



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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## BOARD OF FINANCE

APRIL 12, 2010

## MINUTES OF MEETING

Mayor Kiss convened the meeting of the Board of Finance at 4:40 p.m. with all members present.

### 1. Agenda

The agenda was amended by adding the following items:

- 8.5 Special Project Report by Earth Clock
- 9. Fiscal Year 2009 Audit and Single Audit Report Status
- 10. Proposed Budget Review Schedule

### 2. Human Resources:

#### A. Re-categorize Two Limited Service Positions to Full-Time, CEDO

The Board reviewed a request by CEDO and a supporting recommendation from HR Director Leonard to re-categorize the two limited service Parallel Justice Specialist positions in CEDO to regular, full-time, positions. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request and to recommend approval of the same to the City Council. The motion passed unanimously.

#### B. Creation of Limited Service Position, DPW

The Board reviewed a request from DPW with a supporting recommendation from HR Director Leonard to approve the creation of a limited service Foreman position for the Combined Sewer Overflow Reduction Project. The position would be intended to terminate by November of 2010 and will be funded by the project grant. Councilor Keogh made a motion, seconded by Councilor Paul, to approve the request and to recommend approval of the same to the City Council. The motion passed unanimously.

### 3. Department of Public Works:

#### A. Street Maintenance Program

The Board reviewed a recommendation from the Department of Public Works to award a contract for approximately \$2,134,000 to Whitcomb Construction Corp. for the Street Maintenance and Repair Program for 2010. CAO Leopold made a motion, seconded by

Councilor Wright, to approve the award of a contract to Whitcomb Construction and to recommend approval of the same to the City Council. The motion passed unanimously.

### **B. Route 127 Project**

The Board reviewed a report by the Parks and Recreation Department and the Department of Public Works regarding the status of the project to create a new entranceway to the bike path along Route 127. CAO Leopold made a motion, seconded by Councilor Paul, to authorize the departments to continue with the design and bidding of the project in anticipation of funding in the Capital Improvement Program for Fiscal Year 2011. The motion passed unanimously.

## **4. Planning and Zoning: Supplemental Budget Request; Visualize Burlington 3-D**

The Board reviewed a request for a Supplemental Budget Appropriation by the Planning and Zoning Department for approximately \$16,000 to continue the Visualize Burlington 3-D Project to create approximately 150 3-D models of the downtown. CAO Leopold made a motion, seconded by Councilor Wright, to approve the proposed project with Champlain College and to support a budget appropriation amendment by the Mayor. The motion passed unanimously.

## **5. Burlington Police Department:**

### **A. Motorcycle Purchases**

The Board considered a request from the Police Department for approval to purchase and lease/purchase finance two police motorcycles for a total estimated cost of \$30,300. CAO Leopold made a motion, seconded by Councilor Paul, to approve the request for authorization to purchase the two motorcycles and to lease/purchase the same in the Fiscal Year 2010 financing. The motion passed unanimously.

### **B. Added Parking Enforcement Software**

The Board reviewed a request from the Police Department to purchase software to upgrade the Parking Enforcement Software Program for a cost of \$46,715 and to finance the purchase in the FY 10 lease/purchase financing. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request in concept but to review it in the context of the overall IT budget. The motion passed unanimously.

## **6. Burlington International Airport:**

### **A. Lease for Greyhound Bus Service**

The Board reviewed a request for authorization for the Airport to enter into a lease with the Greyhound Bus Service for a ticketing office at the Airport. CAO Leopold made a motion, seconded by Councilor Keogh, to approve a proposed lease and to recommend to the City Council approval of the same. The motion passed unanimously.

## **B. Land Acquisitions**

The Board reviewed a request by the Airport for approval of the following:

1. Acceptance of a Federal Grant of \$4,051,485 (95%) with a State match of \$127,942 (3%) with a local share from the Airport of \$85,294 (2%) for the acquisition of properties located in the vicinity of the Airport.
2. Approval of a contract for \$500,000 for the purchase of the property at 1223 Airport Drive.
3. Approval of a contract for \$225,000 for the purchase of 1247 Airport Drive.
4. Approval of a proposed FY 11 land purchase and relocation assistance project for an estimated total cost of \$6,540,000 with 95% Federal funding, 3% State funding and 2% local funding.

CAO Leopold made a motion, seconded by Councilor Keogh, to approve the above requests and to recommend approval of the same to the City Council. The motion passed unanimously.

## **C. Parking Garage Expansion**

The Airport requested approval for the following items for the Airport Parking Garage Expansion Project.

1. A contract of \$2,689,500 with Dailey Precast for structural precast cement.
2. A \$2,555,776 contract with Breton Steel for structural steel.
3. A contract of \$673,369 with Beton Prefabriques for architectural precast concrete.
4. A \$325,000 with Engleberth Construction for mobilization, demolition site work and general contracting conditions.
5. Approval to pay a total of \$262,766 of permitting fees.
6. Authorization for the Airport to obtain Letters of Credit for performance bonds for the required landscaping and Airport Drive damage in the amount of \$365,750 and \$81,667, respectively.

CAO Leopold made a motion, seconded by Councilor Wright, to approve the request and to recommend approval to the City Council. The motion passed unanimously.

## **D. Runway 15-33 Project**

The Board reviewed a request for authorization for the Airport to contract for \$60,020 with Astronics DME for lighting for the runway for instrument landings. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed contract. The motion passed unanimously.

## **7. Addendum to Lease Agreement with 800 Response Marketing**

The Board reviewed a request by Burlington Telecom for approval for an addendum to the City's lease agreement with 800 Response for the continued leasing of the upstairs level of 200 Church Street. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed lease extension and to recommend approval of the same to the City Council. The motion passed unanimously.

## **8. Special Request: Yaroslavl Sister City Program**

The Board reviewed a request by the Mayor for a Special Projects Grant of \$1,810 as a supplement to the Sister City Program funding for Yaroslavl to defray the additional costs of the proposed program with the City of Yaroslavl to celebrate the 1,000 year anniversary of Yaroslavl. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the Special Project request. The motion passed unanimously.

### **8.5. Special Project Report by Earth Clock**

The Board received a report from the Circles for Peace Organization that the effort to raise \$5,000 to match a Special Project Grant from the City of \$2,500 for the Earth Clock at Oakledge Park was successful and the project will be completed this year. CAO Leopold made a motion, seconded by Councilor Paul, to accept the report and to congratulate Circles for Peace. The motion passed unanimously.

## **9. Fiscal Year 2009 Audit and Single Audit Report Status**

CAO Leopold reported to the Board that he anticipated the Fiscal Year 2009 audit and associated reports would be finalized by the end of the week or Monday, the 19<sup>th</sup>, at the latest.

## **10. Proposed Budget Review Schedule**

The Board discussed scheduling for budget reviews. In general, the Board will meet on Mondays and Thursday. The Monday meetings will begin at 4:00 p.m. with regular business and then proceed to budget reviews. The Thursday meetings will begin at 6:00 p.m. until the legislature is adjourned. The schedule will be communicated to the City Council so that interested councilors may also attend the meetings.

The meeting of the Board of Finance was then adjourned at 6:02 p.m.