



January 30, 2023

Board of Finance Meeting, Monday, January 30, 2023, 5:00 pm **Bushor Conference Room, 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: add to the consent agenda item 3.04 Board of Finance Minutes, January 9, 2023, Draft (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 (Board of Finance Approval Only)

3.01 Authorization to Accept Grant Funds for our Urban Tree Program - BPRW

Type: Action (Consent)

Recommended Action: to approve and authorize the acceptance of grant funds in the amount of \$10,000 from the Conservation Law Foundation and \$15,000 from the VUCF in furtherance of the City's Urban Tree Program; and, to authorize the Director of Parks Recreation and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer

 20230130 Trees grants memo.pdf

 BOF CC Checklist_Tree grants.docx

3.02 Authorization to Accept Grant Funds for Oakledge Universally Accessible - BPRW

Type: Action (Consent)

Recommended Action: to approve and authorize the acceptance of grant funds in the amount of \$25,000 from the Dana and Christopher Reeve Foundation and in the amount of \$25,000 from the State of Vermont Buildings and General Services Department for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office

 20230130 OUAP GRANTS_FINAL.docx

 20230125_OUAP Grants Checklist.docx



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3.03 Authorization to sell equipment - BPRW

Type: Action (Consent)

Recommended Action: to approve and authorize the Director of Parks, Recreation and Waterfront to sell the City- owned concessionaire equipment currently located Gordon Paquette Arena at Leddy Park via an online auction or other sealed bidding process, subject to the final review and approval of the Chief Administrative Officer

20230123 Selling equipment_Final.pdf

BOF CC Checklist_Selling equipment.docx

3.04 Board of Finance Minutes, January 9, 2023, Draft

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

Recommended Action: approve the minutes

View Minutes from Board of Finance Meeting, Monday, January 9, 2023, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall

4. For Approval and Recommendation to the City Council

4.01 CEDO, Community Justice Center - Reclassification of Limited Service Position, Youth and Family Restorative Liaison - CEDO - CJC

Type: Action

Recommended Action: move to approve and recommend that the City Council approve the reclassification of the Youth and Family Restorative Liaison, a Limited Service, full-time, Non-Exempt, Non-Union, Grade 15 position to a Limited Service, full-time, Non-Exempt, Non-Union, Grade 16 position, retroactive to Oct. 1, 2022

Memo to reclassify Youth and Family Liaison_January 2023.docx

Youth and Family Restorative Liaison reclass.doc

Youth and Family Restorative Liaison.doc

Checklist for VL reclass_Jan 2023.docx

4.02 Red Stone Cottage Restoration Contract Amendment - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize Cindi Wight, Director of Parks & Recreation, to amend the contract with Farrington Construction for restoration services to Redstone Cottage to increase the maximum limiting amount by an additional \$55,109, for a price not to exceed \$694,520 and an additional project contingency of \$5,511, for a total authorized expenditure not to exceed \$729,948, and to execute any related documents needed to carry out the project, subject to the review of the City Attorney's Office

20230130 Red Stone Cottage_BOF Memo_Final.pdf

BOF CC Checklist_Red Stone Cottage.docx



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4.03 Reclassification of Payroll Administrator I to Payroll Administrator II - CT/HR

Type: Action

Recommended Action: to approve and recommend that City Council approve the reclassification and retitling of the Payroll Administrator I, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 15, role in the Payroll office to a Payroll Administrator II, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 17

ReclassificationPayrollII (2).pdf

BOF CC Checklist - 130.docx

4.04 Reorganization: Move of Payroll Services from CT Office to HR - CAO

Type: Action

Recommended Action: Move to approve and recommend that the City Council approve and authorize the reorganization of the City of Burlington Payroll Services from being an entity of the Clerk/Treasurer's Office with a direct report to the City's Director of Financial Operations, to being an entity of the City's Human Resources Department with a direct report to the Human Resources Director, by amending the job descriptions of the following positions as necessary to reflect such change and at the discretion of the Human Resources Director: ☐ Payroll and Compliance Manager, Non-Union, Grade 21 ☐ Senior Payroll & Retirement Administrator, AFSCME, Grade 18 ☐ Payroll Administrator II, AFSCME, Grade 17 ☐ Payroll Administrator I, AFSCME, Grade 15

Payroll Transition Memo and Motion Final.pdf

4.05 Reclassifications and Retitling Requests - Police/HR

Type: Action

Recommended Action: To approve and recommend that the City Council approve the following: ☐ The elimination of one vacant Community Service Officer, a Regular, Full-time, NonExempt, AFSCME, Grade 15 position, and the creation of one Community Service Manager, a Regular, Full-time, Exempt, Non-Union, Grade 18, position. ☐ The reclassification of the Criminal Identification Technician, a Regular, Full-time, NonExempt, AFSCME, Grade 15 position to Criminal Identification Technician, a Regular, Full-time, Non- Exempt, AFSCME, Grade 18 position. ☐ The reclassification and retitling of the Executive Assistant to the Officer in Charge, a Regular, Full-time, Exempt, Non-union, Grade 15 position to Uniform Bureau Support & Administrative Coordinator, a Regular, Full-time, Exempt, Non-Union, Grade 16,position.

BoF packet - reclassifications 01.26.23.pdf

5. Board of Finance Approval Only

5.01 Contracts for the Black Experience & Juneteenth 2023 - REIB

Type: Action

Recommended Action: 1. To approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a contract with OKAY!!OKAY!! Marketing and Creative for production and management services in connection with Juneteenth 2023 in an amount not to exceed \$64,750, subject to review by the City Attorney's Office; and2. To approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a financial sponsorship agreement with nuwave Equity Corporation in furtherance of the Black Experience event in the amount of \$75,000, subject to review by the City Attorney's Office.

BOF Memo - The Office of REIB
01.30.2023.docx

BOF CC Checklist.docx



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6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn