



April 25, 2022

**Board of Finance Meeting, Monday, April 25, 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 adopt the agenda as amended as follows: note 042522 version 2 for agenda item 4.08 Authorization of Sidewalk Reconstruction Program Project Budget and Construction Contract - DPW (per Norm Baldwin); remove from the agenda item 4.14 Creation of Public Information and Community Engagement Coordinator - HR/Police (per Mayor's Office); add to the agenda item 4.17 Champlain Parkway Project Initial Construction Contract - Award Authorization (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 April 11, 2022 Board of Finance Meeting Minutes, Draft

Type: Action (Consent), Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, April 11, 2022, 5:30 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall](#)

4. For Approval and Recommendation to City Council



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4.01 BED Backup Software/Hardware systems - BED

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the General Manager of Burlington Electric Department to execute with Rubrik a contract for business system backup and disaster recovery hardware and software services in substantial conformance with the attached, for an amount up to \$181,000 subject to final review and approval by the City Attorney's Office

BoF-CC memo 04252022 BED backup
software systems_v3.docx

BOF CC Checklist_Rubrik042522.docx

Burlington Electric - Rubrik EULA_v3 -
2022.04.14.docx

4.02 BED Low-Income Pilot Rate and ARPA extension - BED

Type: Action

Recommended Action: 1. To recommend the City Council approve Burlington Electric Department filing a Low-income Pilot Rate with the Public Utility Commission as described in this memo. 2. To recommend the City Council approve an extension of Burlington Electric Department's deadline for use of \$1.3 million in ARPA funds provided to the Burlington Electric Department in FY22 through the end of FY23, to support implementation of the Low-Income Pilot Rate.

BOF and CC Memo on Pilot Low-Income
Rate-and ARPA 4.25.22_v3.docx

BOF CC Checklist Pilot Low Income Rate
4.25.22.docx

4.03 Electric Department Revenue Anticipation Note Renewal - BED

Type: Action

Recommended Action: To recommend the City Council approve: (1) The City's authorization to borrow an amount not to exceed \$5,000,000 from Key Bank National Association, or such other reputable bank or commercial lender as the Chief Administrative Officer may approve (the "Loan"), and to issue its revenue anticipation note and pledge the credit of the City for the repayment thereof (the "Note"), for the purpose of providing working capital for the Electric Department. The Loan shall be payable from the receipt of revenues of the Electric Department. The Note shall be a general obligation of the City and shall mature within two years from the date it is extended to the City. The Loan may be made on a draw-down basis, repaid and re-borrowed during such two-year period. The Loan may be renewed so long as the Note for such Loan matures within two years of the date it is renewed and issued. (2) The Mayor, the Chief Administrative Officer, and the Director of Financial Operations are authorized and empowered to execute and deliver (i) a loan agreement with the lender to evidence the Loan and the repayment thereof, (ii) the Note in the maximum principal amount of the Loan, together with any renewal notes, as and when the Loan is renewed, if applicable, (iii) such documents and instruments as the lender may request in connection with the Loan, in such form and with such terms as they deem necessary and in the City's best interest, and (iv) such other documents and instruments necessary or convenient in connection with the Loan, subject to prior review by the City Attorney or bond counsel to the City.

Memo BED Key Bank 2022 RAN_v3.docx

BED 2022 Term Sheet 042122.docx

BOF CC Checklist Line of Credit 4.25.22.docx



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4.04 Ambulance Fee Increase - Fire

Type: Action

Recommended Action: to approve and recommend that the City Council approve the increased fee structure for ambulance services effective upon passage as described in the memo by Chief Locke dated April 13, 2022

 BoF Memo ambulance rate change Final.docx

 Billing Rate Comparisons 2022 Final.pdf

 BoF_City Council_Checklist Ambulance Billing
Rate Increase.pdf

4.05 Fire Truck Purchase - Fire

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize Chief Locke to sign a contract to purchase three fire trucks manufactured by E-One and sold by Desorcie Emergency Products as described in the memo from Chief Locke dated April 14, 2022, subject to the prior review and approval by the Chief Administrative Officer and the City Attorney's Office

 CC-BOF Memo re Authorization to Purchase
Fire Trucks.docx

 BoF_City Council_Checklist Fire Truck
Purchase.pdf

4.06 Red Stone Cottage Restoration - Parks

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize Cindi Wight, Director of Parks & Recreation, to execute a contract and any related documents needed to carry out the project with Farrington Construction., for a price not to exceed \$596,191 and a project contingency of \$59,619, subject to the review of the City Attorney's Office. To approve and authorize Cindi Wight, Director of Parks & Recreation to accept a \$68,000 grant with VHCB, subject to the review of the City Attorney's Office. To approve and recommend that the City Council approve and authorize moving \$65,150 from 101-23-100-240.6600 □ Maintenance Contracts to 101-23-100-240.9500 □ 110 Capital Outlay

 20220425 Red Stone Cottage_BOF_CC
Memo_Final.pdf

 20220425 BOF CC Checklist_Red Stone
Cottage.docx

4.07 Calahan Park Playground Replacement Contract with Kompan, Inc. - Parks

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize Cindi Wight, Director of Parks & Recreation, to execute a contract amendment and any related documents needed to carry out the project with Kompan, Inc., for a price not to exceed \$127,095.33 and a project contingency of \$10,000, subject to the review of the City Attorney's Office

 20220425 BOFCC Memo - Calahan Park
Playground Replacement.docx

 20220425 Calahan Playground Replacement -
BOFCC Checklist.docx



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4.08 Authorization of Sidewalk Reconstruction Program Project Budget and Construction Contract - DPW

Type: Action

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 \$900,000 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 the construction contract for the Sidewalk Reconstruction Project with SD Ireland Brothers Corporation to the maximum limiting amount of \$810,000, with an additional \$90,000 in contingency funds, totaling up to \$900,000, subject to the final review and approval by the Office of the City Attorney

****note 042522 version 2 of this agenda item per Norm Baldwin, posted on Monday, April 25, 2022, at 1:19 pm, LO****

042522 Board of Finance Motion: 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 \$900,000 for the projected construction costs to complete the Calendar Year 2022 Sidewalk Reconstruction Program. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute the construction contract for the Calendar Year 2022 Sidewalk Reconstruction Project with SD Ireland Brothers Corporation to the maximum limiting amount of \$810,000, with an additional \$90,000 in contingency funds, totaling up to \$900,000, subject to the final review and approval by the Office of the City Attorney . 3. To approve and recommend that the City Council invite Department of Public Works staff to the May 2022 Transportation, Energy, and Utilities Committee to present on an updated Sidewalk Methodology and this update's impact on the Calendar Year 2022 Sidewalk Reconstruction Program for their review and consideration.

 BOF CC CY22 4.25.22.v2 CY22 Annual Sidewalk Contract Memo and Budget.pdf

 BOFCC 4.25.22 CY22 Annual Sidewalk Contract Memo and Budget.pdf

 BOF CC Checklist_CY22 Sidewalk.pdf

4.09 CY22 Street Reconstruction Program Inspection Services Contract - DPW

Type: Action

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 \$2,854,497.25 for the projected construction and inspection costs to complete the CY22 Street Reconstruction Program.2. To approve and recommend the City Council authorize the Director of Public Works to execute a contract with Greenman-Pedersen, Inc. for inspection services for the Calendar Year 2022 Street Reconstruction Program, in the amount of \$112,700.00, with an additional \$11,270.00 in contingency funds, totaling up to \$123,970.00, subject to the final review and approval by the Office of the City Attorney .

 BOF CC CY22 Street Reconstruction Inspection Services Memo.pdf



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4.10 Additional Eight-Month Extension of Second Memorandum of Understanding re 195-201 Flynn Avenue Lease Purchase Agreement and Drop Off Center - DPW

Type: Action

Recommended Action: to approve and recommend that City Council authorize an additional eight-month extension of the Second Memorandum of Understanding between the City and Chittenden Solid Waste District regarding a lease purchase agreement for the parcel located at 195-201 Flynn Avenue and the operation of a solid waste drop off center, extending the term of the memorandum to December 31, 2022, and to authorize the Mayor to sign an addendum to said memorandum effecting such, subject to final review and approval by the CityAttorney's Office

 CC-BOF Memo Approval For Additional 8 Month Extension CSWD 195-201 Flynn Ave Second MOU Final 4-21-2022.pdf

 195-201 Flynn Ave MOU 1.24.22.pdf

 CC Checklist CSWD 195-201 Flynn Ave. April 25, 2022.pdf

4.11 U.S. Department of Housing and Urban Development HOME-ARP Allocation Plan and Substantial Amendment to the 2021 Action Plan - CEDO

Type: Action

Recommended Action: A motion that the Board of Finance approve and recommend that the City Council approve the Final HOME-ARP Allocation Plan dated April 13, 2022 (□ Plan □) and authorize and direct the Community & Economic Development Office to submit the Plan to HUD as a substantial amendment to the 2021 Action Plan.

 CEDO Memo to BoF CC to Accept HOME-ARP Allocation Plan 4 2522.pdf

 BOF CC Checklist 4 25 22.pdf

 HOME ARP Allocation Plan Final Draft 4 13 22.pdf

4.12 Reclassification of one (1) role in the Community Justice Center - HR/CEDO

Type: Action

Recommended Action: To recommend that City Council approve the: □ Reclassification and retitling of the DLS Case Manager and Program Assistant, a Regular, Full-time, NonExempt, AFSCME, Grade 15, role to Court Diversion Case Coordinator and Program Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position in the Community Justice Center (CJC). Please note this request also includes retroactive pay of approximately \$967 due to the employee performing these new, higher level job duties since January 1, 2022

 2022.04.25 CJC BOF CC Checklist.pdf

 2022.04.25 CJC Final Memo.pdf

4.13 Memorandum of Understanding between AFSCME Emergency Communications Specialists and the City of Burlington - HR/Police

Type: Action

Recommended Action: to approve and recommend that the City Council approve the Execution of the Memorandum of Understanding between AFSCME Local #1343 and the City of Burlington for additional hourly compensation for Emergency Communication Specialists in the Burlington Police Department

 20220420 MOU ECS MEMO Final_3.pdf

 BOF CC Checklist MOU.pdf



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4.14 Creation of Public Information and Community Engagement Coordinator - HR/Police

****AGENDA ITEM REMOVED****

Type: Action

Recommended Action: We respectfully request that the Board of Finance approve the creation of the Public Information and Community Engagement Coordinator, a Regular, Full-time, Exempt, Grade 18 position.

20220420 creation memo for Public
Information and Community Engagement
Coordinator.pdf

Public Information and Community
Engagement Coordinator Officer 04.2022
(003).pdf

4.15 Reclassification of one (1) Clerk/Treasurer position - HR/CT

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification and retitling of the Senior Grants Manager, a Limited Service, Full-time, Exempt, NonUnion, Grade 20, position to Grants Director, a Regular, Full-time, Exempt, Non-Union, Grade 22, position in the Clerk/Treasurer's Office

2022.04.25 CT Reclass Checklist.pdf

2022.04.25 CT Reclass Final Memo.pdf

4.16 Approval of policy for board and commission compensation - CT

Type: Action

Recommended Action: to approve and adopt the attached City Boards and Commissions Compensation Policy, effective retroactive to July 1, 2021

Memo on commission compensation policy
final.pdf

City Commissions Compensation policy - to
BOF_CC.pdf

4.17 Champlain Parkway Project Initial Construction Contract - Award Authorization - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with S.D. Ireland Kubricky Joint Venture LLC in an amount up to \$40,980,143.40 with \$4,098,014 (10%) in contingency funds, totaling up to \$45,078,157.40, for the Champlain Parkway Initial Construction Contract, subject to the final review and approval by the Office of the City Attorney

BOF CC Champlain Parkway Project Initial
Contract Award 04252022.pdf

BOF CC Checklist_Champlain Parkway Initial
Contract Award 04252022.pdf

5. Communication Regarding General Fund Budget Overview

5.01 Communication: CAO Schad, re: General Fund Budget Overview

Type: Communication, Information

FY23 GF Budget Overview 042522 to
BOF.pptx



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6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn