



September 12, 2022

**Board of Finance Meeting, Monday, September 12, 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 as follows: remove from the agenda item 4.07 Delegation Of Authority For Budget-Neutral Amendments Within City Departments' Individual Budgets - C/T (per CAO Schad) and remove from the agenda item 4.13 Police Recruitment and Hiring Coordinator - Police/HR (per CAO Schad)

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 Special Board of Finance Meeting Minutes, August 15, 2022, Draft

Type: Action (Consent), Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Special Board of Finance Meeting, Monday, August 15, 2022, 5:30 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall](#)

4. For Approval and Recommendation to the City Council



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4.01 Request to Execute a Contract for the Replacement of the Parking Garage Fire Alarm System and Lighting and Controls System Replacement Project with MEI Systems Integrators (MEI) - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Acting Director of Aviation execute a contract with MEI System Integrators in a cumulative amount of up to \$2,250,000.00, with a 15% contingency, totaling up to \$2,587,500.00, for the replacement of the parking garage fire alarm system and lighting and controls system replacement project, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2023 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum. ☐

 1 - 20220901 FireAlarm-Lighting Replacement Contract AC-BOF-CCMemo.docx

 1- Checklist - Fire Alarm and Lighting.docx

4.02 Request for approval and authorization to purchase an Electric Compact Sweeper from MB Airport Maintenance Products and to Approve a Budget Neutral Amendment - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Acting Director of Aviation purchase an Electric Compact Sweeper from MB Airport Maintenance Products, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2023 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum. ☐

 2 -BOF-CC Memo AB Airport Maintenance Companies Electronic CompactSweeper.docx

 2- Checklist - Sweeper.docx

4.03 Request to Execute a Ground Lease Agreement with Beta Technologies, Inc. (BETA) in the so-called West Valley at the Burlington International Airport - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the leasing of certain identified space at the Burlington International Airport to Beta Technologies, Inc. and to authorize the Mayor of Burlington to execute the ground lease agreement; subject to final review and approval by the City Attorney's Office

 3 - Memo from BTV to BOF and CC - Beta West Valley GroundLease.docx

 3- Checklist - Beta Valley West Lease.docx

 ExhibitA.pdf

 Exhibit B1 Lease Plan.pdf

4.04 Reclassification of two (2) positions in the Assessor's Office - City Assessor's Office/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification of the Assistant Residential Appraiser, a Limited Service, Full-Time, Non-Exempt, Non-Union, Grade 13, position to Assistant Residential Appraiser, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position in the Assessor's Office. ☐ Reclassification of the Deputy Assessor, a Regular, Full-Time, Exempt, Non-Union, Grade 18, position to Deputy Assessor, a Regular, Full-time, Exempt, Non-Union, Grade 21, position in the Assessor's Office, retroactive to July 1, 2022.

 2022.09.12 Assessor Final Memo.pdf

 2022.09.12 Assessor Memo BOF CC Checklist.pdf



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**4.05 Authorization to execute contract for the operation of the Community Resource Center
September 2022 - August 2023 - 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 Valley Office of Economic Opportunity for up to a maximum limiting amount of \$329,123 dollars, for the operation of the Community Resource Center for the period 09/01/2022 ☐ 08/31/2023, including retroactive approval for the period from September 1st 2022 ☐ September 12th, 2022 and subject to the final review and approval by the Office of the City Attorney

 BoF CC Communication Contract Award
Community Resource Center CVOEO9 7 22.pdf

 CC Bof Approval CDS funds.pdf

 CEDO - CVOEO CRC Contract DRAFT
09-06-2022.pdf

 BOF CC Checklist Authorization to execute
contract CRC 9 22 - 8 23Correct.pdf

4.06 Authorization to Update Contracts for 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 execute the following contracts for the development of the Elmwood Emergency Shelter Community, pursuant to previously earmarked ARPA funds and subject to the final review and approval by the Office of the City Attorney: A.) Modular Bathhouse and Community Center contract with KBS Builders with a maximum limiting amount of \$388,048. B.) 2nd product and services contract with Pallet with a maximum limiting amount of \$43,010. C.) Construction Management Contract with 2nd Gen Builders, LLC for up to a maximum limiting amount of \$469,739.
note amended versions of the memo, attachments and revised motion language for this agenda item per Samantha Dunn, posted on Friday, September 9, 2022, at 3:36 pm, LO

To approve and recommend that the City Council approve the authorization of the Director of the Community and Economic Development Office to execute the following contracts for the development of the Elmwood Emergency Shelter Community, pursuant to previously earmarked ARPA funds and subject to the final review and approval by the Office of the City Attorney: A.) Modular Bathhouse and Community Center contract with KBS Builders with a maximum limiting amount of \$388,048. B.) Two additional product and services contracts with Pallet, SPC with a maximum limiting amount of \$43,010 and \$37,000. C.) Construction Management Contract with 2nd Gen Builders, LLC for up to a maximum limiting amount of \$469,739

 Memo - Elmwood Shelter Contracts Update As
Amended 09092022.pdf

 Attachments as Amended 09092022.pdf

 Memo - Elmwood Shelter Contracts
Update.pdf

 Attachments.pdf

 BOF CC Checklist Elmwood Shelter Contract
Approval9.12meeting.docx



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4.07 Delegation Of Authority For Budget-Neutral Amendments Within City Departments' Individual Budgets - C/T **AGENDA ITEM REMOVED**

Type: Action

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

Resolution - Treasurer - Delegation of Authority for Budget-Neutral Amendments within City Depts (FINAL).pdf

BOF - CC Memo Budget Neutral Amendments.docx

4.08 BED Position Changes - BED/HR

Type: Action

Recommended Action: to approve and recommend that the City Council: (1) Change the Director of Finance to a Controller, a Regular, Full-time, Exempt, Non-Union, Grade M22 position;(2) Amend the Manager of Strategy & Innovation, a Regular, Full-time, Exempt, Non-Union, Grade M17 position to the updated CFO and Manager of Strategy and Innovation position.

BED Position Changes 9-12-22 BoF-CC.docx

BED Position Change Appendixes BOF.CC 9.12.22.pdf

Checklist Position Updates 9.12.22.docx

4.09 Weatherization Repayment Assistance Program (WRAP) Tariff - BED

Type: Action

Recommended Action: to recommend to the City Council that it approve BED's filing the necessary tariff documents with the Public Utility Commission for BED to participate in the VHFA WRAP Tariff Program

WRAP Tariff Memo 9.12.22.docx

WRAP_Tariff_BED.docx

Checklist WRAP Tariff 9.12.22.docx

4.10 Security Camera System Update and Expansion - IT

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the Chief Innovation Officer to execute a contract with Royal Group in an amount not to exceed \$425,000, to purchase the FLIR security camera system and all necessary server equipment, subject to final review and approval by the City Attorney's Office

note follow up memo for this agenda item per CIO Barker, posted on Monday, September 12, 2022, at 4:41 pm, LO

Security Camera System Replacement_final.docx

security camera Renewal checklist 2022.docx

Camera system follow-up memo.docx



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4.11 Burlington Greenway Rehabilitation-Realignment Project: Budget Amendment - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of \$282,833 in funds from the Bike Path ☐ Contingency (GL 831-23-700 9500_800) to the Bike Path- Realignment Project- Construction (also GL 831-23-700 9500_800)

20220906 Bike Path Realignment_BA
BOF-CC Memo_FINAL.docx

20220902 Project Budget Amendment_Bike
Path Realignment.pdf

20220906_Bike Path Realignment BA_
Checklist.docx

**4.12 Acceptance Of Donation Of 11.18 Acres Of Forested And Meadow Land In Burlington's New
North End - BPRW**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the acceptance of 11.16 acres of forested and meadow land from the Elks and to approve and recommend that Parks Director Cindi Wight facilitates the acceptance of the parcel, subject to City Attorney's Office approval

Resolution - Parks - Elks Parcel Donation
(FINAL).pdf

20220818_Elks_Donation_Parcel_CCMemo_Fina
l.docx

BOF CC Checklist_Elks.docx

4.13 Police Recruitment and Hiring Coordinator - Police/HR **AGENDA ITEM REMOVED**

Type: Action

Recommended Action: The Board of Finance approve and recommend that the City Council approve the creation and posting of the position of Police Recruitment and Hiring Coordinator, a Regular, Full-time, Nonexempt, Non-Union, Grade 16 position, within the Burlington Police Department and authorize that the Chief or their designee execute all necessary processes to onboard such position within the Department.

****note checklist for this agenda item per Lise, posted on Friday, September 9, 2022, at 10:36 am, LO****

Recruitment Coordinator memo and JD
final.pdf

BOF CC Checklist - Recruitment
Coordinator-1.docx

4.14 Parking Garage Security Contract Extension through FY23 - DPW

Type: Action

Recommended Action: to approve and recommend that City Council authorize the Director of Public Works to execute an amendment to the FY21-FY22 contract with Green Mountain Concert Services for security services at the Marketplace Garage and Downtown Garage, extending the contract through July 1, 2023 for up to an additional \$160,000 in authorized expenditure, including \$10,000 in retro-approval, for a total authorized contract value not to exceed \$369,625.26, subject to review and approval by the City Attorney's Office and approval by the Chief Administrative Office for compliance with the City's procurement and expenditure policies.

FY23 Security Extention - 2022 0912.pdf

BoF CC Checklist - 2022 0912 Security
Extension.pdf



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5. Board of Finance Approval Only

5.01 Budget Amendment to Regional Programs Budget - CEDO

Type: Action

Recommended Action: To approve the: ☐ Payment of \$61,000 to ANEW Place and execution of budget amendment adding \$110,000 to the Regional Programs budget as described above

BA Regl Progs ANEW Place Sept 2022
Final.pdf

5.02 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. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn