



Board of Finance

Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/94964711740>

Or Telephone: +1 309 205 3325 US

Webinar ID: 949 6471 1740

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

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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 21, 2024 Board of Finance Meeting Minutes, Draft
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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. Lease of Space at Old North End Community Center, 20 Allen Street - BPRW
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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 leasing of certain space, as identified in the attached lease agreement, in the Old North End Community Center, as further detailed in Exhibit B for an initial one-year term, with the option to renew for five additional and subsequent one-year terms, from Champlain Housing Trust on the terms provided in and substantially in conformance with the attached lease including an annual rent amount of \$138,168 subject to a year over year increase not to exceed 3% per year, for a total authorized expenditure not to exceed \$893,727, subject to City Council annual budgetary appropriation, and to authorize the

Director of Parks, Recreation and Waterfront to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office

Subject	3.4. B.E.D.'s Property/Boiler and Machinery (B&M) 2024-2025 Insurance renewal - BED
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 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 that the City Council authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2024 through 11/20/2025 with a not to exceed premium of \$715,989, as outlined in this memo, subject to review and approval of the City Attorney's Office and the CAO

4. Deliberative Agenda

Subject	4.1. BCA Reorganization - BCA/HR
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	City Arts
Type	Action
Recommended Action	To recommend that City Council approve and authorize the: ☐ Elimination of the Administrative Assistant Position ☐ Reclassification and retitling of the Member and Donor Relations Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 13 to Development and Administrative Coordinator, a Regular, Fulltime, Non-exempt, AFSCME Grade 15 ☐ Reclassification and retitling of the Marketing and Sponsorship Support Specialist, a Regular, Fulltime, Non-exempt, ASFCME Grade 15 position reporting to the Development Director and Communications Director to an Assistant Development Director, a Regular, Full-time, ASFCME Grade 17 position reporting to the Development Director ☐ Reclassification of the Youth & Family Program Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 15 to a Regular, Full-time, Non-exempt ASFCME Grade 16 ☐ Reclassification and retitling of the Program Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Adult Programs Coordinator a Regular, Full-time, Non-exempt, ASFCME Grade 16 ☐ Reclassification and retitling of the Clay and Print Studio Manager, a Regular, Full-time, Nonexempt, ASFCME Grade 15 to Clay Studio Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 16 ☐ Reclassification and retitling of the Artist Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 14 to Art Services Coordinator a Regular, Full-time, Non-exempt, AFSCME Grade 15 ☐ Reclassification and retitling of the Art Director, a Regular, Full-time, Exempt Non-union Grade 16 to Design Director, a Regular, Full-time,

Non-exempt, Non-union Grade 17

☐ Reclassification of the Education Director, a Regular, Full-time, Exempt Non-union Grade 18 to a Regular, Full-time, Non-exempt, Non-union Grade 20

Subject	4.2. Ordinance: Technical Amendments to Article VI of Chapter 21 of the Burlington Code of Ordinances, Commencing at Section 21-80, Livable Wages, to Streamline Enforcement and Other Processes - City Attorney's Office/CT
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	City Attorney
Type	Action
Recommended Action	to recommend that the City Council approve the proposed ordinance making technical amendments to the City's Living Wage Ordinance

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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