



Board of Finance Meeting, Monday, April 26, 2021, 5:30 pm
****VIRTUAL MEETING****
4/26/2021

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

April 26, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger/Katherine Schad

OTHERS PRESENT: Eileen Blackwood

Rich Goodwin

Jordan Redell

Sophie Sauve

Cindi Wight

Chapin Spencer

Olivia Darisse

Jeff Padgett

Lynn Reagan

Kara Alnasrawi

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:33 PM.



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1.
 - i. Motion to amend/adopt agenda

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

VOTING: unanimous; motion carries.

2.0 CONSENT AGENDA

2.01 April 12, 2021 Board of Finance Minutes, Draft – approve the minutes.

MOTION by Councilor Pine, SECOND by Councilor Paul to adopt the consent agenda items 2.01 and take the actions indicated.

VOTING: unanimous; motion carries.

3.0 PUBLIC FORUM (VERBAL)

3.01 Verbal Comments

- Jeff Nick encouraged the Board of Finance and City Council to fully fund the law enforcement budget for the upcoming Fiscal Year, noting that the Marketplace relies on law enforcement to ensure that it remains a fun, safe, orderly place for all. He noted that there has been an increase in unruly, illegal, antisocial behavior on Church Street, such as public intoxication, harassment, fights, bicycles and skateboards on the sidewalks, and graffiti.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Approval for Contract with CLA for Grants Management & Fixed Asset Management - C/T

Councilor Paul said that usually the amounts in these agreements are not round numbers and are based on an agreement. She asked how this number was derived and whether it could instead be a range. Finance Director Goodwin replied that there are three different initiatives that this agreement tries to resolve, all of which are management letter recommendations for findings. He said that the investment of time needed to address these issues isn't known precisely at this time. He estimated that the cost would be between \$75,000 and \$100,000. Councilor Paul said that it may be more than \$100,000 and advised being conservative with estimates.



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MOTION by Councilor Paul, SECOND by Pine ,to approve and recommend City Council approve and authorize the Chief Administrative Officer, Katherine Schad, to enter into an agreement for accounting services between the City and Clifton, Larson, Allen not to exceed \$100,000 between March 1, 2021 and March 30, 2022, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.02 Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation Program - C/T

Finance Director Goodwin said that this letter of credit is a requirement, though it has never been used, and is approximately \$25,000. He said that it is being paid out of the insurance fund.

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

VOTING: unanimous; motion carries.

4.03 Burlington Greenway Rehabilitation: Maple Street-College Street Realignment – BPRW

Parks Comprehensive Planner Sauve said that this week the City is anticipating bids to come in for the contract for construction of bike path and passenger rail. She said that the first contract between College and King St has been awarded and kickoff with contractor is next week. She noted that due to Covid, there have been delays with materials but that she doesn't have an update on how that will impact this project's timeline. She noted that last portion, the LaValley Lane realignment is currently in design phase, and will be looking for approval from easement for the rail along Perkins Pier sometime in future.

City Council President Tracy said that a concern from the public is the detour aspect and that the City needs to ensure good communication to pedestrians and cyclists about how they can move safely around the area. Parks Comprehensive Planner Sauve replied that she had received similar public feedback and the section between College and King is detoured. She said they have been working with DPW and CEDO to identify the best solution for the detour in terms of safety and business impact around Battery Street.

MOTION by City Council President Tracy, SECOND by Councilor Pine, to approve and recommend that City Council approve and authorize the execution of a contract with Vanasse, Hangen & Brustlin, Inc., (VHB), for a price not to exceed \$50,760 for the Burlington Greenway Realignment Project, plus a project contingency of \$12,690 for a total of \$63,450 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the amended contract and



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any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.04 Phase 3B South Bike Path Rehabilitation Resident Engineer Contract - BPRW

Parks Comprehensive Planner Sauve noted that construction has been completed up to the northern portion of Oakledge, and this contract would pick up where that left off. She noted that there is some realignment anticipated to help with the grades on the bicycle path. She added that the project also includes a gateway for Austin Dr and a configuration at Flynn Avenue for beach access. She noted that they anticipate beginning construction at Austin Drive so that construction at the beach will commence at the end of summer or early fall, when there is less demand for beach access.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that City Council approve and authorize the execution of a contract with EIV Technical Services for a price not to exceed \$111,420 for the Burlington Bike Path Rehabilitation Phase 3B South Construction Project, plus a project contingency of \$16,713, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.05 Lease of Concession Space at Waterfront Park for 2021 Season - BPRW

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Sense of Humor, LLC, to perform food and beverage sales at Waterfront Park for the 2021 season, and to authorize Mayor Miro Weinberger, to execute the lease and any related documents, subject to the review of the City Attorney's Office.

DISCUSSION:

- Councilor Pine noted that this is a one-year lease in order to accommodate construction around the bicycle path and the railway. He said that Waterfront Park isn't being commercialized in a permanent way.
- City Council President Tracy said that he is willing to support the this on the basis that it will be solely a one-year contract.

VOTING: unanimous; motion carries.

4.06 Authorize The Amended Grant Of Easements To The Vermont Housing And Conservation Board And Preservation



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Trust Of Vermont For The City's 311 North Avenue Property – BPRW

Director Wight said that this entails minor lot adjustments for the easement, adding that the back end of the building was originally slated to be removed but further analysis showed that it could be kept. As a result of that, the easement lines needed to be redrawn to accommodate that change.

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

VOTING: unanimous; motion carries.

4.07 North Ave Raised Intersection Project - Authorization to Award Construction Contract – DPW

Director Spencer said that this construction contract would elevate the North Avenue, Barre Avenue, and Washington Street intersection to increase safety for all modes and shift the crosswalk. He added that it is coming from three financial sources, and that the recommendation came out of the North Avenue Corridor Study, and will enable the intersection to handle additional traffic out of Cambrian Rise as well as current multi-modal traffic.

City Council President Tracy asked if this type of traffic calming intersection has been implemented before. Public Works Engineer Darisse replied that a similar intervention had been previously installed at Birchcliff Parkway and Locust Street.

City Council President Tracy asked if there would be a post intervention follow up to evaluate the change. Public Works Engineer Darisse said that there will be an evaluation of the intersection and it will be monitored and compared to prior activity. She also noted that a crosswalk is being relocated from the north side of Barre Street to the south side of it, saying that it will hopefully increase visibility of pedestrians attempting to cross.

City Council President Tracy asked if there will be signage alerting traffic to the changes in the raised intersection and crosswalks. Public Works Engineer Darisse replied that yes, there will be signage for the speed table at the intersection.

Councilor Pine noted that exiting Barre Street to go northbound is very challenging. He said that some residents would appreciate increased visibility at that intersection. He said that moving the crosswalk closer to the bus shelter might make sightlines more difficult, so asked to be cognizant of that. Director Spencer said that the intention of the project is to slow speeds both north and south to make exiting side streets more safe.

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the Director of Public Works to execute a construction contract with Don Weston Excavating, Inc. for \$197,044.00 to complete the North Avenue Raised Intersection Project, and to further authorize the use of an



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additional \$23,682.00 in contingency funds (12%), for a total construction budget of \$220,726.00, all of which is included in the amended project budget and FY21 budget, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.08 Reorganization Update To Staffing Structure, Reclassifications, Retitling, Creation And Elimination Of Positions, For Phase 1B Step 1 Of Administrative Integration Of The Parking Services Integration Plan - Department of Public Works - DPW/HR

Director Spencer said that the last few years have seen significant changes in the division, such as credit card and mobile phone payment for parking, a parking program for low-wage restaurant and retail workers, upgrades to parking garages, and the transition of the parking services division to DPW. He noted that the proposal does not increase FTEs, but reclassifies and reshuffles other positions and keeps two FTEs vacant.

Councilor Pine asked if there is a cost impact to the reclassification. Director Spencer replied that the proposal is cost-neutral.

Councilor Pine asked about the timing of these changes. Director Spencer replied that the changes would position the division for as much success as possible, and that these steps will pay off long-term.

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

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 City Attorney's: Reclassification of the Public Records and Information Coordinator position from Limited Service to Regular - City Attorney's Office/HR

City Attorney Blackwood noted that the current position was hired as a temporary employee in November and has been recommended as a permanent position after review.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve the reclassification of the Public Records and Information Coordinator, Limited Service, Full-time, Non-union, Non-exempt, Grade 15 to Regular, Full-time, Nonunion, Non-exempt, Grade 15.





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DISCUSSION:

- Councilor Tracy asked why the position remains non-bargaining and non-union. City Attorney Blackwood replied that the staff person's role is such that they have access to sensitive legal and confidential information concerning employees if they are requested in public records requests.

VOTING: unanimous; motion carries.

6.0 DISCUSSION: NEAR-TERM AMERICAN RESCUE FUNDING NEEDS

6.01 Discussion of Near-term American Rescue Funding Needs

Mayor Weinberger said that the large majority of American Rescue Plan Act funding should be set aside for more deliberative decisions regarding their use, which would include public input, rather than inclusion in the Fiscal Year 2022 budget. Mayor Weinberger said that while reserving 95% of ARPA funds, the City would like to increase allocation to emergency funding, as current funds are being exhausted.

Director Alnasrawi noted that the administration is proposing mobilizing \$1 million of ARPA funds now, in order to address pandemic and economic recovery needs related to public health, community and economic reactivation, and responding constituents' needs. Public health response activities include wastewater testing, food relief, vaccination site support, high-quality mask support, and enhanced resident communication. Downtown and waterfront reactivation activities include subsidizing free activities, family and child activation in public spaces, public art projects, graffiti cleanup, and other activities to create a positive community impact in different neighborhoods. Director Alnasrawi said that the RRC should be continued and expanded, citing the need to connect constituents with services. Chief Administrative Officer Schad added that they will try and train RRC staff on connecting constituents with other resources as well.

Councilor Paul noted that the RRC, though created for Covid, has been very successful and should be continued after the pandemic is over with. She expressed concern that the City has never seen \$27 million at once before, and that the City must ensure it is strategic in its spending and accountable to the community for spending the funds. Mayor Weinberger replied that the proposal will be fleshed out further, but asked for continued flexibility for public health expenditures.

City Council President Tracy asked about collaboration with the REIB department and how the BIPOC community is being supported. Director Alnasrawi replied that the REIB staff attend every meeting and that all potential projects are vetted through a toolkit. City Council President Tracy asked how recovery money can be leveraged to keep residents in some form of stable housing. Director Alnasrawi replied that there are provisions for renter and home relief funds from both the State and the City, and that the City will need to ensure that there is no duplication of funding for projects. Mayor Weinberger that funding allocations are still being decided by the State and federal governments, and that the City must wait until those decisions have been made.





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Councilor Dieng emphasized the importance of public input in this process. He also said that the ARPA funds could be used to address childcare issues in the City, to build capacity and provide access to high-quality childcare. He additionally said that the City invest these funds wisely to have maximum impact and be complementary to the funds that the State is receiving for specific initiatives and areas.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 7:02 PM.

RScty: AACoonradt