



September 19, 2022

Board of Finance Meeting, Monday, September 19, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM

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

1. Agenda

1.01 Motion to amend/adopt the agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt the agenda

2. Public Forum **See item for signup instructions**

2.01 Verbal Comments

Type: Action, Procedural

To participate in Public Forum in person sign up at the meeting. To participate in Public Forum via ZOOM sign up here: <https://www.burlingtonvt.gov/citycouncil/publicforum> Do not sign up in person and via Zoom - select one only

3. Consent Agenda

3.01 Motion to adopt the consent agenda and take the actions as indicated.

Type: Action (Consent), Procedural

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

3.02 Board of Finance Minutes, September 12, 2022, Draft

Type: Action (Consent), Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, September 12, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall

3.03 Authorization For Reimbursement From Public Improvement Bonds For City's Waterfront TIF District - CT

Type: Action (Consent)

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

 Resolution - CT - Reimbursement for TIF Waterfront District(FINAL).pdf

 3_The Checklist_Reimbursement Resolution for Waterfront TIF District+RG +KS +JP.docx

 Memo re Reimbursement Resolution for WTF TIF District.docx



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3.04 Authorization For Reimbursement From Public Improvement Bonds For Construction Of New High School And Technical Center - CT

Type: Action (Consent)

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

Resolution - CT - Reimbursement of School Construction Bonds(FINAL).pdf

Memo re Reimbursement Resolution for School ConstructionBonds.docx

3_The Checklist_Reimbursement Resolution for School ConstructionBonds+RG+KS_+JP.docx

3.05 BED Franchise Fee MOU and Agreement - CT/BED

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), subject to review and approval by the City Attorney's office

BED Franchise Fee FY23 Memo to BOFCC FINAL.pdf

BED Franchise Fee MOU_FY23.pdf

3.06 VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant#02160-VOCA21-4015508-2023) - CEDO/CJC

Type: Action (Consent)

Recommended Action: to approve and recommend that the City Council approve the acceptance of Grant # : 02160-VOCA21-4015508-2023, in the amount of \$140,164 for FY23 and to authorize CEDO Director Pine or his designee to sign the grant acceptance and any necessary related documents after review and approval by the City Attorney's Office

Memo to BoF re VOCA PJ grant_FY23.docx

BOF CC Checklist_for VOCA PJ_Sept 2022.docx

Burlington CJC VOCA FY23 GRANT.pdf

3.07 SDI CY22 Sidewalk Contract Amendment - DPW

Type: Action (Consent)

Recommended Action: 1. To approve and recommend that the City Council authorize the Chief Administrative Officer , or her designee, to affect all necessary budget amendments and transfers of funds , as described in the attached project budget, to a total of \$1,100,000 for the projected construction costs to complete the CY22 Sidewalk Reconstruction Program. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the previously executed contract for the Sidewalk Reconstruction Project with SD Ireland Brothers Corporation in order to increase the maximum limiting amount to \$1,010,000, including an additional \$90,000 in contingency funds, totaling up to \$1,100,000 in authorized expenditure, subject to the final review and approval by the Office of the City Attorney .

BOFCC 9.19.22 CY22 Sidewalk BA Memo.pdf

Attachment 1 FY23 BA Sidewalk Contract.pdf

BOF CC Checklist_Sidewalk.pdf



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**3.08 CY22 Street Reconstruction Program Contract Amendment for Additional Water Resources
Infrastructure work - DPW - Water Resources**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize Chapin Spencer, the Director of Public Works, to execute an amendment to the previously executed contract with S.D. Ireland for an additional \$155,828.73 in base contract value and increasing the contingency by \$25,000, resulting in a total contract base value of \$2,710,424.79 and a total remaining contingency of \$200,931.19, for a total authorized contract expenditure in the amount of \$2, 911,355.98, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer

1 - BOF CC Memo 9-19-22 CY22 Street
Reconstruction ContractAmendment_Final.pdf

BOF CC Checklist_CY22 Street
Reconstruction ContractAmendment.docx

4. For Approval and Recommendation to the City Council

**4.01 Reorganization - Update To Staffing Structure Of Office Of Business & Workforce
Development And Department Of Church Street Marketplace - Business & Workforce Development
Office/CSM/HR**

Type: Action

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

Resolution - CSM - BWD Reorg September
2022 (FINAL).pdf

BOF CC Checklist_BWD ReOrg.docx

BWD_September 2022 Re-org
Memo_FINAL.pdf

**4.02 Delegation Of Authority For Budget-Neutral Amendments Within City Departments' Individual
Budgets - CT**

Type: Action

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

Resolution - Treasurer - Delegation of
Authority for Budget-NeutralAmendments within
City Depts Sept 2022 REVISED (FINAL).pdf

BOF - CC Memo Budget Neutral Amendments
REVISED.pdf

**4.03 Proposed Budget Amendment for Fletcher Free Library Local Match toward National
Endowment for the Humanities Infrastructure and Capacity Building Challenge Grants for Capital
Projects - CT/Library**

Type: Action

Recommended Action: to approve and recommend that the City Council approve \$737,301 from the FY23 Capital GO Bond Premiums as a local match for the NEH Challenge Grant and execution of a budget amendment as described above, and to authorize the City's CAO or their designee to execute such budget amendment

NEH_CulturalChallenge_FFL-Capital_localmatch_
BOFCC.pdf

BOF CC Checklist_NEH.docx



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4.04 Authorization to execute contract for management and operation of the Elmwood Emergency Shelter Community - CEDO

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Community and Economic Development Office to execute a contract with Champlain Housing Trust for up to a maximum limiting amount of \$980,213 for the management and operation of the Elmwood Community Emergency Shelter for the period September 19, 2022 - September 30, 2023, and subject to the final review and approval by the Office of the City Attorney

Memo - BoF CC Elmwood Emergency Shelter
Community CHT Ops ContractFINAL.docx

CEDO-CHT Contract Final 09-19-2022.docx

SignedResolution 02 07 22.pdf

BOF CC Checklist Elmwood Shelter Contract
Approval09-19-2022.docx

4.05 Authorization to accept Grants and Incentives for the Development of the Elmwood Emergency Shelter Community - CEDO

Type: Action

Recommended Action: To approve and recommend that the City Council approve the authorization of the Director of the Community and Economic Development Office to:1. Execute the VLITE Grant Agreement and all documents necessary to accept \$50,000 of funding from Vermont Low Income Trust for Electricity, Inc. for the installation of solar at the Elmwood Emergency Shelter Community; and2. Execute all documents necessary to accept the \$75,000 of incentives from the Burlington Electric Department for energy efficiency enhancements at the Elmwood EmergencyShelter Community

Memo - Elmwood Shelter Acceptance of
grants.pdf

Attachments.pdf

BOF CC Checklist Elmwood Shelter
Acceptance of Grants andIncentives.docx

4.06 Mayor's Office Reclassification of Two Positions: Mayoral Communications and Projects Coordinator and Chief of Staff - Mayor's Office/HR

Type: Action

Recommended Action: Motion to approve and recommend that the Council approve the reclassifications in the Mayor's Office for the Mayoral Communications and Projects Coordinator from a Regular, Full-time, Nonunion, Exempt, Grade 18 position to the position of Communications Director, a Regular, Full-time, Nonunion, Exempt, Grade 20 position and the Mayoral Chief of Staff from a Regular, Full-Time, Non-union, Exempt, Grade 22 position to a Regular, Full-Time, Non-union, Exempt, Grade 25 position; and to authorize the City's Chief Administrative Officer to execute a budget amendment in the amount of \$18,737 dollars to the City's FY 23 budget in the following manner: ☐ Reduce Mayor's Office Salaries and Wages Seasonal/Temporary line item (101-02-000-5000_115) by \$2,500 ☐ Reduce Mayor's Office Overtime line item (101-02-000-5100) by \$1,500 ☐ Reduce Non-departmental Contingency line item (101-00-7850) by \$14,737 ☐ Increase Mayor's Office Full-time Regular Salaries line item (101-02-000-5000_100) by \$18,737

9-15-22 Mayor's Office Two Reclassifications
Memo Final.pdf

Chief of Staff September 2022 Position
Description.pdf

Communications Director September 2022
Position Description.pdf



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4.07 Creation of one new position - BPRW/HR

Type: Action

Recommended Action: to recommend that the City Council approve the:Creation of the Conservation Field Coordinator, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 16position in the Department of Parks Recreation and Waterfront

2022.09.19 BPRW Final Memo.pdf

2022.09.19 BPRW BOF CC Checklist.pdf

4.08 Police Recruitment and Hiring Coordinator - Police/HR

Type: Action

Recommended Action: We request that the Board of Finance approve hiring and recommend approval to the City Council for hiring the Police Recruitment and Hiring Coordinator, a Regular, Full-time, Nonexempt, Non-Union, Grade 16 position.

****note final platinum JD for this agenda item per CAO Schad, posted on Sunday, September 18, 2022, at 10:16 am, LO****

Recruitment Coordinator memo Sept 19
2022.pdf

Police Recruitment Coordinator Sept 19 2022
Final Platinum.docx

Police Recruitment Coordinator Sept 19 2022
Final.pdf

4.09 Queen City Park Road (QCPR) Sidepath VTrans Grant Acceptance - DPW

Type: Action

Recommended Action: 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 the QCPR Sidepath project design and construction, obligating the City to commit a local match of \$165,600 and authorizing expenditure of the same, which is (20%) of the total project budget of \$993,600, in furtherance of accepting a reimbursable grant amount up to \$828,000, and further authorizing the acceptance of such grant and upfront expenditure of grant funds on the condition that such funds are reimbursed pursuant to the grant terms, subject to approval by the City Attorney's Office

Memo - BOF CC QCPR VTrans Commitment
Letter.pdf

QCPR Grant Acceptance BOF CC
Checklist.pdf

**4.10 Acceptance of VTrans Town Highway Class 2 Roadway Program Grant #P02053 for Pearl
Street Road Surfacing - DPW**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Town Highway Class 2 Roadway Program Grant #P02053 from the Vermont Agency of Transportation, in an amount up to \$200,000, and authorize the expenditure of a 20% local match in an amount not to exceed \$40,000, subject to review and approval by the City Attorney's Office

1-Memo - DRAFT - BOF CC VTrans Grant
Acceptance #P02053.pdf

Pearl Street VTrans Town Highway Grant
Acceptance BOF CC Checklist.pdf



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4.11 Birchcliff Parkway Raised Walks VTrans Grant Acceptance - DPW

Type: Action

Recommended Action: 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 the Birchcliff Parkway Raised Walks project construction, obligating the City to commit a local match of at least \$75,000 and authorizing expenditure of the same in furtherance of accepting a reimbursable grant amount up to \$75,000, and further authorizing the acceptance of such grant and upfront expenditure of grant funds on the condition that such funds are reimbursed pursuant to the grant terms, subject to approval by the City Attorney's Office

 Memo - BOF CC Birchcliff VTrans
Commitment Letter.pdf

 Birchcliff Grant Acceptance BOF CC
Checklist.pdf

**4.12 Burlington High School Outdoor Classroom and Roof Garden @ the Downtown Garage -
DPW/Division of Parking and Traffic**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the leasing of 11 current parking spaces as further identified in attached description on the top deck of the Downtown Garage-North to the Burlington School District for use by the Burlington High School to use as an outdoor learning space and Rooftop Garden, including certain lease improvements and installation necessary for safe operations in coordination with the Department of Public Works, for the duration of the 2022-2023, 2023-2024, 2024-2025 Burlington School District school year, contingent upon the decommissioning of said 11 parking spaces at the Downtown Garage North roof deck by the Public Works Commission; and, to authorize the Mayor 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

 BHS Rooftop Usage - Bof and CC - 2022
0919.pdf

 BoF - CC Checklist - 2022 0919 - BHS
Rooftop Garden.pdf

**4.13 Work Assignment Agreement #8 with Utility Services Co., Inc. for Construction of Cell Antenna
Corral for Redstone Tank and Related Budget Amendments - DPW - Water Resources**

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council approve executing a work assignment agreement for Construction of a Cell Antenna Corral on the Redstone Tank under the Master Services Agreement executed with Utility Services Co. in July 2019 for maintenance and capital rehabilitation work on the City's two elevated water storage tanks, and to authorize Chapin Spencer, Director of the Department of Public Works, to execute a work assignment agreement with Utility Services Co. Inc. for an amount not to exceed \$245,000 subject to the final review and approval of the City Attorney's Office. 2. ☐ To approve and recommend that the City Council approve budget amendments that move \$170,692 of allowable expenses from line 460-19-400-000.7200_115 to line 460-19-400-410.9500_100 in FY22 and \$390,700 of allowable expenses from line 460-19-400-000.7200_115 to line 460-19-400-410.9500_100 in FY23 and to authorize Katherine Schad, Chief Administrative Officer to execute such budget amendments for FY22 and FY23.

 BOF CC Memo 9.19.19 WAA #8 Construction
of Cell Corral for Redstone Tank and Related
BAs.pdf

 BOF CC Checklist_Nov2019 - WAA8
Redstone Tank.docx



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4.14 Creation of a Wastewater Plant Operator Assistant Position - DPW - Water Resources/HR

Type: Action

Recommended Action: to recommend that City Council approve the: ☐ Creation of one Wastewater Plant Assistant Operator position, a Regular, Full-time, Non-Exempt, AFSCME position in the Department of Public Works available at two tier levels depending on candidate qualifications and experience: Assistant Operator I, a Grade 15 position and Assistant Operator II, a Grade 16 position

 2022.09.19 WR Wastewater Plant Operator
Assistant Position CreationFinal Memo.pdf

 2022.09.19 DPW Memo BOF CC
Checklist.pdf

5. Board of Finance Approval Only

5.01 Authorization to Execute Contract with Urban3 for Revenue & Equity Analysis - Office of City Planning

Type: Action

Recommended Action: The Board of Finance is requested to approve the expenditure of up to \$85,069 (\$77,336 + 10% contingency) from the Assigned Fund Balance and authorize the Planning Director to execute the contract with Urban 3 for the Revenue and Equity Analysis.

 Urban3_BOF Contract Memo_09022022.pdf

6. Discussion

6.01 Communication: Memorial Auditorium Update - CEDO

Type: Communication, Information

 Memorial Public Private Partnership RFP
Memo.pdf

 Attachment RFP for the Adaptive Reuse of
Memorial Auditorium DRAFT09132022.pdf

 BOF CC Checklist_memorial
communication.docx

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn