



November 26, 2018

**Board of Finance - Monday, November 26, 2018 at 6:30 p.m. Conference Room
12, City Hall**

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 11 26 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Board of Finance Approval

3.01 Authorization to approve Tree Stump Removal Contract - Parks & Rec

Type: Action

Recommended Action: 1. To approve and authorize the execution of a contract with Barrett's Tree Service for a not to exceed price of \$56,750 for the removal of 150 City-owner tree stumps by Director Cindi Wight, subject to the approval of the City Attorney's Office; and 2. To approve and authorize the budget adjustment of \$56,750.

 20181113 BOF Memo dr.pdf

 Stump grinding checklist.pdf

4. For Approval and Recommendation to City Council



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4.01 Authorization of Conservation Legacy Fund disbursement - 311 North Avenue - Parks & Rec

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the attached resolution .

**please see revised resolution added 11/26

311 North Ave memo FINAL_20181120.pdf

Parks - 311 North Ave. Acquisition - Authorize Use of Conservation Legacy Funds to Pay Final Costs to Vermont Land Trust.pdf

20180717 Parks Commission Minutes.pdf

CB_2018 08 06_Minutes.pdf

311 North Ave checklist.pdf

Parks - 311 North Ave. Acquisition - Authorize Use of Conservation Legacy Funds to Pay Final Costs to Vermont Land Trust (REVISED).pdf

4.02 Authorization of reclassification of two positions and increasing the hours of one position - CEDO

Type: Action

Recommended Action: To recommend approval to the City Council of: the reclassification of Senior Projects and Policy Specialist, regular, exempt, full-time, non-union, grade 18 to a regular, exempt, full-time, non-union, grade 19 position, retroactive to July 1, 2018; and the reclassification of Victim Liaison and Panel Coordinator , regular, non-exempt, part-time (26 hours), non-union, grade 14 to a regular, non-exempt, part-time (32 hours), non-union, grade 15 position, effective on approval.

CEDO_HR_CC-BoF_112018c.pdf

Checklist_111918.pdf

4.03 Authorization to approve Councilor Initiative Fund Request for Highlight BTV 2019- Councilor Adam Roof

Type: Action

Recommended Action: To recommend that City Council approve the use of \$20,000 in Councilor Initiative Funds by Burlington City Arts to support the planning and delivery of Highlight BTV2019 ☐ Burlington ☐s New Year ☐s Celebration.

Councilor Initiative Fund Request - Highlight BTV 2019 - Final.pdf

4.04 Authorization to approve budget amendments for Highlight New Year's Eve event - BCA

Type: Action

Recommended Action: To approve and recommend that the City Council approve the above-described amendments to the Burlington City Arts operating budget for FY ☐ 19 in order to incorporate additional income and expenses required to implement the 2018 Highlight New Year ☐s Eve event and the use of \$10,000 of unassigned fund balance to support the implementation of the event.

BCA_MEMO_HIGHLIGHT_Budget Amendment_BOF (FINAL).pdf

Highlight CHecklist.pdf



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4.05 Authorization to renew the Agreement with Group Insurance Service Center to administer the City Health Insurance Program - HR

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution.

Full Packet GISC Renewal November 2018.pdf

HR – Group Insurance Service Center (GISC) Renewal of Agreement to Administer the City's Health Insurance Program #2.docx.pdf

GISC Renewal Checklist.pdf

4.06 Authorization to sign a contract with DEW Construction for the Upgraded Power Supply needed for the new Car Rental Quick Turn Around Facility (QTA) - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with DEW Construction Corp. subject to final review and approval by the City Attorney for up to \$165,000.00 to conduct excavation, conduit, and coinciding appurtenances construction as part of the airport's car rental quick turnaround power supply upgrade.

BOF-CC Memo QTA Power Supply Modification .pdf

BoF_City Council_checklist QTA DEW.pdf

4.07 Authorization of reclassification of the Limited Service Full-Time Public Works Engineer Position to Regular Full-Time - DPW

Type: Action

Recommended Action: To recommend to the City Council to approve the reclassification of one Public Works Engineer position from Limited Service Full-Time, Non-Union, Exempt, grade 21 to Regular Full-Time Non-Union, Exempt, grade 21, effective January 1, 2019.

BOF-Cover Memo-LS to Reg Public Works Engineer 11_15_18.pdf

DPW Technical Services October 2018-2 Current.pdf

DPW Technical Services November 2018 Proposed.pdf

Public Works Engineer August 2017.pdf

BoF_CC_Checklist fillable pdf.pdf

Summary of Financial Impacts.xlsx

4.08 Authorization of Approval of Settlement between BED and Comcast Cable - BED

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution.

BED_CC_Memo_Approval of Comcast Settlement.pdf

Comcast Settlement - FINAL 10-9-2018.pdf

RESOLUTION - Approval of Comcast Settlement.pdf

Comcast Settlement - BoF_City Council_Checklist.fillablepdf.pdf



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5. Communication

5.01 Business Personal Property Tax/Gross Receipts - C/T

Type: Action

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=AY7MRH54DD1F>

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=AYER576709DD>

materials added by CAO 11/23/18

**Presentation added 11/26 per Beth Anderson

BPP phaseout_04302018_as presented.pdf

Considering Impact of Eliminating Personal Property Tax Resolution.pdf

Proposal_Elimination of Business Personal Property Tax_112618f.pdf

Presentation_BPP_11262018.pptx

5.02 Investment Policy Statement - C/T

Type: Communication, Information

Draft Investment Policy Statement_11262018.pdf

5.03 Financials Report - C/T

Type: Communication, Information

Document posted by CAO 11/23/18

Sep Financial run 11-21-18.xlsx

5.04 Open Items List - Beth Anderson

Type: Communication, Information

COB BOF Requests List 11 26 2018.pdf

6. For Approval and Recommendation to City Council



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6.01 Authorization to approve the use of Council Initiative Funds for Big Heavy World - Councilors Knodell and Pine

Type: Action

Recommended Action: To recommend to City Council to approve providing \$5,000 of Council Initiative Funds to Big Heavy World to support the delivery of inclusive, substance-free, all ages concerts.

 Pine and Knodell Initiatives Fund.Aug 2018.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting