



April 26, 2021

Board of Finance Meeting, Monday, April 26, 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. Consent Agenda

2.01 Board of Finance Minutes, April 12, 2021, Draft

Type: Action (Consent), Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, April 12, 2021, 5:30 pm ****VIRTUAL MEETING****](#)

3. Public Forum (Verbal)

3.01 Jeff Nick spoke

Type: Action, Information, Procedural

4. For Approval and Recommendation to City Council

4.01 Approval for Contract with CLA for Grants Management & Fixed Asset Management - C/T

Type: Action

Recommended Action: to approve and recommend City Council approve and authorize the Chief Administrative Officer, Katherine Schad, to enter into an agreement for accounting services between the City and Clifton, Larson, Allen not to exceed \$100,000 between March 1, 2021 and March 30, 2022, subject to review by the City Attorney's Office

 [1__CLA_MEMO_final.docx](#)

 [03162021_FY21 Accounting Services - Engagement letter_REVISED.pdf](#)

4.02 Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation Program - C/T

Type: Action

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

 [Treasurer - Workers Compensation Standby Letter of Credit April 2021 \(002\).pdf](#)

 [04262021_Memo Standby Letter of Credit For Workers Compensation April 2021.DOCX](#)



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4.03 Burlington Greenway Rehabilitation: Maple Street-College Street Realignment - BPRW

Type: Action

Recommended Action: to approve and recommend that City Council approve and authorize the execution of a contract with Vanasse, Hangen & Brustlin, Inc., (VHB), for a price not to exceed \$50,760 for the Burlington Greenway Realignment Project, plus a project contingency of \$12,690 for a total of \$63,450 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the amended contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

21210421 Bike Path Realignment BOF-CC
Memo_FINAL.docx

20210421_BP Realignment Design
Checklist.docx

4.04 Phase 3B South Bike Path Rehabilitation Resident Engineer Contract - BPRW

Type: Action

Recommended Action: to approve and recommend that City Council approve and authorize the execution of a contract with EIV Technical Services for a price not to exceed \$111,420 for the Burlington Bike Path Rehabilitation Phase 3B South Construction Project, plus a project contingency of \$16,713, 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

20210421 BP 3b South Construction RE
BOFCC Memo - FINAL.docx

20210421 BOF CC Checklist_Burlington Bike
Path Rehabilitation Phase3B South RE
Services.docx

4.05 Lease of Concession Space at Waterfront Park for 2021 Season - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Sense of Humor, LLC, to perform food and beverage sales at Waterfront Park for the 2021 season, and to authorize Mayor Miro Weinberger, to execute the lease and any related documents, subject to the review of the City Attorney's Office

BOFCC Memo - Lease of Waterfront
Park_Final.pdf

BOF CC Checklist_Waterfront Park
Concessions.docx

Waterfront Park Ice Cream Bob Lease
Summer 2021_Final.pdf



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4.06 Authorize The Amended Grant Of Easements To The Vermont Housing And Conservation Board And Preservation Trust Of Vermont For The City's 311 North Avenue Property - BPRW

Type: Action

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

📄 Parks – Amended Grant of Easements to VT Housing Conservation Board and Preservation Trust of VT re 311 North Avenue_Final.pdf

📄 14215-CONSERV-EASE-PLAT (7-31-19) SIGNED.pdf

📄 Amended Easement VHCB 2021.pdf

📄 Signed 2019 resolution_easements.pdf

📄 311 North Ave amended easement memo_Final.pdf

📄 Amended Easement PVT and VHCB 2021.pdf

📄 BOF CC Checklist_311 North Ave.docx

4.07 North Ave Raised Intersection Project - Authorization to Award Construction Contract - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a construction contract with Don Weston Excavating, Inc. for \$197,044.00 to complete the North Avenue Raised Intersection Project, and to further authorize the use of an additional \$23,682.00 in contingency funds (12%), for a total construction budget of \$220,726.00, all of which is included in the amended project budget and FY21 budget, subject to review and approval of the City Attorney's Office

📄 01 DPW Memo North Ave Raised IntersectionConstruction_Contract_Final.pdf

📄 Checklist North Avenue Raised Intersection.pdf

📄 Bid Tabulation, Analysis, and Recommendation of Award.pdf

📄 Project Budget.pdf

4.08 Reorganization Update To Staffing Structure, Reclassifications, Retitling, Creation And Elimination Of Positions, For Phase 1B Step 1 Of Administrative Integration Of The Parking Services Integration Plan - Department of Public Works - DPW/HR

Type: Action

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

📄 HR - DPW - Reorganization Update to Staffing Structure Phase 1BStep 1 Administrative Integration Parking ServicesReOrg_DPW_ParkingTraffic_v1 - 04.19.2021 (002).pdf

📄 Z - Parking and Traffic - Phase 1b Reorg Package - 2021 0426 -UPDATED.pdf

5. Board of Finance Approval Only



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5.01 City Attorney's: Reclassification of the Public Records and Information Coordinator position from Limited Service to Regular - City Attorney's Office/HR

Type: Action

Recommended Action: to approve the reclassification of the Public Records and Information Coordinator, Limited Service, Full-time, Non-union, Non-exempt, Grade 15 to Regular, Full-time, Nonunion, Non-exempt, Grade 15

 BoF Packet - LS to Reg Public Records
role.pdf

6. Discussion of near-term American Rescue funding needs

6.01 Discussion of near-term American Rescue funding needs

Type: Discussion

 Immediate Emergency Funds 26APR21
FINAL.pptx

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn