



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 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 as amended: note updated written materials for consent agenda item 5.15 Authorization to Execute Contract for the Reconstruction of City Hall Park - Parks & Rec, CEDO, DPW (per CAO Anderson)

 BOF 3 25 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 January 7, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof010719.pdf

3.02 January 14, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof011419.pdf

4. Board of Finance Approval



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 p.m. Conference Room 12, City Hall

4.01 Authorization of Reclassification of the Limited Service Associate Parks Project Coordinator to Regular Full-Time - HR, Parks & Rec

Type: Action

Recommended Action: To approve the reclassification of the Associate Parks Project Coordinator position within the Department of Parks, Recreation and Waterfront from a Limited Service, Full-time, Exempt, NonUnion, Grade 17 position to a Regular, Full-Time, Exempt, Non-Union, Grade 17 position.

Full packet_LSFT to RFT Parks Project Coordinator.pdf

4.02 Authorization of Reclassification of (1) Administrative Assistant position to Regular, Full Time from Limited Service - HR, C/T

Type: Action

Recommended Action: To approve the reclassification of the Administrative Assistant position within the Clerk/Treasurer's Office from Limited Service, Full Time, non-exempt, non-union, Grade 14 to Regular, Full Time, non-exempt, AFSCME, Grade 14.

Full packet_Admin Asst Limited Service Position March 2019.pdf

5. For Approval and Recommendation to City Council

5.01 Authorization of Stormwater Easement at 311 North Avenue to Cambrian Rise Owners Association, Inc. - Parks & Rec

Type: Action

Recommended Action: To approve and recommend to the City Council to authorize Mayor Miro Weinberger to execute the attached Stormwater Easement Deed and any and all other documents necessary to affect same, subject to the review and approval of the City Attorney.

Cambrian Rise Stormwater Easement Deed Memo and Motion 032019.pdf

Stormwater Easement - Cambrian Rise - 032519.pdf

BOFCC Checklist for Stormwater Easement Grant to Cambrian Rise.pdf

5.02 Authorization to approve Paddlesurf Champlain contract for Blanchard Beach - Parks & Rec

Type: Action

Recommended Action: To approve and recommend to the City Council the leasing of certain identified space near Blanchard Beach, on the terms provided in and substantially in conformance with the attached lease, and to authorize Cindi Wight, the Director of Parks and Recreation, to execute the lease, subject to final approval by the City Attorney's Office.

paddlesurf champlain lease Memo for BOF CC FINAL.pdf

2.1 2019-2021 Paddlesurf Champlain Contract 2.1.pdf

Paddlesurf checklist.pdf



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 p.m. Conference Room 12, City Hall

5.03 Authorization to approve Fire Station 2 Renovations - Fire

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize Chief Locke to sign a contract with Millbrook Building and Remodeling for construction services for the renovation at Fire Station 2 in the amount of \$123,600 with a contingency of 10% (\$12,360.00) bringing the total to \$135,960.00, subject to the review and approval of the City Attorney.

Station 2 Renovation Memo of Bof-CC.pdf

Station 2 Renovation BoF_City
Council_Checklist.fillable pdf.pdf

5.04 Authorization to approve Service Contract for Fire Alarm System - Fire

Type: Action

Recommended Action: To approve and recommend that City Council approve and authorize Chief Locke to sign a two year service contract with Safety Systems of Vermont not to exceed \$110,000 as described in the memo from Chief Locke dated March 12, 2019.

SSVT Contract Memo (1).pdf

2019__Fire Alarm System __Contract SS of
VT Version 2.pdf

SSVT Contract BoF_City
Council_Checklist.pdf

5.05 Authorization of Burlington International Airport Budget Amendment for Fiscal Year 2019 - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council approve a budget neutral amendment to the FY 19 Burlington International Airport budget to increase revenue by \$195,000 and increase overall expenditures by \$195,000.

FY19 Budget Airport Budget Amendment Mar
2019 .pdf

BoF_City Council_Checklist Budget
Amendment 3.25.19. pdf.pdf

5.06 Authorization to approve a contract with DEW Construction Corporation (DEW) and a change order with Stantec Consulting Services, Inc. (Stantec), for Construction and Construction Services related to the Quick Turn Around (QTA) Facility - Airport

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with DEW Construction for \$5,703,900.00 □subject to approval by the City Attorney□s Office□for construction of the airport Quick Turnaround Facility, and to further approve and recommend a contingency amount of \$250,000.00 for use in the project if needed.2. To approve and recommend that the City Council authorize the Director of Aviation to execute a Change Order to the existing QTA engineering services agreement for construction oversight and testing services agreement with Stantec for \$157,888.00, subject to approval by the City Attorney□s Office.

BOF-CC Memo QTA DEW Construction
Stantec contracts.pdf

Construction Management
Agreement_DEW.PDF

Stantec CO 2 2018 12 18.pdf

BoF_City Council_Checklist QTA DEW
Stantec Contracts 3.25.19. pdf.pdf



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 p.m. Conference Room 12, City Hall

5.07 Authorization to approve a lease agreement with the rental car concessionaires; Hertz Corporation, DGS Operations, Inc., Avis Budget Car Rental, and ELRAC, LLC d/b/a Enterprise Rent-a-Car (National & Alamo) to occupy and operate the Quick Turn Around (QTA) Facility - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Aviation to execute a lease contract with Hertz Corporation, DGS Operations, Inc., Avis Budget Car Rental, and ELRAC, LLC d/b/a Enterprise Rent-a-Car subject to approval by the City Attorney's Office for occupancy and operation of the soon to be constructed Airport Quick Turnaround Facility.

BOF-CC Memo QTA Lease operating agreement with Car Rental Companies FINA....pdf

Proposed QTA Lease Agreement.pdf

BoF_City Council_Checklist QTA lease operating agreement 3.25.19. pdf.pdf

5.08 Authorization of 2019 Waterline Rehabilitation Work - DPW

Type: Action

Recommended Action: 1. Motion #1 for Board of Finance: To approve and recommend that the City Council approve awarding the bid to Sanexen and authorize Chapin Spencer, DPW Director, to execute a contract with Sanexen in the amount of \$1,537,090, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$230,000 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney's Office. 2. Motion #2 for Board of Finance: To approve and recommend that the City Council approve awarding the contract to Staff Sterling Management and authorize Chapin Spencer, DPW Director, to execute a contract with Staff Sterling Management in the amount of \$110,285, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney's Office.

1 - BOF CC Memo 3-25-19.pdf

2 - 2019 Water Capital Bid Tab.pdf

BoF_CC_Checklist CY19 Waterline Capital Work.pdf

5.09 Authorization of Approval to Order and Finance Thirteen Non-commercial Vehicles - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to purchase thirteen non-commercial vehicles subject to review and approval by the City Attorney for a total value of \$479,150.00 with financing determined by the CT Office at a rate not to exceed 4% and a term of up to 6 years.

BoF - CC memo FY19 non-commercial vehicle lease purchase 3-25-19 final.pdf

BoF_CC_Checklist vehicles 3-25-19 pdf (003).pdf



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 p.m. Conference Room 12, City Hall

5.10 Authorization of Reclassification of Community Engagement - Office Assistant II - CEDO

Type: Action

Recommended Action: To recommend to City Council to approve the reclassification of the limited service, grade 12, part-time (20 hours) non-union, non-exempt Community Engagement - Office Assistant II position within CEDO, to become a limited service, grade 12, full-time (40 hours), non-union, non-exempt position, effective March 25, 2019.

BoF CC Memo 3 25 19 .pdf

CEDO Organizational Chart March 2019 - Proposed.pdf

CEDO Organizational Chart March 2019.pdf

Office Assistant II - Community Engagement 3 25 19.pdf

BoF checklist CEDO 3 25 19.pdf

5.11 Authorization of Leahy Center City of Burlington Land Lease Amendment - City Attorney

Type: Action

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

CEDO - Leahy Center for Lake Champlain, Inc. dba Echo - Fourth Amendment to Lease Agreement.pdf

CEDO - Leahy Center for Lake Champlain, Inc. dba Echo - Fourth Amendment to Lease Agreement (2nd Attachment).pdf

Leahy Center Land Lease Amendments 3.7.2019.pdf

5.12 Authorization of Early Learning Initiative: First Steps Scholarships - Mayor's Office

Type: Action

Recommended Action: To approve and recommend that the City Council approve the planned budget expenses for the pilot year of the First Steps Scholarship Program.

03-17-19 Mayors Memo on the Early Learning Initiative Scholarships and Grants (clean).pdf

Appendix A - Early Learning Initiative Program Budget Overview (Final).pdf

Appendix B - First Steps FAQ (Final).pdf

Appendix C - First Steps ELI Informational Flyer (Final).pdf

Appendix D - ELI Scholarship Financial Model.pdf



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 p.m. Conference Room 12, City Hall

5.13 Authorization of Fiscal Year 2019 & 2020 ☐ Standby Letter of Credit Workers ☐ Compensation - C/T

Type: Action

Recommended Action: To approve and recommend to the City Council to approve the attached resolution regarding the FY 19 & FY20 Standby Letter of Credit.

031919_ Memo LOC Workers Compensation
+ baa + rgg V4+jsj_final.pdf

Treasurer - Standby Letter(s) of Credit for
Worker's Compensation Program (Travelers
Indemnity Co.).pdf

032519_BoF_City Council_Checklist.final
pdf.pdf

5.14 Authorization to Accept the City Financial Health Report - C/T

Type: Action

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

COB_Fiscal Health Report_March 2019_F.pdf

COB_Fiscal Health Report_March
2019_Attachment_F.pdf

COB_Fiscal Health Report_March
2019_Attachments_F.pdf

Treasurer - Financial Health Report -
Authorization to Accept 2019 Report.pdf

BoF_City Council_Checklist_fiscal health
fy19.pdf

5.15 Authorization to Execute Contract for the Reconstruction of City Hall Park - Parks & Rec, CEDO, DPW

Type: Action

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

****Note updated written materials for this agenda per CAO Anderson, posted on Monday, March 25, 2019, at 4:47 pm, LO****

20190321 City Hall Park memo from
Mayor.pdf

CHP_Budget_Sources and Uses_03 25 2019
updated.pdf

CHP_IFL Request_03 25 2019 F updated.pdf

City Hall Park Memo for BoF CC Construction
Contract 3-25-19 F 321x.pdf

CHP_IFL Request_03 25 2019 F.pdf

CHP Detailed Budget 322.pdf

Parks - City Hall Park -Authorization to
Execute Contract for the Reconstruction of the
Park.pdf

CHP BoF_CC_Checklist 03-21-2019pdf.pdf

6. Executive Session



March 25, 2019

Board of Finance - Monday, March 25, 2019 at 4:45 p.m. Conference Room 12, City Hall

6.01 Authorization to approve Settlement of Fire Grievance - City Attorney

Type: Action

Recommended Action: To approve the Grievance Settlement

GRIEVANCE SETTLEMENT AGREEMENT-COB.BFFA.pdf

7. Communication

7.01 FY19 Budget Performance Presentation - Parks & Rec

Type: Information, Presentation

7.02 Sweep Report - C/T

Type: Communication, Information

08 - 02282019_ Sweep Report For BOF.pdf

7.03 Livable Wage Rates for FY 2020 - C/T

Type: Communication, Information

LW memo to CC FY 20 F2.pdf

FY20 Livable Wage Notice F.pdf

LW memo 3-19 D Hoffer.pdf

BoF_City Council_Checklist.Livable Wage 2020.pdf

8. Adjournment

8.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting