BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

February 8, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Eileen Blackwood

Rich Goodwin

Jordan Redell

Richard Haesler

Brian Lowe

Danielle Cota

Michael Scramm

Megan Moir

Martha Keenan

Laura Wheelock

Norm Baldwin

Gustave Sexauer

Mary Danko

James Sherrard

Katie Kinstedt

1.0 CALL TO ORDER and AGENDA

Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:03 PM.

1.01 Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to amend/adopt the agenda.

VOTING: unanimous; motion carries (Councilor Dieng not present for vote).

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 indicated

3.02 January 19, 2021 Board of Finance, Draft Minutes – approve the minutes.

3.03 January 25, 2021 Board of Finance, Draft Minutes – approve the minutes.

MOTION by Councilor Paul, SECOND by Councilor Pine, to adopt the consent agenda items 3.01-3.03 and take the actions indicated.

VOTING: unanimous; motion carries (Councilor Dieng not present for vote).

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Coronavirus Emergency Supplemental Funding (CESF) Byrne Grant Acceptance - CEDO

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council approve the acceptance of the Coronavirus Emergency Supplemental Funding (CESF) Byrne Grant, and authorize the Mayor or his designee to sign all necessary documents to affect same.

VOTING: unanimous; motion carries.

4.02 Authorization Re Reimbursement Of Waterfront TIF District And Downtown TIF District Related Costs For FY 2020 - CEDO

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

VOTING: unanimous; motion carries.

4.03 Motion to Authorize Chief Innovation Officer to enter into a contract for email services - I&T

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to the City Council that it authorize the Chief Innovation Officer execute an agreement with Planet Technologies and Microsoft for email services for a total amount not to exceed $144,000 over three years, subject to final contract approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.04 Creation of Health Equity and Engagement Manager position - I&T/HR

City Council President Tracy asked why the position is being placed under the CIO's office and not under the Racial Equity, Inclusion, and Belonging (REIB) department, and whether REIB has been consulted and is supportive of this current configuration. Chief Innovation Officer Lowe replied that this position would be working closely with the first Health Equity position that was created in the fall, working on the same projects. He said that there is consultation between the REIB department and CIO on a number of projects, especially in the near-term, where there are many ties that relate to the COVID-19 response. City Council President Tracy asked if there has been documentation from Director Green about her support for this position. Chief of Staff Redell said that Director Green has discussed this with the administration and is supportive of the housing of this position in the CIO's officer. Chief Administrative Officer Schad added that this position will be in the CIO's department temporarily. City Council President Tracy requested REIB's support in writing.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to postpone the approval of this position until February 16.

DISCUSSION:

- **CIO Lowe said that there is some risk to postponing. He said that he has spoken to Director Green about this, but understands if the Board wants to postpone.**
- **Councilor Pine said that the issue of where it goes in the interim is important, but it is the overall strategy for the City to build up a new public health capacity and department that hasn't existed in a long time. CIO Lowe replied that there is broad agreement within the City team that there is a real need for increased focus and functionality around public health and health equity in the City. He said that the City is working to bring disparate internal reforms together in order to restructure.**
- **Councilor Paul said that the Board is supportive of this position in general, and does not want to lose a potential candidate due to a delay.**

MOTION by Councilor Paul, SECOND by Councilor Pine, to table this item until the end of the meeting.

VOTING: unanimous; motion carries.

Mayor Weinberger said the first position (created last fall) would try to build on the Community Stat effort and expand on it by including more organizations. This second position is envisioned to work closely with the first position. He said that the position would be incubated in the Innovation Department, but that the position would not permanently be located in that department.

City Council President Tracy said he was concerned about coordination with REIB on this and wanted to know what Director Green's stance on this is and emphasized the importance of bringing her perspective to this, since the position has an equity focus. Mayor Weinberger replied that he and Director Green have discussed both positions and agreed that the logic behind placing them in the Innovation department is a good one. CIO Lowe added that Director Green has confirmed that this position should be in the Innovation Department.

City Council President Tracy asked when the permanent placement of this position will come back up for discussion to the

Board of Finance and City Council. Mayor Weinberger replied that there has not been explicit conversation around the timing as of yet. He said that this effort will be a major focus of the administration over the next few years as it works to organize around a public health infrastructure for the City.

Councilor Dieng asked about the need for this position now. Mayor Weinberger said that the new public health manager has been given a large and broad portfolio of work, including healthcare access, housing, economic opportunities, and other social determinants of health. He also said that work still needs to be done around the opioid crisis in Chittenden County. He said that this second position would help share the work of all of this with the first position.

MOTION by Councilor Pine, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the creation of a Regular Full-time, Exempt, Non-Union, Grade 21 Health Equity and Engagement Manager within the Innovation and Technology Department.

VOTING: unanimous; motion carries.

4.05 Authorization to execute a contract with Lake Champlain Sea Grant for the Development of a Residential Stormwater Management Incentive / Education Program - DPW - Water Resources Division

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that City Council authorize the Director of Public Works to execute a contract with Lake Champlain Sea Grant for an amount up to $184,700 for the Development of a Residential Stormwater Management Incentive / Education Program, subject to the prior review and approval of the City Attorney.

VOTING: unanimous; motion carries.

4.06 Request for Approval to Execute Contract for Fire Alarm System Upgrades at Water Treatment Plant & Main Wastewater Treatment Plant Administration Building - DPW - Water Resources Division

Engineer Schramm provided an overview of the proposed upgrades at the water treatment plant and main wastewater treatment plant. He said that the existing system at the water plant is 37 years old, and the system at the main wastewater plant is 27 years old and are at the end of their reliable service lives. He said that an RFP was released in September to upgrade these systems and that three proposals were received. He said that the apparently successful bidder had the lowest bid and was also extremely responsive.

Councilor Pine asked if the contractors were reviewed through the lens of the City’s pre-qualification of construction contractor ordinances. Megan Moir said that because it was a designed build, a simpler RFP process was conducted. She offered to have the City Attorney confirm that all procurement processes were followed correctly prior to contract execution.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with MEI Electrical Contractors for design/build services for the upgrade to the fire alarm systems at the Water Treatment Plant & Main Wastewater Treatment Plant Administration Building for up to $103,000, with an additional $25,000 in contingency, totaling $128,000, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.07 2021 VTRANS Highway Mileage Certificate Acceptance – DPW

Senior Engineer Wheelock said that is the certificate that VTrans sends to the City to ensure that the City has accurately communicated the number of accepted miles of streets within the City. She said that this then determines annual maintenance fees paid to the City by the State. She noted that there were no changes for this year. She said that there is still minor maintenance needed, but that it has been challenging to do that in a pandemic year.

MOTION by Councilor Dieng, SECOND by Councilor Pine, to approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2021 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council.

DISCUSSION:

- **City Council President Tracy asked how this relates to the City's climate goals regarding vehicle miles traveled. Senior Engineer Wheelock said that is to help municipalities afford the maintenance conducted on the roads.**

VOTING: unanimous; motion carries.

4.08 Asset Management Program - CMMS Platform Contract, Amending Asset Management Consultant Contract, GIS Hosting Contract, and Amending Clean Water and Drinking Water State Revolving Fund Loans – DPW

Project Manager Keenan said that the City has been working on asset management improvement since 2014, and that these contracts are the result of great collaboration between the Water and Public Works departments. She said that these contracts would create a City-wide platform that can be used to manage the City's collective assets.

Manager Sexauer said that the City's current asset management is siloed and disparate and that there is no encompassing inventory of assets. He said that currently, the City is working on preventative and asset maintenance through many different systems, departments, and divisions. He noted that a collective asset management system has the potential to save upward of 20% on annual capital requirements by utilizing advanced asset management practices, per an assessment from Barton & Loguidice on asset management. He said that there would be less reactive work and fewer instances of managing of emergencies, since assets would be proactively maintained. He said that an RFP was issued in October for an asset management system and that there were 19 respondents. He said that DTS was chosen as the apparently successful bidder, since they have the most intuitive system for managers and field staff.

Councilor Pine asked if there is a risk if the City spends money on planning and scoping but the project doesn't come to fruition. Project Manager Keenan replied that this is the implementation point for the project, so it has already been planned and scoped. She added that there are protections in the agreements where vendors will not get paid if they do not perform.

Councilor Dieng asked about the differences between this item and similar items from last year. Project Manager Keenan said that there was a consultant last year who helped us determine and refine our RFP, and help us determine the best move for the City. Now we are buying a platform and implementing.

MOTION by Councilor Dieng, SECOND by Councilor Pine, to 1. "To approve and recommend that the City Council authorize the Director of Public Works to sign a contract Agreement with DTS VUEWorks for the hosting, implementation and management of the CMMS platform system for the City of Burlington not to exceed $449,000, subject to final review and approval by the Chief Administrative Officer and the City Attorney's Office." 2. "To approve and recommend that the City Council authorize the Director of Public Works to amend the Engineering Services Agreement with KCI Technologies, Inc. for the Computerized Maintenance Management System and Enterprise Asset Management Application Assessment, Procurement, & Implementation Guidance project for up to an additional $120,000 from $124,750 to a total cost not to exceed $244,750, subject to final review and approval by the Chief Administrative Officer and the City Attorney's Office." 3. "To approve and recommend that the City Council adopt the attached resolution authorizing an amended planning loan from the Vermont Clean Water State Revolving Fund for up to $275,847, subject to final review and approval by the City's bond counsel or the City Attorney's Office." 4. "To approve and recommend that the City Council adopt the attached resolution authorizing an amended planning loan from the Vermont Drinking Water State Revolving Fund for up to $245,835, subject to final review and approval by the City's bond counsel or the City Attorney's Office."

VOTING: unanimous; motion carries.

4.09 Authorization For $245,835 Amended Planning Loan From Vermont Drinking Water State Revolving Fund For Asset Management Application Assessment, Procurement & Implementation - DPW

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

VOTING: unanimous; motion carries.

4.10 Authorization For $275,847 Amended Planning Loan From Vermont Clean Water State Revolving Fund For Asset Management Application Assessment, Procurement & Implementation – DPW

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

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Fletcher Free Library Integrated Software (ILS) – Library

MOTION by Councilor Pine, SECOND by Councilor Dieng, to authorize the Director of Fletcher Free Library to execute a one year contract with a total value of $12,500 with VOKAL for ILS hosting & support services with the option to renew annually for an additional 4 years (for a total of $62,500) and a contract with a total value of $20,180.00 with ByWater Solutions for ILS migration and training, subject to final review and approval of the City Attorney.

VOTING: unanimous; motion carries.

6.0 COMMUNICATION

6.01 Y20 Fiscal Health Report - C/T

Mayor Weinberger noted that this report was first created to provide a status update on the City's fiscal stability bond and how it was holding up over time. He said that the highlights of the report include showing the impact of an improved credit rating on the expense of borrowing over time, noting that $21 million of locked-in savings have been calculated through the methodology outlined in the report. He said it also provided a status update on the unassigned fund balance, which is still a significant resource for helping to address any fiscal challenges ahead for the City.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

MOTION by Mayor Weinberger, SECOND by Mayor Weinberger, to adjourn the Board of Finance meeting.

With no further business and without objection the meeting was adjourned at 6:18 PM.

RScty: AACoonradt