



April 11, 2022

**Board of Finance Meeting, Monday, April 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

Type: Action (Consent), Procedural

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

3.02 March 21, 2022 Board of Finance Minutes, Draft

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

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, March 21, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall

4. For Approval and Recommendation to City Council



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4.01 Creation of three (3) new Clerk/Treasurer positions and moving one position from part-time to full-time - CT/HR

Type: Action

Recommended Action: To approve and recommend that City Council approve the: ☐ Creation of the Retirement Administrator, a Regular, Full-Time, Exempt, Non-Union, Grade 19, role in the Clerk/Treasurer Office. ☐ Creation of the Grants Accountant, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 18, role in the Clerk/Treasurer Office. ☐ Creation of the Operations Director, a Regular, Full-Time, Exempt, Non-Union, Grade 24, role in the Clerk/Treasurer Office. ☐ Change in status for the Accounting Assistant in the Clerk/Treasurer's Office from part-time to fulltime.

 2022.04.11 Three Roles CT Memo to BOF CC
Corrected.docx.pdf

4.02 Records Management System Purchase - Fire

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize Chief Locke to purchase a new records management system from First Due at a first year subscription cost of \$28,000 and a subscription cost of the system for years two through five totaling \$141,803.11, as outlined in Chief Locke's memo dated, April 5, 2022, subject to the review and approval by the City Attorney's Office

 Fire RMS Purchase Memo.docx

 BoF_City Council_Checklist Fire RMS
Purchase.pdf

4.03 Ambulance Fire Increase - Fire

Type: Action

Recommended Action: to approve and recommend that the City Council approve the increased fee structure for ambulance services effective upon passage as described in the memo by Chief Locke dated April 5, 2022

 BoF Memo ambulance rate change Final.docx

 BoF_City Council_Checklist Ambulance Billing
Rate Increase.pdf

4.04 Request for Approval of a \$253,000 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$253,000 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

 1 - BOF-CC Memo Airport Budget Amendment
3.2022.docx

 1 - Checklist - Airport - Budget
Amendment.docx



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4.05 Execution of Property Lease with Vermont Flight Academy (VFA) Located at 355 Valley Road - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a property lease agreement at 355 Valley Road in South Burlington with Vermont Flight Academy, on the terms provided in and substantially in conformance with the attached lease, and to authorize the Mayor of Burlington to execute the lease, subject to final review and approval by the City Attorney's Office

 2- BOF-CC VFA Lease Memo.docx

 2 - Attachement A - VFA Lease.pdf

 2 - Checklist - Airport - VFA Lease.docx

4.06 Fifth Amendment to the Agreement between the University of Vermont and The City of Burlington Regarding Participation in The City's Ten Year Capital Plan - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Mayor to execute a Fifth Amendment to the ☐ Agreement Between the University of Vermont and The City of Burlington Regarding Participation In The City's Ten Year Capital Plan, ☐ substantially conforming with the draft submitted herewith, subject to final review and approval by the City Attorney's Office

 Memo - Amendment 5 UVM Agreement for University Place.pdf

 Amendment 5 UVM City Agreement.pdf

4.07 University Place Street Reconstruction Project Construction Contracts and Project Budget - DPW

Type: Action

Recommended Action: 1. To approve and recommend the City Council authorize the Director of Public Works to execute a construction contract and Change Order #1 with Don Weston Excavating, Inc. for the University Place Street Reconstruction Project, for a total contract amount of \$2,225,691.45, and to further authorize the Director of Public Works to utilize up to \$222,569.15 in additional contingency funds if needed, totaling \$2,448,260.60, subject to prior approval of the City Attorney's Office. 2. To approve and recommend the City Council authorize the Director of Public Works to execute a contract with John Turner Consulting Inc. for inspection services during construction for the University Place Street Reconstruction Project in the amount of \$107,260 and an additional \$10,726 in contingency funds (10%) if needed, totaling \$117,986, subject to the prior approval of the City Attorney's Office. 3. To approve and recommend that the City Council approve the necessary amendments to the University Place Street Reconstruction Project Fiscal Year 2022 Budget by adjusting the accounts as described in the affiliated memorandum and attachments.

 Memo - University Place Construction Contracts.pdf



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4.08 CY22 Street Reconstruction Program Contract - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources as needed to a total of \$2,730,527.25 for the projected construction costs to complete the CY22 Street Reconstruction Program. 2. To approve and recommend the City Council authorize the Director of Public Works, or his designee, to execute a construction contract and Change Order #1 with S.D. Ireland Brothers Corp. for the CY22 Street Reconstruction Program in the amount of \$2,482,297.50, with an additional \$248,229.75 in contingency funds, totaling up to \$2,730,527.25, subject to the final review and approval by the Office of the City Attorney.

 BOF CC CY22 Street Reconstruction
Memo.pdf

**4.09 Request City Council Endorsement and Support for a "Raise Grant" Application for the
Redevelopment of Winooski River Bridge - DPW**

Type: Action

Recommended Action: recommend the City Council authorize the City Council President sign a Letter of Endorsement, substantially conforming with the attached draft, on behalf of the City Council in furtherance the City of Burlington, the City of Winooski, and the Vermont Agency of Transportation cooperatively submitting a ☐ Raise Grant ☐ application to the United State Department of Transportation for the Redevelopment of the Winooski River Bridge

 BOF CC Memo Winooski Bridge
2022.04.11.v2.pdf

 Winooski Bridge Alt 4 & 5.pdf

 Winooski Bridge RAISE Grant Council Letter
of Support 4.11.pdf

 BOF CC Checklist Winooski Bridge Raise
Grant Application 4.11.22.docx

5. Board of Finance Approval Only

**5.01 Oakledge-Universally Accessible Playground Construction, Resident Engineer Contract -
BPRW**

Type: Action

Recommended Action: to approve and authorize the execution of a contract with EIV Technical Services for a price not to exceed \$80,918 for the Oakledge Universally Accessible Playground Project, plus a project contingency of \$12,138 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

 20220404 OFAUP Construction RE BOFCC
Memo - FINAL.docx

 BOF Checklist_OFAUP Construction RE.docx



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5.02 Request to Execute a Contract with JP8 Resources, LLC for 9,000 Square Feet of Carpet replacement within the North Terminal - Airport

Type: Action

Recommended Action: to approve the Acting Director of Aviation to execute a contract with JP 8 Resources, LCC for 9,000 square feet of carpet replacement within the north terminal in the amount of \$56,520 with a 20% contingency in the amount of \$11,304, for a total amount of \$67,824, subject to review and approval of the City Attorney's Office

 3 - BOF-CC North Terminal Carpet Replacement 9000 sq ft.docx

 3 - Checklist - Airport - North Terminal Carpet.docx

6. Communication

6.01 Calendar for FY23 Budget Process - CAO

Type: Communication, Information

 Calendar for FY23 Budget.pdf

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn