



February 11, 2019

Board of Finance - Monday, February 11, 2019 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 with the amendment to add item 4.05 Finalization and availability of Annual City Audit for FY18. Note that FY20 Budget Needs item was formerly item 4.05.

 BOF 2 11 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 November 26, 2018

Type: Action

Recommended Action: Approve the minutes.

 BURLbof112618.pdf

4. For Approval and Recommendation to City Council

4.01 Authorization to sign contract for Property & Casualty Insurance Broker - C/T

Type: Action

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

 CT Request for Approval Insurance Broker F.pdf

 BOF CC Checklist_Insurance Broker 2019.pdf

 HR - Hickok & Boardman Agreement to Provide Risk Management Services (2019).pdf



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4.02 Authorization to approve Aviatron Lease Agreement - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the BTV Director of Aviation to execute a five year lease agreement with Aviatron, Inc. for the Building and property located at 25 Customs Drive, subject to approval by the City Attorney's Office.

Aviatron Lease Agreement Memo
BOF_CC.pdf

Aviatron Lease_BoF_CC_Checklist.fillable
pdf.pdf

Draft Lease Agreement - Aviatron Inc
BOF_CC.pdf

4.03 Authorization to enter into a Non-Signatory Airline Lease Agreement with Frontier Airlines, Inc. - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Burlington International Airport Director of Aviation to execute a Non-Signatory Airline Lease Agreement, approved by the City Attorney's Office, with Frontier Airlines, Inc.

Frontier Airline Lease Memo 2.11.19 BOF
CC.pdf

Frontier Airlines Non-signatory Agreement
BOF_CC.pdf

Frontier_BoF_CC_Checklist.fillable pdf.pdf

4.04 Authorization of Ambulance Fee Increase - Fire

Type: Action

Recommended Action: To approve and recommend that the City Council approve the increased fee structure for ambulance services as described in the memo by Chief Locke dated February 1, 2019, effective upon passage of the motion.

BoF Memo ambulance rate change Final.pdf

BoF_City Council_Checklist Ambulance Fee
Increase.pdf

4.05 Authorization to Execute Contract with J Hutchins and Authorization for Budget Amendment - DPW

Type: Action

Recommended Action: 1. To approve and authorize the Director of Public Works to execute a contract with J Hutchins, Inc. subject to approval by the City Attorney for completed and ongoing construction and water infrastructure work related to Waterfront Access North and Burlington Harbor Marina for a total amount not to exceed \$87,732.2. To approve and recommend that the City Council authorize a budget neutral amendment increasing the expense line G/L 460-19-400-000.9500 and revenue line G/L 460-19-400-000.4535 by \$56,484.

BOF_CCMemo - J Hutchins - Waterfront Final
2-7-19.pdf

BoF_City
Council_Checklist.fillable_JHutchins_and_BA.
pdf.pdf



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4.06 Authorization of Dump Truck (Z15) Replacement - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to trade-in a City owned single axle dump truck, valued at \$16,000, for the purchase of a new tandem axle dump truck for use by the Water Resources Division. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute all necessary documents with Baystone Government Finance subject to approval by the City Attorney for a seven year vehicle lease/ownership contract for a cost not to exceed \$114,363.64.

BoF_CC
memo_Z15_DumpTruck_PurchaseandFinance_2.
6.19_FINAL.pdf

BoF_City
Council_Checklist.fillable_DumpTruck2-11-19
pdf.pdf

4.07 Authorization of Great Streets: St. Paul Street Construction Contract & Budget Amendment - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute contract amendments with SD Ireland Brothers Corporation subject to approval from the City Attorney's Office to amend the total maximum contract amount for the Great Streets: St. Paul Street Project to \$3,550,638.31, which includes \$90,000 in funds from Water Resources, and \$112,560 in funds from Traffic Capital Carry Forward as additional contingency funds. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute contract amendments with Cale America subject to approval by the City Attorney's Office for up to \$49,200.00 toward the procurement of 8 additional Cale pay stations for the Great Street: St. Paul Street Project. 3. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds to and from the above referenced funding sources as needed to pay for the above-referenced project expenses.

1-Memo BoF_CC_ Great Streets St. Paul
Street SDI Construction Contract Amend Budget
and Contract 2.11.19.pdf

2-GS_StP_Construction contract approval.pdf

3-Cale America Pay Station Final PBM 10 24
2017 cs edits.pdf

4-St Paul SDI Construction Feb 11 2019
BoF_CC_Checklist.fillable pdf.pdf

4.08 Authorization of Conservation Easement and Historic Preservation Easement - Parks & Rec

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the attached resolution.

311 North Ave easement memo_Final.pdf

BC MOA Signed.pdf

VHCB Promissory Note -2016-079-001
Burlington College Lands.pdf

Parks – 311 North Avenue Property –
Authorize Grant of Easements to Vt. Housing &
Conservation Board (Cambrian Rise).pdf

Signed 2-16-16 resolution_311 North Ave.pdf

Signed 11-26-18 resolution_311 North Ave.pdf

311 North Ave easement checklist.pdf



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4.09 **REMOVED - Authorization of Environmental Information System Multi-Year Software Maintenance Proposal - BED

Type: Action

Recommended Action: To approve and recommend that the City Council 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.

**AGENDA ITEM REMOVED PER DARREN SPRINGER 2/11/19

 BOF CC 02.19 5 year contract.pdf

4.10 **REMOVED - Authorization of Organizational Chart Update - BED

Type: Action

Recommended Action: **Action to be posted soon

**AGENDA ITEM REMOVED PER DARREN SPRINGER 2/11/19

 BOF CC Packet 2.5.19.pdf

 BoF checklist 02.05.19.pdf

4.11 Authorization to approve CEDO Director reclassification - Mayor's Office

Type: Action

Recommended Action: To approve and recommend that the City Council 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.

Note materials posted per Chief of Staff Redell at 2/8/19 at 5:48 PM

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

 CEDO Director Job Description - redlined.pdf

 Community and Economic development directors salaries.pdf

5. Executive Session

5.01 Collective Bargaining

Type: Action

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

 Fire - Ratification of Tentative Collective Bargaining Agreement with Burlington Firefighters Association (2018 - 2022).pdf

6. Communication



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6.01 December Sweep Report - C/T

Type: Communication, Information

06 - 12312018_ Sweep Report For BOF.pdf

6.02 December Financials - C/T

Type: Communication, Information

Dec Financial run 02-06-19.xlsx

6.03 Open Items List - C/T

Type: Communication, Discussion

COB BOF Requests List 02 11 2019.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting