



July 08, 2019

Board of Finance - Monday, July 8, 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 8 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 June 10, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof61019 + baa.pdf

3.02 June 17, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof61719 + baa.pdf

4. For Approval and Recommendation to City Council



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4.01 Authorization to approve City Trees, Carbon Offsets, & Potential New Community Revenue Stream - Parks & Rec

Type: Action

Recommended Action: To recommend to the City Council to approve that (i) the Chief Innovation Officer be authorized to enter into a contract with Urban Offsets and (ii) to establish a reserve fund dedicated for funds generated by the sale of carbon offsets to be used exclusively to support tree plantings.

Street Trees Seedlings and Carbon Credits
BoF-CC (Final).pdf

City of Burlington Urban Offsets Agreement
(Final).pdf

RESOLUTION CREATING A RESERVE
FUND FOR CARBON OFFSET FUNDING TO
SUPPORT BURLINGTON TREE PLANTING
EFFORTS (Final).pdf

BoF_CC_Checklist (Carbon Offsets).pdf

4.02 Authorization to create one Limited Service Full-time position for Early Literacy Outreach Program Coordinator - Library, HR

Type: Action

Recommended Action: To recommend to City Council to approve the creation of an Early Literacy Outreach Program Coordinator, a Limited Service, Full-time, Nonunion, Non-Exempt, Grade 10 position. This position will be effective upon Board of Finance and City Council approval through June 30, 2020.

BOFCC packet - Letter for creation of LS
ELOP 07.02.19 2.pdf

BOFCC Checklist ELOP Coordinator.07 02
19.pdf

4.03 Authorization to Approve Contract Award with Industrial Four Inc. for the Construction of the Terminal Integration Project P-1 Conex - Airport

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Industrial Four Inc. for \$146,896.00, plus an additional contingency of \$29,414.00, for construction of the Terminal Integration Project P-1 Conex, subject to final review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council approve this budget amendment to the FY20 Burlington International Airport budget for the Terminal Integration Project P-1 Conex, by increasing/decreasing the accounts as set forth in this memo.

BOF-CC Memo TIP P-1 Conex Final.pdf

Conex Walkway.pdf

BoF_CC Checklist - Terminal
Consolidation.pdf

4.04 Authorization to execute a second Development Agreement Amendment with ECHO - CEDO

Type: Action

Recommended Action: To authorize the Mayor, with City Attorney approval, to execute a Development Agreement Amendment with ECHO in substantial conformance with the attached, and to execute any additional documents needed to advance the project as amended, all subject to the review and approval of the City Attorney.

ECHO DA Second Amendment 7.8.19.pdf

BoF_CC_Checklist_ECHODA220190701.pdf



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4.05 Authorization of Creation and Reclassification of Positions - CEDO, CJC

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the creation of a Court Diversion 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) and eliminate an Assistant Court Diversion Service Coordinator, Non-exempt, Limited Service, Part-time, Non-union position with a classification of Grade 12.

 Memo to BoF and CC re new position_July 2019.pdf

4.06 Authorization to create two Limited Service Full-time positions for reappraisal project - Assessor, HR

Type: Action

Recommended Action: To recommend to City Council to approve the creation of an Assistant Residential Appraiser, Limited Service, Full-time, Non-union, Non-Exempt, Grade 13 position and the creation of an Assistant Commercial Appraiser, Limited Service, Full-time, Non-union, Non-Exempt, Grade 15 position. Both positions will be effective July 1, 2019 through June 30, 2021.

 BoF Packet - Assessor LS positions 06.25.2019.pdf

4.07 Authorization to execute contract ☐ DEW ☐ 645 Pine Street Renovation - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with DEW for renovation of 645 Pine Street ☐ subject to approval by the City Attorney ☐ for \$905,322.00, with an additional \$150,653.00 reserved for use as contingency funds, as needed, subject to approval by the City Attorney ☐s Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to utilize up to \$25,435 (\$23,123 plus a contingency of \$2,312) from the Water Resources Division for add-alternative #1 of the project to pay improvements made to the south bay to accommodate their water distribution team, subject to approval from the Chief Administrative Officer.

 BoF memo contract DEW 645 Pine Street 7-8-19 final.pdf

 BoF_CC_Checklist DEW Construction Corp 7-8-19.pdf

4.08 Authorization to enter into Sidewalk Cafe License Agreement - CSM

Type: Action

Recommended Action: That the Board of Finance recommend that the City Council authorize the Church Street Marketplace District Commission to enter into sidewalk caf ☐ license agreement with Vermont Distillers Inc." DbA "Vermont Distillers & Smugglers Notch Distillery Tasting Room, to operate a sidewalk caf ☐ for a maximum of 20 days during the period July 27, 2019 to November 1, 2019, subject to the prior approval of the Office of the City Attorney.

 VT Distillers Boff CC memo.pdf

 VT Distillers Agreement - JH v2.pdf

 VT Distillers CC Resolution - JH.pdf

 Checklist Marketplace Sidewalk Cafe License, VT Distillers.pdf



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4.09 Authorization for Contracts with Hooker & Holcombe (H&H) for Pension Administration Outsourcing - C/T

Type: Action

Recommended Action: 1. To approve and recommend to the City Council to authorize Beth Anderson, Chief Administrative Officer, the authority to execute a contract with Hooker & Holcombe for pension outsourcing services in an amount up to \$120,000 per year, for a three year contract, subject to review by the City Attorney's Office. 2. To approve and recommend to the City Council to approve spending up to \$50,000 for temporary staffing services to support implementation.

070319_Burlington Outsource
Recommendation Memo Draft+BAA +JSJ + SI
+Rg+rgg (002) + baa.pdf

070819_Pension Outsourcing -module_v2
+baa.pdf

070319_BoF_City Council_Checklist.fillable
pdf.pdf

4.10 Authorization to approve Property & Casualty Insurance Renewal for FY20 - C/T

Type: Action

Recommended Action: To recommend that City Council authorize the Chief Administrative Officer, Beth Anderson, to renew and execute the City's FY20 Property and Casualty Liability Insurance contracts as presented for a total premium of \$1,259,304.

CT Request for Approval FY20 Liability
Insurances_F.pdf

checklist FY20 PnC.pdf

4.11 Authorization to approve Workers' Compensation Renewal for FY20 - C/T

Type: Action

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

CT Request for Approval FY20 Workers'
Comp F.pdf

HR - Workers Compansation Contract with
Travelers Insurance Company FY 2020 draft.pdf

checklist WC FY20.pdf

HR - Workers Compensation Contract with
Travelers Insurance Company FY 2020 draft
updated.pdf

5. Communication

5.01 Leddy Park update - DPW

Type: Communication, Discussion

Leddy Update Communication for Council
4-15 (Final).pdf

Leddy Tree Shop and 645 Pine St (Update
from April 15 Memo).pdf

6. Adjournment



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6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting