



October 24, 2022

**Board of Finance Meeting, Monday, October 24, 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 5.05 PM

Type: Action, Procedural

Recommended Action: motion to amend/adopt the agenda

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, October 11, 2022, Draft

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall

4. For Approval and Recommendation to the City Council



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4.01 Greater Burlington Industrial Corporation (GBIC) Lease Amendment - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council authorize a lease amendment to rectify the associated site plan at the Burlington International Airport with the Greater Burlington Industrial Corporation, subject to final review and approval by the City Attorney's Office

 20221018AC-BOF-CC Memo GBIC Lease
Amendment.docx

 1 - Checklist - GBIC Lease Amendment.docx

 GBIC Lease - 1979.pdf

 Second Amendment to Lease - BTV Airport -
GBIC - Establish Premises Location
(00488482xA9531).pdf

4.02 VOREC grant agreement - BPRW

Type: Action

Recommended Action: to approve and recommend that City Council approve and authorize the acceptance of a \$300,000 VOREC grant from the State of Vermont, and to authorize Cindi Wight, Director of Parks and Recreation to execute the related grant agreement and any related documents needed to carry out the grant, subject to the review of the City Attorney's Office

 BOF CC Checklist_VOREC.docx

 BOF-CC Memo_VOREC Grant
agreement_final.pdf

4.03 Creation of one new position - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve the creation of the Property Services Caretaker position, a limited-service, full-time, AFSCME Non-Exempt, Grade 15 to 17 position in the Parks, Recreation, and Waterfront Department

note revised version of the memo per BPRW Director Wight posted on Monday, October 24, 2022, at 1:52 pm, LO

 Revised Memo_FY23 Caretaker positionv5.pdf

 Memo_FY23 Caretaker positionv3.pdf

 BOF CC Checklist_Property Caretaker
position.docx

4.04 Perpetual Care Income - Assigned Fund Balance (AFB) carryover - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Chief Administrative Officer to affect a budget amendment by rolling over \$15,000 of Assigned Fund Balance from Perpetual Care Fund income to reserve fund 110-23-104.4720_110, as further detailed in Attachment A

 Memo_Perpetual care rolloverv3.pdf

 BOF CC Checklist_Perpetual Care reserve
fund.docx



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4.05 Oakledge Universally Accessible Playground Project: Budget Amendment - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of \$200,000 in funds from the FY23 Go Bond, Parks Category to the Penny for Parks-Oakledge Park- Playground Project, as further detailed in Attachment B

20221019 OUAP_BA BOF-CC
Memo_FINAL.docx

20220902 Project Budget Amendment_Bike
Path Realignment.pdf

20221018 OUAP_BA BOF-CC
CHECKLIST.docx

20221024 OUAP BA from Bond_DRAFT.xlsx

4.06 Elks - Quit Claim - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the release of any residual property interest to Benevolent and Protective Order of Elks that the City may have in the approximately five-acre parcel of land that the BPOE will retain after transferring an approximately eleven-acre adjacent parcel to the City for its ownership and use (□gifted parcel□), as further described in Attachment A,; and, to authorize the Mayor to execute a quit-claim deed formalizing the release of such interest and conveying such interest to the BPOE in order to facilitate the acceptance of the gifted parcel, subject to City Attorney's Office review and approval

Memo Elks_quit claim BOF_CC_Final.pdf

BOF CC Checklist_Elks_Quit Claim
Deed.docx

4.07 Authorization to execute contract for support services at Elmwood Community Emergency Shelter November 2022 - June 2023 - CEDO

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Community and Economic Development Office to execute a contract with Champlain Valley Office of Economic Opportunity for up to a maximum limiting amount of \$124,992 for the provision of service coordination and housing navigation at the Elmwood Community Emergency Shelter for the period October 17, 2022 □ June 30, 2023, and subject to the final review and approval by the Office of the City Attorney

BoF and CC Memo - CVOEO
10-17-2022.docx

BoF and CC Checklist - CVOEO
10-17-2022.docx

CEDO-CVOEO Services Contract DRAFT
10-11-2022.docx

SignedResolution 02 07 22.pdf



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4.08 Request for Approval to Execute Contract for Emergency Repairs to North Avenue Stormwater Outfall - DPW Water Resources

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Engineers Construction Inc. for emergency outfall repair work to the North Avenue stormwater outfall for an amount not to exceed \$324,200, subject to the prior review and approval of the City Attorney. ☐ 2. To approve and recommend that the City Council authorize CAO Schad to execute a budget amendment to increase the FY23 GL 245-19-000.110 by an amount not to exceed \$324,200 using Fund 245 fund balance.

 North Ave Emergency Outfall Repair
Memo_Final.pdf

 BOF CC Checklist_North Ave Emergency
Outfall Repair.docx

4.09 Market Factor Adjustment for City Attorney - Mayor's Office

Type: Action

Recommended Action: recommend that the City Council authorize and approve the reclassification of the position of City Attorney consistent with the market factor compensation range of \$164,000 to \$194,182

 10-21-2022 City Attorney Market Factor
Adjustment.pdf

5. Board of Finance Approval Only

5.01 Traffic Signal Modernization Main Street and University Heights - DPW Parking & Traffic

Type: Action

Recommended Action: to approve and authorize the Director of the Department of Public Works to execute a sole-source contract with Granite Traffic Solutions for the purchase and installation of one (1) modern traffic control system at the Main Street and University Heights intersection for a total cost not to exceed \$26,916.60, subject to review by the City Attorney's Office

 BOF Request Letter - Main and U Heights
Camera - 2022 1024.pdf

 BoF CC Checklist - Main and U Heights
Cameras - 2022 1024.pdf

6. Adjournment

6.01 Motion to adjourn at 5.52 PM

Type: Action, Procedural

Recommended Action: motion to adjourn