Board of Finance Meeting, Monday, February 13, 2023, 5:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
2/13/2023

BURLINGTON BOARD OF FINANCE

CITY HALL, CONTOIS AUDITORIUM *OR*

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

DRAFT

February 13, 2023

MEMBERS PRESENT: Karen Paul (via Zoom)

Ali Dieng (via Zoom)

Zoraya Hightower (via Zoom)

Joe Magee (via Zoom)

Miro Weinberger (via Zoom)

OTHERS PRESENT: Katherine Schad

Meghan O'Rourke

Cindi Wight

Sophie Sauve

Brian Pine

1.0 CALL TO ORDER and AGENDA

Chief Administration Officer Schad called the Board of Finance meeting to order at 5:05 PM.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to adopt.

VOTING: unanimous; motion carries (Councilor Hightower absent for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke first about the Town Meeting TV budget She asked if the Board and administration would consider continuing to offer the hybrid option for meetings, which has greatly increased public participation. She then spoke about the Leddy Beach access project, and asked the Board of Finance to request an update and schedule from the Parks & Recreation department on the project. She further asked how much lower the tax revenue from the TIF district was due to the errors found by the Stater auditor.

3.0 CONSENT AGENDA

3.01 Board of Finance Meeting Minutes, January 9, 2023, Draft – approve the minutes.

3.02 Board of Finance Meeting Minutes, January 30, 2023, Draft – approve the minutes.

3.03 Special Board of Finance Meeting Minutes, February 6, 2023, Draft – approve the minutes.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to adopt the consent agenda and take the actions as indicated for items 3.01-3.03.

VOTING: unanimous; motion carries (Councilor Hightower absent for vote).

4.0 TOWN MEETING TV FY22 UPDATE AND CITY OF BURLINGTON FY24 BUDGET REQUEST

4.01 Town Meeting TV FY22 Update and City of Burlington FY24 Budget Request

Meghan O'Rourke, the Program Director at CCTV, provided a brief update on its FY24 budget request. She noted that the request includes three components: a municipal contribution of $26,460 for general operations, a $15,900 line item to support hybrid meeting coverage for 6 NPA meetings per month, and $40,000 to CCTV productions for additional Burlington municipal coverage.

Chief Administration Officer Schad noted that this is not a decision point for tonight, but that this request will be included in the FY24 budget.

Councilor Dieng thanked CCTV for their work bringing this level of engagement to Vermonters.

Councilor Magee asked about the three-year equipment life-cycle for hybrid meetings. Ms. O'Rourke said that the cameras and other technology are working well, but that they do anticipate needing to replace it at some point in the next several years.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Authorization to Accept Grant Funds from the Great Lakes Fisheries Program – BPRW

Director Wight said that this is to request acceptance of $90,000 in grant funding from the Great Lakes Fisheries Program, which would be used as follows: $80,000 to the summer recreation nutrition program, $4,000 for purchasing two accessible beach chairs for Oakledge Park, and $6,000 for providing 2023 seasonal parking passes for families in the recreational nutrition program.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and authorize the acceptance of grant funds in the amount of $90,000 from the Great Lakes Fishery Commission; and, to authorize the Director of Parks Recreation and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer.

VOTING: unanimous; motion carries.

6.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

6.01 Use Of Series 2019A Bond Proceeds For Leddy Pause Place Public Improvements – BPRW

Parks Comprehensive Planner Sauve said that this request would seek approval and authorization to reallocate $112,000 capital funds from funding that was originally identified for the Leddy Park Beach Access project to be now used for the Leddy Pause Place project. She said that they are combining this with several other projects to reduce costs overall, and are asking for the $112,000 to cover the remainder of the costs.

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

VOTING: unanimous; motion carries (Councilor Hightower absent for vote).

6.02 Request to Update a Contract with PC Construction Company for Roof Structure Stabilization at Memorial Auditorium – CEDO

Assistant Director Dunn noted that this seeks to increase the maximum amount of the contract for roof structure stabilization work, noting that this would still remain the low bid for this project even after that funding increase.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve increasing the maximum limiting amount from $98,576 to $128,990 with PC Construction for roof stabilization work at Memorial Auditorium, and to authorize the Director of Burlington Parks, Recreation and Waterfront to execute the attached contract amendment for a total contract amount of $112,165 with a contingency of $16,825 dollars.

VOTING: unanimous; motion carries.

6.03 Resolution of Waterfront Tax Increment Finance Audit Items – CAO

Chief Administration Officer Schad said that this resolution relates to the audit that occurred for the Waterfront TIF District by the State Auditor's Office between September 2021 and January 2023. She noted that there were a small number of findings related to the audit and that this resolution is related to corrective actions to address some of those findings. Specifically, the resolution would address the finding that the amount of incremental tax revenue the City kept in its WTF TIF Fund to pay for TIF debt was lower than it should be by transferring approximately $1.18 million from the General Fund to the WTF TIF District Fund. She noted that some of this funding is coming from the City's unassigned fund balance. She noted that none of these transfers would impact the City's operations or affect the tax rate.

Councilor Dieng thanked staff and the administration for their due diligence around the audit. He asked whether the $460,000 being taken from the unassigned fund balance would be repaid. Mayor Weinberger replied that through the budgeting process for FY24, the administration would determine how the budget impacts the unassigned fund balance. He said that even with the $460,000 decrease, they would still be within their target for the unassigned fund balance amount. Director Pine noted that the there will be increased revenue in future years generated by the TIF District.

MOTION by Councilor Dieng, SECOND by Councilor Hightower, to approve and recommend that the City Council approve and authorize the Chief Administrative Officer to take all necessary steps to ensure reimbursement of Waterfront TIF Funds in the amount of $1,181,034.00 from the following City accounts: a. $681,040 from the Waterfront North Access Project Fund balance (715-19-700-7900_162); b. $40,857.93 from the balance of interest in the Vermont Municipal Bond Bank checking account (101-00-000-7900_160); and c. $459,136.07 from the City Fund Balance. (110-00-000-000-7900_160).

VOTING: unanimous; motion carries.

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

Chief Administration Officer Schad noted that this is in an effort to strengthen the City's customer service presence at the front office of the Clerk/Treasurer office as well as conduct more cross-training with the Accounts Receivable team. She also noted that this would allow certain staff to concentrate more on election work as that process has become more complex in the last several years.

MOTION by City Council President Paul, SECOND by Councilor Magee, to recommend that City Council approve the reclassification of Accounts Receivable Team Lead, a Regular, Full-time, Non-exempt, AFSCME, Grade 18, position to Operations Manager, a regular, Full-time, Exempt, Non-union, Grade 21, position in the Clerk/Treasurer's Office and the reclassification of Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-exempt, AFSCME, Grade 15, position to Accounts Receivable Coordinator, a regular, Full-time, Non-exempt, AFSCME, Grade 17, position in the Clerk/Treasurer's Office.

VOTING: unanimous; motion carries.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:40 PM.

RScty: AACoonradt