



Board of Finance

Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

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Webinar ID: 968 4918 6668

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

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 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	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	2. Public Forum
Department	Council and Board

Type	Action (Consent) 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	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 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. October 7, 2024 Special Board of Finance Meeting Minutes, Draft
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes Information
Recommended Action	approve the minutes
Subject	3.3. Monthly Financial Review - Budget to Actual as of September 30th, 2024 - C/T
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Information
Recommended Action	for information only
Subject	3.4. Ethan Allen Parkway Traffic Calming Grant Project Commitments Form - DPW
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for Ethan Allen Parkway Traffic Calming, obligating the City to commit a local match of \$117,273 which includes a 10% contingency for a total project budget of \$192,273 in furtherance of accepting a reimbursable grant amount up to \$75,000, and to take such further actions and execute such further instruments as may be necessary or convenient to implement the project within existing project appropriations, subject to review and approval by the City Attorney's Office. 2. To approve necessary amendments to the Ethan Allen Parkway Project Budget by adjusting the accounts substantially as described herein and in the attached draft budget amendment form, and further to authorize the Chief Administrative or designee to effect all necessary transfer of funds in furtherance of such amendments.
Subject	3.5. VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant # 02160-VOCA23-4009608-2025 - CJC
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Community Justice Center
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve the acceptance of Grant # 02160-VOCA23-4009608-2025 in the amount of \$140,164 for FY25 and to authorize CEDO Director Pine or his designee to sign the grant acceptance and to take such further actions and execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby, subject to review and approval by the City Attorney's Office, including acceptance of any additional amounts that may become available during the same fiscal year from the same source that do not require a local match or place new conditions on the City
Subject	3.6. BED FEMA Grant for winter 2022 storm admin expenses and July 2023 flooding damage - BED
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	move to approve and authorize the BED General Manager or their designee to: (1) accept \$753.32 in additional funds under State of Vermont Public Assistance Grant# 02140-84695-003 to reimburse BED for administrative/management expenses related to seeking FEMA assistance for damages resulting from the December 2022 winter

storm

(2) subject to final review and approval by the City Attorney's Office, to accept and execute grant agreements for the State of Vermont Public Assistance Grant #:02140-84720-026 in an amount not to exceed \$75,000 to reimburse BED for 100% of certain debris removal expenses and 75% of other debris removal and damage repair expenses resulting from severe flooding in July 2023

4. Deliberative Agenda

Subject	4.1. Champlain Parkway Cooperative Agreement Amendment No. 9 - DPW
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 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 the Director of Public Works, or his designee, to execute Amendment No. 9 to the Cooperative Agreement for the Champlain Parkway Project for continued project construction by increasing the maximum limiting amount by \$17,000,000 and the local match obligation by \$340,000, for a total authorized maximum limiting amount of \$82,000,000, including a total local match obligation of \$1,640,000, subject to the prior review and approval of the City Attorney's Office
Subject	4.2. Creation of one (1) new position, the Police Receptionist (Police Department) - HR/Police
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 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: • the creation of a "Police Receptionist," a Regular, Full-time, Non-exempt, AFSCME, Grade 13 position within the Burlington Police Department
Subject	4.3. BED Customer Information System contract - BED
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Burlington Electric Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the General Manager of BED to execute with SpryPoint a Master Services Agreement to purchase a SaaS subscription and receive associated implementation, support, and maintenance

services for a customer information system, customer portal, and mobile workforce management system at fixed, not-to-exceed prices, subject to review and approval of the City Attorney's Office and subject to appropriations for each relevant fiscal year

Subject	4.4. Downtown Tax Increment Financing District Audit - Authorization for Final Transactions - C/T
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary steps to ensure the reimbursement of both the City's 711 and Downtown TIF Funds in the total amount of \$506,395 from remaining FY2024 Operating Budget portion of the City's Assigned Fund Balance. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary steps to ensure the reimbursement of the City's Downtown TIF Fund in the total amount of \$106,388 from the City's 711 Fund. 3. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary steps to ensure the reimbursement of the City's Traffic Fund in the total amount of \$134,653 from the City's Downtown TIF Fund.

Subject	4.5. Resolution: Adoption of a Policy on Procurement, Property Dispositions, and Approval Authority for Public Contracts and Related Financial Transactions - C/T
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 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	waive the reading and adopt the resolution

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	October 21, 2024 - Board of Finance Meeting - Monday, October 21, 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

