Board of Finance Meeting, Monday, September 19, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM
9/19/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

CITY HALL, 1ST FLOOR: SHARON BUSHOR CONF. ROOM

BURLINGTON, VERMONT

MINUTES OF MEETING

September 19, 2022

MEMBERS PRESENT: Karen Paul

Zoraya Hightower

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Chapin Spencer

Cindi Wight

Corey Mims

Deryk Roach

Doreen Kraft

Jeff Padget

Jonathan Murad

Kara Alnasrawi

Laura Wheelock

Lynn Regan

Mark Barlow

Martha Frank

Megan Moir

Megan Tuttle

Nicole Losch

Norm Baldwin

Samantha Dunn

Samantha Sheehan

Sarah Russell

Scot Barker

Tony Berry

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:00 PM.

MOTION by Councilor Magee, SECOND by City Council President Paul, to adopt the agenda.

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

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke about the Office of Workforce Development and Marketplace item. She said that there seems to be overlap between some of the job duties of these proposed positions and job duties for staff in other departments (such as Human Resources and the Community Economic and Development Office [CEDO]). She asked if the department heads of these units were part of the process to develop the Office of Workforce Development and Marketplace. She asked if there will be a commission to oversee this department, expressing a concern for the sustainability of funding for these positions, their impact on the General Fund, and the subsequent potential increase in the costs of living in Burlington. Mayor Weinberger briefly noted that there is a commission that oversees the department (the Church Street Marketplace Commission), and its oversight would expand. He said that there was extensive discussion with other departments and the

Council when this department was created.

3.0 CONSENT AGENDA

3.01 Motion to adopt the consent agenda and take the actions as indicated.

3.02 Board of Finance Minutes, September 12, 2022, Draft - approve the minutes.

3.03 Authorization For Reimbursement From Public Improvement Bonds For City's Waterfront TIF District – CT - recommend that the City Council approve the attached resolution.

3.04 Authorization For Reimbursement From Public Improvement Bonds For Construction Of New High School And Technical Center – CT - recommend that the City Council approve the attached resolution.

3.05 BED Franchise Fee MOU and Agreement - CT/BED - approve and recommend to City Council to approve the Chief Administrative Officer to sign Memorandum of Understanding and Agreements regarding payment of Franchise Fees with the Burlington Electric Department (BED), subject to review and approval by the City Attorney's office.

3.06 VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant#02160-VOCA21-4015508-2023) - CEDO/CJC - approve and recommend that the City Council approve the acceptance of Grant # : 02160-VOCA21-4015508-2023, in the amount of $140,164 for FY23 and to authorize CEDO Director Pine or his designee to sign the grant acceptance and any necessary related documents after review and approval by the City Attorney's Office.

3.07 SDI CY22 Sidewalk Contract Amendment – DPW - 1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds, as described in the attached project budget, to a total of $1,100,000 for the projected construction costs to complete the CY22 Sidewalk Reconstruction Program; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the previously executed contract for the Sidewalk Reconstruction Project with SD Ireland Brothers Corporation in order to increase the maximum limiting amount to $1,010,000, including an additional $90,000 in contingency funds, totaling up to $1,100,000 in authorized expenditure, subject to the final review and approval by the Office of the City Attorney.

3.08 CY22 Street Reconstruction Program Contract Amendment for Additional Water Resources Infrastructure work - DPW - Water Resources - approve and recommend that the City Council authorize Chapin Spencer, the Director of Public Works, to execute an amendment to the previously executed contract with S.D. Ireland for an additional $155,828.73 in base contract value and increasing the contingency by $25,000, resulting in a total contract base value of $2,710,424.79 and a total remaining contingency of $200,931.19, for a total authorized contract expenditure in the amount of $2,911,355.98, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.

MOTION by City Council President Paul, SECOND by Councilor Magee, to adopt the consent agenda and take the actions as indicated for items 3.01-3.08.

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

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Reorganization - Update To Staffing Structure Of Office Of Business & Workforce Development And Department Of Church Street Marketplace - Business & Workforce Development Office/CSM/HR

Executive Director Alnasrawi began by noting that she is proposing to add 4 positions to the Office of Business & Workforce Development. She said that most of them will be in a support function to the management team, which will allow management team to focus more on policy rather than technical support for businesses. She said that the Office encompasses the Church Street Marketplace (which has a separate budget), Citywide business development and support, the Early Learning Initiative, and work around workforce development. She noted that the Office works closely with the REIB department, to help with microbusiness development and support. She additionally noted that ARPA funds are supporting some of this, but her office has identified multiple sources of income, such as revenue from the Summer/Winter/One World markets, corporate sponsorship, and potentially using DID funding.

City Council President Paul asked about the 4-year budget/financial projection that Executive Director Alnasrawi conducted. Executive Director Alnasrawi replied that the funding sources used in the exercise are not locked in yet, but that it is a projection and is currently being used as an internal document.

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

VOTING: unanimous; motion carries.

4.02 Delegation Of Authority For Budget-Neutral Amendments Within City Departments' Individual Budgets – CT

Chief Administrative Officer Schad said that staff and some Councilmembers have examined the budget amendment approval process to try and streamline it and make it less burdensome. She said that they are recommending that if a budget amendment is under $1,000, it does not need to be addressed until the end of the fiscal year, and additionally, that department heads have authority to make amendments up to $10,000. She said that they are also recommending a quarterly report back to the Board of Finance about what budget amendments are occurring.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

4.03 Proposed Budget Amendment for Fletcher Free Library Local Match toward National Endowment for the Humanities Infrastructure and Capacity Building Challenge Grants for Capital Projects - CT/Library

Grants Director Losch said that the City is working on a grant application for a Capacity Building Challenge Grant and that the library has identified over $2 million in repair needs and deferred maintenance for the exterior of the library building. She said they are trying to leverage funding that would be approved as a federal earmark in December from Senator Leahy in the amount of $500,000. She said that they are trying to leverage that by pursuing an additional grant through the National Endowment for the Humanities. She said that this would be using bond premiums which would fund the local match of $700,000. She said that if they use City funding for the match, it must be in the equivalent of legislative language to approve the project and assign the local match, which is why they are coming to Board of Finance and City Council for approval.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to approve and recommend that the City Council approve $737,301 from the FY23 Capital GO Bond Premiums as a local match for the NEH Challenge Grant and execution of a budget amendment as described above, and to authorize the City's CAO or their designee to execute such budget amendment.

VOTING: unanimous; motion carries.

4.04 Authorization to execute contract for management and operation of the Elmwood Emergency Shelter Community – CEDO

Councilor Magee asked there are updates on timeline for the opening of the Emergency Shelter Community. Assistant Director Dunn replied that they have been aiming for November 1, but that they will likely push that back to late November. She said that they are still waiting for components related to the bathhouse and community space for the site, and that they don't have an exact date on when those should be available, but that they anticipate that they will come in the first half of November. She said that once they arrive, they need to ensure that they are fully installed and that Champlain Housing Trust (CHT) has comfort in the site prior to it going live.

City Council President Paul noted that this project puts a certain amount of strain on the City to find additional funding sources, since the contract with CHT is only for one year. Mayor Weinberger replied that in a worst-case scenario, there are ARPA funds that could be used to fund this, but they are hopeful that the State will put up additional funding for the shelter community, since it is more cost-effective than some of the other emergency housing that the State funds.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of the Community and Economic Development Office to execute a contract with Champlain Housing Trust for up to a maximum limiting amount of $980,213 for the management and operation of the Elmwood Community Emergency Shelter for the period September 19, 2022 - September 30, 2023, and subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.05 Authorization to accept Grants and Incentives for the Development of the Elmwood Emergency Shelter Community – CEDO

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve the authorization of the Director of the Community and Economic Development Office to: 1. Execute the VLITE Grant Agreement and all documents necessary to accept $50,000 of funding from Vermont Low Income Trust for Electricity, Inc. for the installation of solar at the Elmwood Emergency Shelter Community; and 2. Execute all documents necessary to accept the $75,000 of incentives from the Burlington Electric Department for energy efficiency enhancements at the Elmwood Emergency Shelter Community.

VOTING: unanimous; motion carries.

4.06 Mayor's Office Reclassification of Two Positions: Mayoral Communications and Projects Coordinator and Chief of Staff - Mayor's Office/HR

Mayor Weinberger said that there are two positions in the Mayor's Office, including the Communications Coordinator and Chief of Staff position. He said that the communications position's responsibilities have grown to span other departments in the City. He said that the Chief of Staff position had previously been downgraded from a Grade 25 to a Grade 22, but that the incumbent now has the qualifications for a Grade 25 position and has been taking on duties suitable to a Grade 25 position. He noted additional costs related to these changes, which will be addressed by shifting budget line items in other areas of the Mayor's Office budget.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the Council approve the reclassifications in the Mayor's Office for the Mayoral Communications and Projects Coordinator from a Regular, Full-time, Nonunion, Exempt, Grade 18 position to the position of Communications Director, a Regular, Full-time, Nonunion, Exempt, Grade 20 position and the Mayoral Chief of Staff from a Regular, Full-Time, Non-union, Exempt, Grade 22 position to a Regular, Full-Time, Non-union, Exempt, Grade 25 position; and to authorize the City's Chief Administrative Officer to execute a budget amendment in the amount of $18,737 dollars to the City's FY 23 budget in the following manner: • Reduce Mayor's Office Salaries and Wages Seasonal/Temporary line item (101-02-000-5000_115) by $2,500; • Reduce Mayor's Office Overtime line item (101-02-000-5100) by $1,500; • Reduce Non-departmental Contingency line item (101-00-7850) by $14,737; • Increase Mayor's Office Full-time Regular Salaries line item (101-02-000-5000_100) by $18,737.

VOTING: unanimous; motion carries.

4.07 Creation of one new position - BPRW/HR

Director Wight said that this position would help to manage conservation projects and also help to coordinate the maintenance of Burlington's surface trails for walking/biking/cross-country skiing.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to recommend that the City Council approve the creation of the Conservation Field Coordinator, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 16 position in the Department of Parks Recreation and Waterfront.

VOTING: unanimous; motion carries.

4.08 Police Recruitment and Hiring Coordinator - Police/HR

Mayor Weinberger noted that this position was created during the budget process, and that this action would approve the job description so that recruitment activities can begin. City Council President Paul added that the Police Commission reviewed and provided feedback for this position as well.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve hiring and recommend approval to the City Council for hiring the Police Recruitment and Hiring Coordinator, a Regular, Full-time, Non-exempt, Non-Union, Grade 16 position.

VOTING: unanimous; motion carries.

4.09 Queen City Park Road (QCPR) Sidepath VTrans Grant Acceptance – DPW

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for the QCPR Sidepath project design and construction, obligating the City to commit a local match of $165,600 and authorizing expenditure of the same, which is (20%) of the total project budget of $993,600, in furtherance of accepting a reimbursable grant amount up to $828,000, and further authorizing the acceptance of such grant and upfront expenditure of grant funds on the condition that such funds are reimbursed pursuant to the grant terms, subject to approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.10 Acceptance of VTrans Town Highway Class 2 Roadway Program Grant #P02053 for Pearl Street Road Surfacing - DPW

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Town Highway Class 2 Roadway Program Grant #P02053 from the Vermont Agency of Transportation, in an amount up to $200,000, and authorize the expenditure of a 20% local match in an amount not to exceed $40,000, subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.11 Birchcliff Parkway Raised Walks VTrans Grant Acceptance - DPW

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for the Birchcliff Parkway Raised Walks project construction, obligating the City to commit a local match of at least $75,000 and authorizing expenditure of the same in furtherance of accepting a reimbursable grant amount up to $75,000, and further authorizing the acceptance of such grant and upfront expenditure of grant funds on the condition that such funds are reimbursed pursuant to the grant terms, subject to approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.12 Burlington High School Outdoor Classroom and Roof Garden @ the Downtown Garage - DPW/Division of Parking and Traffic

Jeff Padgett noted that they will be decommissioning spaces in the parking garage to accommodate the outdoor classroom and roof garden.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the leasing of 11 current parking spaces as further identified in attached description on the top deck of the Downtown Garage-North to the Burlington School District for use by the Burlington High School to use as an outdoor learning space and Rooftop Garden, including certain lease improvements and installation necessary for safe operations in coordination with the Department of Public Works, for the duration of the 2022-2023, 2023-2024, 2024-2025 Burlington School District school year, contingent upon the decommissioning of said 11 parking spaces at the Downtown Garage – North roof deck by the Public Works Commission; and, to authorize the Mayor to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.13 Work Assignment Agreement #8 with Utility Services Co., Inc. for Construction of Cell Antenna Corral for Redstone Tank and Related Budget Amendments - DPW - Water Resources

Division Director Moir noted that the antenna on this water tank are directly mounted to it, which makes conducting maintenance difficult for the tank. She said that they would like to conduct rehabilitation on the Redstone tank and would need to remove the antenna to do that. She said that rather than remounting them directly, they would be installing a corral to house them.

MOTION by Councilor Hightower, SECOND by Councilor Magee, 1. to approve and recommend that the City Council approve executing a work assignment agreement for Construction of a Cell Antenna Corral on the Redstone Tank under the Master Services Agreement executed with Utility Services Co. in July 2019 for maintenance and capital rehabilitation work on the City's two elevated water storage tanks, and to authorize Chapin Spencer, Director of the Department of Public Works, to execute a work assignment agreement with Utility Services Co. Inc. for an amount not to exceed $245,000 subject to the final review and approval of the City Attorney's Office; and 2. to approve and recommend that the City Council approve budget amendments that move $170,692 of allowable expenses from line 460-19-400-000.7200_115 to line 460-19-400- 410.9500_100 in FY22 and $390,700 of allowable expenses from line 460-19-400-000.7200_115 to line 460-19-400-410.9500_100 in FY23 and to authorize Katherine Schad, Chief Administrative Officer to execute such budget amendments for FY22 and FY23.

VOTING: unanimous; motion carries.

4.14 Creation of a Wastewater Plant Operator Assistant Position - DPW - Water Resources/HR

MOTION by City Council President Paul, SECOND by Councilor Magee, to recommend that City Council approve the creation of one Wastewater Plant Assistant Operator position, a Regular, Full-time, Non-Exempt, AFSCME position in the Department of Public Works available at two tier levels depending on candidate qualifications and experience: Assistant Operator I, a Grade 15 position and Assistant Operator II, a Grade 16 position.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Authorization to Execute Contract with Urban3 for Revenue & Equity Analysis - Office of City Planning

Director Tuttle said that this would be for a consultant who would conduct an analysis of ways of looking at the City's property and taxation value, and ways of looking at taxation values on a per-acre basis. She said that this analysis would help the City to understand the fairness of different taxed values across the City, as well as evaluating the impact of public policy decisions. She said that the proposal includes looking at different policy changes in terms of land use, to evaluate what the future tax revenue could be as a result of land use policy changes. She said that this would also look at the long-term economic impact of property values as a result of discriminatory housing and land use policies. She said that the information from this analysis would help to inform ongoing work and initiatives.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve the expenditure of up to $85,069 ($77,336 + 10% contingency) from the Assigned Fund Balance and authorize the Planning Director to execute the contract with Urban3 for the Revenue and Equity Analysis.

VOTING: unanimous; motion carries.

6.0 DISCUSSION

6.01 Communication: Memorial Auditorium Update – CEDO

Mayor Weinberger noted that there is no financial decision on this topic being requested right now, but that the Administration would like to discuss whether there is general support for issuing an Request for Proposals (RFP) on Memorial Auditorium.

Assistant Director Dunn said that they provided an update in June on Memorial Auditorium's existing conditions and the history of what has occurred. She said that the first RFP for roof stabilization should go to the PAC in the next week in order to have stabilization actions occur prior to the winter. She said that the best next steps would be to develop a public/private partnership arrangement for the building with a 99-year lease option and bring on private equity to help with renovations. She said that there are several entities that have expressed interest in redeveloping the building, and that the RFP's purpose would be to enter into negotiations for a public-private partnership. She said that they would engage the Board of Finance and City Council prior to execution of agreement.

Councilor Hightower asked about the 99-year lease reference, since it seems longer than what most financiers would propose or feel comfortable with. Assistant Director Dunn replied that it is in the RFP and is a standard real estate term used to provide entities with a long enough lease to be able to access financing for longer-term, larger activities. She said that guard rail terms can also be built into such a lease.

City Council President Paul asked about a request included in the RFP for reinstated team-led cultural programming in the City's goals and objectives. Assistant Director Dunn said that community and performance space have been identified as priorities for the building, but the language has been left pretty broad in the RFP. City Council President Paul said it would be good to try and incorporate language around team-led space and programming as a priority for the City in the RFP.

ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:27 PM.

RScty: AACoonradt