



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

BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL *OR*

REMOTE OPTION VIA ZOOM

BURLINGTON, VERMONT

MINUTES OF MEETING

May 9, 2022

MEMBERS PRESENT: Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Chapin Spencer

Gene Bergman

Brian Pine

Megan Moir

Jess Lavalette

Tony Berry

Mary Danko

Jeff Padgett

James Sherrard



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1.0 CALL TO ORDER and AGENDA

Chief Administration Officer Schad called the Board of Finance meeting to order at 5:00 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by City Council President Paul, SECOND by Councilor Hightower, to amend and adopt the agenda as follows:

- **Remove Item 5.05 from the agenda**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke about the budget overview for the FY23 budget. She said that she hopes that other citizens take advantage of the overview meetings that are occurring over the next two weeks. She noted that the anticipated gap was \$2.2 million and that department heads were given the mandate to try and come in with a budget to reduce that gap without cutting essential services. She said that it now appears that there is a \$1 million gap, and that there are currently ARPA funds in reserve to be used for emergencies to meet that gap. She also said that she hopes that the budget accommodates some anticipated increase in wages as a result of contract negotiations with the unions. She asked whether Burlingtonians will be aware of what is left out of the budget from various departments as a result of cuts.

3.0 CONSENT AGENDA

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

3.02 April 25, 2022 Board of Finance Meeting Minutes, Draft – approve the minutes.

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



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VOTING: unanimous; motion carries.

4.0 GENERAL FUND BUDGET UPDATE

4.01 General Fund Budget Update - CAO

Mayor Weinberger began the overview of the FY23 General Fund Budget. He noted that this will be a challenging budget year, due to inflation, pandemic-impacted revenue shortfalls, less reliance on one-time revenues, and contract negotiations with the four unions with which the City holds contracts. He noted the principles and goals that are guiding his proposal for the FY23 budget. These goals and principles include having a disciplined budget, avoiding layoffs and furloughs, focusing cuts on non-personnel budget lines, having fewer new initiatives built into the structural budget, anticipating and responding to new and recovery-related emergent community concerns (e.g., homelessness, economic recovery, rising overdoses), continuing to invest heavily in addressing the climate emergency, leveraging new federal opportunities for funding, and concluding negotiations with the City's four unions.

Chief Administration Officer Schad noted that there is a budget shortfall of \$2.2 million, and that all departments except for BPD and REIB were given proportional cuts to close that gap. She said that department heads worked to further reduce that gap to \$1 million, but there is some uncertainty about other assumptions.

She noted that the FY23 budget draft is currently at \$92 million (FY22 was \$88.5 million), and that the current budget does not include layoffs or furloughs. She said that it also proposes uses \$2 million in ARPA funding for a revenue replacement reserve, to be used only if needed.

She spoke about continued uncertainty regarding negotiations with the City's four unions, noting that financial terms have not yet been negotiated with them.

She then provided a summary timeline, which includes department budget presentations this week and next, Board of Finance working sessions on June 6 and 13, and a proposed budget presented to the Board of Finance and City Council at their June 20th meetings.

Councilor Hightower asked how BPD and REIB were treated during the proportional department cut exercise. Mayor Weinberger replied that they will have more detail on this next week, but both departments are being level-funded. Chief Administration Officer Schad said that while every department came to the City with proposed cuts, the City chose not to act on some of them because they would have entailed staffing cuts.

Councilor Dieng asked if the budget presentations could include the status of the unassigned fund balance (UAFB) over the last 5 years. Chief Administration Officer Schad replied that yes, there will be detail on assigned/unassigned fund balances and ARPA funding during working sessions. Councilor Dieng asked about the creation of the new department, and whether



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that is considered a new initiative. Mayor Weinberger replied that the new department is not a new initiative. Councilor Dieng requested that information be included in presentations about vacant positions by department over the last 2 years.

Councilor Bergman said that it would be helpful to hear from departments about their perspective on budgetary challenges.

5.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

5.01 Authorization To Submit 2022 Burlington One-Year Action Plan, And Amended 2019 Burlington One-Year Action Plan
- CEDO

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

VOTING: unanimous; motion carries.

5.02 Authorization to accept grant funds from the Low-Income Household Water Assistance Program - DPW-Water Resources

Finance Manager Lavalette said that DPW is seeking authorization to participate in LIHWAP, which helps eligible households pay their water and sewer bills. She said that it is income-based and is run by the Department of Children and Families and is a new program that launched last year. She said that the City has been participating in other available programs for customers. She said it is uncertain how many City customers will participate in the program, since the income eligibility criteria is stricter than in some of the other programs, but noted that other programs have had robust participation. Division Director Moir also noted that DPW is lifting their disconnection moratorium for customers, so will be reaching out to customers to communicate that change, and will also notify them of this program.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend to the City Council the authorization and acceptance of grant funds from the Low Income Household Water Assistance Program (LIHWAP) through the Vermont Department for Children & Families of the Vermont Economic Services Division to satisfy eligible water utility bills owed by customers meeting certain income thresholds as outlined in and subject to the terms and conditions outlined in Attachment A, and to further authorize the Director of the Department of Public Works to execute the LIHWAP's certification and terms and conditions agreements, subject to review by the City Attorney's Office.

DISCUSSION:

- **Councilor Dieng asked what staff participation in this program would entail and whether a new position will be required. Finance Manager Lavalette said that the program is administered by the State and that the City will be able to handle the local coordination with current resources.**



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VOTING: unanimous; motion carries.

5.03 Reclassification of One (1) Role within the Fletcher Free Library - HR/Library

Councilor Hightower asked how realigning the organizational chart would affect staffing the New North End branch of the library. Library Director Danko replied that the New North End branch site is only open for 16 hours per week and the library has been using its administrative staff to staff it. She noted that the City is having conversations about staffing moving forward, though they have had no staffing issues to date (likely due in part to reduced use at the main branch).

Councilor Dieng said that some New North End residents have requested expanded hours at that branch.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend that the City Council approve the reclassification of the Tween/Teen Librarian, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, role to Tween/Teen Librarian, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, position in the Fletcher Free Library.

VOTING: unanimous; motion carries.

5.04 Reclassification of two (2) Clerk/Treasurer positions - HR/CT

Chief Administration Officer Schad said that one of these positions is a Customer Service Associate position that is needed in order to open the building back up for lunch; another is a Licensing Associate and Police Commission position, for which the City has not had much success in recruiting. She said that because some additional duties have been added to that position, they are requesting a reclassification.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to recommend that City Council approve the: □ Reclassification of Commission & Licensing Assistant, a Regular, Full-time, Non-exempt, AFSCME, Grade 13, position to Commission & Licensing Assistant, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position in the Clerk/Treasurer's Office; and □ Reclassification of Customer Service Associate and Cemetery, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position to Customer Service Associate, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position in the Clerk/Treasurer's Office.

VOTING: unanimous; motion carries.



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5.05 Expanded Eligibility Criteria to Provide Property Tax Relief to Additional Taxpayers Using Existing ARPA Allocation – CAO **item removed from the agenda**

No discussion at this time.

6.0 BOARD OF FINANCE APPROVAL ONLY

6.01 Engineering Design Marketplace Garage Repair – DPW

Assistant Director Padgett said that this would be for a number of additional repairs in the Marketplace Parking Garage. He said that the contractor is aiming to begin these repairs this season to finish by September or October.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to authorize the Director of the Department of Public Works to execute an amendment to the previously executed contract with Hoyle Tanner & Associates for engineering services related to repairs to the Marketplace Parking Garage for a total contract value of \$59,217, subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

6.02 Authorization to Execute a Maintenance Contractor for Stormwater Dredging and Vegetation Removal Services - DPW - Water Resources

Stormwater Coordination Sherrard said that a number of the stormwater systems captures debris, which results in sediment buildup that needs to be dredged and cleaned out.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to authorize the Director of Public Works to execute a construction contract with Courtland Construction Corporation to perform dredging, vegetation removal, and an outlet structure replacement in an amount up to \$59,236.50, subject to the prior review and approval of the City Attorney's Office and ability to execute and maintain the contract subject to the passage of budget line item 245-19-000.6500_118 for FY '23 as currently anticipated.

VOTING: unanimous; motion carries.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:57 PM.

RScty: AACoonrad



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