



July 11, 2022

**Board of Finance Meeting, Monday, July 11, 2022, 5:30 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 adopt the agenda

Type: Action, Procedural

Recommended Action: motion to 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. The CONSENT AGENDA WAS TABLED, AND NOT VOTED ON.

Type: Action (Consent), Procedural

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

3.02 Special Board of Finance Meeting Minutes, June 13, 2022, Draft

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

Recommended Action: approve the minutes

 View Minutes from Special Board of Finance Meeting, Monday, June 13, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall

3.03 Board of Finance Meeting Minutes, June 27, 2022, Draft

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

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, June 27, 2022, 4:30 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall



July 11, 2022

**Board of Finance Meeting, Monday, July 11, 2022, 5:30 pm **Bushor
Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM**

4. For Approval and Recommendation to the City Council

4.01 Authorization to Execute the Design Contract for the Lake Street Shared-Use Path #CA0672 - DPW

Type: Action

Recommended Action: to authorize the Director of Public Works to execute a contract with Stantec Consulting Services , Inc. in an amount up to \$79,500.00 for design services related to the Lake Street Shared Use Path Project #CA0672

Memo - BOF VTrans Lake St Design.pdf

Attachment 1 Stantec Contract Lake St Shared Use Path.pdf

Attachment 2 BOF-CC Approval - Lake St Grant Acceptance.pdf

BOF CC Checklist_LakeSt.pdf

4.02 D&K Amendment #5 - MPM Services Champlain Parkway Contract - DPW

Type: Action

Recommended Action: to recommend that the City Council authorize the Director of Public Works , or their designee, to execute a Fifth Amendment to the contract with Dubois & King, Inc regarding Champlain Parkway Municipal Project Management Services to increase the Maximum Limiting Amount by \$228,000.00 to \$425,485.00 for continued municipal project managing services through the completion of Initial Construction

BOF Memo DK Amendment 5.pdf

BOF CC Checklist_D&K Amendment 7.11.2022.pdf

4.03 FY23 Vehicle Purchase Recommendation - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of the Department of Public Works to purchase eight (8) vehicles/equipment for Water Resources, the Traffic Division, and the Recycling Program, for a total value of up to \$962,500, with lease financing determined by the Clerk/ Treasurers Office and at a rate not to exceed five percent (5%) for terms of up to seven(7) years, subject to the review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of the Department of Public Works to enter into a one-time cash purchase not to exceed \$500,000.00 for General Fund vehicles, and equipment, subject to the review and approval by the City Attorney's Office. 3. Recommend that the City Council, the Transportation, Energy, and Utilities Committee, the Department of Public Works, and the Chief Administrative Officer develop a long-term Fleet purchasing strategy that both ensures the operational sustainability of all existing City vehicles/equipment and brings the City closer to reaching its Net Zero 2030 goals.

FY23 Fleet Replacement BOF.pdf

FY23 Fleet Replacement Cost Chart Attachment A.pdf

BOF CC Checklist FY23 Fleet July 11, 2022.pdf



July 11, 2022

Board of Finance Meeting, Monday, July 11, 2022, 5:30 pm **Bushor
Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM

4.04 University Place Street Reconstruction Project Construction Contract and Budget Amendment - DPW

Type: Action

Recommended Action: 1. To approve and recommend the City Council authorize the Director of Public Works to execute a construction contract amendments with Don Weston Excavating, Inc. for the University Place Street Reconstruction Project, increasing the total contract amount from \$2,225,691.45 to \$2,417,352.27, and to further authorize the Director of Public Works to utilize up to \$230,908.33 in additional contingency funds if needed, totaling \$2,648,260.60, subject to prior approval of the City Attorney's Office. 2. To approve and recommend the City Council approve the necessary budget amendments to bring the total project budget to \$3,383,000.00 by adjusting the accounts as described in the affiliated memorandum and attachments.

 Weston Contract and Budget Amendment for University Place Street Reconstruction Project Memo.pdf

 U-Place BOF Checklist 7.11.22.pdf

4.05 Authorization to Make a Charitable Donation Fines for Food Program - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to make an annual charitable donation to Feeding Chittenden in an amount equal to one-half of revenues received from delinquent parking ticket payments during the period from Thanksgiving through December 31 during 2022, 2023, 2024, 2025, and 2026, subject to review and approval by the Chief Administrative Officer. □

 BOF CC Request Letter - Fines for Food 22-26 2022 0711 and 0718.pdf

 BoF CC Checklist - Fines for Food 22-26 2022 0718.docx

 Fines for Food presentation.pdf

4.06 Conclusion of Integration of Parking Enforcement into the Parking and Traffic Division, Department of Public Works - DPW/HR

Type: Action

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

 Resolution - DPW - Parking and Traffic Re-Org Final Step (FINAL).pdf

 Parking and Traffic Re-org - Phase 1c Step 2 - Resolution Pending.pdf

 Z - BoF CC Checklist - 2021 1018 Phase 1c - Step 2 Reorg.docx

4.07 Authorization to execute a Construction Contract for the GSI/CSO - Old North End Retrofits - DPW-Water Resources

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with ECI for \$434,963 with a \$65,244.45 contingency, totaling \$500,207.45 in authorized contract expenditure, for the construction of the Old North End Green Stormwater Infrastructure Combined Sewer Overflow Reduction Retrofits Project, subject to prior review and approval of the City Attorney's Office

 1_BOF CC Memo GSI-CSO Grant ONE Retrofits Construction_Final.pdf

 GSI-CSO - Old North End Construction Contract Award - BOF CC Checklist 7.11.2022.docx



July 11, 2022

**Board of Finance Meeting, Monday, July 11, 2022, 5:30 pm **Bushor
Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM**

4.08 Creation of one new position, and re-classification of two positions - BPRW/HR

Type: Action

Recommended Action: to approve and recommend that the City Council approve the Creation of the Project Coordinator position, a Limited Service, Full-time, Non-Union, Exempt, Grade 17 position; the Reclassification of the Custodian 1 position from Regular, Part-time, AFSCME, Non-Exempt, Grade 8 position to a Regular, Full-time, AFSCME, Non-Exempt, Grade 9 position; and, the Reclassification and Retitling of the Athletic Program Coordinator position a Regular, Full-time, Non-Union, Exempt, Grade 16 to the Athletic Manager, a Regular, Full-time, NonUnion, Exempt, Grade 18 position

 BPRW 07.11.2022 - Final Packet.pdf

5. Adjournment

5.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn