



Board of Finance

Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/91864058431>

Or Telephone: +1 305 224 1968 US

Webinar ID: 918 6405 8431

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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 adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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 and take the actions indicated
Subject	3.2. June 3, 2024 Board of Finance Meeting Minutes, Draft
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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 the minutes
Subject	3.3. Three FY'24 Parking-Related Budget Amendments - DPW/Parking and Traffic
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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 authorize, and recommend the City Council authorize, the Chief Administrative Officer to implement FY24 budget amendments, in substantial conformance with the following: • Parking Services budget amendment dated May 31, 2024 in the amount of \$66,699 • Parking Facilities budget amendment dated May 31, 2024 in the amount of \$61,000 • Traffic Fund Budget amendment dated May 28, 2024 in the amount of \$130,000
Subject	3.4. Contract Renewal for Barracuda Security Solutions - I&T

Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Innovation & Technology
Type	Action (Consent)
Recommended Action	to approve and authorize the Chief Innovation Officer to execute a three-year contract with Barracuda Security Solutions, Inc. in an amount not to exceed \$95,000, to purchase the Barracuda Security Solutions modules and services, subject to final contract review and approval by the City Attorney's Office
Subject	3.5. Contract Renewal for Continuing Engagement with Managed Security Services Provider - I&T
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Innovation & Technology
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the Chief Innovation Officer to execute a two -year contract with a vendor identified through the 2018 RFP Process seeking MSSPs to provide managed security services in an amount up to \$110,000 (paid in two annual installments), subject to contract approval by the City Attorney's Office
Subject	3.6. Authorization to Execute Contract with BP Wastewater Services, LLC for Catch Basin Cleaning Services - DPW/Water Resources
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize Chapin Spencer, Director of Public Works, to execute a contract with BP Wastewater Services, LLC with a maximum limiting amount of \$63,875 for catch basin cleaning services in Fiscal Year 2025, with the option to renew the contract for one additional 1-year term, subject to review by the City Attorney's Office
Subject	3.7. Juneteenth Donation Acceptance and Budget Amendment - REIB
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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	1. To retroactively approve and authorize the Interim Director of Racial Equity, Inclusion and Belonging to accept the following donations from the following community partners to support the 2024 Juneteenth Celebration, for a total donation acceptance amount totaling \$33,000.00, subject to review and approval by the Chief Administrative Officer: <table> <tr> <td>Northfield Savings</td><td>\$10,000</td></tr> <tr> <td>University of Vermont Medical Ctr.</td><td>\$7,500</td></tr> <tr> <td>Seventh Generation</td><td>\$2,500</td></tr> <tr> <td>Hello Burlington</td><td>\$2,500</td></tr> <tr> <td>National Life Group</td><td>\$2,500</td></tr> <tr> <td>BlueCross BlueShield</td><td>\$1,500</td></tr> <tr> <td>Main Street Landing</td><td>\$1,000</td></tr> <tr> <td>Rhino Foods</td><td>\$1,000</td></tr> <tr> <td>City Market Onion River Co-op</td><td>\$1,000</td></tr> <tr> <td>Cabot</td><td>\$500</td></tr> <tr> <td>Burlington Electric Department</td><td>\$500</td></tr> <tr> <td>Champlain Housing Trust</td><td>\$500</td></tr> <tr> <td>Price Chopper</td><td>\$500</td></tr> <tr> <td>CVOEO</td><td>\$500</td></tr> <tr> <td>HOPE Works</td><td>\$500</td></tr> <tr> <td>Bolton</td><td>\$500</td></tr> <tr> <td>Total</td><td>\$33,000</td></tr> </table> 1. To approve and authorize a budget amendment as follows in furtherance of covering all expenses related to the Juneteenth 2024 Event: \$47,000.00 from GL 101-09-000.6500_118 to Community Celebration GL 101-09-000.7651, as further detailed in the attached budget amendment form; and, to further authorize the Chief Administrative Officer or designee to affect such amendment and all necessary transfers of funds in furtherance of the same.	Northfield Savings	\$10,000	University of Vermont Medical Ctr.	\$7,500	Seventh Generation	\$2,500	Hello Burlington	\$2,500	National Life Group	\$2,500	BlueCross BlueShield	\$1,500	Main Street Landing	\$1,000	Rhino Foods	\$1,000	City Market Onion River Co-op	\$1,000	Cabot	\$500	Burlington Electric Department	\$500	Champlain Housing Trust	\$500	Price Chopper	\$500	CVOEO	\$500	HOPE Works	\$500	Bolton	\$500	Total	\$33,000
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HOPE Works	\$500																																		
Bolton	\$500																																		
Total	\$33,000																																		
Subject	3.8. BPRW Budget Neutral Amendments - BPRW																																		
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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 budget neutral adjustments as detailed in the attached budget amendment forms, in furtherance of funding security needs at North Beach, and further authorize the Chief administrative Officer or designee to affect all necessary transfers of funds to carry out such amendments, subject to the final review and approval of the Chief Administrative Officer																																		

4. Deliberative Agenda

Subject	4.1. Re-classification of one position, the Lead Urban Park Ranger, in the Department of Parks, Recreation and Waterfront - BPRW - BPRW
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the reclassification of the Lead Urban Park Ranger, a regular, full-time, non-exempt, AFSCME, Grade 16 position to a regular, full-time, non-exempt, AFSCME, Grade 17 position in the Department of Parks, Recreation & Waterfront, and further authorize back pay in the amount of \$\$9,196.86 to the incumbent retroactive to May 16, 2022
Subject	4.2. Innovation & Technology Position Changes - I&T/HR
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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: (1) Eliminate the open but unfilled IT Project Manager position, a Regular, Full-time, Exempt, Non-Union, Market Factor position that was recently vacated by retirement (2) Eliminate the open but unfilled Technology Support Specialist position, a Regular, Full-time, Union, Non-Exempt, market factor position (3) Create a new Cybersecurity Analyst Position, a Regular, Full-time, Non-Union, Grade 19, Exempt position
Subject	4.3. Proposed DPW ROW Technician I & II Working Foreperson I & II Upward Tiering - DPW
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council authorize: 1. Retitling and tiering of the Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position as follows: a. Right-of-Way Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position. This will be the first of two tiers for this position; and

- b. Right-of-Way Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position. This will be the second of two tiers for this position
- 2. Retitling and tiering of the Street Maintenance Working Foreman: a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position as follows:
 - a. Right-of-Way Field Technician/Working Foreperson I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position. This will be the first of two tiers for this position; and
 - b. Right-of-Way Field Technician/Working Foreperson II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position. This will be the second of two tiers for this position

Subject	4.4. Reclassification of one (1) DPW - Technical Services Position - DPW
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve the reclassification of the Public Works Project Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Billing and Administrative Accountant, Technical Services; a Regular, Fulltime, Non-Exempt, AFSCME, Grade 17 position
Subject	4.5. Water Resources Wastewater Personnel Reorganization - Various - DPW/Water Resources
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 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 recommend that, contingent upon the approval of the FY25 Wastewater and Stormwater Budgets, City Council approve the: ☐ Reclassification of the Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, to the tiered Wastewater Plant Operator I/II position as follows: - o Wastewater Plant Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the first of two tiers for this position; and, - o Wastewater Plant Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the second of two tiers for this position. ☐ Reclassification of the Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position, to Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position. ☐ Reclassification and retitling of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to Senior Plant Operator – North and East, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position. ☐ Reclassification of the Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18

position to Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.

☐ Creation of a Collection System Maintenance Manager, a Regular, Full-time, Exempt, Non Union, Grade 20, position.

☐ Reclassification, retitling, and reorganization of one Street Maintenance Worker, a Regular, Fulltime, Non-Exempt, AFSCME, Grade 14 position in the Maintenance Division to Senior Collection System Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position in the Water Resources Division, reporting to the Collection System Maintenance Manager.

☐ Reclassification, retitling, and reorganization of two Street Maintenance Workers, Regular, Full-time, Non-Exempt, AFSCME, Grade 14 positions in the Maintenance Division to a tiered Collection System Operator I/II position in the Water Resources Division reporting to the Collection System Maintenance Manager, as follows:

- o Collection System Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position, the first of two tiers for this position; and,
- o Collection System Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position, the second of two tiers for this position.

☐ Reclassification, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Fulltime, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Lead Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position reporting to the Collection System Maintenance Manager

☐ Redescription, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 and position reporting to the Collection System Maintenance Manager.

2. To approve and recommend that the City Council authorize the Chief Administrative Officer to approve budget neutral amendments to the FY25 Wastewater and Stormwater budgets to move amounts from Salaries and Wages Total Compensation Contingency lines 480-19-425-000.5000_910 and 245-19-000.5000_910 to the appropriate personnel and benefits expense lines as needed to implement the above actions.

Subject	4.6. Authorization For \$12,886,920 Step III Loan From Vermont Clean Water State Revolving Fund And For \$2,077,120 Amended Engineering Contract With Wright-Pierce For The Stage 0 Upgrade Of The City's Three Wastewater Treatment Plants - DPW/Water Resources
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action Resolution

Recommended Action tp recommend that the City Council approve the attached resolution

Subject 4.7. Vermont Gas Systems Franchise Agreement - DPW

Meeting June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Subject 4.8. Approving The Issuance Of Grant Anticipation Notes For The Costs Of Certain Airport Improvement Projects - C/T

Meeting June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action
Resolution

Recommended Action to recommend that the City Council approve the attached resolution

Subject 4.9. Request to Execute a Construction Manager at Risk (CMAR) Contract with Engelberth Construction, Inc. (ECI) for Project NexT the North Concourse Replacement Project to accept and execute a Federal Aviation Administration (FAA) Grant Application and accept and execute a Northern Borders Regional Commission (NBRC) grant for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NexT" - Airport

Meeting June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Airport

Type Action

Recommended Action

1. to approve and recommend that the City Council authorize the Director of Aviation to execute a Construction Manager at Risk (CMAR) contract with Engelberth Construction Inc. in the amount of up to \$47,931,525.00 with a 15% contingency totaling up to \$55,121,253.80, as allowed by the grant for the construction of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney’s Office
2. to approve and recommend that the City Council authorize the Director of Aviation to execute an additional grant from the
Federal Aviation Administration to accept an amount up to \$6,922,436, with a 15% contingency, totaling up to
\$7,960,801.40, 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 NEXT" Grant Application subject to

review by the City Attorney's Office

3. to approve and recommend to the City Council to accept and execute a Northern Borders Regional Commission (NBRC)
Grant in the amount of up to \$1,778,400.00 for utilization of domestic mass timber construction materials in construction
of the North Concourse Replacement Project "Project NEXT", subject to review by the City Attorney's Office

Subject	4.10. Monthly Financial Review - Budget to Actual as of April 30, 2024 - C/T
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Communication Information Action
Recommended Action	waive the reading, accept the communication and place it on file

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	June 17, 2024 - Board of Finance Meeting - Monday, June 17, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn