



July 29, 2019

Board of Finance - Monday, July 29, 2019 at 5:30 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 7 29 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 June 24, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof62419 + baa.pdf

3.02 July 8, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof7819 + baa.pdf

4. For Approval and Recommendation to City Council



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4.01 Authorization to sign property leases for CJ's Home Improvements, Vermont Tire & Service, Vacuum City, Rose Computer and Technology Services, and Mirabelles, all located at 3060 Williston Road - Airport

Type: Action

Recommended Action: To approve and recommend the leasing of certain identified space at the Burlington International Airport to CJ's Home Improvements, Vermont Tire & Service, Mirabelles, Vacuum City, and Rose Computer and Technology Services, on the terms provided in and substantially in conformance with the attached leases, and to authorize Mayor Miro Weinberger, to execute the leases, subject to final review and approval by the City Attorney's Office.

Memo_3060 Williston Rd Leases BOF_CC 7.26.pdf

CJ's Home Improvements Lease.pdf

Mirabelles, Inc. Lease.pdf

Rose Computer Technology Services Inc. Lease.pdf

Vacuum City Lease.pdf

Vermont Tires Service Inc. Lease.pdf

BoF_CC_Checklist 3060 Williston Road property.pdf

4.02 Authorization to Order and Purchase 1 Single Axle Plow Truck, and 1 Ambulance - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to purchase two commercial vehicles subject to review and approval by the City Attorney for a total value of \$466,427.76 and to authorize the Director of Public Works or Director of Financial Operations to enter into a financing agreement for the purchase at a rate not to exceed 4% and a term of up to 7 years.

BOF Memo FY20 7-29-19.pdf

BoF_CC_Checklist fillable pdf (003) 7-29-19 FY20 plow truck and ambulance.pdf

4.03 Authorization to approve the creation of the Asset Management Administrator position and the Reclassification and Retitling of the Capital Improvement Program Manager position to a Capital and Asset Management Program Manager position - DPW, HR

Type: Action

Recommended Action: To approve and recommend to the City Council the creation of one Limited Service, Full-time, Exempt, Non-Union, Grade 19, Asset Management Administrator position and to approve the reclassification and retitling of the Regular, Full-time, Exempt, Non-Union, Grade 21 Capital Improvement Program Manager position to a Regular, Full-time, Exempt, Non-Union, Grade 22, Capital and Asset Management Program Manager position.

Memo_Asset Management 7_22_19V5.pdf

Asset Management Administrator DRAFT July 2019.pdf

Capital and Asset Management Program Manager DRAFT July 2019.pdf

DPW Technical Services July 2019 - current.pdf

DPW Technical Services July 2019 - proposed.pdf

Asset Management BoF_CC_Checklist fillable pdf.pdf



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4.04 Authorization to approve the creation of new PT Custodian I position - Parks & Rec, HR

Type: Action

Recommended Action: To approve and recommend to the City Council the approval of the creation of one Regular, Part-Time, Non-Exempt, AFSCME, Grade 8, Custodian I position within the Department of Parks, Recreation and Waterfront.

Full packet_ PRW Custodian July 2019.pdf

4.05 Authorization to approve the Reorganization; Reclassification and Retitling of Event Planner Position; and Creation of Limited Service Assistant Event Coordinator Position - BCA, HR

Type: Action

Recommended Action: To approve and recommend that the City Council approve the reclassification of the Burlington City Arts Event Planner position to a Non-Union Exempt Regular Full-Time Grade 18 Festival and Event Director position and the creation of a Non-Union NonExempt Limited Service Part-Time Grade 14 Assistant Event Coordinator position.

BOFCC Packet for Reorg BCA 07.29.2019.pdf

4.06 Authorization to approve the creation of a Youth Restorative Services Coordinator - CEDO, HR

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the creation of a Youth Restorative Services Coordinator, an Exempt, Limited Service, Full-time, Non-union position with a classification of Grade 14 (\$44,459 step 1 to \$54,897 step 15), pending approval of a subcontract with Spectrum by the City Attorney's Office and the CAO.

BoF CC Checklist - CJC BARJ position - packet.pdf

5. Communication

5.01 June Sweep Report - C/T

Type: Communication, Information

12 - 06302019_ Sweep Report.pdf

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting