



June 24, 2019

## Board of Finance - Monday, June 24, 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

 BOF 6 24 19.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 approve Early Learning Initiative Contract Amendment with Let's Grow Kids - CIO, CEDO

**Type:** Action

**Recommended Action:** To approve the Let's Grow Kids contract amendment described above as recommended and authorize the Chief Innovation Officer to execute any and all documents necessary to fulfill the contract .

 ELI-LGK Contract BoF packet 6.24.19.pdf

 BoF\_CC\_Checklist LGK.pdf

#### 3.02 Authorization to renew Westlaw contract - City Attorney

**Type:** Action

**Recommended Action:** To approve and authorize the City Attorney to renew the contract with Thomson Reuters for Westlaw services for a three year period with an expected cost of \$77,575.

 Memo to BOF re 2019 Westlaw contract renewal.pdf

 Burlington with NAF.pdf

### 4. For Approval and Recommendation to City Council



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### 4.01 Authorization to execute Old North End Community Center Lease and Subleases - Parks & Rec

Type: Action

**Recommended Action:** 1. To approve and recommend a lease with the Champlain Housing Trust on the terms provided in and substantially in conformance with the attached lease, and to authorize Cindi Wight, the Director of Parks and Recreation, to execute the lease, subject to final approval by the City Attorney's Office. 2. 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.

20190618 Core Lease\_Subleases Memo for BOF CC\_Final.pdf

ONE\_CORE\_Sub leases combined.pdf

2019 Escalation letters and 2016 original lease.pdf

20190620 CORE Checklist.pdf

### 4.02 Authorization of City Hall Park Contract Approval for Resident Engineering Services Contract - Parks & Rec, DPW, CEDO

Type: Action

**Recommended Action:** 1. We are respectfully requesting the Board of Finance approve the following motion : To approve and recommend to the City Council to authorize Cindi Wright, Director of Parks, Recreation and Waterfront the authority to execute a contract with John Turner Consulting, Inc. in the amount of \$221,354.70 and also authorize the use of an additional \$20,000 for contingency funds for a total of \$241,354.70 the resident engineering of for the City Hall Park Project, subject to prior approval of the City Attorney's Office. 2. We are respectfully requesting the Board of Finance approve the following motion : To approve and recommend to the City Council to authorize CAO Beth Anderson or her designee to affect all necessary transfers of funds to and from the above-referenced funding sources in order as needed to pay for the above-referenced project expenses.

City Hall Park Memo for BoF CC RE Contract 062419.pdf

CHP BoF\_CC\_Checklist 060219.pdf

### 4.03 Authorization to execute Grant Agreement with Vermont DEC, and accept up to \$1,030,509.48 in funding pursuant to that agreement - DPW

Type: Action

**Recommended Action:** 1. To approve and recommend the City Council approve the acceptance of the GSI-CSO Grant Agreement and authorize the Director of Public Works to execute a grant agreement with the State of Vermont , subject to the prior review and approval of the City Attorney. 2. To approve and recommend that City Council authorize the Chief Administrative Officer, or designee, to approve any budget amendments that may be necessary in the FY20 Stormwater budget as they relate to this Grant Agreement.

BOF-CC Submittal - 2nd Attempt.pdf



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### 4.04 Authorization to approve Master On-Call Contract for Financial Advisor Services with Raftelis Financial Consultants (Raftelis Financial Consultants Item 1) - DPW

Type: Action

**Recommended Action:** 1. To approve and recommend that the City Council authorize the Director of Public Works to execute a two-year Master On-Call Agreement with Raftelis Financial Consultants for on-call financial consulting services for the Water Division with a maximum limiting amount of \$200,000 per fiscal year during the term of the Agreement (\$400,000 overall), subject to prior review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute individual Work Assignment Contracts which in total shall not exceed the maximum limiting amount established in the Master On-Call Agreement to complete work identified in the Master On-Call Agreement, subject to prior review and approval by the Chief Administrative Officer and the City Attorney's Office.



BOF\_CC\_Item1\_PACKET\_Memo\_Raftelis\_Master Agreement\_6-19-19\_Final.pdf



BOF\_CC\_Communication\_Item2\_PACKET\_Raftelis\_WorkAssignment#1.pdf



BoF\_City Council\_Checklist\_Items1and2\_RaftelisFinancial Consultants.fillable6-19-19pdf.pdf

### 4.05 Authorization to Execute Bill of Sale and Assignment of Waterline Easement for Colchester Court & Schmanska Park Water Main - DPW

Type: Action

**Recommended Action:** To approve and recommend that the City Council authorize the Director of Public Works to execute all necessary documents to transfer ownership of a water line connected to the City's Grove Street Main and all associated easements from Ireland Grove Street Properties, LLC,, subject to approval by the City Attorney's Office.



1 - BOF CC Memo - Authorization to Execute Bill of Sale and Easement - Colchester Ct\_PACKET.pdf



BoF\_CC\_Checklist Colchester Ct Waterline.pdf

### 4.06 Authorization to Execute Amendments for Master On-Call Agreements - DPW

Type: Action

**Recommended Action:** 1. To approve and recommend that the City Council authorize the Director of Public Works to execute Amendments to the Master On-Call Agreements for professional engineering services in amounts not to exceed \$300,000.00 in FY 2020 per agreement with Clough, Harbour & Associates, DuBois & King, Hoyle Tanner & Associates, Resource Systems Group, Stantec Consulting Services, and VHB, subject to the prior review and approval of the City Attorney. 2. To approve and recommend that the City Council authorize the Director of Public Works, or his designee, to execute individual work assignment contracts which in total shall not exceed \$1,000,000 combined in FY 2019 and FY 2020 with these on-call consultants for amounts up to \$100,000 each, to complete the work identified in the Master On-Call Agreement, without the need to obtain further approval from the Board of Finance and City Council.



BOF-CC Memo Re On-Call Engineering.pdf



BoF\_CC\_ChecklistOnCallEngineering.pdf



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### 4.07 Authorization to Approve Acceptance of a Grant with the FAA and Contract with the FAA (Technical Operations Section) for Construction Engineering, Construction Oversight and Flight check for the installation of new precision approach path indicators (PAPIs) for Runway 19 as part of the Taxiway G Phase 2 Reconstruction Project - Airport

Type: Action

**Recommended Action:** 1. To approve and recommend to the City Council that the Director of Aviation be authorized to execute an AIP grant from the Federal Aviation Administration for up to \$109,825.20, plus an additional 15% authorized by the grant as a contingency, for replacement of the BTV Runway 19 precision approach pathway indicators as part of the Taxiway G Phase 2 Reconstruction Project, subject to the final review and approval by the Office of the City Attorney .2. To authorize the Director of Aviation to execute a contract with the Federal Aviation Administration for up to \$72,172.00, plus an additional 15% as authorized by the grant as a contingency, for Construction Oversight and Flight Check for the installation of the runway 19 precision approach pathway indicators as part of the Taxiway G Phase 2 Reconstruction Project, subject to final review and approval by the City Attorney.

\*\*ADDITIONAL DOCUMENTS ADDED 6/24 AT 3:40 PM\*\*

BOF-CC Memo TW G Ph2 19 PAPI Grant  
Acceptance-Construction Oversight.pdf

BoF\_City Council\_Checklist Taxiway G Ph 2  
PAPI Grant Acceptance.pdf

Taxiway G Phase 2 with Holding Bay and Blast  
Wall Readiness Dwg.pdf

### 4.08 Authorization to Approve Acceptance of a Grant with the FAA and Contract Award with SD Ireland Construction (SDI) for Construction, Stantec Consulting (Stantec) for Construction Engineering and Jacobs Engineering Group (JEG) for Construction Inspection Services Taxiway G Phase 2 Reconstruction Project and Holding Bay with Blast Wall - Airport

Type: Action

**Recommended Action:** 1. To approve and recommend that the City Council authorize the Director of Aviation to execute an AIP grant with the Federal Aviation Administration for up to \$21,515,706.90, plus an additional 15% authorized by the grant as a contingency, for the BTV Taxiway G Phase 2 Reconstruction Project, subject to the final review and approval of the City Attorney's Office.2. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with SD Ireland Construction for up to \$21,872,928.99, plus an additional 15% authorized by the grant as a contingency, for construction services as part of the BTV Taxiway G Phase 2 Reconstruction Project, subject to final review and approval by the City Attorney's Office.3. To approve and recommend that the City Council authorize the Director of Aviation to incur and expend, prior to reimbursement through an AIP grant, up to \$81,233.01, plus an additional 15% authorized by the grant as a contingency, for ancillary costs including airport administrative, administrative consultant, IFE, legal support, other, force account, lighting support and permitting fees.4. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Jacobs Engineering Group for up to \$856,442.00, plus an additional 15% authorized by the grant as a contingency, for construction inspection services as part of the BTV Taxiway G Phase 2 Reconstruction Project, subject to final review and approval by the City Attorney's Office.5. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Stantec Consulting for up to \$279,456.00, plus an additional 15% authorized by the grant as a contingency, for construction engineering services as part of the BTV Taxiway G Phase 2 Reconstruction Project, subject to final review and approval by the City Attorney's Office.

BOF-CC Memo TW G Ph2 Grant  
Acceptance-Construction Oversight.pdf

BTV\_Taxiway\_G\_Phase\_2\_Contract.pdf

BTV TW 'G' PH2 - JEG Contract.pdf

BoF\_City Council\_Checklist Taxiway G Ph 2  
Grant Acceptance.pdf



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### 4.09 Authorization to execute Joint Use Agreement between United State of America and the Burlington International Airport - Airport

Type: Action

**Recommended Action:** To approve and recommend that the City Council authorize the Mayor to execute an Airport Joint Use Agreement with the United States of America, Vermont Air National Guard for a 10 year term with a retroactive effective date of July 1, 2018 and expiration date of June 30, 2028, subject to approval by the City Attorney's Office.

Memo\_Airport Joint Use Agreement  
BOF\_CC.PDF

Airport Joint Use Agreement Contract.pdf

BoF\_City Council\_Checklist Joint Use  
Agreement.pdf

### 4.10 Authorization to Execute and Award a 5-year Marketing and Promotional Services Contract with the Airport to Hagan Associates - Airport

Type: Action

**Recommended Action:** To approve and recommend that the City Council authorize the Director of Aviation to enter into a 5-year contract with Hagan Associates for an amount not to exceed \$425,000 per fiscal year during the term of the contract to provide media and advertising concessions, subject to review and approval by the City Attorney's Office.

Marketing and Promotional Services Memo  
Airport 2019 BOF\_CC.pdf

BoF\_City Council\_Checklist Marketing  
Contract.pdf

### 4.11 Authorization to Approve Acceptance of a Grant with the FAA and Contract Award with Hoyle Tanner for Construction Inspection Services □ Air Carrier Apron Reconstruction- Phase 6A - Airport

Type: Action

**Recommended Action:** 1. To approve and recommend that the City Council authorize the Director of Aviation to execute an AIP grant with the Federal Aviation Administration for \$1,033,840.80, plus an additional 15% authorized by the grant as a contingency, for the BTV Air Carrier Apron Reconstruction Phase 6A, subject to the final review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Aviation to incur and expend, prior to reimbursement through an AIP grant, an amount not to exceed \$35,200.00 plus an additional 15% authorized by the grant as a contingency, for ancillary costs including legal, administrative consultant, IFE, force account and airline relocation expense costs that support the AIP programmatic requirements. 3. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Hoyle Tanner for \$220,300.00, plus an additional 15% authorized by the grant as a contingency, for construction inspection services as part of the BTV Air Carrier Apron Phases 6A Reconstruction Project, subject to final review and approval by the City Attorney's Office.

BOF-CC Memo Air Carrier Apron Phase 6A  
Grant Acceptance.pdf

037751.03 Phase 6A Contract Complete -  
DRAFT.PDF

PHASING PLAN OVERALL 03-20-19.pdf

BoF\_City Council\_Checklist Apron Phase 6A  
Grant Acceptance.pdf



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### 4.12 Authorization of Extension and Title Change of Community Engagement ☐ Office Assistant II - CEDO

**Type:** Action

**Recommended Action:** To approve and recommend to the City Council the extension and retitling of the Community Engagement - Office Assistant II (Grade 12) from Limited Service Full-time, Non-exempt, Nonunion to Office Assistant II, Limited Service, Full-time, Non-exempt, Non-union beginning July 1, 2019 through June 30, 2020.

CEDO checklist Office Assistant packet.pdf

### 4.13 Authorization of Health Insurance ☐ Stop Loss Policy - HR, C/T

**Type:** Action

**Recommended Action:** To recommend that City Council authorize the HR Director to renew and execute the City's FY20 stop loss coverage for a cost up to \$581,608.68.

FY20 Stop Loss\_Request for Approval\_F.pdf

COB 2019 Renewal\_.pdf

BoF\_City Council\_Checklist\_FY20 stoploss.pdf

### 4.14 Authorization of Reclassification of Inventory Control Specialist - BPD

**Type:** Action

**Recommended Action:** To recommend to the City Council to approve the reclassification from a Regular, Full-time, AFSCME, Non-Exempt, Grade 14, Inventory Control Specialist position to become a Regular, Full-Time, AFSCME, Non-Exempt, Grade 16, Inventory Control Specialist position.

Bof and CC Package -Reclassification of Inventory Specialist 6\_24\_2019.pdf

### 4.15 Authorization to execute MM Hayes Short-term timekeeping system contract used for the City of Burlington - C/T

**Type:** Action

**Recommended Action:** To approve and recommend City Council authorize the Director of Financial Operations to sign a one-year contract with MM Hayes for an amount not to exceed \$70,000 to provide timekeeping hardware and software support, subject to review by the City Attorney's Office.

062019\_Memo\_Kronos +jsj (002) + baa (002) +baa1 +jsj\_FINAL.pdf

061919\_\_BoF\_City Council\_Checklist.fillable pdf.pdf

## 5. Communication

### 5.01 Investment Summary Update - Fiscal YTD as of March 31, 2019 - C/T

**Type:** Communication, Information

062119\_ Investment Memo Update +baa +rgg.pdf

061219\_FY16 FY17 FY18 Investment Summary+rgg+BAA.xlsx



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**5.02 Financial Reports - C/T**

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**Type:** Communication, Information

 Apr Financial run 06-20-19.xlsx

 May Financial run 06-20-19.xlsx

## **6. Adjournment**

**6.01 Adjournment**

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**Type:** Action

**Recommended Action:** Adjourn the meeting