BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
September 9, 2024

MEMBERS PRESENT:	Mark Barlow (at 5:28 pm) Ben Traverse (via Zoom) Sarah E Carpenter Joe Kane Emma Mulvaney-Stanak
OTHERS PRESENT:	Katherine Schad Jessica Brown Erik Ramakrishnan Chapin Spencer Tony Berry Bill Ward Lynn Reagan Mary Danko Kim Bleakly Tim Clancy Sophie Sauve Nancy Stetson Brian Pine Cindi Wight Joe Turner Michael LaChance Martin Lee Megan Moir

---

1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Mulvaney-Stanak called the Board of Finance meeting to order at 5:02 PM

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to adopt the agenda.

VOTING: unanimous; motion carries (Councilor Barlow absent for vote).

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor spoke about an item regarding reclassification of parking maintenance positions and asked what the increased cost is as a result of this reclassification. She spoke about an item regarding COTS and the acquisition of 58 Pearl Street and asked whether there is any financial impact for the City related to this item. She then spoke about an item regarding replenishment of the parking fund, saying that she is concerned about the ability to replenish parking funds and said that the goal may not be realistic, given the elimination of surface and on-street parking spaces as well as the public's safety concerns around utilizing the parking garages.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.
3.2 August 5, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.3 Classification of a Part-Time Custodian in the Department of Parks, Recreation, and Waterfront – BPRW – approve and recommend that the City Council authorize the creation and classification of the Custodian I- Facilities position, a regular, limited part-time, non-exempt, Grade 9 position in the Department of Parks, Recreation & Waterfront.
3.4 Fletcher Free Library Security Guard Contract – 6 months – Library – approve and recommend that the City Council approve the execution of a Contract Agreement and any related documents needed to carry out said contract with Chocolate Thunder, LLC, for a 6-month contract of security guard services for the Fletcher Free Library at a rate of $50.00 per hour for the first security guard, and $47.50 per hour for the second security guard in an amount for the first security guard in an amount up to $93,000 with a contingency of $6,000.00 for a total maximum limiting amount of $99,000.00, upon final review and approval of the City Attorney's Office.
3.5 Court Diversion Grant Amendment #02100-FY24/25-CN – CJC – 1. Approve and recommend that the City Council approve the acceptance of the State of Vermont Grant Amendment Award #02100-FY24/254-CN, in the amount of $669,022, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2025, and to authorize the CEDO Director, Brian Pine, to sign the grant agreement, and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby; and 2. Approve and recommend that the City Council authorize CEDO Director Brian Pine to accept future grand amendments increasing the amount of the foregoing grant and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby.
3.6 Authorization to Provide CCRPC With Local Match for VT-127 Shared Use Path Scoping and Feasibility Study – BPRW – approve and recommend that the City Council authorize the Director of Parks, Recreation, and Waterfront to enter into an agreement with the Chittenden County Regional Planning Commission, obligating the City to provide an amount not to exceed $25,162 of Bike Path Maintenance Funds to the CCPRC to act as the 20% local funding match for the VY-127 Shared Use Path Scoping and Feasibility Study grant accepted by the CCRPC from the Federal Highway Administration and totaling $100,646 in granted funds, subject to review by the Chief Administrative Officer and City Attorney's Office.
3.7 Authorization to Accept State Grant for the Voices of St. Joseph's Orphanage Memorial Project – BPRW – approve and recommend that the City Council authorize the acceptance of grant funds of $85,000 from the State of Vermont Center for Crime Victim Services for the Voices of St. Joseph's Orphanage Memorial Project and authorize the Director of Parks, Recreation, and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.
3.8 Authorization to execute an Assignment and Assumption Agreement by and between Mirabelle's Inc. and Mirabelle's Bakery, LLC – Airport – approve and recommend to the City Council that the Mayor of the City of Burlington be authorized to execute the Assignment and Assumption Agreement between Mirabelle's Inc. and Mirabelle's Bakery, LLC in regards to the leasing of the Airport's business premises located at 3060 Williston Road, Suite 8, South Burlington, VT subject to final review and approval by the City Attorney's Office.

3.9 Request for Approval of a $135,986 Budget Neutral Amendment to the Fiscal Year 2024 Patrick Leahy Burlington International Airport – Airport – approve and recommend that the City Council approve a budget neutral amendment in the amount of $135,986 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by modifying the accounts as described in the affiliated memorandum.
3.10 Authorization to Accept a Work of Public Art from the Parks Foundation to the City – BPRW/BCA – approve and recommend that the City Council authorize the Director of BPRW to accept a Public Art donation as described in Attachment A with a total value of $37,865 from the Parks Foundation, and to execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney's Office.
3.11 BED U.S. Department of Energy Grid Resilience & Innovation Partnership Grant – BED – approve and recommend that the City Council approve and authorize the BED General Manager or their designee, subject to final review and approval by the City Attorney's Office, to accept and execute the grant agreement for the U.S. Department of Energy Award DE-GD0000904.
3.12 Acceptance of Grant Funding AFG – Fire – approve and recommend that the City Council authorize the Burlington Fire Department to accept a grant from FEMA in furtherance of enhancing and expanding the department's training programs in the area of firefighting, in the amount of $222,060.00, obligating the City to a 10% local match in an amount not to exceed $20,187.28, subject to final review by the Chief Administrative Officer; and, further authorize the Chief Engineer to execute a grant agreement with FEMA to accept such funds, subject tot final review by the City Attorney's Office.

MOTION by Councilor Carpenter, SECOND by Councilor Kane, to adopt the consent agenda and take the actions indicated for items 3.1-3.12.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Monthly Financial Review & Introduction of New Dashboard – CT
Finance Director Kukenberger and Senior Policy and Data Analyst Stetson spoke about this item. Finance Director Kukenberger noted that they have provided a number of monthly updates as well as a Fiscal Year 2024 close-out update on the City's fiscal position to the Board of Finance at previous meetings. He also noted that they have also put together a more interactive dashboard for the Board of Finance's review, which should also allow for more transparent financial updates. Senior Analyst Stetson walked through the dashboard, saying that the goal of creating it was to make the City's financial information more accessible. She showed an overview of the General Fund's expenses versus revenue for Fiscal Years 2013-2023, a more detailed look of both revenue and expenses and comparisons of actuals to budgeted amounts for both. She demonstrated how this can also be viewed for each department, category, and line item within the General Fund. She showed budget tables for FY24 and FY25, with data updated in real time. She and Director Kukenberger welcomed Councilor feedback to improve the dashboard.

4.2 Reclassification of one (1) DPW – Administrator position to Permit Tech – DPI/HR
Human Resources Manager Clancy and Director Ward spoke about this item. Director Ward said that since organizing the DPI in 2019 they have been working to find further efficiencies. He said that the position in question would handle permits for trades, which would allow for quicker turnaround for these types of permits and a better customer service interaction.

City Council President Traverse asked about the value of Burlington having its own permitting and inspections staff rather than having master tradespeople sign off on their own work, which is what some other municipalities do. Director Ward said that Burlington has an added layer of protection through inspection, given its higher density than other municipalities. Councilor Carpenter encouraged the City to look at delegating some of these functions. Director Ward replied that one of the purposes of creating this trades permit technician is to try and decrease turnaround time for some of the more basic inspection items.

Mayor Mulvaney-Stanak asked about the fiscal impact of this reclassification on the FY25 budget. Director Ward replied that the impact for this position would be netted out by savings realized from other vacant positions and will be budget-neutral going forward.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to approve and recommend that the City Council approve the reclassification of Department of Permitting and Inspections Administrator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 14 position to a Permit Technician, Trades Division, a Regular, Full-time, Non-Exempt, AFCSME, Grade 15 position.

VOTING: unanimous; motion carries (Councilor Barlow absent for vote).

4.3 Creation of the NPA Public Engagement Specialist Position – CEDO
Director Pine said that this relates to the creation of a part-time position that had previously been staffed as a temporary position. He noted that they are also requesting increasing the hours for this position from 20 hours per week to 30 hours per week. He noted that the workload justifies this position at this level. He noted that with added benefits, it is an increase of about $5,800 to the budget. He noted that the incumbent just left the position and that staff are filling in on an ad-hoc basis while they look to hire for a replacement.

MOTION by Councilor Barlow, SECOND by Councilor Traverse, to recommend that the City Council approve the creation of the NPA Public Engagement Specialist, a Part-time, Permanent, Non-Exempt, AFCSME, Grade 14 position in the Community and Economic Development Office.
DISCUSSION:

- **City Council President Traverse asked how CEDO arrived at this proposal for a position. Director Pine replied that they are somewhat uncertain about whether this approach will be successful in recruiting and retaining for this position, and said that they will likely need to reassess whether this is a sustainable approach in the next several months.**

VOTING: unanimous; motion carries.

4.4 Approving the Pledging of the Credit of the City in Anticipation of the Receipt of Revenue from the Traffic Division of Public Works Department – CT/DPW
Director Spencer said that this item relates to a debt instrument put in place in the Parking Facilities Fund in the form of a revenue anticipation note, which was implemented to transition the City away from private borrowing during Covid when they could not keep their debt coverage ratio for borrowing. He said that the General Fund backstops the Parking Facilities Fund. He said that revenue generation for this fund has been slower than hoped, and that they are asking for another year of a revenue anticipation note for this fund. He said that they are working with the Administration on a turnaround plan for the parking garages and the on-street parking system. R

Councilor Carpenter asked why they are using a revenue anticipation note mechanism, given that those are typically used for capital, rather than operational items. Director Spencer replied that the City reinvested in its garages through capital improvements several years ago and have been working to pay off that debt over time, and that revenues did not keep up during Covid enough to satisfy lenders.

Councilor Barlow asked if the revenue turnaround plan includes plans to increase use of the Downtown Garage, given that it is often relatively empty on its higher floors. Director Spencer replied that part of the plan is to offer an introductory rate to new businesses to try and get them to use the garages downtown, as well as try and increase revenue in the Traffic Fund. He noted that for the Marketplace Garage, they are also beginning to offer a broader array of products (such as longer-term parking).

Councilor Kane said he will be bringing a discussion to the Transportation, Energy, and Utilities Commission (TEUC) regarding the City's arrangement for the Courthouse Plaza contract and its future. He also asked when DPW anticipates increasing parking fees and by how much. Director Spencer replied that they are evaluating different approaches, such as charging for parking on Sundays, rate changes Monday-Saturdays, and changing duration limits on particular meters. He said he anticipates a proposal being brought forward for approval in October. Councilor Kane asked for more detail on the rates being paid for City employees versus private-sector employees in the parking garages, which Director Spencer provided.

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

VOTING: unanimous; motion carries.

4.5 Reclassification of three (3) Parking Maintenance Workers – DPW/HR
Director Spencer noted that this item relates to reclassification of 3 parking maintenance workers, which was a management-initiated effort to strengthen certain tasks related to customer service and custodial duties (such as needle and biohazard pickup). He noted that they have struggled to fill these positions as they are currently classified. He noted that in terms of fiscal impact, it would be an increase of about $8,000 per position and that this has been budgeted for in DPW's FY25 budget.

City Council President Traverse expressed support for this proposal and asked about the City's current stance about proceeding with encampments if they arise in parking garages. Director Spencer replied that they will likely follow the sheltering on public lands policy unless there is an emergency situation or a safety situation that requires immediate removal. He noted an instance last week of an encampment encroaching on the corner of a parking garage, but that it was voluntarily removed when staff began a dialogue with the individuals in the encampment.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend that the City Council approve the reclassification of three (3) Parking Maintenance Workers, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 11 role in the Parking and Traffic Division to three (3) Parking Maintenance Workers, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 14 role.

VOTING: unanimous; motion carries.

4.6 Authorization to Accept Pollution Control Grant Funding and Execute the Grant for Wastewater Treatment Facility SCADA/PLC Improvements and Disinfection Improvements – DPW – Water Resources
Engineering Manager Lee noted that this item relates to two construction projects. He said the first relates to SCADA PLC, which is the computer system that helps to run the wastewater plant, and the second relates to the disinfection system, which is one of the more critical components of the wastewater plant systems. He said that the City is receiving retroactive grant funding from the State's Revolving Loan Fund in the sum of approximately $1 million. Division Director Moir noted that not all projects receive pollution control grant funding, but that

it can appear multiple years later if other eligible projects don't use it and it's available. They noted that this does increase the City's borrowing capacity for the water division, which can be put toward the latest suite of projects that it's trying to fund with the original 2018 bond.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and recommend to the City Council that the Director of the Department of Public Works be authorized to 1. Execute a grant agreement with Vermont DEC for up to $113,136.00 for the WWTF SCADA and PLC Improvements Project, subject to final review and approval of the City Attorney's Office; and 2. Execute a grant agreement with Vermont DEC for up to $901,499.00 for the WWTF Disinfection Improvements Project, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.7 Fire Station 2 Bay Floor Renovation – BPRW
Central Facilities Manager Bleakly said that this project will replace the bay floor at Fire Station #2 on North Avenue. She noted that the concrete floor in the bay is failing due to salt and increased weight of the fire trucks over the years. She noted that two contractors responded to the RFP that was put out for this work, and that Farrington was the lower bid.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to approve and recommend that the City Council approve and authorize the execution of a contract with Farrington Construction Inc., for a price not to exceed $629,583, for the FS 2 Bay Floor Renovation Project, plus a project contingency of $62,000 (total project authorization including contingency not to exceed $691,582), and to authorize Cindi Wight, Director of Parks, Recreation, and Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.8 Reorganization of the Assessor's Office including the reclassification of the City Assessor – Assessor/HR
Mayor Mulvaney-Stanak began by noting that the Assessor's Office is one of the smaller offices in the City and that the office has been looking at cost savings but also acknowledging the work that existing staff have been doing to provide more efficiencies and effectiveness in that office. She also noted that the deputy assessor position in the office has been vacant and there is a freeze on it during the FY26 budget development process. She said that this reclassification is an attempt to recognize the shifting of duties, reworking of the job description, and elevating the classification of the assessor position from a 22 to a 28 grade to reflect that work. She noted that HR conducted a compensation assessment with an independent consultant of the Assessor position. She said the cost impact of this would be a range of between $23,000-$27,000 (for the reclassification of this position and other positions withing the City Assessor's Office), and that it is budget-neutral (and actually realizes some cost savings). She noted that there is retroactive pay associated with these reclassifications, given that the positions have been working at this level since April.

Councilor Kane said he does not support freezing the vacancy in the deputy assessor position, saying that the department likely needs a fifth position and is struggling with current capacity and workload. Mayor Mulvaney-Stanak noted the current budget gap and measures required to make the City function for this particular fiscal year, and said that this proposal recognizes the hard work of the Assessor's Office staff and helps ensure that current staff is retained. She said that holding the deputy position vacant allows the City a chance to rethink how budgets are built and to build out more capacity as revenue sources are diversified and the budget becomes more sustainable.

Councilor Carpenter expressed support for this proposal, and also noted the ad hoc task force that was formed several years ago to put forth recommendations about the City's last reappraisal. She further noted that some of those recommendations could help provide relief for the Assessor's Office, such as more materials on the website for residents and more ways to help taxpayers understand the system. She said she hopes more of those recommendations are reviewed and implemented. She also suggested looking at more data within the City's own assessments to find different ways to approach revenue-raising, which could potentially be a role for a consultant.

Councilor Barlow agreed that the deputy assessor position is important and expressed hope that it can be filled in future, but expressed support for this proposal. He asked whether the Assessor feels that he is also currently doing the job of the deputy assessor. City Assessor Turner replied that on one hand yes, but on the other, there are numerous efficiencies that the department can realize that would handle much of the manual work that was done by the deputy assessor.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to recommend that the City Council approve the reclassification of the City Assessor, a Regular, Full-Time, Exempt, Non-Union, Grade 22 role to City Assessor, a Regular, Full-Time, Exempt, Non-Union, Grade 28 role in the Assessor's Office and authorize retroactive pay to April 15th, in an amount not to exceed $8,600.

VOTING: 4-1 (Councilor Kane dissenting); motion carries.

4.9 Reorganization of the Assessor's Office including the reclassification of two (2) positions – Assessor/HR
City Assessor Turner said that the goal of this item is to reclassify these positions to create some redundancies in the department and create geographic efficiencies in their workloads.

City Council President Traverse agreed with previous comments from Councilors Kane and Barlow, expressing hope that once the budget is further under control, this department can be staffed up to the capacity needed. Councilor Kane added that perhaps work can be done to redesign the fourth position in the department to do some of the work that has not been done for a long time. rrr

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to recommend that the City Council approve the 1. Reclassification and retitling of the Associate Assessor, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 16 role to Assessment Specialist, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 18 role in the Assessor's Office and authorize retroactive pay from 04/15/2024 to 09/06/2024 not to exceed $2,000; and 2. Reclassification and retitling of the Assistant Residential Appraiser, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 16 role to Assessment Analyst, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 17 role in the Assessor's Office and authorize retroactive pay from 04/15/2024 to 09/06/2024 not to exceed $1,900.

VOTING: unanimous; motion carries.

4.10 Moody's Review Update
Chief Administrative Officer Schad noted that the City held its annual meeting with the credit rating agency Moody's last week, in preparation for upcoming $7 million in annual bonding, the remainder of the school bond, and the remainder of the capital bond. She noted that the City received good feedback from Moody's, which will likely keep the City's credit score at its current level.

5.0 ADJOURNMENT
5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:29 PM.

RScty: AACoonradt