



February 16, 2021

Board of Finance Meeting, Tuesday, February 16, 2021, 5:30 pm ****VIRTUAL MEETING****

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1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum (Verbal)

2.01 Verbal Comment

Type: Action, Information, Procedural

3. For Approval and Recommendation to City Council

3.01 Licensing Fee Waivers For ADA Qualified Service Animals - Councilor Shannon

Type: Action

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

 City Council - Licensing Fee Waiver for ADA
Qualified Service Animals.EMB (002).pdf

3.02 City Council Initiatives Fund proposal for interpreted video explanation of ballot questions - Councilor Hanson

Type: Action

Recommended Action: to recommend to the City Council that it approve the expenditure of \$2,000 from City Council Initiative Funds to support a community-led effort to produce a short video on the seven ballot questions in seven languages

 Authorization to Approve Council Initiative
Funds to Support Interpreted Video Explanation of
Ballot Questions - Councilor Jack Hanson.docx



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3.03 Authorization For \$2,560,000 Loan From Vermont Clean Water State Revolving Fund For Upgrade Of Stormwater Collection System - DPW - Water Resources

Type: Action

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

DPW - Authorization for \$2,560,000 Loan From Vt. Clean Water State Revolving Fund for Upgrade of Stormwater Collection System_v2_TPD_Edits - 2.10.2021.pdf

Memorandum Revised Stormwater Loan SRF.pdf

BOF CC Checklist_Stormwater SRF Loan Revision.pdf

3.04 GIS Services Contract - GIS, Inc. - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to enter into a contract with GIS, Inc. for the hosting and management of the GIS system for the City of Burlington for an amount up to \$119,800, subject to final review and approval by the City Attorney's Office

GIS Services Memo.pdf

BoF_CC_Checklist GIS inc.pdf

3.05 Reclassification of Four CEDO Roles - CEDO/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification of the Community Development Specialist I ☐ Grants Management, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 16, position, effective retroactive to December 7, 2020, to Community Development Specialist I ☐ Grants Management, a Regular, Full-time, Exempt, Non-union, Grade 17, position. Please note this request also includes Retroactive pay of approximately \$653.46. ☐ Reclassification of the Community Development Specialist II ☐ AmeriCorps, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 17, position, effective retroactive to December 7, 2020, to Senior Community Development Specialist ☐ Homelessness and Equity, a Regular, Full-time, Exempt, Non-union, Grade 18, position. Please note this request also includes Retroactive pay of approximately \$719.62. ☐ Reclassification of the Housing Program Manager, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 19, position, effective retroactive to December 7, 2020, to a Regular, Full-time, Exempt, Non-union, Grade 20, position. Please note this request also includes Retroactive pay of approximately \$856.92. ☐ Reclassification of the Community Development Specialist I ☐ Public Engagement, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 16, position to Senior Community Development Specialist ☐ Public Engagement, a Regular, Full-time, Exempt, Non-union, Grade 18, position.

2020.02.16 BOF CC CEDO Final Packet 2.pdf

BOF CC Checklist Reclass of 4 CEDO Positions.docx



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3.06 U.S. Department of Housing and Urban Development 2020 Lead Hazard Control Grant - CEDO

Type: Action

Recommended Action: to approve and recommend that the City Council authorize an increase to the Housing Lead Program Fiscal Year 2021 Budget accounts (301-31-305-317) in the amount of \$422,868.00 with funding coming from the U.S. Department of Housing and Urban Development 2020 Lead Hazard Control Grant funds, in accordance with the attached Budget Amendment Request FY21

2020 Lead Hazard Control Grant Budget
Amendment Memo 02.16.21--final.pdf

BOF CC Checklist 02.16.21.pdf

Lead Program 2020 Budget Amendment
02.16.21--final.pdf

3.07 Request to Approve Acceptance of a Grant with the FAA and Project Management, Community Outreach, Bid, Construction Activities, Evaluations and Close Out Related Contracts for the Sound Insulation Pilot Program (SIPP) and 50 Home Prequalification Project - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$1,032,000.00, plus an additional contingency amount of \$154,800.00 (15%), totaling up to \$1,186,800.00, for the Sound Insulation Pilot Program and 50 Home Prequalification Project (SIPP), subject to the final review and approval by the City Attorney's Office. 2. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Jones Payne Group for up to \$532,000.00, plus an additional contingency amount of \$79,800.00 (15%), totaling up to \$611,800.00, for Project Management, Community Outreach, Bid, Construction Support, Evaluations and Close Out Related Contracts for the Sound Insulation Pilot Program and 50 Home Prequalification Project (SIPP), subject to final review and approval by the City Attorney's Office. 3. ☐ To approve and recommend that the City Council approve a budget amendment to the Fiscal Year 2021 Burlington International Airport budget for the Sound Insulation Pilot Program, by increasing the accounts as set forth above.

1- 20210216 Sound Insulation Pilot Program
AC-BOF-CC Memo.docx

1 - Checklist - Airport - BOF CC -Sound
Insulation Pilot Program.pdf

3.08 Reclassification of Senior Accountant Analyst position - HR/CT

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the reclassification of a Senior Accountant, a Regular, Full-time, Exempt, Non-union, Grade 19 (\$63,530.36-\$75,772.04), position to a Regular, Full-time, Exempt, Non-Union, Grade 18 (\$58,646.78-\$69,912.13), position in the Clerk Treasurer's Office

Sr Acct Memo to BOF CC Feb 2021 final.docx

Sr Accountant 2-10-21.docx

2020.08.24 BOF-CC CT Final Packet Senior
Acctg Analyst Memo.pdf

4. Board of Finance Approval Only



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4.01 Arms Forest Trails Design/Build - BPRW

Type: Action

Recommended Action: to approve and authorize the execution of a contract with Timber and Stone LLC, for a price not to exceed \$61,696 for the Arms Forest Trail Design and Construction project, plus a project contingency of \$9,250, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

20210209 BOF Memo - Arms Forest Trails
Design+Build .docx

20210209 BOF Checklist - Arms Forest Trails
Design+Build.docx

4.02 VELCO Data Center Co-location Agreement - BED

Type: Action

Recommended Action: to authorize the General Manager of the Burlington Electric Department to execute a Master Colocation Services Agreement with Vermont Electric Power Company, Inc. for an amount up to \$90,017, with an additional contingency of \$5,983, totaling \$96,000, for data center colocation services, subject to final review and approval of the City Attorney's Office

BOF VELCO colocation agreement memo
02-16-2021_FINAL.docx

CC Checklist 2.16.21.docx

5. Communication

5.01 COVID-19 Budget Update - CAO Schad

Type: Communication, Information

COVID reporting Feb 2021.pdf

Budget for COVID_revised 020921.pdf

6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn