



February 19, 2019

Regular City Council Meeting - Tuesday, February 19, 2019, 6:00 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 4.07 Report: Burlington Employees' Retirement System City Council Report for June 2018 (per CAO Anderson); note revised version of consent agenda item 4.09 Resolution: Appointment of Acting Inspectors of Election for Wards Three, Four and Eight (Councilor Wright)(per Councilor Bushor); note final packet for consent agenda item 4.11 Resolution: Reorganization Update to Staffing Structure, Reclassifications and Creation of Tiered Progression Program for Customer Care and CAD GIS Technician - Burlington Electric Department (BOF); note Management Letter for agenda item 5.01 Resolution: Acceptance And Approval Of The FY 2018 Audit (Board of Finance); note revised version of the Management Letter and the addition of the CAFR document (per CAO Anderson); note presentation slides for agenda item 5.02 Presentation regarding Update on the City's First 'Equity Report' (per Brian Lowe); note written materials for agenda item 5.03 Resolution: Authorization to Proceed re Moran - FRAME Project: Utilizing Waterfront TIF District Funds for Payment of Indebtedness, Direct or Related Costs (PACC; BOF); note title change and written materials for agenda item 5.04 Resolution: Moran - FRAME Project: Issuance of Waterfront TIF Funds (PACC; BOF); add to the agenda item 5.05 Presentation: Meagan Tuttle, Comprehensive Planner, re: Edits to draft 2019 update to planBTV: Comprehensive Plan (Municipal Development Plan) and Second Public Hearing & Adoption on March 11, 2019

2. Communication: Eileen Blackwood, City Attorney, re: Airport (verbal)**expected executive session: 6:00 pm - 7:00 pm**

2.01 Communication: Eileen Blackwood, City Attorney, re: Airport (verbal)**expected executive session: 6:00 pm - 7:00 pm**

Type: Action

Recommended Action: go into executive sessioncome out of executive session

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

3.01 Verbal Comments

Type: Information, Procedural

4. Consent Agenda

4.01 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 4.07 Report: Burlington Employees' Retirement System City Council Report for June 2018 (per CAO Anderson); note revised version of agenda item 4.09 Resolution: Appointment of Acting Inspectors of Election for Wards Three, Four and Eight (Councilor Wright)(per Councilor Bushor); note final packet for agenda item 4.11 Resolution: Reorganization Update to Staffing Structure, Reclassifications and Creation of Tiered Progression Program for Customer Care and CAD GIS Technician - Burlington Electric Department (BOF)



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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 021919 cc
mtg LO.xlsx

4.03 Communication: John Vickery, City Assessor, re: 411 Form, Tax Book Report and List of Error and Omissions submitted to City Council

Type: Action (Consent), Communication, Information

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

Final GL. E and O List to CC for FY2019.pdf

4.04 Communication: Steven A. Locke, Fire Chief, re: Ambulance Fee Increase

Type: Action (Consent)

Recommended Action: to approve and authorize the increased fee structure for ambulance services as described in the memo by Chief Locke dated February 6, 2019, effective upon passage of the motion

BoF Memo ambulance rate change Final.docx

BoF_City Council_Checklist Ambulance Fee
Increase.pdf

4.05 Communication: Mike Flora, Director of Safety & Environmental, Burlington Electric Department, re: Environmental Information System Multi-Year Software Maintenance Proposal

Type: Action (Consent)

Recommended Action: to approve and authorize the Burlington Electric Department General Manager to execute a 5-year contract with Wunderlich-Malec--subject to approval by the City Attorney--for environmental information system software maintenance at a total cost of \$93,960

BOF CC MultiYear Agreement Packet
02.19.pdf

4.06 Communication: Mayor Miro Weinberger, Stephanie Reid, Interim Human Resource Director and Lynn Reagan, Human Resources Manager, re: Reclassification Request for CEDO Director

Type: Action (Consent)

Recommended Action: to approve the reclassification of the position of Director of Community and Economic Development consistent with the attached job description and a corresponding compensation range of \$97,821 to \$137,056

2-6-19 CEDO Director Market Factor
adjustment.pdf

CEDO Director Job Description - redlined.pdf

Community and Economic development
directors salaries.pdf



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4.07 Report: Burlington Employees' Retirement System City Council Report for June 2018

****AGENDA ITEM REMOVED****

Type: Action (Consent), Information, Report

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

 BERS Annual Report.pdf

4.08 FIO Document

Type: Action (Consent), Information

Recommended Action: for information only

 FIO Document.pdf

4.09 Resolution: Appointment Of Acting Inspectors Of Election For Wards Three, Four And Eight (Councilor Wright)

Type: Action (Consent), Resolution

Recommended Action: waive the reading and adopt the resolution

****note revised version of this agenda item, per Councilor Bushor, posted on Tuesday, February 19, 2019, at 2:53 pm, LO****

--line four, 6 was removed--

 Clerk - City Council Appointment of Acting Inspectors of Election for Wards 3, 4 and 8 (3-05-19 Annual City Meeting).pdf

 Appointment of Acting Inspectors of Election for Wards 3, 4 & 8 Signed CC Resolution.pdf

 Clerk - City Council Appointment of Acting Inspectors of Election for Wards 3, 4 and 8 (3-05-19 Annual City Meeting).pdf

4.10 Resolution: Authorization To Execute Quitclaim Deed For 47 Barley Road (Councilor Dieng)

Type: Action (Consent), Resolution

Recommended Action: waive the reading and adopt the resolution

 Clerk - Quit Claim Deed for 47 Barley Road (former glebe land).pdf

 Authorization to Execute Quitclaim Deed for 47 Barley Road Signed CC Resolution.pdf

 Clerk - Quit Claim Deed for 47 Barley Road (former glebe land) (Attachment).pdf



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4.11 Resolution: Reorganization Update To Staffing Structure, Reclassifications And Creation Of Tiered Progression Program For Customer Care And CAD GIS Technician - Burlington Electric Department (Board of Finance)

Type: Action (Consent), Resolution

Recommended Action: waive the reading and adopt the resolution

****Note revised materials posted 2:13pm** AB**

HR - BED Reorganization Update, Reclassification & Creation of Tiered Program for Customer Care & CAD GIS Technician.pdf

BOF CC Packet 02 2019 Final.pdf

BOF CC Packet 02.19_R.pdf

Reorg Update to Staffing Structure re BED Signed CC Resolution.pdf

5. Deliberative Agenda

5.01 Resolution: Acceptance And Approval Of The FY 2018 Audit (Board of Finance)

Type: Action, Resolution

Recommended Action: waive the reading and adopt the resolution

The final audit will be posted 2/15. A draft is available at

<https://www.burlingtonvt.gov/sites/default/files/Letter%20to%20Mayor%2026%20Draft%20CAFR18.pdf>

management letter posted per DFO Goodwin, Thursday, February 14, 2019, at 3:55 pm, LO

Please note revised version of Management Letter posted at 3:26pm on 2/15 AB

Please note CAFR added per DFP Goodwin at 3:49pm on 2/15 AB

Treasurer - Acceptance and Approval of FY 2018 Audit.pdf

Burlington, VT ML18 Final.pdf

Acceptance & Approval of The FY 2018 Audit Signed CC Resolution.pdf

_Burlington VT ML18 response_021419.pdf

Burlington, VT CAFR18 Final.pdf

5.02 Presentation: Brian Lowe, Interim Chief Innovation Officer and Carolyn Felix, BTVStat Analyst, re: Update on the City's First 'Equity Report' (15 mins.)

Type: Information, Presentation, Report

note slides for this agenda item per Brian Lowe, posted on Tuesday, February 19, 2019, at 3:35 pm, LO

Burlington_2018EquityReport_Full_Web_v1.pdf

Equity Report Overview_Council Presentation v3.pptx



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5.03 Resolution: Authorization to Proceed re Moran-FRAME Project: Utilizing Waterfront TIF District Funds for Payment of Indebtedness, Direct or Related Costs (Parks, Arts & Culture Committee; Board of Finance)

Type: Action, Resolution

Recommended Action: waive the reading and adopt the resolution

*****Note addition of materials at 2:18pm on 2/15*** AB**

*****Note addition of materials at 3:18pm on 2/15*** AB**

CEDO - Moran - FRAME - Authorization to Proceed Utilizing Waterfront TIF District Funds to Pay Indebtedness & Costs.pdf

Moran - FRAME Memo_f_CC- 021519.pdf

Moran FRAME_02 19 19_BoF_City Council_Checklist.fillable pdf.pdf

Moran - FRAME Project Utilizing Waterfront TIF District Funds Signed CC Resolution.pdf

5.04 Resolution: Moran-FRAME Project: Issuance of TIF Funds (Parks, Arts & Culture Committee; Board of Finance)

Type: Action, Resolution

Recommended Action: waive the reading and adopt the resolution

*****Note addition of materials at 2:20pm on 2/15*** AB**

*****Note addition of materials at 3:18pm on 2/15*** AB**

CEDO - Moran - FRAME Project - Issuance of TIF Bonds.pdf

Moran - FRAME Memo_f_CC- 021519.pdf

Moran FRAME_02 19 19_BoF_City Council_Checklist.fillable pdf.pdf

Moran - FRAME Project Issuance of Waterfront TIF Bonds Signed CC Resolution.pdf

5.05 Presentation: Meagan Tuttle, Comprehensive Planner re: Edits to draft 2019 update to planBTV: Comprehensive Plan (Municipal Development Plan) and Second Public Hearing & Adoption on March 11, 2019

Type: Presentation

****Agenda item added on 2/15 at 11 AM per Meagan Tuttle**

Council Memo_planBTVEdits_02142019.pdf

planBTV Comments for Draft Updates for Council Hearing #1_Update02142019.pdf

6. Committee Reports

6.01 Verbal Reports

Type: Information, Procedural



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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

11. Informational and Non-Discrimination Statements

11.01 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



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11.02 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