



November 23, 2020

Board of Finance Meeting, Monday, November 23, 2020, 5:30 pm ****VIRTUAL MEETING****

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Motion to adopt the agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt the agenda as follows: note presentation slides for agenda item 4.01 Report Regarding COVID Budget Update (per CAO Schad); remove from the agenda item 5.08 Divestment Of City Funds, Including Retirement, From Fossil Fuels Investments - CC (per CAO Schad)

2. Public Forum (Verbal)

2.01 Verbal Comments

Type: Action, Procedural

3. Consent Agenda

3.01 motion to adopt the consent agenda and take the actions indicated

Type: Action (Consent), Procedural

Recommended Action: motion to adopt the consent agenda and take the actions indicated

3.02 Board of Finance Draft Minutes, November 9, 2020

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, November 9, 2020, 5:00 pm. ****VIRTUAL MEETING****](#)

4. Report Regarding COVID Budget Update

4.01 Report Regarding COVID Budget Update

Type: Discussion, Information

****note presentation slides for this agenda item per CAO Schard, posted on Monday, November 23, 2020, at 8:38 am, LO****

 [COVID Presentation to BOF FINAL.pdf](#)

5. For Approval and Recommendation to City Council



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5.01 B.E.D.'s Property/Boiler and Machinery (B&M) 2020-2021 Insurance renewal - BED

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2020 through 11/20/2021 with a premium of \$644,528.50, as outlined in this memo, subject to review and approval of the City Attorney's Office

Insurance Memo 11.23.2020.docx

2020-2021 Property letter updated 11.16.2020 (version 3).pdf

BED1 summaries Property Quota share Program Structure Updated Final 2020-2021 11-16-2020.xlsx

CC Checklist 11.23.2020.docx

PROP Prem History 2020.xlsx

5.02 Request for Approval of Impact Fees for a Budget Neutral Amendment - Fire

Type: Action

Recommended Action: to approve and recommend that City Council approve a budget neutral amendment through the use of impact fees to the FY 21 Burlington Fire Department budget to increase revenues and expenditures by \$109,660 as outlined in Chief Locke's memo dated, November 10, 2020

Fire Department memo on Impact Fees for 3rd Ambulance needs.docx

BOF CC Checklist Fire - Budget Amendment.docx

5.03 Champlain Elementary Pedestrian Improvements Project - Authorization to Increase Construction Contingency - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to use up to an additional \$4,000 in contingency funds for a total of \$494,000 for the construction contract with Dirt Tech, LLC to complete the Champlain Elementary Pedestrian Improvement Project

01 DPW Memo & Budget - Champlain Elementary Construction.pdf

00 BOF_CC Checklist_2020-11-23 Champlain Elementary.docx

5.04 FY 21 Police Budget/Benchmark Analytics Personnel Management System - Police

Type: Action

Recommended Action: to approve and recommend that the City Council approve Fiscal Year 2021 expenditure totaling \$13,880 with a budget amendment to move \$13,880 from Police FY 21 salary account number 101-17-5000_100 to the Software account number 101-17-050-6015; And to authorize the Acting Chief of Police to execute a 3 year contract, and any necessary supporting documents thereof, subject to final review and approval by the City Attorney

POLICE BOF and CC memo template 2020 - FY 21 Benchmarkanalytics.pdf

Benchmark Analytics - Comprehensive Packet for COB 11-3-2020.pdf

BOF CC Checklist_Benchmark Contract.docx



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5.05 Establishment Of BIPOC Small Business And Nonprofit Relief Fund And Grant Program - REIB

Type: Action

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

REIB - Establishment of BIPOC Small Business and Nonprofit Relief Fund and Grant Program.pdf

REIB BIPOC Corp_Grants_rev2_TG_OL.pdf

5.06 Reclassification, Elimination And Creation Of Positions Within City Arts - BCA/HR

Type: Action

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

HR - BCA - Reclassification Elimination Creation of Positions 11.23.2020 (002) jsj.pdf

2020.11.23 Final Packet for BCA for BOF CC.pdf

BOF CC Checklist_BCA.pdf

5.07 Reclassifications And Staffing Updates -- Burlington Parks, Recreation, And Waterfront - BPRW/HR

Type: Action

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

HR - Parks - Reclassification and Staffing Updates 11.18.2020.pdf

BPRW - Facilities Final Packet 11.23.2020.pdf

5.08 Divestment Of City Funds, Including Retirement, From Fossil Fuels Investments - CC

****AGENDA ITEM REMOVED****

Type: Action

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

****add Councilors Carpenter, Paulino and Shannon as co-sponsors to this agenda item****

*****this agenda item has been removed per CAO Schad, Monday, November 23, 2020, at 10:25 am, LO*****

City Council - Divestment of City funds, including retirement, from fossil fuel investments.pdf

Mary Powell Supports BTV Divestment.pdf

6. Board of Finance Approval Only



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6.01 Community Works Project & Policy Specialist II - Development - CEDO/HR

Type: Action

Recommended Action: to approve the re-categorization of the Projects and Policy Specialist II □ Development position, a Limited Service, Exempt, Non-Union, Grade 17, position in CEDO to a Regular, Part-time, Non-Exempt, Non-Union, Grade 17, position

2020.11.23 CEDO Final Packet_revised.docx

BOF CC Checklist CEDO.pdf

6.02 Perkins Pier Siting Study Design Contract - BPRW

Type: Action

Recommended Action: to approve and authorize the execution of a contract with Agency Landscape + Planning for a price not to exceed \$44,945 for the Perkins Pier Siting Study Project, plus a project contingency of \$6,742, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

20201118 Perkins Pier Siting Study BOF Memo - FINAL.docx

BOF CC Checklist_Perkins Pier Siting Study.docx

Perkins Pier SS Contract_DRAFT.docx

6.03 Leddy Park Staircase Replacement - BPRW

Type: Action

Recommended Action: to approve and authorize the execution of a contract with Engineers Construction Inc., for a price not to exceed \$78,000 for the Leddy Staircase Replacement project, plus a project contingency of \$7,800, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

20201110 BOF Memo - Leddy Staircase Replacement.docx

20201111 DRAFT Contract ECI - Leddy Staircase Replacement.docx

Leddy Staircase - BOFCC Checklist.docx

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn