



November 09, 2020

Board of Finance Meeting, Monday, November 9, 2020, 5:00 pm. ****VIRTUAL MEETING****

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1. Agenda

1.01 Motion to adopt the agenda, and the Meeting Started at 5:03 PM
Board of Finance Members: Mayor Weinberger, President Tracy, Councilor Paul, Councilor Pine, and Councilor Dieng
Others: Katherine Schadt, Chief Administrator Officer; Rich Goodwin, Director Financial Operations; Jordan Redell, Chief of Staff, Lynn Reagan, Human Resource Manager; Sarah Carpenter, City Council; Chapin Spencer, Director DPW, DPW; Cindi Wight, Director Parks & Recreation; Tyeastia Green, Diversity Equity & Inclusion Director;; Eileen Blackwood, City Attorney; Brian Lowe □ Director Innovation & Technology; Zoraya Hightower. City Councilor; Chip Mason, City Councilor; Jane Stromberg, City Councilor; Perri Freeman, City Councilor; Norm Baldwin, DPW, Martha Keenan, DPW, Mary Danko, Director Fletcher Free Library; Darren Springer, BED Director; Lee Perry, DPW; Steve Locke, Director Fire; Tony Berry, Human Resource Director; Jeff Padgett, DPW; Luke McGowan, CEDO Director; David White, CEDO; Kara Alwasrawi, CSM Director; Robert Goulding, Library; Sophie Sauve, DPW; Emily Stebbins Wheelock, BED

Type: Action, Procedural

Recommended Action: motion to adopt the agenda

2. Public Forum (Verbal)

2.01 No one spoke at Public Forum

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, October 19, 2020

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

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, October 19, 2020, 5:30 pm. ****VIRTUAL MEETING****](#)

4. Presentation Regarding Financial Update



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4.01 Presentation: Mayor and CAO, re: Financial Update

Type: Discussion, Information, Presentation

October Presentation to BOF FINAL.pdf

CAO Memo with June 29 Mayor Budget Final.pdf

5. For Approval and Recommendation to City Council

5.01 Approval to enter into a contract with Cargill for FY21 road salt procurement - DPW

Type: Action

Recommended Action: to approve and recommend to City Council that the Director of Public Works enter into a contract with Cargill to supply the City of Burlington with rock salt for winter maintenance of roads and sidewalks for \$70.50/ton for Fiscal Year 2021, subject to review and approval of the City Attorney's Office

BOF-CC Memo FY21 Salt Procurement Contract Final Version.pdf

BOF CC Checklist_FY21 Salt Procurement Contract.pdf

Compass Minerals Salt Quote.pdf

_ER - Burlington, City of American Rock Salt.pdf

Burlington Quote Letter Cargill.pdf

5.02 Service Enhancement and Extension of City Enterprise Financial System Contract - I&T

Type: Action

Recommended Action: to approve and recommend to the City Council for approval the extension of the NWS contract for three years and authorize the Director of Finance to sign the contract, pending any further modifications by the City Attorney's Office

11-02-20 NWS SaaS Overview Memo (Final for BoF and Council).pdf

City of Burlington.VT_Hosting2.pdf

BoF-CC Checklist (NWS SaaS Contract).pdf

5.03 Cybersecurity information Non-Disclosure Agreement - BED

Type: Action

Recommended Action: to recommend that the City Council authorize the General Manager of Burlington Electric Department to execute the attached Non-Disclosure Agreement Between Vermont Electric Power Company, Inc., Vermont Transco LLC, Vermont Energy Investment Corporation, Vermont Public Power Supply Authority, The Vermont Distribution Utilities, And The Vermont Department Of Public Service Regarding Cybersecurity Information, subject to review and approval of the City Attorney's Office

BED Cybersecurity NDA BOF and CC Memo 11.3.2020.docx

NDA docket 7307 utility cyber security.doc

CC Checklist 11.9.2020.docx



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5.04 Franchise Fee MOU and Agreements - CT

Type: Action

Recommended Action: to approve and recommend to City Council to approve the Chief Administrative Officer to sign Memorandum of Understanding and Agreements regarding payment of Franchise Fees with the Burlington Electric Department (BED) and the Water and Wastewater funds of the Water Resources Division of the Department of Public Works (DPW), subject to review and approval by the City Attorney's office

Franchise Fee FY21 Memo to
BOFCC_FINAL.docx

BED Franchise Fee FINAL MOU_2020.docx

Water and Wastewater Franchise Fee
MOU_2020_FINAL.docx

5.05 Reclassification of Payroll Manager, Payroll Administrator II, & Administrative Assistant - HR/CT

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification of the Payroll Manager, Clerk/Treasurer, a Regular, Full-time, Exempt, Non-union, Grade 19, position to a Regular, Full-time, Exempt, Non-union, Grade 20, position. Please note this includes Retroactive pay of \$2,945 back to March of 2020. ☐ Reclassification of the Payroll Administrator II, Clerk/Treasurer, a Regular, Full-time, Non-exempt, AFSCME, Grade 16, position to a Regular, Full-time, Non-exempt, AFSCME, Grade 17, position. Please note this includes Retroactive pay of \$2,530 back to March of 2020. ☐ Reclassification of the Payroll Administrator II ☐ Grants & Projects, Clerk/Treasurer, a Regular, Fulltime, Non-exempt, AFSCME, Grade 16, position to Payroll Administrator II, a Regular, Full-time, Nonexempt, AFSCME, Grade 17, position. Please note this includes Retroactive pay of \$2,397 back to March of 2020. ☐ Reclassification of the Administrative Assistant, Clerk/Treasurer, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position to Purchasing Coordinator & Financial Assistant, a Regular, Full-time, Non-exempt, AFSCME, Grade 15, position. Please note this includes Retroactive pay of \$2,220 back to March of 2020

2020.11.09 CT Reclass Final Packet.pdf

BOF CC Checklist.pdf

5.06 Reclassification of Projects and Policy Specialist II - Business Development - HR/CEDO Business Support

Type: Action

Recommended Action: To approve and recommend that the City Council approve the reclassification of the Projects and Policy Specialist II- Business Development, CEDO Business Support, a Regular, Full-time, Exempt, Non-Union, Grade 17, position to Business Support and Policy Manager, CEDO Business Support, a Regular, Full-time, Exempt, Non-Union, Grade 20, position. Please note this request also includes Retroactive pay of approximately \$7,770.

2020.11.09 CEDO Business Support Reclass
Memo Final Packet.pdf

BOF CC Checklist Final.pdf



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5.07 Reclassifications And Staffing Updates Department Of Public Works - DPW

Type: Action

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

HR - DPW - Reclassifications and Staffing Updates 11.9.2020.pdf

Checklist DPW Phase Two Staffing Adjustments 11-5-20.pdf

DPW Phase Two Staffing Adjustments Memo BOF CC 11-9-20 Final.pdf

5.08 General Fund Budget Amendment And Job Description And Reporting Structure Changes For Transfer Of Parking Enforcement Division From Burlington Police Department To The Department Of Public Works - DPW

Type: Action

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

DPW - General Fund Budget Amendment, Job Description & Reporting Structure Changes for Transfer of Parking Enforcement Div. from BPD to DPW 1109 (002).pdf

F2 - Parking Services Coordinator - DRAFT.pdf

G - BPD DPW MOU 2020 1109.pdf

1 - BPD Migration to DPW BoF-CC Memo 2020 1109.pdf

B - Burlington Budget Performance-POLICE Parking Enforcement 10-28-2020 - MOVE to DPW.pdf

D - DPW Parking Services Org Chart - new.pdf

E2 - Enforcement Coordinator.pdf

F1 - Parking Services Manager - DRAFT.pdf

F3 - Parking Services Compliance Agent - DRAFT.pdf

H - 2020 1109 - BPD Migration to DPW BOF-CC Checklist (1).pdf

A - Roadmap 2020 1005.pdf

C - BPD Parking Enforcement Organizational Chart (to be migrated).pdf

E1 - On Street Manager.pdf

E3 - Parking enforcement officer.pdf



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5.09 Authorization To Apply For, Accept, And Expend Community Development Block Grant Funds From U.S. Department Of Housing And Urban Development And State Of Vermont - CEDO

Type: Action

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

 CEDO - CDBG - Authorization to Apply for, Accept, and Expend Community Development Block Grant Funds from U.S. Department of Housing and Urban Development and State of Vermont_v4.pdf

 11.9.2020 Memo for CDBG BOF-CC Action Plan Approval.pdf

 2019 Action Plan 2nd Substantial Amendment CV Funds-16 Oct2020.pdf

 Burlington's Proposed Applications for the State's CDBG-CV Funds.pdf

 Seven Days Public Notice 10.14.20.pdf

 BOF CC Checklist_CDBG CV Funds on 11.9.pdf

5.10 Budget Amendment To Satisfy Line 9999_100 Expenditure Control General Fund In The FY21 Non-Departmental Budget - CTNo vote was taken, and this item was tabled

Type: Action

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

 Treasurer - Budget Amendment to Satisfy Line 9999_100 Expenditure Control General Fund in the FY21 Non-Departmental Budget.pdf

6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn