



February 08, 2021

Board of Finance Meeting, Monday, February 8, 2021, 5:00 pm ****VIRTUAL MEETING****

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

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum (Verbal)

2.01 No public Speakers

Type: Action, Information, Procedural

3. Consent Agenda

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

Type: Action (Consent), Procedural

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

3.02 January 19, 2021 Board of Finance, Draft Minutes

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

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Tuesday, January 19, 2021, 5:30 pm ****VIRTUAL MEETING****](#)

3.03 January 25, 2021 Board of Finance, Draft Minutes

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

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, January 25, 2021, 5:30 pm ****VIRTUAL MEETING****](#)

4. For Approval and Recommendation to City Council



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4.01 Coronavirus Emergency Supplemental Funding (CESF) Byrne Grant Acceptance - CEDO

Type: Action

Recommended Action: to approve and recommend that the City Council approve the acceptance of the Coronavirus Emergency Supplemental Funding (CESF) Byrne Grant, and authorize the Mayor or his designee to sign all necessary documents to affect same

Memo CESF Byrne Grant Acceptance_8 Feb 2020 Meeting.pdf

BOF CC Checklist_Byrne CESF.docx

4.02 Authorization Re Reimbursement Of Waterfront TIF District And Downtown TIF District Related Costs For FY 2020 - CEDO

Type: Action

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

CEDO - Authorization re Reimbursement of Waterfront TIF District and Downtown TIF District Related Costs for FY 2020.pdf

Memo re Waterfront & Downtown TIF Districts Related Cost Reimbursement for FY 2020.doc

BoF_CC_Checklist FY20 TIF Related Costs Reimbursement pdf.pdf

4.03 Motion to Authorize Chief Innovation Officer to enter into a contract for email services - I&T

Type: Action

Recommended Action: to approve and recommend to the City Council that it authorize the Chief Innovation Officer execute an agreement with Planet Technologies and Microsoft for email services for a total amount not to exceed \$144,000 over three years, subject to final contract approval by the City Attorney's Office

01-24-21 - Microsoft Licensing Agreement (Final).pdf

BOF CC Checklist_February 2021 v2.pdf

City of Burlington Renewal quote - .pdf

4.04 Creation of Health Equity and Engagement Manager position - I&T/HR

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the creation of a Regular Full-time, Exempt, Non-Union, Grade 21 Health Equity and Engagement Manager within the Innovation and Technology Department

Final Memo Health Equity and Engagement Manager.DOCX

Final Packet - Health Equity and Engagement Manager.pdf



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4.05 Authorization to execute a contract with Lake Champlain Sea Grant for the Development of a Residential Stormwater Management Incentive / Education Program - DPW - Water Resources Division

Type: Action

Recommended Action: to approve and recommend that City Council authorize the Director of Public Works to execute a contract with Lake Champlain Sea Grant for an amount up to \$184,700 for the Development of a Residential Stormwater Management Incentive / Education Program, subject to the prior review and approval of the City Attorney

SW Res Inc Program_BOF CC
Memo_Final_2.2.2021.pdf

SW Res Inc BoF_City
Council_Checklist_2.2.2021.pdf

4.06 Request for Approval to Execute Contract for Fire Alarm System Upgrades at Water Treatment Plant & Main Wastewater Treatment Plant Administration Building - DPW - Water Resources Division

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with MEI Electrical Contractors for design/build services for the upgrade to the fire alarm systems at the Water Treatment Plant & Main Wastewater Treatment Plant Administration Building for up to \$103,000, with an additional \$25,000 in contingency, totaling \$128,000, subject to final review and approval by the City Attorney's Office

Fire Alarm System Upgrade BOF_CC_Memo -
2-2-21.pdf

BoF_CC_Checklist FA System Upgrade -
2-2-21.pdf

4.07 2021 VTRANS Highway Mileage Certificate Acceptance - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2021 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council.

2021 Highway Mileage Cert.pdf

2021 VTRANS Highway Mileage Cert
Packet2.pdf

BOF CC Checklist_2021 VTRANS mileage
cert.pdf



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4.08 Asset Management Program - CMMS Platform Contract, Amending Asset Management Consultant Contract, GIS Hosting Contract, and Amending Clean Water and Drinking Water State Revolving Fund Loans - DPW

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Public Works to sign a contract Agreement with DTS VUEWorks for the hosting, implementation and management of the CMMS platform system for the City of Burlington not to exceed \$449,000, subject to final review and approval by the Chief Administrative Officer and the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Director of Public Works to amend the Engineering Services Agreement with KCI Technologies, Inc. for the Computerized Maintenance Management System and Enterprise Asset Management Application Assessment, Procurement, & Implementation Guidance project for up to an additional \$120,000 from \$124,750 to a total cost not to exceed \$244,750, subject to final review and approval by the Chief Administrative Officer and the City Attorney's Office. ☐ 3. ☐ To approve and recommend that the City Council adopt the attached resolution authorizing an amended planning loan from the Vermont Clean Water State Revolving Fund for up to \$275,847, subject to final review and approval by the City's bond counsel or the City Attorney's Office. ☐ 4. ☐ To approve and recommend that the City Council adopt the attached resolution authorizing an amended planning loan from the Vermont Drinking Water State Revolving Fund for up to \$245,835, subject to final review and approval by the City's bond counsel or the City Attorney's Office. ☐

Asset Management Program Memo_v2.pdf

BOF CC Checklist - Asset Management Program_v2.pdf

4.09 Authorization For \$245,835 Amended Planning Loan From Vermont Drinking Water State Revolving Fund For Asset Management Application Assessment, Procurement & Implementation - DPW

Type: Action

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

DPW - Authorization for \$245,835 AMENDED Planning Loan from VT DWSRF_Final Draft2.1.2021.pdf

4.10 Authorization For \$275,847 Amended Planning Loan From Vermont Clean Water State Revolving Fund For Asset Management Application Assessment, Procurement & Implementation - DPW

Type: Action

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

DPW - Authorization for \$275,847 AMENDED Planning Loan from VT CWSRF_FINAL DRAFT-2.1.2021.pdf

5. Board of Finance Approval Only



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5.01 Fletcher Free Library Integrated Software (ILS) - Library

Type: Action (Consent)

Recommended Action: to authorize the Director of Fletcher Free Library to execute a one year contract with a total value of \$12,500 with VOKAL for ILS hosting & support services with the option to renew annually for an additional 4 years (for a total of \$62,500) and one year contract with a total value of \$20,180.00 with ByWater Solutions for ILS migration and training, subject to final review and approval of the City Attorney

BOF.FFL ILS Memo.02.03.21.docx

BOF CC Checklist FFL ILS.02.03.21.docx

6. Communication

6.01 FY20 Fiscal Health Report - C/T

Type: Communication, Information

FY2020 Fiscal Health Report Final.pdf

FY2020 Fiscal Health Report_Appendix A.pdf

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn