Board of Finance Meeting, Monday, March 21, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM 3/21/2022

BURLINGTON BOARD OF FINANCE

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

REMOTE OPTION VIA ZOOM

BURLINGTON, VERMONT

MINUTES OF MEETING

March 21, 2022

MEMBERS PRESENT: Max Tracy

Karen Paul

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Brian Pine

Tony Berry

Darren Springer

Betsy Lesnikoski

Cindi Wight

Chapin Spencer

Laura Wheelock

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:05 PM.

1.
   i. Motion to amend/adopt agenda

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to adopt the agenda as amended.

- **remove from the agenda item 4.06; add to the agenda item 4.14 Communication: Ron Jacobs, AFSCME 1343 President re: Current Staffing at the Temporary Library Location in the NNE;**
- **add to the agenda item 4.15 Communication: City Councilor Karen Paul, Chair, Public Safety Committee, re: Request for allocation of $1,500 for use in posting recordings of Public Safety Committee meetings to YouTube**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke about the resolution regarding the Unassigned Fund Balance (which was removed from the Board of Finance agenda). She noted an extensive list of how dollars would be spent, and expressed concern that that would only leave around $2 million in the Unassigned Fund Balance. She suggested clarifying communication when revamping the resolution, so that the public can better understand. Mayor Weinberger said that there was an error in the resolution. He said that there is $9 million in the Unassigned Fund Balance as well as $7 million in the Assigned Fund Balance (the funds are encumbered). He said that the resolution was attempting to clarify and define the Assigned Fund Balance.

3.0 CONSENT AGENDA

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

3.02 March 7, 2022 Board of Finance Meeting Minutes, Draft – approve the minutes.

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

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Project Management Services Contract Amendment - White+Burke – CEDO

Director Pine said that the purposes of this are to clarify that the services being provided by Burke are for the Waterfront and Downtown TIF District projects. Councilor Hightower asked about the cost. Director Pine replied that the rate is remaining the same. Councilor Paul asked about the number of hours devoted to this work by the consultant per month, given the amounts in the contract. Director Pine acknowledged that is a significant amount of hours devoted to the project, and added that they have built in some room so that they do not have to keep returning to the Board of Finance and Council for additional approvals. He confirmed that this has been included in the TIF budget.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to 1. Approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of Brian Pine, CEDO Director, to execute a contract amendment for provision of project management services relating to administration and advancement of projects serving the City's Waterfront and Downtown TIF Districts, to include CityPlace Burlington project work and Great Streets project work on behalf of the City, with David G. White, White+Burke Real Estate Advisors, with the maximum limiting amount of $200,000 for the term of July 21, 2021 through December 31, 2022; and 2. Approve and recommend the City Council approve, an increase in expenditures for related TIF project costs by $100,000 and increase revenue by $100,000, as per voter approved Downtown TIF in 2021.

VOTING: unanimous; motion carries.

4.02 Reclassification of one (1) role within CEDO - CEDO/HR

Human Resources Manager Berry said that this role is being reclassified due to some attrition within the department and shifting around of responsibilities to include more oversight in that role. He said that the incumbent is very competent and capable.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to recommend that City Council approve the: Reclassification of the Office Assistant II – Community Engagement, a Regular, Full-time, NonExempt, AFSCME, Grade 12 role to Office Coordinator II – Community Engagement, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position in the Community and Economic Development Office (CEDO). Please note this request also includes Retroactive pay of approximately $626 due to being effective January 14, 2022.

VOTING: unanimous; motion carries.

4.03 Authorization For Reimbursement From Public Improvement Bonds For City's Capital Projects – CT

Chief Administration Officer Schad noted that this is a standard authorization for when a bond is approved. She said that the Bond Council has requested that the Board of Finance approve this prior to securing the bond.

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

VOTING: unanimous; motion carries.

4.04 Authorization For Reimbursement From Public Improvement Bonds For The City's Downtown TIF District – CT

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

VOTING: unanimous; motion carries.

4.05 Acceptance And Approval Of The FY 2021 Audit – CT

Chief Administration Officer Schad noted that the Board of Finance had received a presentation about the FY2021 Audit, but had not voted on approving it at that time.

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

DISCUSSION:

- **Councilor Paul noted that the management letter had three items on it, two of which were recurring. She also noted that an item further down on the agenda is for the creation of a position that would help to address some of the audit findings.**
- **City Council President Tracy asked if there are any updates on the capital accounting work that would help address some of the items in the management letter. Chief Administration Officer Schad said that a lot of work has gone into capital accounting, to get all current and former projects into the capital accounting management system. She noted that in addition to the capital accounts position being requested tonight, an additional grants account position will come before the Board of Finance in the next several weeks.**

VOTING: unanimous; motion carries.

4.06 Investment Of Unassigned Fund Balance To Improve City Services And Drive Operational Efficiencies – CT

AGENDA ITEM REMOVED

4.07 Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation Program – CT

Chief Administration Officer Schad noted that this is a standby line of credit for $25,000 that is required for the City's Workers' Compensation Program, and that it is paid for by the City's insurance fund.

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

VOTING: unanimous; motion carries.

4.08 Creation of one (1) Clerk/Treasurer position - CT/HR

MOTION by City Council President Tracy, SECOND by Councilor Paul, to recommend that City Council approve the:
- Creation of the Senior Capital Project Accountant, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 18, role in the Clerk/Treasurer Office.

VOTING: unanimous; motion carries.

4.09 New England Central Railroad sidetrack agreement – BED

Chief Forester Lesnikoski said that Burlington Electric Department is required by its operating permit to bring in 75% of its wood by rail. She said that there is a railyard in Swanton and a rail siding and a trestle unloading enclosure at the McNeil Plant in Burlington. She noted that BED owns the middle of the enclosure, but the railroad owns both ends. She said that this agreement would cover the use of the track and the switches. She said that this is a new lease that combines two older leases from the 1980s and that it has been budgeted for in BED's operating budget previously.

City Council President Tracy asked what was outdated about the previous leases. Chief Forester Lesnikoski said that the new lease includes a clause that specifies a defined pricing schedule for budgeting. She said that it makes the lease easier to operate.

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

authorize the General Manager of the Burlington Electric Department to execute a sidetrack lease with the New England Central Railroad to facilitate the delivery of wood chips to the McNeil Generating Station, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.10 Approval of Parking Fees – BPRW

Director Wight noted that this includes fees for the three main parking lots at Oakledge, North Beach, and Perkins Pier, and could include Leddy Park if they have infrastructure in place in time for the beginning of the season. She noted that seasonal passes are available for residents.

Councilor Hightower asked about the definition of a season and also asked about the League fee. Director Wight replied that the season can start between May 1 and May 15. She also said that League pass don't cover all parks (just Oakledge), which is why it is lower in price than other seasonal passes.

City Council President Tracy asked if there are additional bicycle storage and parking options at parks. Director Wight said that Leddy does not include increased bicycle parking, and that BPRW has been focused on either repairing existing bicycle parking or installing it at parks that don't currently have it.

MOTION by City Council President Tracy, SECOND by Councilor Paul, to approve and recommend that the City Council approve the 2022 parking fees as set forth in the above table.

VOTING: unanimous; motion carries.

4.11 VTrans Bicycle & Pedestrian Program Grant Cooperative Agreement (CA0687) for the Intervale Road Shared-Use Path – DPW

Senior Engineer Wheelock said that this requests authorization to execute the cooperative agreement for a VTrans grant. She said that the grant is substantial at around $1.4 million, and noted that the local match is coming from the City's capital fund and recent bond vote. She said that once executed, they should be able to kick the project off this year. She added that part of the request is to also be able to use the VTrans At-The-Ready process for consultant procurement.

MOTION by City Council President Tracy, SECOND by Councilor Hightower, to 1. To approve and recommend that the City Council authorize the Director of Public Works to execute the Cooperative Agreement from the Vermont Agency of Transportation to accept a grant amount of $1,162,000, with project costs to be paid upfront by the City of Burlington and then reimbursed by the Vermont Agency of Transportation, with a local match of $290,500 in

City funds (20%), for a total project budget of $1,452,500, subject

to approval by the City Attorney's Office; 2. To approve and recommend that the City Council approve the necessary amendments to the Intervale Road Sidepath Project Fiscal Year 2022 Budget by adjusting the accounts as described in the affiliated memorandum and attachments; and 3. To approve and recommend that the City Council approve the use of the VTrans At-theReady process for Professional Design Consultant Procurement.

VOTING: unanimous; motion carries.

4.12 Mansfield Avenue Sidepath and Traffic Calming Project - Authorization to Amend Project Budget and Award Construction Contract – DPW

Director Spencer said that the project has two components: replacing the side path on both sides of Mansfield Avenue with a 10-foot-wide asphalt path; and traffic calming components (raised crosswalks). He said that they anticipate construction beginning early in May.

Councilor Hightower asked about the greenbelt bump-outs on Mansfield at Loomis Street and whether it was a pilot or will be permanent. She asked if additional changes will include a pilot phase or will go right to being permanent. Director Spencer noted that a survey that was fielded showed approval of the greenway but frustration at maintenance.

MOTION by Councilor Hightower, SECOND by Councilor Paul, to 1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds

from the above-referenced funding sources as needed to increase the project budget in the amount of $128,705.05, from $323,000.00, to a new total of $451,705.05, in accordance with the Amended Project Budget (Attachment 1), for the additional projected construction costs to complete the Mansfield Avenue Sidepath and Traffic Calming Project; and 2. To approve and recommend that the City Council authorize the Director of Public Worksto execute a construction contract with Desroches Construction Services, Inc. for $392,787.00 to complete the Mansfield Avenue Sidepath and Traffic Calming Project, and

to further authorize the use of an additional $58,918.05 in contingency funds (15%), for a total of $451,705.05, all of which is included in the amended project budget and proposed FY22 budget, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.13 North Winooski Avenue Parking Management Plan and Bike Lane Installation – DPW

No discussion at this time.

4.14 Communication re Staffing at the Temporary Library Branch in the NNE - AFSCME 1343 President

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to accept the communication and place it on file.

VOTING: unanimous; motion carries.

4.15 Request for allocation of $1,500 for use in posting recordings of Public Safety Committee meetings in YouTube - City Councilor Karen Paul, Chair, Public Safety Committee

Councilor Paul said that there was a request made to ensure that recordings of the Public Safety Committee meetings where the CNA report is discussed are available on YouTube to the public. She said that there is a cost associated with posting those on YouTube, and this request is for that funding.

MOTION by Councilor Paul, SECOND by Councilor Hightower, that the Board of Finance authorize $1,500 out of the FY22 budget Council initiatives line item for this expenditure.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:00 PM.

RScty: AACoonradt