



March 21, 2022

Board of Finance Meeting, Monday, March 21, 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 adopt the agenda as amended

Type: Action, Procedural

Recommended Action: motion to adopt the agenda as amended: remove from the agenda item 4.06; add to the agenda item 4.14 Communication: Ron Jacobs, AFSCME 1343 President re: Current Staffing at the Temporary Library Location in the NNE; add to the agenda item 4.15 Communication: City Councilor Karen Paul, Chair, Public Safety Committee, re: Request for allocation of \$1,500 for use in posting recordings of Public Safety Committee meetings to Youtube

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 7, 2022 Board of Finance Minutes, Draft

Type: Action, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, March 7, 2022, 6:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall](#)

4. For Approval and Recommendation to City Council



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4.01 Project Management Services Contract Amendment - White+Burke - CEDO

Type: Action

Recommended Action: We respectfully request the Board of Finance approve the following motion : To approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of Brian Pine, CEDO Director, to execute a contract amendment for provision of project management services relating to administration and advancement of projects serving the City's Waterfront and Downtown TIF Districts, to include CityPlace Burlington project work and Great Streets project work on behalf of the City, with David G. White, White+ Burke Real Estate Advisors, with the maximum limiting amount of \$200,000 for the term of July 21, 2021 through December 31, 2022. We respectfully request the Board of Finance approve the following motion: To approve and recommend the City Council approve, an increase in expenditures for related TIF project costs by \$100,000 and increase revenue by \$100,000, as per voter approved Downtown TIF in 2021.

CEDO memo for White+Burke contract amendment_March2022_Final.docx

White Burke Contract Amendment - 031722.docx

White+Burke Contract - CityPlace Burlington 9.9.21.docx (1).pdf

4.02 Reclassification of one (1) role within CEDO - CEDO/HR

Type: Action

Recommended Action: To recommend that City Council approve the: □ Reclassification of the Office Assistant II □ Community Engagement, a Regular, Full-time, NonExempt, AFSCME, Grade 12 role to Office Coordinator II □ Community Engagement, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position in the Community and Economic Development Office (CEDO). Please note this request also includes Retroactive pay of approximately \$626 due to being effective January 14, 2022.

2022.03.21 CEDO BOF CC Checklist.pdf

2022.03.21 CEDO Final Memo Reclassification.pdf

4.03 Authorization For Reimbursement From Public Improvement Bonds For City's Capital Projects - CT

Type: Action

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

Resolution - CT - Capital Bond Reimbursement (FINAL).pdf

3_Memo re Reimbursement Resolution for Capital ImprovementBonds.docx

1_The Checklist_Reimbursement Resolution Capital Bonds.docx

4.04 Authorization For Reimbursement From Public Improvement Bonds For The City's Downtown TIF District - CT

Type: Action

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

Resolution - CT - Downtown TIF District Reimbursement (FINAL).pdf

3_Memo re Reimbursement Resolution for Downtown TIF DistrictFinal.docx



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4.05 Acceptance And Approval Of The FY 2021 Audit - CT

Type: Action

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

Resolution - CT - Acceptance and Approval of
FY21 Audit(FINAL).pdf

4__FY21 Management Letter - Final.pdf

02082022_General Fund Unaudited Financials
and FB Classification.xlsx

1_The Checklist_Audit Fiscal Year 2021 V2
+RG.docx

Burlington VT ACFR21 - DRAFT.pdf

Summary Audit Results FY21-BOF.pptx

**4.06 Investment Of Unassigned Fund Balance To Improve City Services And Drive Operational
Efficiencies - CT **AGENDA ITEM REMOVED****

Type: Action

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

Resolution - CT - Investment of Unassigned
Fund Balance to ImproveCity Services
(FINAL).pdf

**4.07 Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation
Program - CT**

Type: Action

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

Resolution - Treasurer - Letters of Credit for
Workers'Compensation Program (FINAL).pdf

1_The Checklist_Reimbursement Standby
Letter of Credit.docx

2__Memo Standby Letter of Credit For
Workers Compensation March2022.docx

4.08 Creation of one (1) Clerk/Treasurer position - CT/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Creation of the Senior Capital Project Accountant, a Regular, Full-Time, Non-Exempt, AFSCME, Grade18, role in the Clerk/Treasurer Office.

2022.03.21 CT Creation Memo.pdf

2022.03.21 CT Memo BOF CC Checklist.pdf



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4.09 New England Central Railroad sidetrack agreement - BED

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department to execute a sidetrack lease with the New England Central Railroad to facilitate the delivery of wood chips to the McNeil Generating Station, subject to review and approval of the City Attorney's Office

BOF City Council memo re NECR Sidetrack lease final.pdf

NECR 211015466 - Burlington Electric - ITA Land Lease - Final.doc

BOF CC Checklist_NECR sidetrack lease March 2022 final.docx

4.10 Approval of Parking Fees - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve the 2022 parking fees as set forth in the above table

Parking fees_Final.pdf

Parking Fees_BOF CC Checklist.pdf

4.11 VTrans Bicycle & Pedestrian Program Grant Cooperative Agreement (CA0687) for the Intervale Road Shared-Use Path - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute the Cooperative Agreement from the Vermont Agency of Transportation to accept a grant amount of \$1,162,000, with project costs to be paid upfront by the City of Burlington and then reimbursed by the Vermont Agency of Transportation, with a local match of \$290,500 in City funds (20%), for a total project budget of \$1,452,500, subject to approval by the City Attorney's Office. 2. To approve and recommend that the City Council approve the necessary amendments to the Intervale Road Sidepath Project Fiscal Year 2022 Budget by adjusting the accounts as described in the affiliated memorandum and attachments. 3. To approve and recommend that the City Council approve the use of the VTrans At-the-Ready process for Professional Design Consultant Procurement.

Memo - BOF CC VTrans Intervale Rd Sidepath Final.pdf

1-CA0687_Burlington City of - 03032022.pdf

2-FY22 Project Budget Amendment Intervale draft 031422.pdf

BOF CC Checklist_Intervale Rd SUP 3.21.pdf



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4.12 Mansfield Avenue Sidepath and Traffic Calming Project - Authorization to Amend Project Budget and Award Construction 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 increase the project budget in the amount of \$128,705.05, from \$323,000.00, to a new total of \$451,705.05, in accordance with the Amended Project Budget (Attachment 1), for the additional projected construction costs to complete the Mansfield Avenue Sidepath and Traffic Calming Project. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute a construction contract with Desroches Construction Services, Inc. for \$392,787.00 to complete the Mansfield Avenue Sidepath and Traffic Calming Project, and to further authorize the use of an additional \$58,918.05 in contingency funds (15%), for a total of \$451,705.05, all of which is included in the amended project budget and proposed FY22 budget, subject to review and approval of the City Attorney's Office.

DPW Memo Mansfield Ave Construction
Contract_FINAL.pdf

Mansfield Ave BOF CC Checklist.docx

Attachment 1_Mansfield Ave Budget
Amendment.pdf

4.13 North Winooski Avenue Parking Management Plan and Bike Lane Installation - DPW

Type: Action

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

Resolution - TEUC - North Winooski Ave
Parking Management and Corridor Study
(FINAL).pdf

DPW Memo to City Council on NWA PMP
3-17-22 Final.pdf

Draft-Report_Winooski-Avenue-Parking-Management-Plan_March-2022.pdf

NWA PMP DPW BOF CC Checklist
3-21-22.pdf

4.14 Communication re Staffing at the Temporary Library Branch in the NNE - AFSCME 1343 President

Type: Action, Communication, Information

Communication Ron Jacobs AFSCME 1343
President re Current staffing at temporary Library
branch in NNE.pdf

4.15 Request for allocation of \$1,500 for use in posting recordings of Public Safety Committee meetings in Youtube - City Councilor Karen Paul, Chair, Public Safety Committee

Type: Action

Recommended Action: We would respectfully request \$1,500 out of the FY22 budget Council initiatives line item for this expenditure.

Request for \$1500 Council initiatives funding -
Public Safety Committee - CNA report
review.docx



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5. Adjournment

5.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn