



June 27, 2022

## Board of Finance Meeting, Monday, June 27, 2022, 4:30 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 adopt the agenda at 4:35 PM

**Type:** Action, Procedural

**Recommended Action:** motion to adopt the agenda as amended as follows: note FINAL version of agenda item 4.09 (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 Board of Finance Meeting Minutes, June 6, 2022, Draft

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

**Recommended Action:** approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, June 6, 2022, 4:30 pm \\*\\*Bushor Conference Room, Room 102, 1st Floor, City Hall](#)

#### 3.03 Authorization to Execute a Lease Amendment to the Airline Lease Agreement for a One Year Extension - Airport

**Type:** Action (Consent)

**Recommended Action:** to approve and recommend to the City Council that the Mayor of Burlington, Miro Weinberger, be authorized to execute an additional one year Airline Lease Agreement amendment with Delta Air Lines, JetBlue Airways, American Airlines, Frontier Airlines and United Airlines, subject to the final review and approval by the Office of the City Attorney

 [3 - 20210620 AC-BOF-CC Memo Airline Lease Extension.docx](#)

 [3- Checklist.docx](#)



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**3.04 Request for Approval of a \$989,799 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget - Airport**

**Type:** Action (Consent)

**Recommended Action:** to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$989,799 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

 2 - BOF-CC Memo Airport Budget Amendment  
6.20.2022.docx

 2- Checklist.docx

**3.05 Request for Approval of a \$160,000 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget - Airport**

**Type:** Action (Consent)

**Recommended Action:** to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$160,000 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

 1 - BOF-CC Memo Airport Budget Amendment  
QTA Fuel May 2022.docx

 1- Checklist.docx

**3.06 Authorization to Execute a Contract to relocate and revise a public artwork installed at the Burlington International Airport by Andrea Wasserman and Elizabeth Billings - Airport/BCA**

**Type:** Action (Consent)

**Recommended Action:** 1. ☐ To approve and recommend that the City Council authorize the Director of Burlington City Arts to execute a contract with Andrea Wasserman and Elizabeth Billings to revise their artwork Maple Apple Birch at the Burlington International Airport in the amount of \$53,500 plus a 10% contingency for a total contract award amount of \$58,850, subject to review and approval by the City Attorney's Office; and 2. To recommend that the City Council authorize a budget amendment by transferring funds from the Burlington International Airport Enterprise Fund to the Public Art Capital Fund as detailed in Attachment B, subject to review and approval by the Chief Administrative Officer. ☐

 BCABTV Art Contract 6.27.22 packet.pdf

 BOF CC Checklist - BCABTV Artist Contract  
062722.docx

**3.07 BED Position Changes - BED**

**Type:** Action (Consent)

**Recommended Action:** ☐ To approve and recommend that the City Council: (1) eliminate a Sustainability Officer, a Regular, Full-time, Exempt, Non-Union, Grade NS7 position; (2) create a new Net Zero Project & Equity Specialist, a Regular, Full-time, Exempt, Union, Grade A4 and A6 (depending on tiered level) position; (3) create a new Project Manager/Business Analyst, a Regular, Full-time, Exempt, Union, Grade A4 and A6 (depending on tiered level) position; and (4) eliminate a Commercial & Industrial Energy Services Engineer, a Regular, Full-time, Exempt, Non-Union, Grade NS4 position and create a Net Zero Energy Services Engineer, a Regular, Full-time, Exempt, Non-Union, Grade NS4 position. ☐

 BED Position Changes 6-27-22 BoF-CC  
FINAL.docx

 BED 6-20-22 Position Change Appendices.pdf

 BOF CC Checklist 6.27.22 position  
updates.docx



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**3.08 Contract Renewal for Continuing Engagement with Managed Security Services Provider - IT**

**Type:** Action (Consent)

**Recommended Action:** 1. Only if discussion is necessary, To Enter into Executive Session for the purposes of discussion municipal security measures, the disclosure of which could jeopardize public safety, and is appropriate for Executive Session.2. The approval and recommendation to the City Council that the Chief Innovation Officer be authorized to execute a two -year contract with a vendor to provide managed security services in an amount up to \$ 110,000, subject to approval by the City Attorney's Office

MSSP renewal memo\_v2.docx

City of Burlington MTI Service  
Agreement-renewal 05052022.docx

MSSP Renewal checklist 2022\_v2.docx

**3.09 Innovation & Technology Position Change - IT/HR**

**Type:** Action (Consent)

**Recommended Action:** ☐ To approve and recommend that the City Council:(1) Eliminate a Senior GIS Analyst/I&T Programmer a Regular, Full-time, Exempt, Non-Union, Grade 19 position(2) Create a new Technology Support Specialist position, a Regular, Full-time, Non-Union, Non-Exempt, market factor position (TSS-MFA).☐

I&T Position Changes 6-27-22 BoF-CC.docx

BOF\_CC Position Change  
Checklist\_6\_27\_2022.docx

**3.10 Reclassification of One (1) BCA Position - BCA/HR**

**Type:** Action (Consent)

**Recommended Action:** To recommend that City Council approve the:☐ Reclassification of the Customer Service Assistant Event Coordinator, a Regular,Full-time, Non-Exempt, Non-union, Grade 12, position to Administrative Assistant, aRegular, Full-time, Non-Exempt, Non- union, Grade 13, position

2022.06.27AdminAssMemo.pdf

BOF CC Checklist - BCA - Reclassification  
Customer ServiceAssistant 062722.docx

**3.11 Authorization for the Fourth Amendment to Child Care Resource contract for technical assistance and fund disbursement for ELI First Steps Scholarship Program, up to an additional \$40,000 in project funding - Economic Recovery**

**Type:** Action (Consent)

**Recommended Action:** to approve and recommend to the City Council that it authorize the Director of Economic Recovery to enter into a contract extension by executing a fourth amendment to the existing contract with Child Care Resource for professional consulting services for up to an additional \$40,000 for a total over the life of the contract of \$104,000 to provide technical assistance and fund disbursement for the First Steps Scholarship Program, subject to conditions enumerated in the agreement to be reviewed and approved by the City Attorney's Office

BOF-CC - ELI-CCR contract amendment  
FY23.pdf

BOF CC Checklist\_ELI June 2022.docx



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**3.12 Court Diversion Grant #02100-FY2023-CN - CEDO/CJC**

**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 \$490,173, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2023, and to authorize CEDO Director, Brian Pine to sign the grant amendment, and all other documents necessary to implement the grant, subject to the review and approval of the City Attorney's Office

FY23 Memo re AGO Grant.docx

BOF CC Checklist\_June 2022.docx

CN FY23 grant\_unsigned.pdf

**3.13 Reclassification of Heating, Ventilation, Air Conditioning (HVAC) Technician - BPRW/HR**

**Type:** Action (Consent)

**Recommended Action:** to approve and recommend that the City Council approve the Reclassification of the HVAC Technician position, a Regular, Full-time, AFSCME, Non-Exempt, Grade 15, position to a Regular, Full-time, AFSCME, Non-Exempt, Grade 17, position

BOF CC Final Packet - BPRW HVAC Technician.pdf

**3.14 Recreation Division Grant Awards for Summer 2022 & 2023 - BPRW**

**Type:** Action (Consent)

**Recommended Action:** 1. To approve and accept the grant funds allotted to the Recreation Division by the Burlington School District for summer 2022. 2. To approve and accept the grant funds allotted to the Recreation Division by VT Afterschool for summer 2022 and summer 2023.

Summer Grant Memo BOF.CC - June 21.docx

BAS Burlington Parks & Rec. BSD Summer Partnership Contract.pdf

BOF CC Checklist\_Recreation Manager - Grants 6-21-22.docx

Grant Agreement - City of Burlington, VT.pdf

**3.15 Request for allocation of 2,200 to purchase a second portable floor camera for Contois Auditorium - City Councilor Karen Paul**

**Type:** Action (Consent)

**Recommended Action:** request \$2,200 out of the FY22 budget Council initiatives line item for this expenditure

Request for \$2200 Council initiatives funding - Camera forContois.docx

**4. For Approval and Recommendation to City Council**



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**4.01 Grant Acceptance for Repairs and Maintenance of the Church Street Marketplace - CSM**

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**Type:** Action

**Recommended Action:** to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to enter into an agreement with the U.S. Small Business Administration, subject to final review from the City Attorney's Office, to accept a grant award of \$1 million in Fiscal Year 2023 to fund repairs to the Church Street Marketplace

 Memo\_Marketplace\_Acceptance of  
Congressionally Directed Spending.pdf

 BOF CC Checklist\_CSM\_Congresssionally  
Directed Spending\_fullapproval.docx

**4.02 Request for Authorization to Enter into a Non-Signatory Airline Lease Agreement with Sun  
Country, Inc. - Airport**

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**Type:** Action

**Recommended Action:** to approve and recommend that the City Council authorize the Burlington International Acting Airport Director of Aviation, to execute a Non-Signatory Airline Lease Agreement, approved by the City Attorney's Office, with Sun Country, Inc.

 5 - 20220620 Sun Country Lease Memo.docx

 5- Checklist.docx

 5A - Sun Country Airlines Draft Signatory  
Agreement 2022.pdf

**4.03 Contract for the Engineering and Bidding Services with Passero Associates for the North  
Terminal Second Floor Renovations - Airport**

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**Type:** Action

**Recommended Action:** to approve and recommend to the City Council authorize the Acting Director of Aviation to execute a contract with Passero Associates in an amount of \$148,300.00, plus a 15% contingency as allowed under the anticipated grant of \$22,245.00, totaling up to \$170,545.00, for the Engineering and Bidding Services for the North Terminal Second Floor Renovations For Transportation Security Administration Check Point Relocation, subject to the final review and approval by the Office of the City Attorney

 4 -  
20220524NorthTerminalRenovationAC.BOF.CC  
Memo.docx

 4- Checklist.docx

**4.04 Aviation Director Market Factor Adjustment - Mayor**

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**Type:** Action

**Recommended Action:** recommend that the City Council authorize and approve the reclassification of the position of Aviation Director consistent with the market factor compensation range of \$138,168 to \$196,879

 6-22-2022 Aviation Director Market Factor  
Adjustment.pdf



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**4.05 Request to Execute an Amendment to the License Agreement with Beta Technologies, Inc. (BETA) for the Continuation of Earthwork to Create a Developable Area at the Burlington International Airport - Airport**

Type: Action

**Recommended Action:** to approve and recommend that the City Council authorize the Acting Director of Aviation to execute an amendment to the previously executed license agreement between Burlington International Airport and Beta Technologies, Inc. to extend the term of the agreement up to the end of July 31, 2022 for the continuation of earthwork performance to create a developable area at the Burlington International Airport, subject to final review and approval of the City Attorney's Office

6 Beta.License\_Agreement Extension.docx

6A - 21-1202\_BETA-BTV\_License\_Agmt - Fully Executed(00451087xA9531).pdf

6- Checklist -.docx

6B -First Amendment to Interim License (00473958-2xA9531).pdf

**4.06 East Plant Wastewater Plant Outfall Repair - 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 a construction contract with Engineers Construction, Inc. for the East Wastewater Plant Outfall Repair project in the amount of \$94,477.00, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$14,173.00 if contingency funds are needed to complete the project, for a total project amount of \$108,650.00 in authorized expenditure, 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 6.27.22 East Plant WWTF Outfall Repair.pdf

BOF Checklist\_East Wastewater Plant Outfall Repair.docx

**4.07 Marketplace Garage Repair - DPW**

Type: Action

**Recommended Action:** to approve and recommend that City Council authorize the Director of Public Works to execute a contract with Structural Preservation Systems, LLC for a maximum limiting amount of \$495,955 and a contingency of \$50,000, for a total authorized expenditure amount of \$545,955 for repairs to the Marketplace Garage, 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

BOF CC Request Letter - MPG Repair 2022 0627.pdf

BoF CC Checklist - MPG Repairs 2022 0627.docx

**4.08 Design/Build Stair Replacement Lakeview Garage Southwest Tower - DPW**

Type: Action

**Recommended Action:** to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a contract with Jeffords Steel for design-build services related to replacement of the southwest stair tower at the Lakeview Garage for a total contract value of \$182,900 and a contingency of \$20,000, for a total authorized project expenditure amount of \$202,900 subject to review and approval by the City Attorney's Office

BOF CC Request Letter - LVG Stair Repair - 2022 0627.pdf

BoF CC Checklist - LVG Stair Replacement - 2022 0627.docx



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**4.09 Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2022 And Ending June 30, 2023 - Mayor**

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**Type:** Action

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

<https://www.burlingtonvt.gov/CT/Budgets/Fiscal-Year-2023-Budget>

\*\*note FINAL version for this agenda item per CAO Schad, posted on Monday, June 27, 2022, at 4:15 pm, LO\*\*

 Resolution - Treasurer - Annual Appropriation  
and Budget for Fiscal Year Beginning July 1 2022  
and Attachments (FINAL FINAL).pdf

 Resolution - Treasurer - Annual Appropriation  
and Budget for FiscalYear Beginning July 1 2022  
and Attachments (FINAL).pdf

**4.10 Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year  
Beginning July 1, 2022 And Ending June 30, 2023 - Mayor**

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**Type:** Action

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

 Resolution - Treasurer - Annual Tax  
Assessments on the PropertyGrand List of the  
City for the Fiscal Year Beginning July 1  
2022(FINAL).pdf

**4.11 Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue  
From The Traffic Division Of The Public Works Department - CAO**

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**Type:** Action

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

 Resolution - CAO - DPW Traffic Division  
Revenue Anticipation(FINAL).pdf

**4.12 Authorization For Public Improvement Bonds For City's Downtown TIF District - CAO**

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**Type:** Action

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

 Resolution - CAO - Downtown TIF District  
Bonds FY 2023(FINAL).pdf

**4.13 Authorization For Short Term Public Improvement Bonds For Fiscal Year 2023 - CAO**

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**Type:** Action

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

 Resolution - CAO - \$7MM Capital  
Improvement Short Term Bond(FINAL).pdf



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**4.14 Authorization For Refunding Public Improvement Bonds - CAO**

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**Type:** Action

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

 Resolution - CAO - \$7MM Capital  
Improvement Refunding Bonds(FINAL).pdf

**4.15 Authorization For Capital Public Improvement Infrastructure Bonds - March 1, 2022 Voter  
Authorization - CAO**

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**Type:** Action

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

 Resolution - CAO - Capital Improvement  
Bonds FY 2023 (FINAL).pdf

## 5. Adjournment

**5.01 Motion to adjourn**

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**Type:** Action, Procedural

**Recommended Action:** motion to adjourn