Board of Finance

Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

https://zoom.us/j/98634433649

****CCTV link: https://www.youtube.com/playlist?list=PLljLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	**1.1. Motion to adopt agenda**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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. Lease at Roosevelt Park - BPRW**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 authorize the lease of the building located at 57 Oak Street, Roosevelt Park to the Boys and Girls Club of Burlington for a ten-year period, and to authorize Mayor Emma Mulvaney-Stanak to execute the lease agreement and any related documents, subject to review by the City Attorney's office

Subject	**3.3. June 17, 2024 Board of Finance Meeting Minutes, Draft**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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	**3.4. June 24, 2024 Board of Finance Meeting Minutes, Draft**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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	**3.5. Approval to accept Planning Grant Continuum of Care VT - 501 & Permanent Supportive Housing Grant Agreements in SFY25 - CEDO: VT0030L1T012314 - $330,188 New Horizons Renewal, September 1, 2024 VT0053L1T012308 - $269,172 Beacon Renewal, September 1, 2024 VT011L1T012300 - $54,627 CoC Planning Grant VT - 501, January 1, 2025**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	move to approve and recommend that the City Council approve the acceptance of three U.S. Dept. of Housing and Urban Development Continuum of Care FFY23 grants VT0030L1T012314 - VT0053L1T012308 - VT011L1T012300) to begin in SFY25 and authorize the Director of CEDO to execute all contracts and documents necessary to accept the total funding of $653,987 from HUD, subject to the review and approval of the City Attorney's Office
Subject	**3.6. Sponsorship Agreements for The Caroline Fund, United Immigrant and Refugee Communities of Vermont, Obieze Ebo, Gallop to Success, and Arbai Huhina and Samuel Dingba in Collaboration with AALV - REIB**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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	The Office of Racial Equity, Inclusion, and Belonging requests the Board of Finance approve the following motions: 1. To retroactively approve and authorize the Interim Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue a grant in the amount of $15,000 to The Caroline Fund from the FY24 Empower Fund GL, and to execute a grant agreement memorializing the same, subject to review by the City Attorney's Office. 2. To approve and authorize the Interim Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue grants of City funds in a total amount not to exceed $43,150 from the FY '25 Empower Fund GL, and to execute grant agreements memorializing the same, subject to review by the City Attorney's Office, as follows:

a. to the United Immigrant and Refugee Communities of Vermont, Inc. for a total authorized grant amount of $15,000; and
b. to Obieze Ebo for a total authorized grant amount of $6,450;
c. to Gallop to Success for a total authorized grant amount of $11,000; and
d. to Arbai Muhina and Samuel Dingba in collaboration with AALV for a total authorized grant amount of $10,700

Subject	**3.7. Authorization to Sign Property Lease with The Jones Payne Group, Inc. at 1200 Airport Drive, South Burlington, VT - Airport**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 authorize the leasing of certain identified space at the Patrick Leahy Burlington International Airport to The Jones Payne Group, Inc. and to authorize the Mayor to execute the lease, subject to final review and approval by the City Attorney’s Office

Subject	**3.8. Recommendation to the Board of Finance to Accept and Execute a contract in the amount of $94,000 dollars with a 15% contingency with ECI (Engineers Construction Inc) for the Mill & overlay of Aviation Avenue and Eagle Drive - Airport**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 to the City Council to authorize the Director of Aviation to execute a contract with ECI (Engineers Construction Inc) for the Mill & Overlay of Aviation Avenue and Eagle Drive in the amount of $94,000, with a contingency of 15% for a total of $108,100, subject to review and approval of the City Attorney’s Office

Subject	**3.9. Water Treatment Plant Elevator Modernization Agreement Authorization to Execute Contract with Mack Brothers Elevator - DPW/Water Resources**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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	1. to approve and recommend that the City Council authorize the Director of Public Works to execute a Construction Contract with Mack Brothers Elevator with a maximum limiting amount of $180,000 subject to review and approval by the City

	Attorney.
	2. to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments in substantial conformance with the attached budget transfer request

Subject	**3.10. Authorization to Sign a Contract for Facility repairs with Farrington Construction - Police**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Police Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the Chief of the Burlington Police Department to enter into a contract with Farrington Construction in an amount not to exceed $129,179.50, contingent upon the successful funding authorization from the Capital Committee and subject to review by the City Attorney's Office

Subject	**3.11. Impact Fees Budget Amendments - DPW/Parking & Traffic**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 attached Budget Amendment Request to reallocate $120,000 in traffic impact fee revenues (Fund 264)

Subject	**3.12. Authorization for a $130,000 budget neutral amendment - DPW/Water Resources**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 the Chief Administrative Officer, or their designee, to effect a $130,000 budget neutral amendment in substantial conformance with the attached budget transfer request

Subject	**3.13. Approval for MuniCap, Inc., FY25-27 TIF District Administration Consultant Contract - Capital**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	to approve and recommend that City Council approve and authorize the Chief Administrative Officer to enter into an agreement with MuniCap, Inc., for a three-year contract (FY25-27) not to exceed $60,000 per year, subject to review by the City Attorney's Office
Subject	**3.14. Monthly Financial Review-Budget to Actual as of May 31st, 2024 - C/T**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Information Communication Action (Consent)
Recommended Action	waive the reading, accept the communication and place it on file
Subject	**3.15. Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community - Housing Opportunity Grant Program SFY 2025 $1,290,576.00 - CEDO**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve the acceptance of SFY 2025 grant funds in the amount of $1,290,576 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Director of CEDO to execute all contracts and documents necessary to accept the funding through the period of July 1, 2024 – June 30, 2025, including retroactive approval for the period of July 1st to July 17, 2024, subject to the final review and approval of the City Attorney's Office

Subject	**3.16. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2024 And Ending June 30, 2025 As Amended On July 15, 2024 - Assessor**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Assessor's Office
Type	Action (Consent) Resolution
Recommended Action	to recommend that City Council approve the amended property tax rate resolution for FY25 for annual tax assessment of the property grand list of the City to show the Local Agreement rate change from $0.0011 to $0.0005

4. Deliberative Agenda

Subject	**4.1. Security Services for City Hall - HR/Safety Manager**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Human Resources
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the contract with Chocolate Thunder Security to provide security services at City Hall for a total contract amount not to exceed $120,000 and to authorize Timothy Williams, Safety Manager, to execute the contract and any related documents, subject to review by the City Attorney's Office

Subject	**4.2. Recommendation to Board of Finance for Approval and Recommendation to City Council for Authorization to Execute and Award the Marketing and Promotional Services Contract to Hagan Associates - Airport**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 to the City Council to authorize the Director of Aviation to enter into a contract, with the selected Media and Advertising concessionaire of Hagan Associates for a five (5) year term, subject to final review and approval of the City Attorney's Office

Subject	**4.3. Authorization to accept an amended ARPA Grant and to execute an amended MOA for a Public-Private Partnership Stormwater Quality project - DPW/Water Resources**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 to the City Council that the Director of the Department of Public Works be authorized to execute an amended grant agreement with Vermont DEC for up to $2,029,673 for final design and construction of the P3 project involving the "South Meadow Apartments" and the "Shelburne Road Shopping Plaza" property, subject to final review and approval by the City Attorney's Office 2. to authorize the execution of an amended MOA between the City and the P3 private parties: Antonio B. Pomerleau, LLC and Champlain Housing Trust, reflecting the increased grant funding,subject to final review and approval by the City Attorney's Office
Subject	**4.4. Great Streets Main Street Contract Amendments - DPW**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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 Director of Public Works to execute an amendment to the contract, subject to City Attorney review and approval, with S.D. Ireland Brothers Corporation in the amount of $547,386, bringing the total contract value up to $26,509,929.26, with the previously authorized the use of an additional $2,596,254.83 in contingency funds to be available to use toward any necessary future contract amendments needed to accomplish the construction work herein contemplated, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount not to exceed $29,106,184.09 for the development of the design of the Great Streets Main Street project. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute a Memorandum of Understanding, subject to City Attorney review and approval, with Burlington Electric Department in the amount of $549,810, for the lighting construction of the Great Streets Main Street project. 3. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses in FY25 and Overall Project Budgets, in substantial conformance with the attached budget transfer request
Subject	**4.5. Ambulance Fee Increase - Fire**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Fire Department
Type	Action

Recommended Action	to approve and recommend that the City Council approve and authorize the increased fee structure for ambulance services effective upon passage as described in the table herein this Ambulance Fee Increase memo by Chief LaChance dated July 7, 2024
Subject	**4.6. Authorization to Sign Contracts for Two-Way Radio Communication Fiber Lines with Consolidated Communications, Inc. and Burlington Telecom Business Services - Police**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Police Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the Chief of the Burlington Police Department or the Director of Information and technology to enter into the following agreements for radio communication fiber lines and service upgrades: a. A five-year service contract with Consolidated Communications, Inc. in an amount not to exceed $112,376,40; and b. A contract amendment to the existing Telecommunications Services Agreement with Burlington Telecom Business Services adding a scope of work and in amounts not to exceed $90,000 for a five-year term for dark fiber services and $46,800 for a three-year term for dark fiber services with First Light through BT, for combined total expenditure not to exceed $249,177 over the next five years, subject to review by the City Attorney's Office
Subject	**4.7. Approval of Four Resolutions for Annual Borrowing for FY25 for City and School - C/T**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	Move to approve and recommend that the City Council adopt the following resolutions related to FY25 borrowing: 1. Resolution for the $7M annual borrowing for FY25 (BED, City and BSD); 2. Resolution for up to $5.8M capital improvement bonds (voter approved March 2022); 3. Resolution for up to $7.7M in bonds for BSD Integrated Arts Academy (voter approved March 2017); and 4. Resolution for up to $15M in bonds for the Burlington High School (voter approved November 2022).

5. Adjournment

Subject	**5.1. Motion to adjourn**
Meeting	July 8, 2024 - Board of Finance Meeting - Monday, July 8, 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