has. Project Manager Keenan replied that there are at least 45 municipal buildings currently in operation. Councilor Dieng asked about the types of maintenance that would be undertaken. Director Wight replied that it would be maintenance of City buildings. Councilor Dieng noted that some of the positions are not union positions and Director Wight replied that stakeholders are supportive of this restructuring and reclassification.

**MOTION by Councilor Dieng, SECOND by Councilor Pine, to recommend that City Council approve the:
• Reclassification of the Superintendent of Parks Operations and Maintenance, Department of Parks, Recreation & Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 21, position to Superintendent of Parks and Central Facilities, Department of Parks, Recreation & Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 23, position.
• Reclassification of the Facility Coordinator, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position to Central Facilities Foreman – Custodian, Department of Parks, Recreation and Waterfront , a Regular, Full-time, Non-exempt, AFSCME, Grade 16, position.
• Reclassification of the Capital Projects Coordinator, Department of Public Works, a Regular, Full-time, Exempt, Non-union, Grade 17, position to Central Facilities Manager, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 20, position.
• Creation of the Capital and Special Projects Director, Clerk Treasurer's Office, a Regular, Full-time, Exempt, Non-union, Grade 23, position.**

VOTING: unanimous; motion carries.

4.08 Creation of Accounting Assistant, a Regular, Part - Time position - CT/HR

CAO Schad noted that this position already existed in the Clerk Treasurer's Office. She noted the consistent need for temporary labor, which has been filled by a few staff over the past few years. She said that this demonstrated the need for a dedicated staff person to do this work, and that they are proposing to transfer the current temporary position to a regular position.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the creation of an Accounting Assistant, a Regular, Part-Time, Non-Exempt, AFSCME, Grade 12, position in the Clerk Treasurer's Office.

DISCUSSION:

- **Councilor Pine requested an analysis of all temporary/limited service positions to determine whether they should be converted into regular positions, in order to create career ladders for employees. CAO Schad replied that the HR department is currently conducting that analysis.**

VOTING: unanimous; motion carries.

4.09 Acceptance And Approval Of The FY 2020 Audited Comprehensive Annual Financial Report - C/T

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

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:14 PM.

RScty: AACoonradt