



Board of Finance

Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the consent agenda item 3.9. and place it on the deliberative agenda as item 4.5. (per Mayor Weinberger per Councilor Barlow); add to the agenda item 6.0 Discussion Regarding 200 Church Street - CEDO (per CAO Schad per CEDO Director Pine)

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category	2. Public Forum
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda (as amended) and take the actions indicated
Subject	3.2. February 20, 2024 Board of Finance Meeting Minutes, Draft
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve minutes
Subject	3.3. February 26, 2024 Board of Finance Meeting Minutes, Draft
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve minutes
Subject	3.4. CVOEO Fair Housing Month Sponsorship 2024 - REIB

Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	to approve and authorize the Acting Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a grant of City Empowerment Funds to CVOEO to support Fair Housing Month programming for a total authorized grant amount of \$1,000
Subject	3.5. Parking Facilities Fund FY'24 Budget Amendment for Credit Card Service Charges - DPW
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve, and recommend the City Council approve, the attached FY'24 Parking Facilities Fund budget amendment dated March 18, 2024
Subject	3.6. Authorization to Accept Grant Funds from the State of Vermont Historic Preservation program - BPRW
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and authorize the acceptance of historic preservation grant funds in the amount of \$20,000 from the State of Vermont subject to a \$20,000 local match obligation; 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
Subject	3.7. Conservation Legacy Fund Discussion - Arms Parks Connection to Greenway - BPRW
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront

Type	Action (Consent)
Recommended Action	to recommend that City Council approve and authorize the use of the Conservation Legacy Fund, in the amount of \$101,975, towards improved access, connectivity and amenities in Arms Park from the Burlington Greenway through the newly acquired Elks Property
Subject	3.8. Champlain St Park Renovations, Contract Amendment - BPRW
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the execution of a contract amendment in the additional amount of \$19,950.00 with Waterman Siteworks, LLC, for a contract value not to exceed \$183,794.00 for the Champlain Street Park Renovations Construction project, plus a contingency of \$15,481.09, for a total authorized expenditure not to exceed \$199,275.09; and, to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract amendment and any related documents needed to carry out the project, subject to review by the City Attorney's Office
Subject	3.9. Request to execute a Lease Agreement with the Burlington School District for the use of the "South Hangar" as the new home of aviation-oriented education at the Burlington Technical Center - Airport **NOW AGENDA ITEM 4.5.**
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the leasing of certain identified space, the so-called South Hangar building located at 200 Da Vinci Drive, at the Patrick Leahy Burlington International Airport to the Burlington School District, and to authorize the Mayor of Burlington to execute the lease agreement, subject to final review and approval by the City Attorney's Office
Subject	3.10. Contract for TylerTech FireCAD Cloud Migration - Fire/I&T
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Fire Department
Type	Action (Consent)

Recommended Action	to approve and recommend that the City Council authorize the Fire Chief and/or the Chief Innovation Officer to execute a three-year contract with TylerTech to provide cloud based FireCAD services for a total contract value not to exceed \$385,000 (including \$75,000 for implementation and system migration services and three years of an annual software and hosting cost of \$89,500), subject to review and approval by the City Attorney's Office
Subject	3.11. Contract for UKG Payroll and Human Resources Softwarer - HR/I&T
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Human Resources
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the Director of Human Resources and/or the Chief Innovation Officer to execute a three-year contract with UKG to provide payroll and human resources information technology services for a total contract value not to exceed \$550,000 (including \$38,000 for implementation and system migration services), subject to review and approval by the City Attorney's Office

4. Deliberative Agenda

Subject	4.1. CY24 Paving Contract - DPW
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY24 paving project budget, as needed to a total of \$1,317,201.00 for the projected construction costs to complete the CY24 Paving project. 2. To approve and recommend the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with Engineers Construction Inc. for the CY24 Paving project in the amount of \$1,027,573.00, with an additional \$289,628.00 in contingency funds, equaling a total authorized expenditure of \$1,317,201.00, subject to the final review and approval by the Office of the City Attorney.
Subject	4.2. Request to Execute a Contract and Property Use Agreement with Friends of the FRAME - CEDO
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)

Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to enter into a Property Use Agreement and a Contract with Friends of the FRAME for the purposes of ongoing collaboration, activation of the site and development of a Phase 2 capital strategy with a maximum limiting amount of \$105,000, both subject to final review and approval of the City Attorney's Office
Subject	4.3. Conservation Legacy Fund Request - Open Space Plan Re-Write - DPI
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Permitting & Inspections
Type	Action
Recommended Action	to approve and recommend that the City Council approve up to \$100,000 in Conservation Legacy Fund monies for a comprehensive rewrite of the Open Space Plan as recommended by the Conservation Board and Parks Commission
Subject	4.4. Request to Accept and execute a Federal Aviation Administration (FAA) Grant for design, construction manager at risk coordination and selection, pricing construction inspection and construction of the North Concourse Replacement Project "Project nextT" - Airport
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Airport
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to \$34,000,000.00, with a 15% contingency, totaling up to \$39,100,000.00, as allowed under the grant, for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NextT", subject to review and approval by the City Attorney's Office
Subject	4.5. Request to execute a Lease Agreement with the Burlington School district for the use of the "South Hangar" as the new home of aviation-oriented education at the Burlington Technical Center - Airport **WAS CONSENT AGENDA ITEM 3.9.**
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Airport

Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the leasing of certain identified space, the so-called South Hangar building located at 200 Da Vinci Drive, at the Patrick Leahy Burlington International Airport to the Burlington School District, and to authorize the Mayor of Burlington to execute the lease agreement, subject to final review and approval by the City Attorney's Office
Subject	4.6. Authorization for a Budget Amendment for Emergency Phase of Sewer Siphon Break Response - DPW - Water Resources
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action
Recommended Action	1. To approve and recommend that the City Council approve a budget amendment totaling \$50,331.51 of expenses and revenues to the Wastewater Capital Fund 862 by increasing the accounts as described in Table 2 of this memo. 2. To approve and recommend that the City Council authorize the use of Fund 480 fund balance and approve an expense budget amendment of \$259,194.44 to the Wastewater Fund 480 by increasing the accounts described in Table 3 of this memo.
Subject	4.7. Contract Renewal For Continuing Engagement with Burlington Telecom - I&T
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Innovation & Technology
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Chief Innovation Officer to execute a five-year contract with Burlington Telecom to provide high-speed internet and phone services in an amount not to exceed a total contract value of \$4,000,000, subject to review and approval by the City Attorney's Office

5. Monthly budget to actuals report for General Fund - C/T

Subject	5.1. Monthly budget to actuals report for General Fund - C/T
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Monthly budget to actuals report for General Fund - C/T
Department	Clerk/Treasurer's Office
Type	Discussion Information Presentation

6. Discussion Regarding 200 Church Street - CEDO

7. Adjournment

Subject	7.1. Motion to adjourn
Meeting	March 18, 2024 - Board of Finance Meeting - Monday, March 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	7. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn