



June 18, 2018

Board of Finance - Monday, June 18, 2018 at 5:30 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 6 18 18part 1.WMA

BOF 6 18 18part 2.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 June 4, 2018

Type: Action

Recommended Action: Approve the minutes

BURLbof6418 (002).pdf

4. For Approval and Recommendation to City Council

4.01 Annual Appropriation and Budget for Fiscal Year Beginning July 1, 2018

Type: Action, Resolution

Recommended Action: To approve and recommend City Council approval

<https://www.burlingtonvt.gov/CT/Fiscal-Year-2019-Mayors-Recommended-Budget>

Treasurer - Annual Appropriation and Budget for Fiscal Year Beginning July 1 2018 (Budget) 0614 changes.pdf

Treasurer-Annual Appropriation and Budget for Fiscal Year Beginning July 1, 2018 (Budget) Attachment - Planning and Zoning Fee Schedule.pdf



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4.02 Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1, 2018

Type: Action, Resolution

Recommended Action: To approve and recommend City Council approval

<https://www.burlingtonvt.gov/CT/Fiscal-Year-2019-Mayors-Recommended-Budget>

Treasurer - Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1 2018 (Budget) F UPDATED.pdf

4.03 Authorization for Public Improvement Bonds for Fiscal year 2019

Type: Action, Resolution

Recommended Action: To approve and recommend City Council approval

<https://www.burlingtonvt.gov/CT/Fiscal-Year-2019-Mayors-Recommended-Budget>

Treasurer - Authorization for Public Improvement Bonds for FY19 (Budget)....pdf

4.04 Approving the Issuance of Grant Anticipation Notes for the Costs of Certain Airport Improvement Projects for Fiscal Year 2019

Type: Action, Resolution

Recommended Action: To approve and recommend City Council approval

<https://www.burlingtonvt.gov/CT/Fiscal-Year-2019-Mayors-Recommended-Budget>

Treasurer - Approving Issuance of Grant Anticipation Notes for Costs ofpdf

4.05 Investment of Unassigned Fund Balance

Type: Action

Recommended Action: To approve and recommend City Council approval

Resolution added 6/17

Proposed Opportunities for Investment of Unassigned Fund Balance _ 06 18 18.pdf

Treasurer - Investment of Unassigned Fund Balance to Improve City Service and Drive Operational Efficiencies F.pdf



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4.06 Authorization to approve lease agreement with Junior League of Champlain Valley - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council approve the attached lease agreement between the City of Burlington and Junior League of Champlain Valley and authorize the BTV Director of Aviation to execute a lease document with the Junior League of Champlain Valley.

Junior League Lease Agreement Memo
Final.pdf

3060 Williston Road Lease - Jr League.pdf

BoF_CC_Checklist.fillable Jr League
League.pdf

4.07 Authorization to amend Airport Budget for Fiscal Year 2018 - Airport

Type: Action

Recommended Action: 1. To recommend that the City Council approve the amended FY 18 Airport budget to increase revenue by \$310,000 and increase overall expenditures by \$310,000.2. To recommend that the City Council authorize the Burlington International Airport to increase the amount of spending with NICOM for runway crack sealing and apron joint sealing for a sum of \$15,500.3. To authorize the Burlington International Airport to increase their contract with Able Paint, Glass, & Flooring by \$41,499, bringing the total amount of spending with Able Paint, Glass, & Flooring to \$69,752.

**Revised "attachment1" added 6/19

FY18 Budget Airport Budget Amendment
Final.pdf

BoF_CC_Checklist.fillable Budget
Amendment.pdf

attachment 1.pdf

4.08 Authorization to execute all necessary sub-leases related to the Old North End Community Center - Parks & Rec **ITEM REMOVED 6/18 PER CINDI WIGHT

Type: Action

Recommended Action: To approve and recommend the subletting of certain identified space on the second floor of the Old North End Community Center, which the City leases from the Champlain Housing Trust, to the Very Merry Theatre, Vermont Hindu Temple, and Janet S. Munt Family Room, on the terms provided in and substantially in conformance with the attached subleases, and to authorize Cindi Wight, the Director of Parks and Recreation, to execute the subleases, subject to final approval by the City Attorney's Office.

Memo_Leases Combined.pdf

20180611 CORE Checklist.pdf

4.09 Authorization to amend contract with VHB, Inc. - Parks & Rec

Type: Action

Recommended Action: To approve and recommend City Council approve and authorize an amendment to the contract with VHB, Inc., for an additional \$63,953.00, thereby amending the maximum price for the contract to not exceed \$742,628.00 for resident engineering services and engineering design work completed by VHB and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, be authorized to execute the contract and any related documents needed to complete the project, subject to the review of the City Attorney's Office.

20180618 BP 2 Design Contract Amendment
5 VHB BOF CC Memo.pdf

20180612 BP 2 Design BOF CC VHB Amm
Checklist.pdf



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4.10 Authorization of reclassification of Parks, Recreation and Waterfront department - HR, Parks & Rec

Type: Action

Recommended Action: To approve and recommend City Council approval

**Revised resolution added 6/18

Full packet_Reclassification of Parks Recreation Services and the Parks Facilities Representatives June 2018.pdf

HR – Parks – Reorganization – Update to Staffing Structure of Parks & Recreation Department (REVISED).pdf

HR – Parks – Reorganization – Update to Staffing Structure of Parks & Recreation Department.pdf

4.11 Authorization to amend Solid Waste Collection Tax Ordinance - DPW

Type: Action

Recommended Action: To approve and recommend City Council approval

memo to BOF about recycling tax fy19.pdf

SOLID WASTE - Solid Waste Generation Tax, Sec. 14-14.pdf

BoF_CC_Checklist fillable pdf.pdf

4.12 Authorization to approve 2018-2023 Consolidated Plan for Housing & Community Development - CEDO

Type: Action

Recommended Action: To approve the 2018-2023 Consolidated Plan, 2018 Action Plan for Housing and Community Development, project recommendations and recommend to City Council approval of the resolution.

2018 Communication for Council Action Plan Approval 6.18 (003).pdf

2018 Consolidated Plan - Draft.pdf

Con Plan and Action Plan Approval BoF_CC_Checklist fillable pdf.pdf

Consolidated plan 2018 Resolution.pdf

Updated 2013 Citizen Participation Plan.pdf

4.13 Authorization to amend Chapter 18 fees - CODE

Type: Action

Recommended Action: To approve and recommend City Council approval

2018 City Council memo on Code Fee Increases 6 15 2018.pdf

doc133102.pdf

HOUSING - Fees, Sec. 18-30.pdf



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4.14 Authorization for reimbursement from Public Improvement Bonds for City's Downtown TIF District - C/T

Type: Action

Recommended Action: To approve both the attached 2018 TIF Reimbursement Resolution for the Waterfront TIF District and attached 2018 TIF Reimbursement Resolution for the Downtown TIF District and recommend to City Council approval of both resolutions.

061818_ TIF Reimbursement Resolutions
Downtown Waterfront Memo_final.pdf

Treasurer - Downtown TIF District -
Authorization for Reimbursement from Public
Improvement Bonds.pdf

Treasurer - Waterfront TIF District -
Authorization for Reimbursement from Public
Improvement Bonds.pdf

061818_BoF_City
Council_Checklist.downtownV2 pdf.pdf

061818_BoF_City Council_Checklist.wf4
pdf.pdf

4.15 Authorization to use Council Initiative Funds in support of Burlington Wildways - Richard Deane

Type: Action

Recommended Action: To approve and recommend City Council approval

18_06-12 BurlingtonWildways -Council
Initiative Fund Request 2018-2019 BOF.pdf

4.16 Authorization for a Market Factor Adjustment to the Burlington Electric General Manager Salary - Mayor

Type: Action

Recommended Action: To approve and recommend City Council approval for a market factor adjustment to the salary of the Burlington Electric Department General Manager, with a corresponding compensation range of \$175,160 to \$229,192, effective upon the hiring of a new General Manager

2018-06 BED Senior Managers Compensation
Range Comparison Chart.pdf

2018-06 BED GM salary survey results.pdf

6-15-18 Burlington Electric Department
General manager reclassification.pdf



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4.17 Authorization to create Beneficial Residential EV Charging Rate - BED

Type: Action

Recommended Action: Motion to approve and recommend that the Council approve the Residential Electric Vehicle Rate substantially in the form provided and authorize BED to proceed before the Vermont Public Utility Commission to obtain approval of same.

CC Residential EV Rate Presentation.pdf

BED_CC_Residential_EVCharging_vf.pdf

Residential EV Rate Tariff Draft.pdf

Checklist_EVrate.pdf

Draft Resolution BED Residential EV Rate.pdf

4.18 Authorization to use Conservation Legacy Fund dollars to support the acquisition of the 94-acre Rock Point conservation easement - Parks

Type: Action

Recommended Action: To approve and recommend that the City Council approve the use of the Conservation Legacy Fund , in the amount of \$230,000, for a grant to purchase the easement and improvements to the 94-acre Rock Point property located to the west of the Burlington Greenway; and to approve Cindi Wight, Director of Parks and Recreation execute the grant agreement and any related documents needed to carry out the project, subject to final grant agreement approval by the City Attorney's Office

Rock Point
West_Memo_Map_Agreement_Minutes.pdf

5. Executive Session

5.01 Authorization to sell BED's share of Highgate Converter Station - BED

Type: Action

Recommended Action: 1. Motion to find that discussion of certain specific commercial terms related to the proposed sale of BED's ownership in the Highgate Converter facility would clearly place the City and Burlington Electric Department at a substantial disadvantage per Title 1, Section 313 (a)(1) of the Vermont Statutes. 2. Motion to enter executive session with BED staff present for the purpose of discussing certain specific commercial terms related to the proposed sale of BED's ownership in the Highgate Converter facility, the premature general public knowledge of which would clearly place the City and the Burlington Electric Department at a substantial disadvantage per Title 1, Section 313 (a)(1) of the Vermont Statutes. 3. Motion to approve and recommend that the Council approve the proposed sale of BED's 7.7% interest in the Highgate Converter to NEET or, in the event VELCO exercises its Right of First Refusal, to Vermont Transco pursuant to a Purchase and Sale Agreement substantially in the form provided.

BED_CC_Memo_Highgate_vf.pdf

REDACTED - NEET VT-BED Highgate PSA
Draft 06-06-18.pdf

Checklist_highgate.pdf

6. Communication



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6.01 Outcome of Bond Financing

Type: Communication, Information

 060618_BurlingtonVT2018AMemo_V2.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting