



April 15, 2019

Regular City Council Meeting - Monday, April 15, 2019, 7:00 pm, Contois Auditorium, City Hall

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

1. Agenda

1.01 Motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt agenda as follows: remove from the consent agenda item 3.40 Communication: Bill Ward, Code Enforcement Director, Norm Baldwin, City Engineer, Brian Lowe, Chief Innovation Officer, Stephanie Reid, HR Manager and Deanna Paluba, HR Director, re: Proposed Position Reclassifications and Reporting Structure Changes Related to Inspection Services Position (per Assistant City Attorney St. James); note proposed organizational chart for agenda item 4.01 Resolution: Update To Staffing Structure Of Public Works Water Resources Division (Board of Finance)(per HR Manager Reid); note the "Response Summary" document for this agenda item (per Megan Moir); remove from the Consent Agenda item 3.37 Communication: City Attorney's Office, re: Annual Report on Livable Wage Ordinance -- FY19 and place it on the Deliberative Agenda as item 4.02 (per Assistant City Attorney St. James)

2. Public Forum: time certain: 7:30 pm

2.01 Verbal Comments

Type: Information, Procedural

3. Consent Agenda

3.01 Motion to amend/adopt consent agenda taking the following actions as indicated

Type: Action (Consent), Procedural

Recommended Action: motion to amend/adopt consent agenda taking the actions as indicated: remove from the agenda item 3.40 Communication: Bill Ward, Code Enforcement Director, Norm Baldwin, City Engineer, Brian Lowe, Chief Innovation Officer, Stephanie Reid, HR Manager and Deanna Paluba, HR Director, re: Proposed Position Reclassifications and Reporting Structure Changes Related to Inspection Services Position (per Assistant City Attorney St. James); remove from the agenda item 3.37 Communication: City Attorney's Office, re: Annual Report on Livable Wage Ordinance -- FY19 and place it on the Deliberative Agenda as item 4.02 (per Assistant City Attorney St. James)

3.02 Communication: C/T Office, re: Accountability List

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

 Communication Accountability List 041519 cc
mtg LO.xlsx



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3.03 Communication: C/T Office, re: October 15, 2018 Special City Council Worksession Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Special City Council Worksession re: Downtown Improvement District, Monday, October 15, 2018, 5:45 pm - 7:15 pm, Conference Room 12, City Hall

3.04 Communication: C/T Office, re: October 15, 2018 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, October 15, 2018, 7:15 pm, Contois Auditorium, City Hall

3.05 Communication: C/T Office, re: October 29, 2018 Public Information Hearing on Public Questions for November 6, 2018 Special City Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Public Information Hearing on Public Questions for November 6, 2018 Special City Meeting - Monday, October 29, 2018, 5:00 pm, Contois Auditorium, City Hall

3.06 Communication: C/T, re: October 29, 2018 Full Board of Abatement of Taxes Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Full Board of Abatement of Taxes Meeting - Monday, October 29, 2018, Contois Auditorium, City Hall

3.07 Communication: C/T Office, re: October 29, 2018 Board of Civil Authority Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Board of Civil Authority Meeting - Monday, October 29, 2018, Contois Auditorium, City Hall



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3.08 Communication: C/T Office, re: October 29, 2018 City Council With Mayor Presiding Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from City Council With Mayor Presiding Meeting - Monday, October 29, 2018, Contois Auditorium, City Hall

3.09 Communication: C/T Office, re: October 29, 2018 Local Control Commission Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Local Control Commission Meeting - Monday, October 29, 2018, 7:00 pm, Contois Auditorium, City Hall

3.10 Communication: C/T Office, re: October 29, 2018 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, October 29, 2018, Contois Auditorium, City Hall

3.11 Communication: C/T Office, re: November 13, 2018 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Tuesday, November 13, 2018, 5:45 pm, Contois Auditorium, City Hall

3.12 Communication: C/T Office, re: November 13, 2018 Full Board of Abatement of Taxes Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Full Board of Abatement of Taxes Meeting - Tuesday, November 13, 2018, Contois Auditorium, City Hall



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3.13 Communication: C/T Office, re: November 26, 2018 Board of Civil Authority Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Board of Civil Authority Meeting - Monday, November 26, 2018, Contois Auditorium, City Hall

3.14 Communication: C/T Office, re: November 26, 2018 Special City Council Worksession Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Special City Council Worksession Regarding Charter Changes, Monday, November 26, 2018, 4:30 pm - 6:30 pm, Conference Room 12, City Hall

3.15 Communication: C/T Office, re: November 26, 2018 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, November 26, 2018, 7:30 pm, Contois Auditorium, City Hall

3.16 Communication: C/T Office, re: December 3, 2018 Special City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Special City Council Meeting - Monday, December 3, 2018, 7:30 pm, Contois Auditorium, City Hall

3.17 Communication: C/T Office, re: December 10, 2018 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, December 10, 2018, 7:00 pm, Contois Auditorium, City Hall



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3.18 Communication: C/T Office, re: December 17, 2018 Local Control Commission Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Local Control Commission Meeting - Monday, December 17, 2018, 7:00 pm, Contois Auditorium, City Hall

3.19 Communication: C/T Office, re: December 17, 2018 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, December 17, 2018, 6:00 pm, Contois Auditorium, City Hall

3.20 Communication: C/T Office, re: January 7, 2019 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, January 7, 2019, 6:00 pm, Contois Auditorium, City Hall

3.21 Communication: C/T Office, re: January 22, 2019 City Council With Mayor Presiding Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from City Council With Mayor Presiding Meeting - Tuesday, January 22, 2019, Contois Auditorium, City Hall

3.22 Communication: C/T Office, re: January 22, 2019 Local Control Commission Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

View Minutes from Local Control Commission Meeting - Tuesday, January 22, 2019, Contois Auditorium, City Hall



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3.23 Communication: C/T Office, re: January 22, 2019 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

 View Minutes from Regular City Council Meeting - Tuesday, January 22, 2019, 6:00 pm, Contois Auditorium, City Hall

3.24 Communication: C/T Office, re: January 28, 2019 Regular City Council Meeting Minutes, DRAFT

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes as received at the March 25, 2019 Regular City Council Meeting

 View Minutes from Regular City Council Meeting - Monday, January 28, 2019, 7:00 pm, Contois Auditorium, City Hall

3.25 Communication: Kerry Alley, GIS Professional, State of Vermont, re: 2019 Certificate of Highway Mileage

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

 Communication Kerry Alley State of Vermont re 2019 Certificate of Mileage.pdf

3.26 Communication: Emma Young, re: How Iceland Got Teens to Say No to Drugs

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

 Communication Emma Young re How Iceland Got Teens to Say No to Drugs.pdf

3.27 Communication: Deborah Marshall, re: CHP

Type: Action (Consent), Communication

Recommended Action: waive the reading, accept the communication and place it on file

 Communication Deborah Marshall re CHP .pdf



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3.28 Communication: Liza MacAuley, Thomas Mechanical, Inc., re: Parking Meter Bags

Type: Action (Consent)

Recommended Action: approve the request to authorize to keep the bags until the fall of this year with a fee of \$15.00 for 12 hours: 6 am - 6 pm

Communication Liza MacAuley Thomas Mechanical, Inc. re Parking Meter Bags .pdf

3.29 Communication: Kelly Devine, Executive Director, BBA, re: CHP PF handout 3/25/19 CC

Type: Action (Consent), Communication

Recommended Action: waive the reading, accept the communication and place it on file

Communication Kelly Devine Executive Director BBA re CHP PF Handout 032519 CC.pdf

3.30 Communication: Stephanie Reid, Acting Human Resources Director and Lynn Reagan, Human Resources Manager, re: Recommendation - Step placement Margaret Williams, Senior Lead Program Specialist

Type: Action (Consent), Communication

Recommended Action: waive the reading, accept the communication and place it on file

step placement Margaret Williams 2019.pdf

3.31 Communication: Deanna Paluba, Director of Human Resources and Lynn Reagan, Human Resources Manager, re: Recommendation - Step placement Orieta Glozheni, Human Resources Administrative Coordinator

Type: Action (Consent), Communication

Recommended Action: waive the reading, accept the communication and place it on file

step placement Orieta - HR 2019.pdf

3.32 Communication: Cindi Wight and Dan Cahill, re: Conservation Legacy Fund disbursement - 311 North Avenue

Type: Action (Consent)

Recommended Action: to authorize the payment by the Department of Parks and Recreation of up to \$3,200 from the Conservation Legacy Fund to the Vermont Land Trust

311 North Ave checklist_04042019.pdf

311 North Ave memo FINAL_04042019.pdf



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3.33 Communication: Rob Green, Assistant Director DPW, Claude Raineault, Fleet Manager, Rich Goodwin, DFO and Darlene Bayko, Banking & Cash Operations Manager, re: Summary of Fuel Contract Results

Type: Action (Consent)

Recommended Action: to approve and recommend City Council authorize Department of Public Works Director, Chapin Spencer, or their designee, to execute a three-year agreement with A.R. Sandri, Inc., for gasoline and diesel services, subject to approval of the City Attorney's Office

040819_Fuel Memo Savings 04 01+RGG
+JSJ+Final.pdf

3.34 Communication: Rich Goodwin, Director Financial Operations, re: Audit Services

Type: Action (Consent)

Recommended Action: authorization to execute a contract with Melanson Heath (M&H) and Co. for audit services for Fiscal Year ending June 30, 2019 through Fiscal Year ending June 30, 2021; to authorize the Chief Administrative Officer, Beth Anderson, or designee, to execute a contract with Melanson Heath and Co. to provide audit and advisory services for the fiscal years ending June 30, 2019, through June 30, 2021 in the amount of \$219,300 for FY19, and \$213,300 for FY20 and FY21 with the option to renew for two additional years at those prices, subject to the review of the City Attorney's Office

040819_Memo_audit services_FINAL.pdf

040819_Checklist.fillable pdf.pdf

040819_Cost Analysis_FINAL.pdf

3.35 Communication: Ashley Toof, Public Works Engineer, re: CY19 Street Reconstruction Project Contract

Type: Action (Consent)

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to 1) create the Capital Project Budget for CY19 Street Reconstruction Project using Street Capital Funds and Water resources Funds and 2) execute a construction contract with Frank W. Whitcomb Construction Corp. - subject to City Attorney approval-to complete street reconstruction, fix water service connections, and make improvements to manhole structures for a total contract amount of \$1,808,788.55, and to further authorize the Director of Public Works to utilize up to \$380,100 in additional contingency funds through the issuance of contract amendments as necessary

1-Memo - Street Capital - Final 04.10.19.pdf

2 - Paving Maps CY19.pdf

3 - CY19 Street Reconstruction - Bid
Tabulation.pdf

4-BoF_CC_Checklist CY19 Street
Reconstruction.pdf



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3.36 Communication: Cindi Wight, Chapin Spencer, Norm Baldwin, Bill Ward, Martha Keenan & Brian Lowe, re: Key Facility Decisions Related to 645 Pine St Permit Reform Redesign

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

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

Appendix A and B - Construction Estimate
Leddy Maintenance Facility and Images
4-15-19.pdf

Appendix C - Leddy update - water distribution
savings.pdf

Appendix D - Leddy Update diesel fueling.pdf

BoF_CC_Checklist (Leddy).pdf

**3.37 Communication: City Attorney's Office, re: Annual Report on Livable Wage Ordinance -- FY19
now agenda item 4.02**

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

FY2019 Livable Wage Report.pdf

BED and City LW FY19 Contracts.pdf

3.38 Communication: MelansonHeath, re: City of Burlington, VT Independent Auditors' Reports Pursuant to Governmental Auditing Standards and Uniform Guidance For the Year Ended June 30, 2018

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

Burlington VT SA18.pdf

3.39 Communication: C/T Office, re: 2019-2020 City Council Standing Committees

Type: Action (Consent), Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

2019-2020 City Council Standing Committees
041119LO.doc



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3.40 Communication: Bill Ward, Code Enforcement Director, Norm Baldwin, City Engineer, Brian Lowe, Chief Innovation Officer, Stephanie Reid, HR Manager and Deanna Paluba, HR Director, re: Proposed Position Reclassifications and Reporting Structure Changes Related to Inspection Services Position ****AGENDA ITEM REMOVED****

Type: Action (Consent)

Recommended Action: to approve the reclassification of the Building Inspection position from a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position to a Regular, Full-Time, Exempt, Non-Union, Grade 20 position with retitling of the position to Inspection Services Manager

****agenda item removed per Assistant City Attorney St. James****

 ISD Manager Memo (Final).pdf

 BoF_CC_Checklist (ISD Inspector Position).pdf

 Inspection Services Division Manager April 2019 Reclassification (Final Draft for BoF).docx

3.41 FIO Document

Type: Action (Consent), Communication, Information

Recommended Action: for information only

 FIO Document.pdf

3.42 Resolution: Authorization To Execute Quitclaim Deed For 163 Pleasant Avenue (Councilor Wright)

Type: Action (Consent), Resolution

Recommended Action: waive the reading and adopt the resolution

 Clerk – Quit Claim Deed for 163 Pleasant Ave. (former glebe land).pdf

 Clerk – Quit Claim Deed for 163 Pleasant Ave. (former glebe land) (Attachment).pdf

4. Deliberative Agenda



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4.01 Resolution: Update To Staffing Structure Of Public Works Water Resources Division (Board of Finance)

Type: Action, Resolution

Recommended Action: waive the reading and adopt the resolution

****Note** proposed organizational chart for this agenda item per HR Manager Reid, posted on Friday, April 12, 2019, at 2:32 pm, LO**

*****Note** "Response Summary" document for this agenda per Megan Moir, posted on Monday, April 15, 2019, at 12:01 pm, LO***

HR - DPW - Update to Staffing Structure of Public Works Water Resources Division.pdf

Attachment B - Burlington Compensation Memo_Final_4.1.19.pdf

Attachment D - Job Descriptions (track changes).pdf

BoF_City Council_Checklist.fillable_WR_Staffing_Changes 4.15.19.pdf

Memo_BOF_CC_PhaseIWRStaffingChangesFINAL 4.10.19FINAL.pdf

Attachment A - April 8 WorkSession Documents_Staffing.pdf

Attachment C - organizational charts.pdf

Attachment E - Job Descriptions (Clean).pdf

ResponseSummary_WaterResourcesStaffing_4-1 4-19_withAttachments.pdf

4.02 Communication: City Attorney's Office, re: Annual Report on Livable Wage Ordinance -- FY19

****was consent agenda item 3.37****

Type: Action, Communication, Information

Recommended Action: waive the reading, accept the communication and place it on file

FY2019 Livable Wage Report.pdf

BED and City LW FY19 Contracts.pdf

5. Committee Reports

5.01 Verbal Reports

Type: Information, Procedural

6. City Council - General Affairs

6.01 Verbal Reports

Type: Information, Procedural



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7. City Council President - Council Updates

7.01 Verbal Reports

Type: Information, Procedural

8. Mayor - General Affairs

8.01 Verbal Reports

Type: Information, Procedural

9. Adjournment

9.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn

10. Informational and Non-Discrimination Statements

10.01 Members of the public may speak when recognized by the City Council President, during Public Forum (time certain: 7:30 pm) or during a Public Hearing. This agenda is available in alternative formats upon request. Persons with disabilities, who require assistance or special arrangements to participate in programs and activities of the Clerk/Treasurer's Office, are encouraged to contact us at 865-7000 (voice) or 711 (Deaf/Hard of Hearing) at least 72 hours in advance so that proper arrangements can be made. This meeting will air live on the night of the meeting on Burlington Telecom, Channel 317. This meeting will also air on Channel 17 two days after the meeting starting at 8:00 pm, repeating at 1:00 am, 7:00 am and 1:00 pm the following day. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (865-7136)(Deaf/Hard of Hearing 711)

Type: Information

10.02 The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

Type: Information



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