



Board of Finance Meeting, Monday, May 10, 2021, 5:00 pm
****VIRTUAL MEETING****
5/10/2021

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BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

May 10, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger/Katherine Schad

OTHERS PRESENT: Eileen Blackwood

Rich Goodwin

Jordan Redell

Marcella Gange

Katie Kinstedt

Tony Berry

Tyeastia Green

Kara Alnasrawi

Brian Lowe

Cindi Wight

Max Madalinski

Sophie Sauve

Melissa Cate

Darren Springer



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James Gibbons

1.0 CALL TO ORDER and AGENDA

Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:09 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by Councilor Dieng, SECOND by Councilor Pine, to adopt the agenda.

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

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

3.01 April 26, 2021 Board of Finance Minutes, Draft – approve the minutes.

MOTION by Councilor Pine, SECOND by Councilor Dieng, to adopt the consent agenda items 3.01 and take the actions indicated.

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



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4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Approval of the 2021 Water Resources Division Rate Restructuring and Affordability Programs Proposal - DPW Water Resources ****item removed from agenda****

No discussion at this time.

4.02 Authorization To Submit 2021 Burlington Annual Action Plan And Amended 2020 Burlington Annual Action Plan - CEDO

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

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

4.03 Approval to accept transfer of Permanent Supportive Housing Continuum of Care Grant Agreements: VT0030L1T011910-Shelter Plus Care-New Horizons, July 1, 2021; VT0053L1T011904-Beacon Place Apartments, September 1, 2021; VT0021L1T011912-Shelter Plus Care-Housing First, September 1, 2021; VT0065L1T011903-Expanding Chronically Homeless Options, October 1, 2021 – CEDO

Senior Community Development Specialist Gange provided an overview, noting that this is a set of four grants that had been administered by Burlington Housing Authority, and that they support the permanent supportive housing vouchers in Chittenden County. She noted that the funds come through the Continuum of Care Grants to Chittenden County and provide 43 vouchers housing for the most vulnerable members of the community. She noted that the value of the vouchers as a whole is approximately \$500,000, and the total grant value is around \$650,000. She said that they are complex grants to administer, which is why VHA is seeking to transfer the grants back to CEDO. She noted that CEDO is exploring the possibility of consolidating the grants to streamline their administration.

Councilor Pine asked about the impact on staff and whether there is sufficient administrative funding to help staff with this work. Chief Administrative Officer Schad replied that the City will need to create a position in CEDO to help with grant administration. She noted that this proposed position will be included in its general fund presentation for the Board of Finance's consideration. Senior Community Development Specialist Grange added that administering these grants would give CEDO the capacity to have a large role within working on homelessness issues.

City Council President Tracy asked about what kinds of outreach to individuals experiencing homelessness will take place in the process of administering this grant. Senior Community Development Specialist Grange said that the grant emphasizes the importance of including the voices of individuals who have experienced homelessness and that there are several of those individuals are on the Continuum of Care Grant steering committee. City Council President Tracy asked whether there is flexibility to be responsive to those members' feedback, or if the grant requirements are prescriptive and rigid. Senior Community Development Specialist Grange replied that the grant requirements are relatively inflexible, but



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that they include supportive services in addition to the vouchers, and those supportive services can be tailored to meet the needs of the community.

Councilor Dieng asked why the grant had been previously administered through VHA and not another organization like COTS. Assistant Director Kinstedt said that the grant had previously been administered by VHA, but neither they nor other community partners have the capacity to continue administering them, and they asked CEDO if they could administer them instead, since CEDO has experience with administering HUD grants. Councilor Dieng said that general fund dollars would be needed to supplement administration of the grant and asked the amount that would be required. Assistant Director Kinstedt replied that administrative costs in the first year can only be funded by cost savings, and that they anticipate general fund need of around \$50,000, but that they anticipate being able to use administrative funds in future years.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the acceptance of four U.S. Dept. of Housing and Urban Development Continuum of Care grants to begin in FY22 and authorize the Director of CEDO to execute all documents necessary to accept the total funding of approximately \$530,000 from HUD, subject to the review and approval of the City Attorney.

VOTING: unanimous; motion carries.

4.04 Reclassification of Lead Program Specialist I - Enrollment from part-time to full-time - CEDO/HR

Councilor Dieng asked why the position is part time, given its federal funding stream. Assistant Director Kinstedt replied that with a larger grant size and more active summer construction, there was the need to transition the part time position to a full time position, which will be fully grant-funded.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the reclassification of the Lead Program Specialist I – Enrollment, a Regular, Part-time, Non-exempt, Non-Union, Grade 16, position to a Regular, Full-time, Non-exempt, Non-Union, Grade 16, position in the Community and Economic Development Office.

VOTING: unanimous; motion carries.

4.05 Reclassification Of The Director of Racial Equity, Inclusion, And Belonging – HR

Mayor Weinberger noted that the roles and responsibilities of the REIB Director have increased substantially, and a review of the position was conducted last fall in light of those additions. He said that the City is proposing reclassifying the position based on that review.



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City Council President Tracy asked how the City envisions the classification of this position evolving in future, given how much it has changed already. Mayor Weinberger said that the scoring for the reclassification assumes that the positions under the REIB director will be approved, but if the scope increases further, it could be rescored again.

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

VOTING: unanimous; motion carries.

4.06 Request for \$922,790 Of ARPA Funds to Continue City's COVID Response and Recovery - C/T

Councilor Paul and City Council President Tracy thanked the administration for their willingness to take feedback and take a collaborative approach to allocating ARPA funding.

City Council President Tracy asked about the additional software and how it will enhance constituent outreach. Director Alnasrawi replied that the particular software is a market leader and has a much easier interface for the user as well as more streamlined tracking ability for the City staff.

Councilor Pine asked if the funding would address increasing access to services for members of the community to may have trouble accessing them currently. Director Alnasrawi replied that the funding would increase the hours of the Trusted Community Voices program, as well as budget for temporary workers to answer phones during a surge, make field calls if necessary, and set up field offices if necessary. Councilor Pine asked if there were identified needs that were not able to be addressed in this funding. Director Alnasrawi replied that additional needs will be addressed through a community-centered process, but also that they are waiting for federal and state funding to come through so that they can conduct a gap analysis to use City ARPA funds for fill those gaps.

Councilor Dieng asked for additional information about wastewater testing for Covid. Chief Innovation Officer Lowe replied that wastewater monitoring has been in place since August of 2020 and that each sample has a cost associated with it. He noted that they currently pull 6-9 samples per week. He noted that other costs are to cover technology used to conduct wastewater testing, so that it could potentially be used for other things after the Covid pandemic.

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

VOTING: unanimous; motion carries.



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4.07 Schiffilliti Park Shared-Use Path Grant Agreement with VT Agency of Transportation - BPRW

Associate Parks Project Coordinator Madalinski said that this project was initiated by the City's transportation team, who worked on putting together a proposal for a VTrans alternative transportation grant in 2019. He said that the State had selected the project for funding in 2021. He described the path and said its construction is in the City's five-year short-term goal list. He noted that the grant would help to pay for drainage, since the field in which it will be situated tends to be wet.

Councilor Dieng asked for a timeline. Associate Parks Project Coordinator Madalinski said that because it is administered through the State, the timeline is extended and is estimated to be around 3 years from construction to completion.

MOTION by Councilor Dieng, SECOND by Councilor Pine, to approve and recommend that the City Council approve acceptance of the Transportation Alternatives Program grant, and authorize Cindi Wight, Director of Parks & Recreation, to execute the Cooperative Agreement with the Vermont Agency of Transportation, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.08 Lease of Vendor Space at Leddy Park – BPRW

Recreation Facilities Superintendent Cate said that this is a one-season proposal with Out Front Foods to provide food services to greenway and parks users and eventually arena patrons. She said that their truck would be located adjacent to the snack bar entrance at the rink and would be operational Wednesday through Sunday until mid-October. She added that they will also participate in the Beach Bites program.

MOTION by Councilor Dieng, SECOND by Councilor Pine, to approve and recommend that the City Council approve and authorize the execution of a lease agreement from May 29 through October 15, 2021 with Out Front Foods, Inc., to perform all food sales at Leddy Park, and to compensate the City with 10% of gross receipts for the use of space, and to authorize Mayor Miro Weinberger 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.

4.09 Electric Vehicle Rate Amendments – BED

BED General Manager Springer said that these amendments would expand eligibility for current residential E/ rate to commercial building customers and multi-family buildings around the City and provide a discount rate for off-peak charging. It would also ensure that the commercial customers are not moved to the large general service rate so that that usage would not count against them for tariff calculations. He also noted that the amendments would add a real-time



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control option, noting that BED currently uses a fixed off-peak set of hours.

MOTION by Councilor Paul, SECOND by Councilor Pine, to recommend the City Council authorize the General Manager of the Burlington Electric Department or his designee to file with the Vermont Public Utility Commission the BED EV Rate Tariff amendments and accompanying Small General and Large General Tariff amendments as proposed.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.01 Motion to Adjourn

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

RScty: AACoonrad