



Board of Finance Meeting, Monday, December 13, 2021, 5:00 pm
****In-Person at Bushor Conference Room, Room 102, 1st Floor,**
City Hall OR remotely via ZOOM**
12/13/2021

BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

December 13, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Todd Rawlings

Martha Keenan

Chapin Spencer

Megan Moir

Sophie Sauvé

Nic Longo

Darren Springer

Todd Rawlings

Jeff Padgett

Meghan O'Rourke



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:06 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by Councilor Hightower, SECOND by Councilor Paul, to adopt the agenda as presented.

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 Board of Finance Minutes, November 8, 2021, Draft - approve the minutes.

3.03 Board of Finance Minutes, November 15, 2021, Draft - approve the minutes.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to adopt the consent agenda for items 3.01-3.03 and take the actions as indicated.

VOTING: unanimous; motion carries.





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4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Request for authorization to execute a contract with and make payment to Dore & Whittier, for the Fletcher Free Library Remodel Project: Schematic Design Phase – Library

Director Danko said that this project would remodel the library and bring it into the 21st century, this contract is for the design phase of the project. She noted that prior to the pandemic, the City engaged a consultant to do a visionary look at the building, and that the Friends of the Fletcher Free Library have engaged with a private fundraising firm to conduct a feasibility study. She noted that now the project is at the schematic design phase. She noted that the climate emergency is a priority for the library, and that the remodel would ensure that the library building is energy efficient.

Councilor Hightower asked about the timeline for the potential construction. Mayor Weinberger replied that the City is currently reassessing its capital needs in light of the failed bond vote. Chief Administration Officer Schad added that the administration will be presenting information on the implications of the failed bond vote at the Board of Finance's next meeting, but noted that it is important to have designs ready for capital projects in light of the upcoming federal money expected for infrastructure.

Councilor Paul asked for more information on the funding sources for the \$180,000 for schematic design process. Director Danko replied that the project will use a combination of unrestricted donation funds and impact fee funds.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the Director of Fletcher Free Library to execute a contract with Dore + Whittier for the schematic design of the Fletcher Free Library in an amount of up to \$ 183,000.00 , with a contingency of 5% (\$9,150.00) , totaling \$192,150, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.02 Request for Approval of a \$1,015,505 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget – Airport

MOTION by Councilor Hightower, SECOND by Councilor Paul, to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$1,015,505 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

VOTING: unanimous; motion carries.

4.03 Authorization For Reimbursement From Revenue Bonds For Electric Department Capital Improvements - BED





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

VOTING: unanimous; motion carries.

4.04 Authorization To Accept U.S. Department Of Housing And Urban Development Home-ARP Grant - CEDO

Housing Program Manager Rawlings said that this is to accept a \$1.5 million grant from the Dept. of Housing and Urban Development (HUD) for ARPA funding to assist the City's efforts to reduce homelessness in Burlington. He said that the funding is more flexible than the typical HOME funding that the City usually receives, and gives the City the ability to fund new rental housing and services and non-congregate shelter. He said that the City must engage in a planning process that includes listening sessions with stakeholders, preparation of a draft plan, and a public hearing to solicit public input on that draft plan, after which it will come to the Board of Finance and City Council for approval. He noted that the City has 8 years to spend the funding.

City Council President Tracy asked if other communities have used this funding in creative ways to address homelessness. Manager Rawlings said that this is a new type of funding and that he is unsure whether any other communities have completed the planning process to date. He said that many communities are proposing new permanently affordable housing in their communities for the homeless or those who are at risk of homelessness. City Council President Tracy asked about timeline, and Manager Rawlings replied that they hope to have a draft plan ready by the middle of January and to bring it to Board of Finance in the middle of February.

Councilor Hightower asked how this fits into other City initiatives and projects, and whether other communities have used other kinds of funding in creative ways to address homelessness. Mayor Weinberger replied that the administration has not yet evaluated how this funding source intersects with other projects, but are currently examining that.

Councilor Dieng asked whether the funding is specific to Burlington or the county. Manager Rawlings replied that it is specific to Burlington, but that the City has the flexibility to fund projects within Chittenden County and that homelessness is a regional issue. Councilor Dieng asked where the public hearing would be held, and Manager Rawlings replied that they plan to hold the public hearing at a Community Development and Neighborhood Revitalization (CDNR) meeting.

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

VOTING: unanimous; motion carries.





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4.05 Use of \$1.5M of ARPA Funds to balance FY22 Capital Budget per City Council Budget approved on June 28, 2021 - Capital Committee

Chief Administration Officer Schad noted that this funding has already been approved, but that the auditor would like to see this approval repassed in memo form. She noted that this funding was already included when the budget was balanced and is not related to the outcome of the bond. She confirmed that approving this does not change the \$15 million balance of ARPA that is being discussed with public stakeholders. City Council President Tracy asked when allocations for that \$15 million will be made. Mayor Weinberger replied that staff are going through a substantial public input process and assembling the results. He noted that town meetings will be held in January to interpret the results and review what the administration will propose based on the results. He anticipated further discussions by this body in February, 2022.

MOTION by Councilor DIENG, SECOND by Councilor Hightower, to approve and recommend to City Council the utilization of ARPA funds to the General Fund Capital Budget for \$1,533,000 from the Revenue reimbursement of General Fund revenue losses related to Calendar Year 2020.

VOTING: unanimous; motion carries.

4.06 Use of Impact Fees to purchase 5 vehicles for use by Community Support Liaisons (CSLs) and Community Service Officers (CSOs) - BPD/DPW

Councilor Hightower asked about what will be happening to the current vehicles at the Burlington Police Department. Capital & Special Projects Director Keenan said that the Police Department has had around 44 vehicles that it has used for the last 15 years and that it uses these vehicles round the clock.

City Council President Tracy asked how the vehicles will be marked, such as whether they would have sirens, lights, or typical police markings. Capital & Special Projects Director Keenan replied that they will be white and will not have different markings on the exterior.

Councilor Dieng asked how the amount of impact fees received this year has differed from past years. Capital & Special Projects Director Keenan replied that the Police Department typically gets in the range of \$60,000 to \$100,000 per year, but last year they only saw around \$20,000 in impact fees, which is a significant decrease.

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve and recommend to City Council the use of Police Impact Fees in the amount of \$153,975 to purchase five CSO and CSL vehicles.

Voting: unanimous; motion carries.





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4.07 Authorization to Make a Charitable Donation Fines for Food Pilot Program - DPW

Division Director Padgett noted that scoff (towing for overdue tickets) had been paused after the onset of Covid-19 but will go into effect in February. He said that 60% of people with open tickets have tickets that are less than \$200. He said that DPW is looking to ease back into enforcing scoff again, and noted that they will use half of the revenue generated from these ticket fines to make a donation to the Fines for Food Pilot Program.

MOTION by Councilor Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of the Department of Public Works to make a charitable donation to Feeding Chittenden in an amount equal to one-half of revenues received from delinquent parking ticket during the period of December 15, 2021 through January 15, 2022.

VOTING: unanimous; motion carries.

4.08 Request for Approval to Execute Contract for Fire Alarm System Upgrades at the North and East Wastewater Treatment Plants - DPW-Water Resources

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 North & East Wastewater Treatment Plants for up to \$146,435, with an additional \$36,600 in contingency, totaling \$183,035, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.09 Sublease of Space at CORE, 20 Allen Street-BPRW

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to approve and recommend the subletting of Room 219 in the Old North End Community Center to the Janet S. Munt Family Room and Vermont Adult Learning to utilize classroom and clinic space on the terms provided in and substantially in conformance with the attached sublease and to authorize Mayor Miro Weinberger to execute the sublease and any related documents needed to carry out the sublease agreement, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.





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5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Schifilliti Park Shared-Use Path Design Consultant Contract with Hoyle Tanner & Associates, Inc. – BPRW

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve and authorize Sophie Sauvé, Parks Comprehensive Planner, to execute the Consultant Contract Agreement with Hoyle Tanner & Associates, Inc., in the amount of \$51,386 and a project contingency of \$5,000, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.02 Request for authorization to amend a contract with Ricondo & Associates, Inc. for PFC On-Call Professional Services – Airport

MOTION by Councilor Hightower, SECOND by Councilor Paul, to authorize the Acting Director of Aviation to execute an amendment to the Passenger Facility Charge On-Call Airport Consulting Services Task Authorization #2 contract with Ricondo & Associates, Inc. in order to increase the amount by \$13,332, plus a 15% contingency of \$2,000, raising the amount from \$46,208 to up to \$61,540, subject to review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

5.03 HANDS: 18th Annual Holiday Dinner for Seniors – CAO

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to approve \$1,000 donation to HANDS: 18th Annual Holiday Dinner for Seniors.

VOTING: unanimous; motion carries.

5.04 Town Meeting TV Fy21 Update and FY22/CityFY23 Budget Request - Town Meeting TV

Channel Director O'Rourke presented a budget request for Fiscal Year 23 operation of Town Meeting TV. She noted that the budget request had three main components: a municipality annual contribution of \$25,000, which is a 5% increase over FY22; an NPA coverage support contribution of \$15,750, which is a 5% increase over FY22; and a municipal production support fee of \$40,000, to cover 60 additional meetings.



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City Council President Tracy and Councilor Paul both thanked Town Meeting TV for the services they provide and the high quality of their work.

6.0 DISCUSSION: OVERVIEW OF FY23 BUDGET PROCESS AND FIRST LOOK AT FY23 BUDGET

6.01 Communication: Katherine Schad, CAO, re: Overview of FY23 Budget Process and First Look at FY23 Budget

Chief Administration Officer Schad outlined the timeline for the FY23 budget. She then noted that the budgeted revenue for FY23 is \$4 million below what it was in FY22, which shouldn't be a surprise. She noted that the \$4 million gap is prior to additional expenses, such as step/COLA increases, inflation, regional dispatch, and security contracts. She noted that they are budgeting gross revenue and local option taxes at FY22 levels for FY23, and tentatively budgeted other areas of revenue at FY22 levels. She noted that staff are examining which departments have historically not spent their entire budget to find places to cut expenses or increase revenue.

Councilor Paul suggested that the budget include the step and COLA increases, as well as account for inflation, to get a more realistic sense of any budgetary shortfalls. Chief Administration Officer Schad agreed.

7.0 ADJOURNMENT

7.01 Motion to adjourn

With no further business and without objection the meeting was adjourned at 6:17 PM.

RScty: AACoonrad

