Board of Finance - Monday, August 27, 2018 at 4:45 p.m.
Conference Room 12, City Hall
8/27/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 27, 2018

APPROVED – 10/15/18

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright

Sharon Bushor

Karen Paul

Jane Knodell

OTHERS PRESENT: Beth Anderson, CAO

Richard Haesler, Assistant CAO

Rich Goodwin, DFO

Jordan Redell, Mayor's Office

Eileen Blackwood, City Attorney

Stephanie Reed, HR

Lynn Reagan, HR

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Chapin Spencer, DPW

Norm Baldwin, DPW

Munir Kasti, BED

Cindi Wight, Parks & Rec

Nina Safavi, Parks & Rec

Todd Greenough, Parks & Rec

Neale Lunderville, CEDO

Kirsten Merriman Shapiro, CEDO

Adam Roof, City Council

Michael Monte, Champlain Housing Trust

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:52 PM on August 27, 2018.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve the agenda with postponement of Item 4.13 (Reclassification of Mayor's Office Staff). VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

None.

3.0 BOARD OF FINANCE APPROVAL

3.01 Oakledge Universally Accessible Playground Phase 1 – Parks & Rec

MOTION by Councilor Knodell, SECOND by Councilor Paul, to authorize the Parks & Rec Director to sign an amendment to the 3/11/16 contract with Groundview, LLC for $5,000 (amended to change the termination date to 7/1/18) for a total cost of up to $53,983, and to execute a contract with O'Brien & Sons, Inc. for services of final design and installation of the Oakledge Universally Accessible Playground for a maximum amount of $89,906, and further, to approve the contingency amount of $4,100 and authorize expenditure if needed by the Parks & Rec Director for successful completion of the project.

DISCUSSION:

- **Councilor Bushor asked about the change in the contractor. Parks & Rec Facilities Manager Greenough said O'Brien & Sons is a design/build contractor. Groundview was only a design company.**
- **Councilor Wright asked about the $99,000 cost. Parks & Rec Director Wight said the money covers the first phase of the project. Total cost is $840,000.**

VOTING: unanimous; motion carried.

3.02 College Street Pump Station Rehab Design Project – DPW

MOTION by Councilor Bushor, SEOCND by Councilor Knodell, to award the College Street Pump Station Rehabilitation Design Project contract to DuBois & King, Inc. and authorize the DPW Director to execute the contract up to $60,100 with any necessary amendments up to the contingency limits provided all authorizations are contingent upon contract approval by the City Attorney's Office. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Contract for Austin Drive Sewer Force Main - DPW

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the following:

1. **Authorize the DPW Director to terminate on behalf of the City of Burlington the contract with Eastern Pipe Services relating to rehab of the Austin Drive sewer force main subject to review and approval by the City Attorney's Office.**
2. **Authorize the DPW Director to 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 replacing the Austin Drive sewer force main subject to prior approval from the City Attorney's Office.**

DISCUSSION:

- **It was clarified the amount paid to Eastern Pipe Services is $207,500.**

VOTING: unanimous; motion carried.

4.02 Reclassify Parking Attendant Positions to Parking Ambassador Positions – DPW

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the authorization for DPW to reclassify seven full-time and four part-time parking attendant positions at Grade 6 to Parking Ambassador positions at Grade 8.

DISCUSSION:

- **It was noted all current attendants will retain their job.**

VOTING: unanimous; motion carried.

4.03 Reclassify Comptroller Position – C/T

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the reclassification of the Comptroller position in the Clerk/Treasurer's Office from a regular, full time, nonunion,

exempt, Grade 23 position to a regular, full time, nonunion, exempt, Grade 25 position. VOTING: unanimous; motion carried.

4.04 Update Staffing – BED

The career advancement progression for the apprentice lineworker position was explained.

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the following:

- **Modification and reclassification of the Auxiliary Operator position.**
- **Creation of tiered job descriptions for the Station Operator position.**
- **Creation of a job description for the Apprentice Lineworker position.**
- **Update of the job description for Lineworker 1st Class A.**
- **Creation of the new position of Lineworker A.**
- **Update of the job description for the Working Crew Leader Distribution position.**
- **Reclassification of the Working Crew Leader Engineering Technician position.**

VOTING: unanimous; motion carried.

4.05 Proposed Inter-Fund Loan Policy – C/T

CAO Anderson gave a brief overview of inter-fund loans. The policy will codify practices that have been followed. Each loan will be handled on a case-by-case basis.

Councilor Knodell asked identifying payment sources upfront. CAO Anderson said this will be clarified. Identification is expected. Councilor Knodell asked about interest with TIF financing. CAO Anderson said this is not permitted.

Councilor Bushor suggested City Council and the Board of Finance approve all inter-fund loans, and asked what happens if the fund balance dips while the loan is still out. CAO Anderson said the auditors will be tracking loan activity and cash balances. Councilor Bushor asked if there will be a report on the loans on a monthly basis. DFO Goodwin said per the policy every inter-fund loan goes to the Board of Finance and City Council for approval. The policy was reviewed by PFM financial advisor and the auditors. Liquidity supports an inter-fund loan up to 25%. No loan is made until review of liquidity and outstanding loans.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval the proposed Inter-Fund Policy as presented by the Clerk/Treasurer's Office with the understanding the Administration will provide updates as soon as can be done. VOTING: unanimous; motion carried.

4.06 Update COBRA Rates Approved for FY19 - C/T

MOTION by Councilor Wright, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the resolution on modifying COBRA rates for FY19 as presented. VOTING: unanimous; motion carried.

4.07 Subleases Related to Old North End Community Center – Parks & Rec

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the following:

- **Sublet of certain identified space on the second floor of the Old North End Community Center leased from Champlain Housing Trust to the Very Merry Theatre, Vermont Hindu Temple, and Janet S. Munt Family Room with the terms provided and substantially in conformance with the subleases.**
- **Authorize the Parks & Rec Director to execute the subleases subject to final approval by the City Attorney's Office.**

DISCUSSION:

- **There was brief discussion of the use of Room 10 and having adequate parking.**

VOTING: unanimous; motion carried.

4.08 Amend Contracts for Quick Turnaround Project - Airport

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization of Aviation Director Richards to do the following:

1. **Execute a contract with Pierce, Goodwin, Alexander & Linville (PGAL) for professional services detailed in the July 10, 2018 proposal subject to final review and approval by the City Attorney's Office.**
2. **Execute a Professional Services Agreement Change Order with Stantec subject to final review and approval by the City Attorney's Office.**
3. **Increase permitted expenditures with PGAL in the amount of $98,560 with a 10% contingency (total increase in authorization is $108,416).**
4. **Increase permitted expenditures with Stantec in the amount of $92,500 with a 10% contingency of $9,250 (total additional authorization is $101,750).**

VOTING: unanimous; motion carried.

4.09 Grant and Contract Awards for Air Carrier Apron Reconstruction Phases 5 & 6 - Airport

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization of Aviation Director Richards to do the following:

1. **Execute AIP grant with the FAA for the BTV Air Carrier Apron Reconstruction Phases 5 & 6 in an amount not to exceed $8 million subject to final review and approval by the City Attorney's Office.**
2. **Incur prior to reimbursement through the AIP grant ancillary costs not to exceed $130,466 related to**

administrative tasks, legal fees, airline relocation, grant administration and consulting costs that support AIP program requirements.

DISCUSSION:

- **Aviation Director Richards said lots of projects at the airport will be completed by 2020 and the results will be stunning. A major storm water management system has been installed that will keep a million gallons of storm water runoff out of the river and lake. The system will handle 22 million gallons of storm runoff in a year.**

VOTING: unanimous; motion carried.

4.10 Supplemental Lease Agreement 4 with NOAA - Airport

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute the Supplemental Lease Agreement 4 with the Department of Commerce, National Oceanic and Atmospheric Administration (NOAA). VOTING: unanimous; motion carried.

4.11 Property Lease at 3060 Williston Road, Suite 1, with Platinum Plumbing and Equipment – Airport

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve and recommend to City Council for approval the lease agreement between the City of Burlington and Platinum Plumbing and Equipment, and authorize the Aviation Director to execute the lease document subject to review by the City Attorney's Office. VOTING: unanimous; motion carried.

4.12 Option and Offer of Dedication for Multi-Gen Building, 241-249 North Winooski Avenue – Richard Haesler

Councilor Bushor asked about the BCDC investment in the building. Richard Haesler said the investment is similar to the relief bond package. The bonds were paid by Champlain Housing Trust. Michael Monte, CHT, added the building was sold and the capital contribution was used for the Multi-Gen Building. The daycare center is paying the bond.

Councilor Bushor asked about the senior center. Richard Haesler said the senior center had its own lease arrangement and stepped away and relinquished rights willingly. Arrangements were made for the Senior Center at St. Joseph's School.

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the termination of the option and rejection of the Offer of Dedication for the Multi-Gen Building, 241-249 North Winooski Avenue. VOTING: unanimous; motion carried.

4.13 Reclassification of Mayor's Office Staff – Mayor's Office

Postponed.

4.14 City Council Initiative Funding: ONE Neighborhood Clean Up FY19 – Councilors Knodell, Tracy, Pine

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the use of up to $6,000 of Council Initiative funds for the cost of dumpsters, truck rental, cleaning supplies, and dump disposal fees associated with two Old North End neighborhood clean up events planned in FY19.

DISCUSSION:

- **It was noted there was strong support for this item.**

VOTING: unanimous; motion carried.

4.15 City Council Initiative Funds: Big Heavy World – Councilor Pine, Knodell

MOTION by Councilor Knodell, SECOND by Councilor Wright, to postpone the request for use of Council Initiative funds for Big Heavy World to a future Board of Finance agenda. VOTING: unanimous; motion carried.

4.16 Bank and Cherry Street Design Consultant Contract Amendment

Mayor Weinberger noted the amendment is contingent on agreement by the developer. Staff clarified what the city is to design and what Devonwood will do.

MOTION by Councilor Bushor, SECOND by Councilor Wright to approve and recommend to City Council for approval the contract amendment for 100% design in the amount of $542,261 with a contingency of $82,739 and to create a Design Budget for FY19 in the amount of $1 million for the Great Streets Bank and Cherry Street Project and approve the overall Design Budget for $1,454,824. VOTING: unanimous; motion carried.

4.17 Inter-Fund Loan for Public Improvements relative to Bank and Cherry Street Design Consultant Contract

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval the resolution for the inter-fund loan to pay for public improvements relative to the Bank and Cherry street design consultant contract. VOTING: unanimous; motion carried.

5.0 EXECUTIVE SESSION

5.01 VTANG RW15-33 Emergency Repair

MOTION by Councilor Bushor, SECOND by Councilor Knodell, 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. VOTING:

unanimous; motion carried.

MOTION by Councilor Bushor, SECOND by Councilor Paul, based on the finding that premature general public knowledge of the contracts for the runway repair project will place the city at a substantial disadvantage to go into Executive Session and invite the Board of Finance, Mayor's Office staff, CAO, DFO, City Attorney, and members of the Airport administration to attend. VOTING: unanimous; motion carried.

Executive Session was convened at 5:43 PM.

MOTION by Councilor Paul, SECOND by Councilor Wright, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous; motion carried.

Executive Session was adjourned at 5:45 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Councilor Paul, SECOND by Councilor Knodell, to authorize the Aviation Director 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 City Attorney's Office, and to authorize the Burlington Airport to proceed directly to City Council for authorization of the runway repair construction contract, Military Cooperative Construction Agreement (MCCA), and related budget amendment due to potential time constraints without first securing a recommendation on specific items from the Board of Finance. VOTING: unanimous; motion carried.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:47 PM.

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