Board of Finance Meeting, Monday, September 12, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM 9/12/2022

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 12, 2022

MEMBERS PRESENT: Karen Paul

Ali Dieng

Zoraya Hightower

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Nic Longo

Larry Lackey

Shelby Losier

Jeff Glassberg

Jeremy Farkas

Ben Traverse

Gene Bergman

John Vickery

Sarah Russell

Brian Pine

Samantha Dunn

Darren Springer

Scott Barker

Sophie Sauve

Cindi Wight

1.0 CALL TO ORDER and AGENDA

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

MOTION by Councilor Hightower, SECOND by Councilor Magee, to amend/adopt the agenda as follows:

- **remove from the agenda item 4.07 Delegation Of Authority For Budget-Neutral Amendments Within City Departments' Individual Budgets - C/T (per CAO Schad)**
- **remove from the agenda item 4.13 Police Recruitment and Hiring Coordinator - Police/HR (per CAO Schad).**

VOTING: unanimous; motion carries (City Council President Paul and Councilor Dieng not present for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor congratulated the administration on executing an agreement with Champlain Housing Trust to administer the housing pod site. She asked how this would be funded in this year and years to come, and said she looked forward to reviewing the budget amendment to see how this and future housing projects will be funded.

3.0 CONSENT AGENDA

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

3.02 Special Board of Finance Meeting Minutes, August 15, 2022, Draft – approve the minutes.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to adopt the consent agenda and take the actions as indicated for items 3.01-3.02.

VOTING: unanimous; motion carries (City Council President Paul and Councilor Dieng not present for vote).

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Request to Execute a Contract for the Replacement of the Parking Garage Fire Alarm System and Lighting and Controls System Replacement Project with MEI Systems Integrators (MEI) – Airport

Interim Aviation Director Longo said that they would use ARPA funding to conduct the replacement and upgrades of these systems. He said that this would save costs in terms of electricity reduction with the use of newer, more efficient equipment.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation execute a contract with MEI System Integrators in a cumulative amount of up to $2,250,000.00, with a 15% contingency, totaling up to $2,587,500.00, for the replacement of the parking garage fire alarm system and lighting and controls system replacement project, subject to review and approval of the City Attorney's Office." 2. "To approve and recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2023 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum."

VOTING: unanimous; motion carries (City Council President Paul and Councilor Dieng not present for vote).

4.02 Request for approval and authorization to purchase an Electric Compact Sweeper from MB Airport Maintenance Products and to Approve a Budget Neutral Amendment – Airport

Interim Aviation Director Longo said that airport staff demoed a number of models and that they have selected this compact sweeper.

Councilor Hightower noted that this is a budget-neutral amendment and asked whether they had planned to purchase this equipment. Interim Aviation Director Longo replied that they have completely reallocated the capital plan in order to annually address situations where equipment needs arise. He said that there was some capital budget funding available, but that other fund sources needed to be reallocated in order to make this purchase.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation purchase an Electric Compact Sweeper from MB Airport Maintenance Products, subject to review and approval of the City Attorney's Office." 2. "To approve and

recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2023 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum."

VOTING: unanimous; motion carries (City Council President Paul not present for vote).

4.03 Request to Execute a Ground Lease Agreement with Beta Technologies, Inc. (BETA) in the so-called West Valley at the Burlington International Airport – Airport

Interim Director Longo noted that this is a smaller lease than the previous Beta Technology lease, and would entail the buildout of a currently unused hangar, sized at 25,000 square feet, which would house their training aircraft and other equipment. He said that there would be multiple phases to this construction. He said that this site is currently vacant. He noted that this would be a 30-year lease with two 10-year optional extensions if Beta meets the phase 2 construction. He noted that the Airport has hired a separate company to work with Beta, the School District, and the Airport, to ensure that the Technical Center's site needs are also met if they choose to site their facilities in the same site. Mr. Glassberg added that this is an opportunity to take this undeveloped site to leverage investment by others to generate income (currently estimated at $60,000 annually) for the Airport and support the growth of Beta. He noted that there would be no discounts or rent credits associated with this lease. He said that this would provide for the co-location of the Burlington Technical Center's building footprint and collaboration between the Technical Center and Beta Technologies. He said that Beta has agreed to size their infrastructure sufficiently to allow the Technical Center to tap into their water and sewer infrastructure. He said that the building would revert to the Airport at the end of the lease term, and that the lease requires a capital reserve provision.

Councilor Bergman asked about the location of the site. He expressed concern that leasing the site to Beta would mean that if any additional mechanical facility or buildings are needed in future, they have no other options but to encroach on the Chamberlain neighborhood. Interim Aviation Director Longo said that this site has not been considered for a maintenance facility if one is needed in future.

MOTION by Councilor Dieng, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the leasing of certain identified space at the Burlington International Airport to Beta Technologies, Inc. and to authorize the Mayor of Burlington to execute the ground lease agreement; subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.04 Reclassification of two (2) positions in the Assessor's Office - City Assessor's Office/HR

Chief Administration Officer (CAO) Schad said that these reclassifications would convert appraisers to higher pay grades in order to make the pay more competitive and to attract more candidates (since one of the current positions is vacant).

MOTION by Councilor Magee, SECOND by Councilor Hightower, to recommend that City Council approve the: Reclassification of the Assistant Residential Appraiser, a Limited Service, Full-Time, Non-Exempt, Non-Union, Grade 13, position to Assistant Residential Appraiser, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position in the Assessor's Office; and Reclassification of the Deputy Assessor, a Regular, Full-Time, Exempt, Non-Union, Grade 18, position to Deputy Assessor, a Regular, Full-time, Exempt, Non-Union, Grade 21, position in the Assessor's Office, retroactive to July 1, 2022.

VOTING: unanimous; motion carries.

4.05 Authorization to execute contract for the operation of the Community Resource Center September 2022 - August 2023 - CEDO

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council authorize the Director of the Community and Economic Development Office to execute a contract with Champlain Valley Office of Economic Opportunity (CVOEO) for up to a maximum limiting amount of $329,123 dollars, for the operation of the Community Resource Center for the period 09/01/2022 – 08/31/2023, including retroactive approval for the period from September 1st 2022 – September 12th, 2022 and subject to the final review and approval by the Office of the City Attorney.

DISCUSSION:

- **Councilor Hightower suggested that CVOEO considers hiring those with lived experience for this position. Special Assistant Russell noted that CVOEO tries to engage with individuals with lived experience as much as possible.**

VOTING: unanimous; motion carries.

4.06 Authorization to Update Contracts for the Elmwood Emergency Shelter Community - CEDO

Assistant Director Dunn said that this isn't a change in the overall amount of the contract, but to adjust scope in the contract as the work evolves.

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 execute the following contracts for the development of the Elmwood Emergency Shelter Community, pursuant to previously earmarked ARPA funds and subject to the final review and approval by the Office of the City Attorney: A.) Modular Bathhouse and Community Center contract with KBS Builders with a maximum limiting amount of $388,048. B.) 2nd product and services contract with Pallet with a maximum limiting amount of $43,010. C.) Construction Management Contract with 2nd Gen Builders, LLC for up to a maximum limiting amount of $469,739.

VOTING: unanimous; motion carries.

4.07 Delegation Of Authority For Budget-Neutral Amendments Within City Departments' Individual Budgets - C/T

Item removed from the agenda

4.08 BED Position Changes - BED/HR

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council: (1) Change the Director of Finance to a Controller, a Regular, Full-time, Exempt, Non-Union, Grade M22 position; (2) Amend the Manager of Strategy & Innovation, a Regular, Full-time, Exempt, Non-Union, Grade M17 position to the updated CFO and Manager of Strategy and Innovation position.

VOTING: unanimous; motion carries.

4.09 Weatherization Repayment Assistance Program (WRAP) Tariff – BED

BED General Manager Springer noted that BED is partnering with VHFA on the WRAP Tariff Program, to use legislative allocations of federal dollars to offer financing for weatherization and heat upgrades for eligible residents. He said that it is a pilot program and would target low and moderate income Burlingtonians.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to recommend to the City Council that it approve BED's filing the necessary tariff documents with the Public Utility Commission for BED to participate in the VHFA WRAP Tariff Program.

VOTING: unanimous; motion carries.

4.10 Security Camera System Update and Expansion – IT

Chief Innovation Officer (CIO) Barker said that there is a need for expanded security camera infrastructure in areas such as the corner of Church Street and Main Street, at the freshwater reservoir on Main Street, and in areas such as the marina, Leddy Park, and the library. He noted that the current system will not allow that kind of expansion, and they are seeking to upgrade both the cameras themselves and the software and servers they are connected to. He noted that the current cameras are out of warranty.

Councilor Magee expressed concern with the scalability of the system, which could reach up to 600 cameras if these upgrades are made. He said that he would like to be able to have more conversation around where the additional cameras would go. He said he is not comfortable supporting the purchase of 100 cameras.

Mayor Weinberger said that the value of security cameras is very clear and the administration is supportive of this upgrade.

Councilor Hightower asked whether the amount of cameras ordered could be decreased, as a compromise. CIO Barker replied that it would be prudent to order the full quantity, as supply chain issues could impact their availability down the road and having extra cameras is useful as replacements are needed.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council approve and authorize the Chief Innovation Officer to execute a contract with Royal Group in an amount not to exceed $425,000, to purchase the FLIR security camera system and all necessary server equipment, subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Councilor Dieng asked if the IT department has access to the cameras and the footage. CIO Barker replied that they are charged with securing the hardware and software, but after that, the camera content and operations are in the hands of the police dispatch.**
- **City Council President Paul clarified that these cameras are used to review past incidents and activities, not to live monitor or surveille individuals.**
- **Councilor Hightower asked how much is allocated to each the software/servers and cameras. CIO Barker replied that $246,000 is allocated for the software and servers, and $154,000 for the cameras.**
- **Councilor Bergman said that there should be a robust community conversation around these that is placed in the context of larger public safety strategies. He asked what the plan is around the deployment of this equipment and how the public has been engaged around this. Mayor Weinberger replied that there is a current need to have these cameras, as some of the current cameras are broken and in need of replacement. He said that cameras would be placed in areas where there is identified need for increased public safety.**
- **Councilor Hightower said that she would like to understand exactly what the cameras would be doing to improve public safety, and would like to have public conversation before the deployment of a large number of these cameras. Mayor Weinberger said that he would be willing to engage in further conversation, but said that they should vote on this item tonight.**

VOTING: 3-2 (Councilors Hightower and Magee dissenting); motion carries.

4.11 Burlington Greenway Rehabilitation-Realignment Project: Budget Amendment - BPRW

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of $282,833 in funds from the Bike Path – Contingency (GL 831-23-700 9500_800) to the Bike Path-Realignment Project- Construction (also GL 831-23-700 9500_800).

VOTING: unanimous; motion carries.

4.12 Acceptance Of Donation Of 11.18 Acres Of Forested And Meadow Land In Burlington's New North End – BPRW

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the acceptance of 11.16 acres of forested and meadow land from the Elks and to approve and recommend that Parks Director Cindi Wight facilitates the acceptance of the parcel, subject to City Attorney's Office approval.

VOTING: unanimous; motion carries.

4.13 Police Recruitment and Hiring Coordinator - Police/HR

Item removed from the agenda

4.14 Parking Garage Security Contract Extension through FY23 - DPW

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that City Council authorize the Director of Public Works to execute an amendment to the FY21-FY22 contract with Green Mountain Concert Services for security services at the Marketplace Garage and Downtown Garage, extending the contract through July 1, 2023 for up to an additional $160,000 in authorized expenditure, including $10,000 in retro-approval, for a total authorized contract value not to exceed $369,625.26, subject to review and approval by the City Attorney's Office and approval by the Chief Administrative Office for compliance with the City's procurement and expenditure policies.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Budget Amendment to Regional Programs Budget - CEDO

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve the payment of $61,000 to ANEW Place and execution of budget amendment adding $110,000 to the Regional Programs budget as described above.

VOTING: unanimous; motion carries.

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

No discussion at this time.

6.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:12 PM.

RScty: AACoonradt