



Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

5:30 pm, Bushor Conference Room, 1st Floor City Hall OR Remotely via ZOOM:

Please click the link below to join the webinar:

<https://zoom.us/j/93713176132>

Or Telephone: +1 309 205 3325 US

Webinar ID: 937 1317 6132

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

To participate in Public Forum in person, sign up at the meeting.

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<https://www.burlingtonvt.gov/citycouncil/publicforum>

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Winooski River Sewer Main Break Expenses - Chapin Spencer and Megan Moir (10-15 mins.)

3. Public Forum

Subject	3.1. Verbal Comments
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Public Forum
Department	Council and Board
Type	Action Procedural

Recommended Action open the Public Forum
close the Public Forum

4. Consent Agenda

Subject	4.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	4.2. Board of Finance Meeting Minutes, June 12, 2023, Draft
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Minutes Information
Recommended Action	approve the minutes
Subject	4.3. Special Board of Finance Meeting Minutes, June 26, 2023, Draft
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information Minutes
Recommended Action	approve the minutes
Subject	4.4. Conservation Legacy Fund Adaptations - BPRW
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Parks, Recreation, & Waterfront

Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council amend the Conservation Legacy Fund policy to create a new funding category for "Nature-Based Climate Solutions," and adjust the Conservation Legacy Fund's disbursement percentages to 30% for stewardship, 40% for acquisition, and 30% for nature-based climate solutions work, subject to review by the City Attorney's Office.
Subject	4.5. Department of Corrections Grant: "Safer Communities:"(Grant Amendment # 03520-1542) - CEDO/CJC
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	move to approve and recommend that the City Council approve and: 1) authorize the CEDO Director to accept and execute a second amendment to State Grant #03520-1542 in the amount of \$347,805 for FY24, and 2) authorize the CAO or their designee to effectuate any budget amendments necessary to reflect the necessary changes to the FY24 budget lines associated with the grant
Subject	4.6. Court Diversion Grant: #02100-FY24/25-CN - CEDO/CJC
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. 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 the State of Vermont Grant Award #02100-FY2023-CN, in the amount of \$510,526, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2024, and to authorize CEDO Director, Brian Pine to sign the grant agreement, and all other documents necessary to implement the grant, subject to the review and approval of the City Attorney's Office
Subject	4.7. Contract Renewal for ESRI GIS Services - I&T
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Innovation & Technology
Type	Action (Consent)
Recommended Action	<i>to approve and recommend that the City Council approve and authorize the Chief Innovation Officer to execute a three-year contract with Environmental Systems Research</i>

Institute, Inc. in an amount not to exceed \$120,000 for Geographic Information System services, subject to final review and approval by the City Attorney's Office

Subject	4.8. Reclassification of Emergency Communication Specialists - BPD/HR
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Police Department
Type	Action (Consent)
Recommended Action	move to recommend that the City Council approve the reclassification of the Emergency Communications Specialist position, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 to Emergency Communications Specialist, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position
Subject	4.9. Approval for MuniCap, Inc., FY24 TIF District Administration Consultant Contract - CT/Capital Program
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	move to recommend that City Council approve and authorize the Chief Administrative Officer to enter into an agreement with MuniCap, Inc., for a one-year contract not to exceed \$100,000, for the purposes of providing administrative support for the City's Downtown and Waterfront TIF Districts, subject to final review and approval by the City Attorney's Office
Subject	4.10. Completion of City Hall Fountain Repairs - BPRW (Board of Finance Approval Only)
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the execution of a contract with Farrington Construction Company, for a price not to exceed \$73,819.00 to complete fountain repair at City Hall, plus a project contingency of \$ 7,381.00 (total request including contingency not to exceed \$ 81,200.00, and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

5. For Approval and Recommendation to the City Council

Subject	5.1. 1. Creation of two (2) new Water Distribution Field Technician positions - DPW/Water Resources/HR
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2. Reclassification of the Water Distribution Working Foreman position - DPW/Water Resources/HR

Meeting July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 5. For Approval and Recommendation to the City Council

Department Public Works Department - Water Resources

Type Action

Recommended Action to recommend that City Council approve the:
1. Creation of two (2) Water Distribution Field Technician positions, Regular, Full-time, Non-Exempt, AFSCME, Grade 15, roles in the Department of Public Works.
2. Reclassification and retitling of the two (2) Water Distribution Working Foreman, Regular, Full-Time, Non-Exempt, AFSCME, Grade 16, roles to Water Distribution Working Foreperson, Regular, Full-time, Non-Exempt, AFSCME, Grade 17, roles in the Department of Public Works, retroactive to January 24, 2023 and further authorize associated retroactive pay not to exceed \$5,500.

Subject 5.2. Authorization For Public Improvement Bonds For School District Capital Improvements - March 7, 2017 Vote Authorization - CT

Meeting July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 5. For Approval and Recommendation to the City Council

Department Clerk/Treasurer's Office

Type Action
Resolution

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

Subject 5.3. Authorization For Capital Public Improvement Infrastructure Bonds - March 1, 2022 Voter Authorization - CT

Meeting July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 5. For Approval and Recommendation to the City Council

Department Clerk/Treasurer's Office

Type Action
Resolution

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

Subject 5.4. Authorization For School District Capital Improvement Bonds For Burlington High School - November 8, 2022 Voter Authorization - CT

Meeting July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category	5. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	5.5. Authorization For Refunding Public Improvement Bonds - CT
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	5.6. Authorization For Public Improvement Bonds For Fiscal Year 2024 - CT
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to recommend that the City Council approved the attached resolution
Subject	5.7. Re-classification/retitling of one (1) position - BPRW/HR
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to recommend that City Council approve the: ☐ Reclassification and retitling of the Event Planner, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 15, role to Event Manager, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, role in the Department of Parks, Recreation, and Waterfront.
Subject	5.8. Authorization to Execute a Contract with Alert Enterprises for identity management software suite and associated professional services - Airport
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category	5. For Approval and Recommendation to the City Council
Department	Airport
Type	Action
Recommended Action	to approve and recommend to the City Council that the Director of Aviation be authorized to execute a contract with Alert Enterprise, Inc. for \$277,020 over a five-year term with a 20% contingency for a maximum limiting amount of \$332,424 for the provision of and professional services related to an identity management software suite for the Airport Operations Department, subject to the final review and approval by the Office of the City Attorney
Subject	5.9. Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community - Housing Opportunity Grant Program SFY 2024 \$1,250,257.00 - CEDO
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve and recommend that the City Council approve the acceptance of SFY 2024 grant funds in the amount of \$1,250,257 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 June 30th 2024, including retroactive approval for the period of July 1st to July 24th 2023, subject to the final review and approval of the City Attorney's Office
Subject	5.10. Approval to accept Planning Grant Continuum of Care VT-501 & Permanent Supportive Housing Grant Agreements in FY24 VT0030L1T012213 - \$306,080 Shelter Plus Care - New Horizons, September 1, 2023; VT0053L1T012207 - \$248,364 Beacon Place Apartments, September 1, 2023 CoC Planning Grant VT-501 \$32,776, January 1, 2024 - CEDO
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Community & Economic Development Office (CEDO)
Type	Action
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 grants (VT0030L1T012213, VT0053L1T012207, CoC Planning Grant VT-501) to begin in FY24 and authorize the Director of CEDO to execute all documents necessary to accept the total funding of approximately \$600,000 from HUD, subject to the review and approval of the City Attorney's Office
Subject	5.11. Creation of Executive Manager for the Police Department - Police/HR

Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Police Department
Type	Action
Recommended Action	to approve and recommend that the City Council approves the creation of the position of Executive Manager for the Police Department, a Regular, Full-time, Exempt, Non-Union, Grade 21 position
Subject	5.12. City Hall Elevator Modernization - BPRW
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
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 Mack Brothers Elevator LLC, for a price not to exceed \$135,609.45, to provide services related to the modernization of City Hall's elevator, plus a project contingency of \$13,560.00 (total request including contingency not to exceed \$149,169.45), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office
Subject	5.13. City Hall Exterior Restoration - BPRW
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the execution of a contract with Heritage Environmental Projects, Inc., for a price not to exceed \$128,870.00, to complete exterior restoration at City Hall, plus a project contingency of \$12,887.00 (total request including contingency not to exceed \$141,757.00), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office
Subject	5.14. Replacement Remote Sump Tank for City Hall - BPRW
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
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 Energy Efficient Investments, Inc., for a price not to exceed \$182,662.00, to replace the remote sump tank in City Hall, plus a project contingency of \$18,662.00 (total request including contingency not to exceed \$200,928.00), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office
Subject	5.15. Exterior Temporary Fencing for Memorial Auditorium - BPRW
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the execution of a contract with Waterman Siteworks, LLC, for a price not to exceed \$119,750.00, to complete exterior temporary fencing at Memorial Auditorium, plus a project contingency of \$11,975.00 (total request including contingency not to exceed \$131,725.00), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office

6. Adjournment

Subject	6.1. Motion to adjourn
Meeting	July 17, 2023 - Board of Finance Meeting - Monday, July 17, 2023, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn