



March 08, 2021

Regular City Council Meeting - Monday, March 8, 2021, 7:00 pm ****VIRTUAL MEETING****

 [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: note presentation slides for agenda item 5.01 Ordinance: B.C.O. Housing - Change re energy Efficiency and Weatherization in Rental Housing , Chapter 18 (Ordinance Committee, Department of Permitting & Inspections)(per Assistant City Attorney Devlin)

2. Public Forum: time certain: 7:30 pm - 9:30 pm

2.01 Verbal Comments

Type: Action, Information, Procedural

3. Climate Emergency Reports

3.01 Climate Emergency Reports

Type: Information

4. Consent Agenda

4.01 Motion to adopt the consent agenda and take the actions indicated

Type: Action (Consent), Procedural

Recommended Action: motion to adopt the consent agenda and take the actions indicated

4.02 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 030821 cc
mtg LO.xlsx



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4.03 Communication: C/T Office, re: February 8, 2021 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 at the March 22, 2021 Regular City Council Meeting

View Minutes from Local Control Commission Meeting - Monday, February 8, 2021 ****VIRTUAL MEETING****

4.04 Communication: C/T Office, re: February 8, 2021 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 at the March 22, 2021 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Monday, February 8, 2021, 6:30 pm ****VIRTUAL MEETING****

4.05 Communication: C/T Office, re: February 16, 2021 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 at the March 22, 2021 Regular City Council Meeting

View Minutes from Board of Civil Authority Meeting, Tuesday, February 16, 2021 ****VIRTUAL MEETING****

4.06 Communication: C/T Office, re: February 16, 2021 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 at the March 22, 2021 Regular City Council Meeting

View Minutes from Regular City Council Meeting - Tuesday, February 16, 2021, 7:00 pm ****VIRTUAL MEETING****

4.07 Communication: C/T Office, re: February 23, 2021 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 at the March 22, 2021 Regular City Council Meeting

View Minutes from Special City Council Meeting Re: CityPlace, Tuesday, February 23, 2021, 5:00 pm, ****VIRTUAL MEETING****



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4.08 Communication: C/T Office, re: February 24, 2021 Public Information Hearing Minutes, Draft

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

Recommended Action: waive the reading, accept the communication, place it on file and adopt the minutes at the March 22, 2021 Regular City Council Meeting

 View Minutes from Public Information Hearing re: March 2, 2021 Annual City Election Ballot Questions - Wednesday, February 24, 2021, 5:00 pm **VIRTUAL MEETING**

4.09 Communication: Early Learning Initiative Annual Report - February 2021

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

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

 ELI Annual Report - Feb 2021.pdf

4.10 Communication: Gene Richards, Director of Aviation, re: Request for Airport to Accept Two Airport Coronavirus Response Grant Program Grants Totaling \$4,004,430 and the Approval of a \$307,515 FY 2021 Budget Neutral Amendment

Type: Action (Consent), Communication

Recommended Action: 1. ☐ To authorize the Mayor of Burlington to execute the Airport Coronavirus Response Grant Program - Primary Airport Grant with the Federal Aviation Administration in an amount up to \$3,857,199, subject to the final review and approval by the City Attorney's Office. ☐ 2. ☐ To authorize the Mayor of Burlington to execute the Airport Coronavirus Response Grant Program - Concession Relief Grant with the Federal Aviation Administration in an amount up to \$147,231, subject to the final review and approval by the City Attorney's Office. ☐ 1. ☐ To approve a budget neutral amendment to the Fiscal Year 2021 Burlington International Airport budget in the amount of \$307,515 by increasing the accounts as set forth above ☐

 1 - BOF-CC Memo Care-Act-Airport Grant CRRSA.docx

 1 - Checklist - Airport - BOF CC -Cares-Act-Airport Grant CRRSA.docx

4.11 Communication: Burlington International Airport, Gene Richards, Director of Aviation, re: Authorization to Sign Property Lease with Passero Associates at 1252 Airport Drive, Suite 123

Type: Action (Consent), Communication

Recommended Action: to authorize the leasing of certain identified space at the Burlington International Airport to Passero Associates, and to authorize the Mayor of Burlington, to execute the lease, subject to final review and approval by the City Attorney's Office

 2 - BOF-CC - Airport Passero Associates Lease Memo.docx

 2 - Checklist - Airport - BOF CC - Passero Associates Lease.docx



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4.12 Communication: Burlington International Airport, re: Request to Authorize Signing a Five-Year Contract with KAS Environmental Science & Engineering for Underground Injection Control Permit Management/Compliance Assistance Services

Type: Action (Consent), Communication

Recommended Action: to authorize the Director of Aviation, Gene Richards, to execute a contract with KAS Environmental Science & Engineering for \$311,404.50 plus a 15% Contingency of \$46,710.68 for a total of \$358,115.18 for UIC Permit Management/Compliance Assistance Services, subject to the final review and approval by the Office of the City Attorney

3- 20210308 AC-BOF-CC Memo UIC Permit
Mgt-Compliance Assistance.docx

3 - Checklist - Airport - BOF CC - UIC Permit
Mgt-Compliance Assistance.docx

4.13 Communication: Burlington International Airport, re: Request to Authorize Signing a Five-Year Contract for Stormwater Permit Management/Compliance Assistance Services with EIV Technical Services

Type: Action (Consent), Communication

Recommended Action: to authorize the Director of Aviation, Gene Richards, to execute a contract with EIV Technical Services for \$299,455.00, plus a 15% contingency of \$44,918.25, for a total of \$334,373.25 for stormwater permit management and compliance assistance services, subject to the final review and approval by the Office of the City Attorney

4 - 20210308 AC-BOF-CC Memo Stormwater
Permit Mgt-Compliance Assistance_.docx

4 - Checklist - Airport - BOF CC - Stormwater
Permit Mgt-Compliance Assistance_.docx

4.14 Communication: Burlington International Airport, re: Request to Authorize the Signing of a Stormwater System Agreement and License Agreement with the City of South Burlington Enabling the Construction and Maintenance of a Stormwater Treatment System on a Parcel Owned by the Airport

Type: Action (Consent), Communication

Recommended Action: to authorize the Mayor of Burlington to execute agreements in substantial conformance with the attached Stormwater System Agreement and License Agreement with the City of South Burlington enabling the construction and maintenance of a stormwater treatment system on a parcel owned by the Airport, subject to the final review and approval by the Office of the City Attorney

5 - 20210308 AC-BOF-CC Memo SB SW
System Agreement-Licence Agreement.docx

5 - Attachment A -
StormwaterSystemAgreement.pdf

5 - Attachment B -License Agreement between
the City of Burlington and the City of South
Burlington, Re Airport DriveAirport Road
Stormwater Treatment System.pdf

5 - Attachment C - Illustration of Proposed
Airport Drive Infiltration System.pdf

5 - Checklist - Airport - BOF CC - SB SW
System Agreement-Licence Agreement.docx



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4.15 Communication: Burlington International Airport, re: Request to Authorize the Signing of a Contract with the American Association of Airport Executives for the Development Delivery and Maintenance of a Digital Interactive Employee Training Service Package for 5 Years in the Amount of \$113,915

Type: Action (Consent), Communication

Recommended Action: to authorize the Director of Aviation to execute a contract with the American Association of Airport Executives for five years in the amount of \$76,100 for the development and delivery of a Digital Interactive Employee Training Service package, plus a 15% contingency of \$ 11,415, and \$26,400 for ongoing maintenance costs, for a total amount of \$113,915, subject to the final review and approval by the Office of the City Attorney

6 - 20210308 AC-BOF-CC Memo IETS
Interactive Employee Training solution.docx

6 - Checklist - Airport - BOF CC - Interactive
Employee Training Solution.docx

4.16 Communication: Katherine Schad, Chief Administrative Officer, Tony Berry, Human Resources Manager and Rich Goodwin, Director Financial Operations, re: Creation of Accounting Assistant, A Regular, Part-Time position

Type: Action (Consent), Communication

Recommended Action: to approve the creation of an Accounting Assistant, a Regular, Part-Time, Non-Exempt, AFSCME, Grade 12, position in the Clerk Treasurer's Office

1_CT 3.8.21 Final Memo Approved Packet PT
Accounting Asst.docx

1_BOF CC Checklist.docx

4.17 Communication: Chapin Spencer, Director Public Works, Martha Keenan, Capital & Asset Management Program Manager, Gustave Sexauer, Asset Management Coordinator, Megan Moir, Water Resources Division Director, Brian Lowe, Chief Innovation Officer and Cindi Wight, Director of Parks, Recreation and Waterfront, re: Asset Management Program - DTS Contract

Type: Action (Consent), Communication

Recommended Action: to authorize the Director of Public Works to sign a contract with Data Transfer Solutions for the hosting, implementation and management of the CMMS platform system for the City of Burlington, for an amount not to exceed \$449,000, subject to final review and approval by the City Attorney's Office

DTS Contract Memo 20210308.pdf

BOF CC Checklist - DTS Contract.pdf

4.18 Communication: Kelly Devine, Executive Director, Burlington Business Association, re: Comments on item 6.05 - included and attached (February 16, 2021 agenda)

Type: Action (Consent), Communication

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

Communication Kelly Devine, Executive
Director, BBA, re Comments on Item 6.05 -
included and attached.pdf



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4.19 Communication: Cindi Wight, Director of Parks, Recreation and Waterfront (BPRW), Chapin Spencer, Public Works Director (DPW), Katherine Schad, CAO, Clerk/Treasurer Office (C/T), Tony Berry, Human Resources Manager, Danielle Cota, Human Resources Manager and Lynn Reagan, Human Resources Manager, re: Central Services Reorganization

Type: Action (Consent), Communication

Recommended Action: To approve the: ☐ Reclassification of the Superintendent of Parks Operations and Maintenance, Department of Parks, Recreation & Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 21, position to Superintendent of Parks and Central Facilities, Department of Parks, Recreation & Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 23, position. ☐ Reclassification of the Facility Coordinator, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position to Central Facilities Foreman ☐ Custodian, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Non-exempt, AFSCME, Grade 16, position. ☐ Reclassification of the Capital Projects Coordinator, Department of Public Works, a Regular, Full-time, Exempt, Non-union, Grade 17, position to Central Facilities Manager, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 20, position. ☐ Creation of the Capital and Special Projects Director, Clerk Treasurer's Office, a Regular, Full-time, Exempt, Non-union, Grade 23, position.

Final Reorg memo Central Facilities.docx

Final Packet Reorg Central Facilities.pdf

4.20 FIO Documents

Type: Action (Consent), Communication, Information

Recommended Action: for information only

FIO Documents.pdf

For Info Only Document.pdf

4.21 Ordinance: Comprehensive Development Ordinance - R-L Boundary at 925 North Avenue ZA #21-03 (Office of City Planning, Planning Commission)(1st reading)

Type: Action (Consent), Ordinance - First Reading

Recommended Action: waive the 1st reading and refer to the Ordinance Committee

Zoning Amendment - ZA #21-03 R-L Boundary at 925 North Avenue, Maps 4.3.1-1, 4.4.5-1, 4.4.6-1, 4.5.1-1 1st read 3-8-21.docx.pdf

Zoning Amendment – ZA #21-03 R-L Boundary at 925 North Avenue, Maps 4.3.1-1, Map 4.4.5-1, 4.4.6-1, 4.5.1-1 Propsed Map Amendments.pdf

ZA-21-03 925 North Ave Rezone for CC 1st Read.pdf

4.22 Ordinance: Comprehensive Development Ordinance - Adaptive Reuse Definition ZA #21-04 (Office of City Planning, Planning Commission)(1st reading)

Type: Action (Consent), Ordinance - First Reading

Recommended Action: waive the 1st reading and refer to the Ordinance Committee

Zoning Amendment – ZA #21-04 Adaptive Reuse Definition, Sec. 13.1.2 1st read version 3-8-21.docx.pdf

ZA-21-04 Adaptive Reuse for CC 1st Read.pdf



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4.23 Ordinance: Comprehensive Development Ordinance - Parking Garage Illumination ZA #21-05 (Office of City Planning, Planning Commission)(1st reading)

Type: Action (Consent), Ordinance - First Reading

Recommended Action: waive the 1st reading and refer to the Ordinance Committee

Zoning Amendment – ZA #21-05, Parking Garage Illumination, Sec. 5.5.2 CC 1st read version 3-8-21.docx.pdf

ZA-21-05 Garage Illumination for CC 1st Read.pdf

4.24 Ordinance: Comprehensive Development Ordinance - Shoreline Property Setbacks & Buffer ZA #21-06 (Office of City Planning, Planning Commission)(1st reading)

Type: Action (Consent), Ordinance - First Reading

Recommended Action: waive the 1st reading and refer to the Ordinance Committee

Zoning Amendment – ZA #21-06 Shoreline Property Setbacks & Buffer, Table 4.4.5-3, Secs. 4.5.4(a) and (c) CC 1st read version 3-4-21.docx.pdf

ZA-21-06 Lakeshore for CC 1st Read.pdf

5. Deliberative Agenda

5.01 Ordinance: B.C.O. Housing - Change re Energy Efficiency and Weatherization in Rental Housing, Chapter 18 (Ordinance Committee, Department of Permitting & Inspections)(1st reading)

Type: Action, Ordinance - First Reading

Recommended Action: waive the 1st reading and set for 2nd reading and adopt on March 22nd

note presentation slides for this agenda item per Assistant City Attorney Devlin , posted on Monday, March 8, 2021, at 12:05 pm, LO

B.C.O. - Housing - Change re Energy Efficiency and Weatherization in Rental Housing, Chapter 18 CC 1st read 3.8.2021.pdf

City Council_3_8_21.pptx

5.02 Communication: John Vickery, Burlington City Assessor, re: Update regarding the Citywide Reappraisal Project

Type: Action, Communication, Information

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

Burlington Citywide Reappraisal Project FY22 Final.pdf



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5.03 Resolution: Acceptance And Approval Of The FY Audited Comprehensive Annual Financial Report (Board of Finance)

Type: Action, Resolution

Recommended Action: waive the reading and adopt the resolution

Treasurer - Acceptance and Approval of FY 2020 Audited Comprehensive Annual Financial Report (CAFR).pdf

Signed CC Resolution Acceptance And Approval Of The FY 2020 Audited Comprehensive Annual Financial Report.pdf

6. Committee Reports

6.01 Verbal Reports

Type: Information, Procedural

7. City Council - General Affairs

7.01 Verbal Reports

Type: Information, Procedural

8. City Council President - Council Updates

8.01 Verbal Reports

Type: Information, Procedural

9. Mayor - General Affairs

9.01 Verbal Reports

Type: Information, Procedural

10. Adjournment

10.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn



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11. Informational and Non-Discrimination Statements

11.01 This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (865-7136)(TTY 865-7142). Persons with disabilities, who require assistance or special arrangements to participate are encouraged to contact 865-7000 (voice) or 865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. 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.

Type: Information