August 27, 2018

Board of Finance - Monday, August 27, 2018 at 4:45 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

BOF 8 27 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Board of Finance Approval

3.01 Authorization to award College Street Pump Station Rehabilitation Design Project to DuBois & King, Inc. - DPW

Type: Action

Recommended Action: To approve awarding the College Street Pump Station Rehabilitation Design Project contract to DuBois & King, Inc., and to authorize the Department of Public Works Director to execute a contract for up to $60,100, with any necessary amendments up to the contingency limits, provided that all such authorizations are contingent upon contract approval by the City Attorney□s Office.

BOF CC Memo - College St Pump Station Rehab - 8.22.18.pdf

BoF_City Council_Checklist College St PS Rehab Design pdf.pdf

3.02 Authorization of Oakledge Universally Accessible Playground Phase 1 - Parks & Rec

Type: Action

Recommended Action: 1. To authorize Cindi Wight, Parks, Recreation & Waterfront Director, to sign an amendment of the March 11, 2016 contract with Groundview LLC by $5,000 (Amended to change termination date to July 1, 2018) for a total cost up to $53,9832. To authorize Cindi Wight, Parks, Recreation & Waterfront Director, to execute a contract with O□Brien & Sons, Inc. for services of final design and installation of the Oakledge Universally Accessible Playground , with a maximum amount of $89,906. To further approve the contingency amount of $4,100 and authorize its expenditure by Director of Parks and Recreation Cindi Wight, if needed for the successful completion of the project.

20180827 OUAP Phase 1 BOF.pdf

20180821 Oakledge UAP Phase 1 BOF Checklist.pdf

4. For Approval and Recommendation to City Council

4.01 Authorization to terminate contract with Eastern Pipe Services and award contract to Parker Excavation for rehabilitation of the Austin Drive sewer force main - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to terminate, on behalf of the City, the contract with Eastern Pipe Services relating to rehabilitation of the Austin Drive sewer force main, subject to review and approval by the City Attorney□s Office.2. To further approve and recommend that the City Council authorize the Director of Public Works enter into a contract with Parker Excavation in the amount of $207,500, of which $18,870 is set aside as contingency funds, for the purpose of replacement of the Austin Drive sewer force main, subject to prior approval from the City Attorney□s Office.

BOF CC Memo_southcove_forcemain OCA - 08.22 RevA.pdf

South Cove force main checklist.pdf

4.02 Authorization of reclassification of Parking Attendant positions to Parking Ambassador positions - HR, DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Department of Public Works to reclassify 7 full-time and 4 part-time Parking Attendant positions at Grade 6 to Parking Ambassador positions at Grade 8.

Full packet_Reclass Parking Attendants August 2018.pdf

4.03 Authorization of reclassification of the Comptroller position - HR, C/T

Type: Action

Recommended Action: To approve and recommend that the Council approve the reclassification of the Comptroller position in the Clerk/Treasurer□s Office from a Regular, Full-time, Non-union, Exempt, Grade 23 position to a Regular, Full-Time, Non-union, Exempt, Grade 25 position.

Full packet - Comptroller August 2018.pdf

4.04 Authorization to update staffing - HR, BED

Type: Action

Recommended Action: To approve and recommend City Council approval of the modification and reclassification of the Auxiliary Operator position; the creation of tiered job descriptions for Station Operator position; Create job description for the Apprentice Lineworker position, update job descriptions of Lineworker 1st Class A, create a new position of Lineworker A, update job description for Working Crew Leader Distribution position, and reclassification of Working Crew Leader Engineering Technician position.

BED_CC_082718_R.pdf

BOFCC Checklist 08.20.2018 LR.pdf

HR – BED – Update & Reclassification of Distribution & Generation Positions.pdf

4.05 Authorization to approve the proposed Inter-Fund Loan Policy - C/T

Type: Action

Recommended Action: To recommend City Council approve the proposed Inter-Fund Loan Policy presented by the Clerk Treasurer□s Office.

Interfund Loan Policy_08272018 f3.pdf

BoF_City Council_Checklist_IF Loan Policy.pdf

4.06 Authorization to update COBRA rates approved for FY19 - C/T

Type: Action

Recommended Action: To recommend the City Council approve the resolution regarding modifying COBRA rates for FY 19 as presented.

CT_Update to FY19 COBRA rates_F.pdf

Treasurer – Amendment of COBRA Rates for Fiscal Year Beginning July 1, 2018.pdf

BoF_City Council_Checklist_COBRA FY19 updates.pdf

4.07 Authorization to execute all necessary sub-leases related to the Old North End Community Center - Parks & Rec

Type: Action

Recommended Action: To approve and recommend the subletting of certain identified space on the second floor of the Old North End Community Center, which the City leases from the Champlain Housing Trust, to the Very Merry Theatre, Vermont Hindu Temple, and Janet S. Munt Family Room, on the terms provided in and substantially in conformance with the attached subleases, and to authorize Cindi Wight, the Director of Parks and Recreation, to execute the subleases, subject to final approval by the City Attorney□s Office

Core Subleases Memo for BOF CC.pdf

20180611 CORE Checklist.pdf

Combined leases.pdf

4.08 Authorization to amend existing contracts with Pierce, Goodwin, Alexander & Linville and Stantec, due to change in scope related to the Quick Turn Around project - Airport

Type: Action

Recommended Action: 1. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with PGALfor the professional services detailed in the July 10, 2018 proposal for professional services subject to the final review and approval by the Officeof the City Attorney.2. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a Professional Services Agreement Change Order with Stantec subject to the final review and approval by the Office of the City Attorney.3. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to increase permitted expenditures with PGAL in the amount of $98,560, with a 10% contingency (total increase in authorization of $108,416).4. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to increase permitted expenditures with Stantec in the amount of $92,500, with a 10% contingency of $9,250 (total additional authorization of $101,750).

- BOF-CC Memo QTA amend PGAL Stantec contracts Final.pdf
- 1.0 - BoF_CC_Checklist.fillable pdf - QTA amend PGAL & Stantec.pdf
- QTA-PGAL Contract.pdf
- Stantec QTA CO#1.pdf

4.09 Authorization to accept grant and contract awards for Air Carrier Apron Reconstruction - Phase 5 & 6 - Airport

Type: Action

Recommended Action: 1. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute an AIP grant with the Federal Aviation Administration for BTV Air Carrier Apron Reconstruction Phases 5 and 6 in an amount not to exceed $8M and subject to the final review and approval by the Office of the City Attorney.2. To approve and recommend to the City Council that the Airport be authorized to incur, prior to reimbursement through an AIP grant, ancillary costs, not to exceed $130,466, related to administrative tasks, legal fees, airline relocation and grant administration consulting costs that support the AIP programmatic requirements.

- 2 BOF-CC Memo Air Carrier Phase 5_6 Final.pdf
- 1.0 - BoF_CC_Checklist.fillable pdf - Air Carrier Apron phase 5&6.pdf
- PHASING PLAN OVERALL 06-19-18.pdf

4.10 Authorization to execute Supplemental Lease Agreement 4 with Department of Commerce, National Oceanic and Atmospheric Administration - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize BTV Director of Aviation Gene Richards to execute the attached Supplemental Lease Agreement (SLA) 4 with Department of Commerce, National Oceanic and Atmospheric Administration.

- Memo_NOAA Lease Amendment.pdf
- BTV-NWS - Extension Lease.pdf
- NWS BoF_City Council_Checklist.fillable pdf.pdf

4.11 Authorization of property lease with Platinum Plumbing and Equipment at 3060 Williston Road, Suite 1 - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council approve the attached lease agreement between the City of Burlington and Platinum Plumbing and Equipment and authorize the BTV Director of Aviation , Gene Richards, to execute said lease document, subject to review by the Office of the City Attorney

- Memo_Platinum Plumbing Lease 3060 Williston Unit Final.pdf
- 3060 Williston Road Lease - Unit 1 - Platinum.pdf
- Platinum BoF_City Council_Checklist.fillable pdf.pdf

4.12 Authorization to Terminate Option and Reject Offer of Dedication: The Multi Gen Building at 241-249 North Winooski Avenue - Richard Haesler

Type: Action

Recommended Action: To approve and recommend City Council approval

- Memo - re Multi Gen Building Resolution - 082718.pdf
- CEDO - Multi Gen Center, 241-249 No. Winooski Ave. - Terminate Option and Reject Offer of Dedication.pdf

4.13 Authorization of reclassification of Mayor's Office Staff - Mayor's office

Type: Action

Recommended Action: To approve and recommend that the Council approve the reclassification in the Mayor□s Office for the Mayoral Communications and Projects Coordinator position from a Regular, Full-time, Non-union, Exempt, Grade 17 position to a Regular, Full-Time, Non-union, Exempt, Grade 18 position and the Chief of Staff position from a Regular, Full-time, Non-union, Exempt, Grade 25 position to a Regular, Full-Time, Non-union, Exempt, Grade 22 position.

- 8-22-18 Mayor's office reorg packet.pdf

4.14 Authorization to use City Council Initiative Funding for ONE Neighborhood Clean Ups FY19 - Councilors Knodell, Tracy, Pine

Type: Action

Recommended Action: To recommend that the City Council approve the use of up to $6,000 of Council Initiative Funds for the costs of dumpsters, truck rental, cleaning supplies, and dump disposal fees associated with two Old North End neighborhood cleanup events planned in FY19.

- City Council Special Initiative Funding Request for ONE Neighborhood Clean Ups FY19.pdf

4.15 Authorization to use City Council funds for Big Heavy World - Councilors Pine & Knodell

Type: Action

Recommended Action: To recommend that the City Council approve funding in the amount of $5,000 out of Council Initiative Funds for Big Heavy World, a nonprofit, charitable organization, to support the delivery of inclusive, substance-free, all-ages concerts.

Pine and Knodell Initiatives Fund.Aug 2018.pdf

4.16 Communication: Bank Street and Cherry Street Design Consultant Contract Amendment

Type: Action

Recommended Action: to approve and recommend that the City Council approve the creation of a Design Budget for FY 19 of $1,000,000 for the Great Streets Bank and Cherry Streets Project and approve an overall Design Budget of $1,454,824.
Per COS Redell on 8/26/18

BOF_CC Memo GS-BTC Bank-Cherry Design Contract Amendment Stantec and Budget 082718-f.pdf

BoF_CC_Checklist.Stantec 082218.pdf

4.17 Resolution: Authorization to Execute Interfund Loan to Pay for Public Improvements re Bank Street and Cherry Street Design Consultant Contract

Type: Action, Resolution

Recommended Action: To recommend that the City Council adopt the resolution

Per COS Redell on 8/26/18

082118_Interfund Loan Memo Bank and Cherry.pdf

Treasurer - BTC Great Streets Project - Interfund Loan to Pay for Public Improvements re Bank & Cherry Sts. Design Consultant Contract.docx

5. Executive Session

5.01 VTANG - RW 15-33 Emergency Repair

Type: Action

Recommended Action: Motion 1: To find that premature general public knowledge of the terms of the contracts for the runway repair project would place the City at a substantial disadvantage.Motion 2: To, based on the finding that the premature general public knowledge of the contracts for the runway repair project would place the City at a substantial disadvantage, go into Executive Session and invite all members in attendance from City Council, the Mayor and Mayor□s Office, CAO□s Office, City Attorney□s Office, the Burlington International Airport, and consultants.Motion 3: To Authorize Director of Aviation, Gene Richards, to execute an engineering contract with Jacobs Engineering Group Inc. in the amount of $61,058, with a 10% contingency (total authorization of $67,163.80), upon approval by the Office of the City Attorney.Motion 4: To authorize the Burlington International Airport to proceed directly to City Council for authorization on the runway repair construction contract , Military Cooperative Construction Agreement (MCCA), and related budget amendment because of potential time constraints without first securing a recommendation on those specific items from the Board of Finance.

6. Communication

6.01 Action items list - Beth Anderson

Type: Communication, Discussion

COB BOF Requests List 08 27 18.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting