BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
December 4, 2023

MEMBERS PRESENT:
Karen Paul (via Zoom)
Ali Dieng (via Zoom)
Joe Magee (via Zoom)
Mark Barlow
Miro Weinberger

OTHERS PRESENT:
Katherine Schad
Jared Pellerin
Jordan Redell
Charles Dillard
Darren Springer
Emily Stebbins-Wheelock
Cindi Wight
Brian Pine
Kara Alnasrawi
Chapin Spencer
Megan Moir
Martin Lee

1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Weinberger called the Board of Finance meeting to order at 5:36 PM.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to adopt the agenda.

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

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor spoke in support of the grant related to the South End Innovation Project, applauding the public and private stakeholders who are involved in the project. She said that she hopes the public will have a chance to weigh in on the project in more depth. She additionally spoke about the status of downtown, expressing support for the increased security presence but noting that downtown’s economy is fragile

and continuing to advocate for more expanded free parking. She also spoke about the charter change related to Burlington Electric Department, saying that its impetus should be explained more thoroughly to the public.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated
3.2 November 13, 2023 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.3 November 20, 2023 Special Board of Finance Meeting Minutes, Draft – approve the minutes.
3.4 Community Partnership for Neighborhood Development Grant Acceptance – CEDO – approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to execute the Grant Award Conditions and Acknowledgements Form from the Agency of Commerce and Community Development (ACCD) for the conceptual design of the public realm elements of the South End Coordinated Redevelopment area and to accept and execute a reimbursable grant with ACCD, in an amount up to $133,000 and further authorize the upfront expenditure of such grant funds on the condition that such grant funds are reimbursed pursuant to the grant terms, subject to final review and approval by the City Attorney’s Office.
3.5 Authorization to submit Substantial Amendment for changes to the Community Development Block Grant (CDBG) funding allocations in the 2023 Annual Allocation Plan – CEDO – approve and authorize the Director of the Community & Economic Development Office to, on or after December 19, 2023, submit a substantial amendment of the City’s 2023 Annual Action Plan to HUD for changes to the CDBG funding allocations in accordance with the proposed actions stated herein and as summarized below: 1. $175,000 to Steps for necessary improvements to their heating, ventilation, and air conditioning system at their new domestic violence shelter; and 2. $95,000 to the Champlain Valley Office of Economic Opportunity for operational costs of running a low barrier shelter at the Champlain Inn; and 3. $75,000 to the Champlain Housing Trust to install a privacy and security fence at the Champlain Inn property.
3.6 VT Center for Crime Victim Services “Victims of Crime Act” (VOCA) grant (Grant #02100-FY24/25-CN) – CEDO – CJC – approve and recommend that the City Council approve the acceptance of Grant #02100-FY24/25-CN, in the amount of $140,164 for FY24 and to authorize CEDO Director Pine or his designee to sign and grant acceptance and any necessary related documents after review and approval by the City Attorney’s Office.
3.7 Request for Acceptance of American Rescue Plan Act (ARPA) 2023 Pretreatment Grant Funds for Businesses and Municipalities – DPW – Water Resources – 1. Approve and recommend that the City Council authorize the Director of Public Works to execute a grant agreement for $342,125 with the Vermont Department of Conservation for ARPA Pretreatment Grant pass-through funds to be used for pretreatment equipment replacement at the Edlund facility located at 319 Queen City Park Road, subject to the prior approval of the City Attorney’s Office; and 2. Approve and recommend that the City Council authorize the Director of Public Works to execute a sub-award agreement with Edlund Company, LLC for ARPA Pretreatment Grant pass-through funds in amount not to exceed $342,125 to be used for pretreatment equipment replacement at the Edlund facility located at 319 Queen City Park Road, subject to the prior review and approval of the City Attorney’s Office.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to adopt the consent agenda and take the actions indicated for items 3.1-3.7.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 March 5, 2024 Annual City Meeting – Charter Change Re: Electric Department – BED
General Manager Springer said that this item seeks to exercise BED’s charter authority to extend its line of credit from $5 million to $10 million, to reflect current budget needs and rate of inflation. He said that this would also increase BED’s Moody’s credit rating without creating upward pressure on rates.

Chief Financial Officer Stebbins-Wheelock noted that the current line of credit of $5 million was set in 2007 and was set for working capital, though it has not been tapped since 2013. She said that the line is now used to bolster BED's days cash on hand metric, which is used to inform its credit rating. She said that as operating expenses grow, they need more dollars to cover at least 90 days cash on hand, and are finding that if they don't raise their line of credit, they will need to raise rates to maintain that level of cash on hand. She said that though $10 million is likely more than is needed for a credit line increase, it would also mean that they will not need to return to ask for a further credit line increase as frequently.

Mayor Weinberger noted that they will discuss warning this for a public hearing at the next City Council meeting on December 11.

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

VOTING: unanimous; motion carries.

4.2 Re-classification/retitling of one position – BPRW/HR
Director Wight spoke about the Land Steward position as a leadership role on the conservation team, noting that they maintain foot paths, Route 127 paths, trails, the community gardens, and are representatives on the Open Space Committee of the Conservation Board.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to recommend that the City Council approve the retitling and reclassification of the Land Steward, a regular, full-time, exempt, non-union, Grade 18 position to the City Land Steward, a regular, full-time, exempt, non-union, Grade 20 position in the Department of Parks, Recreation & Waterfront, and further authorize back pay in the amount of $6,807.82 to the incumbent retroactive to 7/1/22.

VOTING: unanimous; motion carries.

4.3 Request to Execute a Contract with Studio RENZ+OEI for the design and construction of the kiosk at City Hall Park – CEDO
Mayor Weinberger noted that this was one of the five community infrastructure grants that was approved and funded through ARPA dollars by the City Council six months ago.

Director Pine said that this contract would be for the design build and the construction of the kiosk at City Hall Park.

Councilor Barlow noted the current conditions in City Hall Park and asked whether the design takes this into account, as they do not want this kiosk to be misused. Director Alnasrawi said that the design requirements included an anti-graffiti coating and safety and security elements for the protection of staff. She also noted that the apparently successful bidder for the operator of the kiosk had a strong bid and is very aware of the climate at City Hall Park. She said that she feels the kiosk will be a positive element for the park. Mayor Weinberger said that bringing positive activity into the park was one of the major goals of overall park improvement and renovation. He noted that there are detailed design renderings included along with the materials for tonight's meeting, to show some of the features Director Alnasrawi previously mentioned.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to enter into a contract with Studio RENZ+OEI for the purposes of designing and constructing the kiosk at City Hall Park, with a cost of up to $213,000 and a 15% contingency,

for a total authorization and maximum limiting amount of $244,950 subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.4 ARPA Funding Dedicated to Housing and Homelessness – CEDO
Director Pine said that this is for a specific allocation of funds from those that were set aside for addressing housing and homelessness. He noted that this increased funding would go toward the Post Apartments (at the former VFW on South Winooski Avenue) and dedicate the remaining additional funding to Champlain Housing Trust to create permanently affordable housing in the next phase of the Cambrian Rise development.

Councilor Barlow asked about the Post Apartments project. Director Pine replied that it consists of 38 apartments at the former VFW. He said that it is currently a winter warming shelter, but that it will be redeveloped in the spring to be used as permanently affordable housing, with a focus on sheltering those who are immediately exiting homelessness. He noted that ten of the units would be set aside for priority housing for veterans.

Councilor Magee asked about the anticipated funding gap for the Special Assistant to End Homelessness and whether that is in FY 2026 or FY 2025, and Director Pine replied that it would be in FY 2025.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the allocation and spending of $2,025,000 of City ARPA funds, by the Chief Administrative Officer pursuant to the City's spending policies, to continue to address housing and homelessness throughout the City as outlined in the above memo and in the following way: 1. Increase the amount of ARPA funds allocated to address the acute homelessness crisis by $75,000 from $2,975,000 to $3,050,000; and 2. Dedicate $1,000,000 of ARPA funds to the Post Apartments project at 176 S. Winooski Avenue to aid in the creation of permanently affordable housing units; and 3. Dedicate $950,000 of ARPA funds to Champlain Housing Trust for use towards the creation of permanently affordable housing units in the next phase of their development at Cambrian Rise.
DISCUSSION:

- **Councilor Dieng asked if the Community Justice Center will be housed in the building with the Post Apartments and whether it would be renting space. Director Pine replied that yes, it would be renting space in the Post Apartments building.**

VOTING: unanimous; motion carries.

4.5 Authorization to Execute Contracts with On-Call Water Resources Sewer Collection System Filming and Cleaning Contractors – DPW – Water Resources
Division Director Moir said that this is similar to the catch basin cleaning contract and the on-call excavation contract, in that needs will arise and City staff lack the capacity to handle them as quickly as possible to address acute issues with pipes. They said that this contract would allow for more rapid response to address and fix pipe issues.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of Public Works to execute Main On-Call Agreements with two (2) water resources CCTV contractors (BP Wastewater

Services LLC and P&P Septic), each with a maximum limiting amount of $150,000, for a total authorized expenditure not to exceed $300,000, subject to review and approval by the City Attorney.
<u>DISCUSSION:</u>

- **Councilor Dieng asked about pipe service activity in the New North End and the Old North End. Division Director Moir replied that Councilor Dieng is thinking of the sewer relining contract, which also involves filming, and is ongoing throughout the City through next year.**

VOTING:

4.6 Request for Approval of Contract for the Long-Term Climate Resilient Evaluation for North Plant Sewer Siphon – DPW – Water Resources
Division Director Moir noted that this item relates to the damaged sewer siphon pipe that was discovered in the Winooski River this past July. They noted that they were able to repair the pipe in the bottom of the river in November, but that rather than a band-aid approach, Water Resources would like to pursue a more climate resilient approach to designing the siphons in future, and that this item would fund hiring an engineer to evaluate the best path forward for a long-term approach. They noted that they have gotten signals from FEMA that this long-term design and build would be eligible for FEMA funding (with a 5% City cost-share), though there are other funding options that could be utilized. Engineering Manager Lee noted that they are keeping FEMA in the loop as they develop their approach, to ensure that this remains eligible for funding.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of Public Works' execution of a contract with Stantec Consulting Services, Inc. for the long term climate resilient siphon repair, for a Maximum Limiting Amount of $182,793.62 with authorization for contingency funding of an additional $8,000.00, for a total authorized expenditure not to exceed $190,793.62, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.7 Authorization For Up To $105,000 Step 1 Loan From Vermont Clean Water State Revolving Fund For Preliminary Engineering Of Stormwater Outfall (TO-0097) Repair – DPW – Water Resources
Division Director Moir said that the City has around 260 stormwater outfalls in various states of needing repair, and that this body of work is intended to keep ahead of stormwater outfall repair (because repair is much less costly than replacement when outfalls fail completely). They said that there are three high-priority outfalls that are being targeted: two on Riverside Avenue and one on the Beltline. They noted that separately, the City will also ensure that they examine the remainder of the outfalls and advance some number of those that are high-priority to be addressed. They said that they are not sure whether there will be funding remaining in the Clean Water Resiliency Plan from the 2018 bond to conduct these activities, but if there is, the three outfalls identified above would be prioritized. They noted that Water Resources will build in a funding request in the fall of 2024 for any new outfall issues that are identified as part of this work.

MOTION by Councilor Dieng, SECOND by Magee, to recommend that the City Council approve the attached resolutions for items 4.7 through 4.9 as a slate.

VOTING: unanimous; motion carries.

4.8 Authorization For Up To $95,000 Step 1 Loan From Vermont Clean Water State Revolving Fund For Preliminary Engineering Of Stormwater Outfalls (TO-0104 and TO-0022) Repair – DPW – Water Resources
See item 4.7 above.

4.9 Authorization For Up To $315,000 Step 1 Loan From Vermont Water State Revolving Fund For Planning Of Future Stormwater Outfall Repairs – DPW – Water Resources
See item 4.7 above.

4.10 Authorization for Contract with Matrix Consulting Group for City of Burlington Operational Efficiency Study and Approval for Budget Amendment to Affect Contract – Mayor/CAO
Chief Administrative Officer Schad said that this was referenced in the first FY25 budget update in September, noting that this was one of several items that would address a budget shortfall. She noted that she will be returning to the Board of Finance on December 18 with a more comprehensive update, but said that they will move forward with an RFP process for the operational efficiency study and the user fee study. She said that this item pertains to the operational efficiency study, which will include the seven largest departments in the General Fund (excluding Police and Fire, which are being analyzed separately). She noted that the bidder, Matrix, came in as the clear winner in the RFP process, being competitive on cost and demonstrating capacity to perform the scope of work given their team's experience working with local governments. She noted that this study's results should be available to inform the final FY25 budget.

Councilor Magee asked for more detail about the Clerk Treasurer's Office assessment that was conducted in the past. Chief Administrative Officer Schad replied that this assessment was completed by Clifton, Allen, Larson several years ago, and that the City largely implemented the recommendations that came out of that assessment. Councilor Magee asked whether Matrix would be looking at the C/T Office more comprehensively or if they'd be looking at different aspects than the prior assessment. Chief Administrative Officer Schad replied that Matrix would be looking at different components than the prior assessment, such as whether the current staffing levels are adequate to meet the capacity of the C/T Office.

MOTION by Councilor Magee, SECOND by City Council President Paul, to 1. Approve and authorize the Chief Administrative Officer to execute a contract with Matrix Consulting Group for an Operational Efficiency Study for the City of Burlington, with a maximum limiting amount of $99,000, subject to the final review and approval by the City Attorney's Office; and 2. Approve and authorize and recommend that the City Council approve and authorize the Chief Administrative Officer to reassign $100,000 within the Assigned Fund Balance from the Jobs & People Study to Opportunities to Increase Revenues or Efficiencies.

VOTING: unanimous; motion carries.

5.0 PRESENTATION REGARDING AMERICAN RESCUE PLAN ACT (ARPA) EXPENDITURE UPDATE DECEMBER 2023 – BWD

5.1 Presentation Regarding American Rescue Plan Act (ARPA) Expenditure Update December 2023 – BWD
Director Alnasrawi said that this is an update on ARPA commitments and expenditures. She noted that the City received $27 million total in ARPA funding, which can be bucketed into seven main categories: revenue replacement, wages and operations, homelessness and housing, direct-to-constituent support, capital and community infrastructure, health response, and economic/business support. She noted that 32% of the funding went toward revenue replacement, which was the original intent of the legislation. She noted that larger chunks of funding also went toward wages/operations and addressing homelessness. She noted that all APRA funding for Burlington has been committed at this

juncture, which needed to occur by the end of 2024. She noted that expenditure of the funding needs to occur by the end of 2026, and that the City anticipates fully expending the dollars.

Councilor Magee noted that several positions were created with these funds, which will then become General Fund obligations when this funding sunsets. He requested a brief update ahead of the budget season on replacement funds for these positions going forward. He said that more explicitly showing how much of this funding (not just the direct-to-constituent category) went to directly supporting members of the community will be important for future communications.

Councilor Dieng asked about how much ARPA funding is committed to contingencies (and therefore could still be available, if not needed for those contingencies). Director Alnasrawi replied that there may be additional flexibility in the revenue replacement line, though it will likely be further obligated during the FY25 budgeting cycle. She said that there may be some tens of thousands in more flexible funding in contingency lines.

6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:38 PM.

RScty: AACoonradt