



Board of Finance

Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/97026676849>

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Webinar ID: 970 2667 6849

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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. August 5, 2024 Board of Finance Meeting Minutes, Draft
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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. Classification of a Part-Time Custodian in the Department of Parks, Recreation and Waterfront - BPRW
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 creation and classification of the Custodian I- Facilities position, a regular, limited part-time, non-exempt, Grade 9 position in the Department of Parks, Recreation & Waterfront
Subject	3.4. Fletcher Free Library Security Guard Contract - 6 months - Library

Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Fletcher Free Library
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve the execution of a Contract Agreement and any related documents needed to carry out said contract with Chocolate Thunder, LLC, for a 6 month contract of security guard services for the Fletcher Free Library at a rate of \$50.00 per hour for the first security guard, and \$47.50 per hour for the second security guard in an amount up to \$93,000 with a contingency of \$6,000.00 for a total maximum limiting amount of \$99,000.00, upon final review and approval of the City Attorney's Office
Subject	3.5. Court Diversion Grant Amendment #02100-FY24/25-CN - CJC
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Community Justice Center
Type	Action (Consent)
Recommended Action	1. To approve and recommend that the City Council approve the acceptance of the State of Vermont Grant Amendment Award #02100-FY24/25-CN, in the amount of \$669,022, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2025, and to authorize CEDO Director, Brian Pine to sign the grant agreement, and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby. 2. To approve and recommend that City Council authorize CEDO Director, Brian Pine, to accept future grant amendments increasing the amount of the foregoing grant and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby.
Subject	3.6. Authorization to provide CCRPC with Local Match for VT 127 Shared Use Path Scoping and Feasibility Study - BPRW
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 Director of Parks, Recreation, and Waterfront to enter into an agreement with the Chittenden County Regional Planning Commission, obligating the City to provide an amount not to exceed

\$25,162 of Bike Path Maintenance Funds to the CCRPC to act as the 20% local funding match for the VT 127 Shared Use Path Scoping and Feasibility Study grant accepted by the CCRPC from the Federal Highway Administration and totaling \$100,646 in granted funds, subject to review by the Chief Administrative Officer and City Attorney's Office

Subject	3.7. Authorization to Accept State Grant for the Voices of St. Joseph's Orphanage Memorial Project - BPRW
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 acceptance of grant funds of \$85,000 from the State of Vermont Vermont Center for Crime Victim Services for the Voices of St. Joseph's Orphanage Memorial Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office

Subject	3.8. Authorization to execute an Assignment and Assumption Agreement by and between Mirabelle's Inc. and Mirabelle's Bakery, LLC - Airport
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 that the Mayor of the City of Burlington be authorized to execute the Assignment and Assumption Agreement between Mirabelle's Inc. and Mirabelle's Bakery, LLC in regards to the leasing of the Airport's business premises located at 3060 Williston Road, Suite 8, South Burlington, VT, subject to final review and approval by the City Attorney's Office

Subject	3.9. Request for Approval of a \$135,986 Budget Neutral Amendment to the Fiscal Year 2024 Patrick Leahy Burlington International Airport - Airport
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 a budget neutral amendment in the amount of \$135,986 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by modifying the accounts as described in the affiliated memorandum
Subject	3.10. Authorization to Accept a Work of Public Art from the Parks Foundation to the City - BPRW/BCA
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	City Arts
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the Director of BPRW to accept a Public Art donation as described in Attachment A with a total value of \$37,865 from the Parks Foundation, and to execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney's Office
Subject	3.11. BED U.S. Department of Energy Grid Resilience & Innovation Partnership grant - BED
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and recommend the City Council approve and authorize the BED General Manager or their designee, subject to final review and approval by the City Attorney's Office, to accept and execute the grant agreement for U.S. Department of Energy Award DE-GD0000904
Subject	3.12. Acceptance of grant funding AFG - Fire
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Fire Department
Type	Action (Consent)
Recommended Action	move to approve and recommend that the City Council authorize the Burlington Fire Department to accept a grant from FEMA in furtherance of enhancing and expanding the department's training programs in the area of firefighting, in the amount of \$222,060.00, obligating the City to a 10% local match in an amount not to exceed \$20,187.28, subject to final review by the Chief Administrative Officer; and, further authorize the Chief Engineer to execute a grant agreement with FEMA to accept such funds, subject to review by the City Attorney's Office

4. Deliberative Agenda

Subject	4.1. "Monthly Financial Review & Introduction of New Dashboard" - CT
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	4.2. Reclassification of one (1) DPW - Administrator position to Permit Tech - DPI/HR
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 the reclassification of the Department of Permitting and Inspections Administrator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position to a Permit Technician, Trades Division, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position
Subject	4.3. Creation of the NPA Public Engagement Specialist Position - CEDO
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to recommend that the City Council approve the: • Creation of the NPA Public Engagement Specialist – a part-time, permanent, non-exempt, AFSCME, Grade 14 position in the Community and Economic Development Office
Subject	4.4. Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Traffic Division Of Public Works Department - CT/DPW
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda

Department	Public Works Department
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.5. Reclassification of three (3) Parking Maintenance Workers - DPW/HR
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 City Council approve the: ☐ Reclassification of three (3) Parking Maintenance Workers, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 11 role in the Parking and Traffic Division to three (3) Parking Maintenance Workers, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 role
Subject	4.6. Authorization to Accept Pollution Control Grant Funding and Execute the Grant for Wastewater Treatment Facility SCADA/PLC Improvements and Disinfection Improvements - DPW - Water Resources
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 to the City Council that the Director of the Department of Public Works be authorized to execute a grant agreement with Vermont DEC for up to \$113,136.00 for the WWTF SCADA and PLC Improvements Project, subject to final review and approval by the City Attorney's Office." 2. "To approve and recommend to the City Council that the Director of the Department of Public Works be authorized to execute a grant agreement with Vermont DEC for up to \$901,499.00 for the WWTF Disinfection Improvements Project, subject to final review and approval by the City Attorney's Office."
Subject	4.7. Fire Station 2 Bay Floor Renovation - BPRW
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 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 approve and authorize the execution of a contract with Farrington Construction Inc., for a price not to exceed \$629,583 for the FS 2 Bay Floor Renovation project, plus a project contingency of \$62,000 (total project authorization including contingency not to exceed \$691,583), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to the review of the City Attorney's Office

Subject 4.8. Reorganization of the Assessor's Office including the reclassification of the City Assessor - Assessor/HR

Meeting September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Assessor's Office

Type Action

Recommended Action to recommend that City Council approve the:
☐ Reclassification of the City Assessor, a Regular, a Full-Time, Exempt, Non-Union, Grade 22, role to City Assessor, a Regular, Full-time, Exempt, Non-Union, Grade 28, role ,in the Assessor's Office and authorize retroactive pay to April 15th, in an amount not to exceed \$8,600

Subject 4.9. Reorganization of the Assessor's Office including the reclassification of two (2) positions - Assessor/HR

Meeting September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Assessor's Office

Type Action

Recommended Action to recommend that City Council approve the:
• Reclassification and retitling of the Associate Assessor, a Regular, a Full-Time, Non-Exempt, AFSCME, Grade 16, role to Assessment Specialist, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, role in the Assessor's Office and authorize retroactive pay from 04/15/24 to 09/6/2024 not to exceed \$2,000
• Reclassification and retitling of the Assistant Residential Appraiser, a Regular, a Full-Time, Non-Exempt, AFSCME, Grade 16, role to Assessment Analyst, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, role in the Assessor's Office and authorize retroactive pay from 04/15/24 to 09/6/2024 not to exceed \$1,900

Subject 4.10. Moody's Review Update

Meeting September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type	Discussion Information
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5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	September 9, 2024 - Board of Finance Meeting - Monday, September 9, 2024, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn