Board of Finance Meeting, Monday, June 27, 2022, 4:30 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM 6/27/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

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

BURLINGTON, VERMONT

MINUTES OF MEETING

June 27, 2022

MEMBERS PRESENT: Karen Paul

Zoraya Hightower

Ali Dieng

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Kara Alnasrawi

Nic Longo

Shelby Lozier

Chapin Spencer

Megan Moir

1.0 CALL TO ORDER and AGENDA

Chief Administration Officer Schad called the Board of Finance meeting to order at 4:35 PM.

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

- **Note FINAL version of agenda item 4.09 (per CAO Schad).**

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

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor said that she thinks the public should have the chance to review something as substantive as the City's budget. She expressed concern that the June 20 meetings of the Board of Finance and City Council were cancelled and that the public has not had enough time to digest and understand the budget. She also expressed concern about the gap in funding for the bond related to construction a new high school.

3.0 CONSENT AGENDA

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

3.02 Board of Finance Meeting Minutes, June 6, 2022, Draft – approve the minutes.

3.03 Authorization to Execute a Lease Amendment to the Airline Lease Agreement for a One Year Extension – Airport - approve and recommend to the City Council that the Mayor of Burlington, Miro Weinberger, be authorized to execute an additional one year Airline Lease Agreement amendment with Delta Air Lines, JetBlue Airways, American Airlines, Frontier Airlines and United Airlines, subject to the final review and approval by the Office of the City Attorney.

3.04 Request for Approval of a $989,799 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget – Airport - approve and recommend that the City Council approve a budget neutral amendment in the amount of $989,799 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

3.05 Request for Approval of a $160,000 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget – Airport - approve and recommend that the City Council approve a budget neutral amendment in the amount of $160,000 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

3.06 Authorization to Execute a Contract to relocate and revise a public artwork installed at the Burlington International Airport by Andrea Wasserman and Elizabeth Billings - Airport/BCA - 1. "To approve and recommend that the City Council authorize the Director of Burlington City Arts to execute a contract with Andrea Wasserman and Elizabeth Billings to revise their artwork Maple Apple Birch at the Burlington International Airport in the amount of $53,500 plus a 10% contingency for a total contract award amount of $58,850, subject to review and approval by the City Attorney's Office; and 2. To recommend that the City Council authorize a budget amendment by transferring funds from the Burlington Internal Airport Enterprise Fund to the Public Art Capital Fund as detailed in Attachment B, subject to review and approval by the Chief Administrative Officer."

3.07 BED Position Changes – BED - approve and recommend that the City Council:
(1) eliminate a Sustainability Officer, a Regular, Full-time, Exempt, Non-Union, Grade NS7 position; (2) create a new Net Zero Project & Equity Specialist, a Regular, Full-time, Exempt, Union, Grade A4 and A6 (depending on tiered level) position; (3) create a new Project Manager/Business Analyst, a Regular, Full-time, Exempt, Union, Grade A4 and A6 (depending on tiered level) position; and (4) eliminate a Commercial & Industrial Energy Services Engineer, a Regular, Full-time, Exempt, Non-Union, Grade NS4 position and create a Net Zero Energy Services Engineer, a Regular, Full-time, Exempt, Non-Union, Grade NS4 position.

3.08 Contract Renewal for Continuing Engagement with Managed Security Services Provider – IT - 1. Only if discussion is necessary, To Enter into Executive Session for the purposes of discussion municipal security measures, the disclosure of which could jeopardize public safety, and is appropriate for Executive Session; 2. The approval and recommendation to the City Council that the Chief Innovation Officer be authorized to execute a two-year contract with a vendor to provide managed security services in an amount up to $110,000, subject to approval by the City Attorney's Office.

3.09 Innovation & Technology Position Change - IT/HR - approve and recommend that the City Council:
(1) Eliminate a Senior GIS Analyst/I&T Programmer a Regular, Full-time, Exempt, Non-Union, Grade 19 position; and (2) Create a new Technology Support Specialist position, a Regular, Full-time, Non-Union, Non-Exempt, market factor position (TSS-MFA).

3.10 Reclassification of One (1) BCA Position - BCA/HR - recommend that City Council approve the reclassification of the Customer Service Assistant Event Coordinator, a Regular, Full-time, Non-Exempt, Non-union, Grade 12, position to Administrative Assistant, a Regular, Full-time, Non-Exempt, Non- union, Grade 13, position.

3.11 Authorization for the Fourth Amendment to Child Care Resource contract for technical assistance and fund disbursement for ELI First Steps Scholarship Program, up to an additional $40,000 in project funding - Economic Recovery - approve and recommend to the City Council that it authorize the Director of Economic Recovery to enter into a contract extension by executing a fourth amendment to the existing contract with Child Care Resource for professional consulting services for up to an additional $40,000 for a total over the life of the contract of $104,000 to provide technical assistance and fund disbursement for the First Steps Scholarship Program, subject to conditions enumerated in the agreement to be reviewed and approved by the City Attorney's Office.

3.12 Court Diversion Grant #02100-FY2023-CN - CEDO/CJC - approve and recommend that the City Council approve the acceptance of the State of Vermont Grant Award #02100-FY2023-CN, in the amount of $490,173, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2023, and to authorize CEDO Director, Brian Pine to sign the grant amendment, and all other documents necessary to implement the grant, subject to the review and approval of the City Attorney's Office.

3.13 Reclassification of Heating, Ventilation, Air Conditioning (HVAC) Technician - BPRW/HR - approve and recommend that the City Council approve the Reclassification of the HVAC Technician position, a Regular, Full-time, AFSCME, Non-Exempt, Grade 15, position to a Regular, Full-time, AFSCME, Non-Exempt, Grade 17, position.

3.14 Recreation Division Grant Awards for Summer 2022 & 2023 – BPRW - 1. To approve and accept the grant funds allotted to the Recreation Division by the Burlington School District for summer 2022; and 2.To approve and accept the grant funds allotted to the Recreation Division by VT Afterschool for summer 2022 and summer 2023.

3.15 Request for allocation of 2,200 to purchase a second portable floor camera for Contois Auditorium - City Councilor Karen Paul - request $2.200 out of the FY22 budget Council initiatives line item for this expenditure.

MOTION by Councilor Dieng, SECOND by Councilor Hightower, to motion to adopt the consent agenda and take the actions as indicated for items 3.01-3.15. City Council President Paul recused herself from consent agenda item 3.11.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Grant Acceptance for Repairs and Maintenance of the Church Street Marketplace – CSM

Councilor Hightower asked why this was prioritized for repair and maintenance work. Executive Director Alnasrawi said that the Marketplace does not have access to the General Fund and has a substantial amount of deferred maintenance that needs to be conducted on Church Street.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to enter into an agreement with the U.S. Small Business Administration, subject to final review from the City Attorney's Office, to accept a grant award of $1 million in Fiscal Year '23 to fund repairs to the Church Street Marketplace.

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

4.02 Request for Authorization to Enter into a Non-Signatory Airline Lease Agreement with Sun Country, Inc. - Airport

MOTION by Councilor Hightower, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Burlington International Acting Airport Director of Aviation, to execute a Non-Signatory Airline Lease Agreement, approved by the City Attorney's Office, with Sun Country, Inc.

VOTING: unanimous; motion carries.

4.03 Contract for the Engineering and Bidding Services with Passero Associates for the North Terminal Second Floor Renovations - Airport

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend to the City

Council authorize the Acting Director of Aviation to execute a contract with Passero Associates in an amount of $148,300.00, plus a 15% contingency as allowed under the anticipated grant of $22,245.00, totaling up to $170,545.00, for the Engineering and Bidding Services for the North Terminal Second Floor Renovations For Transportation Security Administration Check Point Relocation.

VOTING: unanimous; motion carries.

4.04 Aviation Director Market Factor Adjustment – Mayor

Mayor Weinberger noted that this adjustment is being made as an effort to fill the Aviation Director position, which has been vacant for some time.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to recommend that the City Council authorize and approve the reclassification of the position of Aviation Director consistent with the market factor compensation range of $138,168 to $196,879.

<u>DISCUSSION:</u>

- **City Council President Paul said that there should be a formalized process that determines whether there should be a market factor adjustment needed prior to posting a vacant position. Mayor Weinberger acknowledged that there is no formalized process and would be interested in exploring the development of one.**
- **Councilor Dieng asked how many applications for the position have been received. Mayor Weinberger replied that they have to date received applications from three qualified candidates. He said that a concern with hiring a candidate at the current rate is that there may be a risk in the new hire only remaining for a short period of time.**

VOTING: unanimous; motion carries.

4.05 Request to Execute an Amendment to the License Agreement with Beta Technologies, Inc. (BETA) for the Continuation of Earthwork to Create a Developable Area at the Burlington International Airport – Airport

Interim Director Longo said that the Airport has been working with BETA for a number of months. He said that they have expanded their office site and are now looking to build a manufacturing area for the electric aircraft that they will produce. He said that this site has entailed a significant amount of earthwork, and that they are asking for an extension of that earthwork package until the end of July. He acknowledged that a lease agreement with BETA has not yet been executed, but the Airport is anticipating bringing a negotiated lease agreement to the City Council for approval in July.

Councilor Hightower noted that other tenants at the Airport have expressed concern that they would lose their leases if BETA Technologies expanded. Interim Director Longo noted that most of the tenants are satisfied with the arrangement, but they are working with one tenant in particular to iron out issues. He noted that there have been non-aeronautical tenants that have been vacated from the Airport property, as Federal Aviation Administration (FAA) regulations stipulate that if the property has been purchased with FAA funds, aeronautical tenants have preferential lease opportunities. Councilor Hightower said that it is difficult to weigh in on this resolution if they don't have a list of tenants to reference for this decision. Interim Director Longo spoke briefly about actions being taken with surrounding tenants and municipalities to minimize the impact of expansion to surrounding areas. Mr. Farkas pointed out that the area that is being developed for BETA's expansion is not currently occupied.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Acting Director of Aviation to execute an amendment to the previously executed license agreement between Burlington International Airport and Beta Technologies, Inc. to extend the term of the agreement up to the end of July 31, 2022 for the continuation of earthwork performance to create a developable area at the Burlington International Airport, subject to final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.06 East Plant Wastewater Plant Outfall Repair - DPW - Water Resources

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize Chapin Spencer, the Director of Public Works, to execute a construction contract with Engineers Construction, Inc. for the East Wastewater Plant Outfall Repair project in the amount of $94,477.00, with an additional authorization to amend the contract and expend contingency funds in the amount up to $14,173.00 if contingency funds are needed to complete the project, for a total project amount of $108,650.00 in authorized expenditure, 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.

VOTING: unanimous; motion carries.

4.07 Marketplace Garage Repair - DPW

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that City Council authorize the Director of Public Works to execute a contract with Structural Preservation Systems, LLC for a maximum limiting amount of $495,955 and a contingency of $50,000, for a total authorized expenditure amount of $545,955 for repairs to the Marketplace Garage, 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.

DISCUSSION:

- **City Council President Paul asked about plans for a new garage, rather than putting further resources into repairing this one. Division Director Padgett replied that this is a stop-gap that should give the City time (approximately five years) to make arrangements for construction of a new garage.**

VOTING: unanimous; motion carries.

4.08 Design/Build Stair Replacement Lakeview Garage Southwest Tower - DPW

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a contract with Jeffords Steel for design-build services related to replacement of the southwest stair tower at the Lakeview Garage for a total contract value of $182,900 and a contingency of $20,000, for a total authorized project expenditure amount of $202,900 subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.09 Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2022 And Ending June 30, 2023 – Mayor

Councilor Dieng asked about the funding for the crisis response services. Mayor Weinberger said that there is a gap between the bid proposal amount for crisis response services and the amounts that were in the bids that were received. He said that there is strong interest from the State's Agency of Human Services (AHS) to help fill that gap through State funding sources. He said that he would like to pursue these State funding sources prior to attempting to reallocate local dollars.

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

VOTING: unanimous; motion carries.

4.10 Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2022 And Ending June 30, 2023 – Mayor

Mayor Weinberger noted that while there were some increases in municipal taxes, there was a general decrease of 4% in property taxes due to a reduction in the education tax rate.

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

VOTING: unanimous; motion carries.

4.11 Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Traffic Division Of The Public Works Department - CAO

MOTION by City Council President Paul, SECOND by Councilor Magee, to recommend that the City Council approve the attached resolutions for items 4.11-4.15 as a slate.

VOTING: unanimous; motion carries.

4.12 Authorization For Public Improvement Bonds For City's Downtown TIF District – CAO

See item 4.11 above.

4.13 Authorization For Short Term Public Improvement Bonds For Fiscal Year 2023 – CAO

See item 4.11 above.

4.14 Authorization For Refunding Public Improvement Bonds – CAO

See item 4.11 above.

4.15 Authorization For Capital Public Improvement Infrastructure Bonds - March 1, 2022 Voter Authorization – CAO

See item 4.11 above.

5.0 ADJOURNMENT

5.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:22 PM.

RScty: AACoonradt