August 13, 2018

Board of Finance - Monday, August 13, 2018 at 5:30 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 13 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 July 9, 2018

Type: Action

Recommended Action: Approve minutes

BURLbof7918.pdf

3.02 July 16, 2018

Type: Action

Recommended Action: Approve minutes

BURLbof71618.pdf

4. For Approval and Recommendation to City Council

4.01 Authorization to approve Burlington Bike Path Rehabilitation Phase 3 Design - Parks & Rec

Type: Action

Recommended Action: 1. To approve and recommend that the City Council approve and authorize the execution of a contract with VHB, for Burlington Greenway Rehabilitation Phase 3 Design, substantially consistent with its revised bid, in the amount of $493,874.00 and to approve Cindi Wight, Director of Parks and Recreation to execute the contract and any related documents needed to carry out the project, subject to final contract approval by the City Attorney□s Office 2. To further approve and recommend that City Council approve and authorize the execution of a contract with the Johnson Company, Inc., for the Burlington Greenway Phase 3 Design Qualified Environmental Professional Service in the amount of $95,738.00, and to approve Cindi Wight, Director of Parks and Recreation to execute the contract and any related documents needed to carry out the project, subject to final contract approval by the City Attorney□s Office 3. To further approve and recommend that the City Council approve the contingency amount of $58,961.00, and authorize its expenditure by Director of Parks and Recreation Cindi Wight, if needed for the successful completion of the project.

- 20180730 BP 3 Design BOF Memo FINAL.pdf
- 2018_08-02_JCO Proposal_Burlington Greenway Ph3 QEP Services.pdf
- 20180718 BP 3 Design Propsal Final.pdf
- 20180807 BP 3 Design BOF CC Checklist FINAL.pdf

4.02 Authorization to approve River's End Marina Conservation Legacy Fund Disbursement Request - Parks & Rec

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the use of the Conservation Legacy Funds, in the amount of $173,300, for the Winooski Valley Park District□s acquisition of the 2.4 acre □Rivers End Marina□ property at 3090 North Avenue Extension, and to authorize Cindi Wight, Director of Parks and Recreation to execute the grant agreement and any related documents needed to carry out the project, subject to final grant agreement approval by the City Attorney□s Office.

- 080818 City Council Memo River's End Marina.pdf
- Combined minutes.pdf
- CONCEPTUAL SITE PLAN.pdf
- Grant Agreement WVPD COB River's End 07092018.pdf
- 080618 River's End checklist.pdf
- River's End Marina Resolution 08092018.pdf

4.03 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
- Combined leases.pdf
- 20180611 CORE Checklist.pdf

4.04 Authorization to execute a contract with SD Ireland Brothers Corporation for the Calendar Year '18 Sidewalk & Curb Reconstruction Project - DPW

Type: Action

Recommended Action: To recommend the City Council authorize Chapin Spencer, Director of Public Works or his designee to execute a construction contract with SD Ireland Brothers Corporation (SDI) in the amount of $387,690.00 for the Calendar Year (CY18) Sidewalk & Curb Reconstruction Project, subject to the prior approval of the City Attorney, and also authorize the use of an additional $50,000.00 in contingency funds (13%) to increase the authorized amount if needed for the project, with the additional approval and authorization for any contract amendments up to the contingency limit to be signed by Chapin Spencer, Director of Public Works or his designee, subject to the review and approval of the City Attorney, for a total of $437,690.00, all of which is also subject to and included in the FY 19 CIP budget.
***Revised Bid Tabulation document added 8/13 per Ashley Toof

- Final 1-Memo - Contract Award CY18 Sidewalk Curb Reconstruction 08-08-18.pdf
- 2-CY'18 Sidewalk List.pdf
- 3-CY18 Sidewalk & Curb Reconstruction - Bid Tabulation.pdf
- 3-CY18 Sidewalk & Curb Reconstruction - Bid Tabulation(Revised).pdf
- 4-BoF_CC_Checklist CY18 Sidewalk & Curb Reconstruction.pdf

4.05 Authorization to award contract to GW Tatro Construction for the Route 127 Outfall Repair Project - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council approve awarding the bid to GW Tatro Construction and authorize Chapin Spencer, DPW Director, to execute a contract with GW Tatro Construction in the amount of $143,017.00, with an additional authorization to amend the contract and expend contingency funds in the amount up to $28,603.40 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.

- 1 - BOF CC Memo 8-8-18.pdf
- 2 - Outfall Figure.pdf
- 3 - Burlington VT 127 Bid Evaluation.pdf
- 4 - GW Tatro Draft Agreement 8-8-18.pdf
- BoF_CC_Checklist 127 Outfalls.pdf

4.06 Authorization of Great Streets: St. Paul Street-Construction Contract Approval - DPW

Type: Action

Recommended Action: 1. To approve and recommend to the City Council to authorize Chapin Spencer, Director of Public Works the authority to execute a contract with SD Ireland Brothers Corporation in the amount of $3,129,000.50, and also authorize the use of an additional $219,077.81 for contingency funds for a total of $3,348,078.31 the construction of for the Great Street: St. Paul Street Project, subject to prior approval of the City Attorney□s Office.2. To approve and recommend to the City Council to authorize Chapin Spencer, Director of Public Works the authority to execute an agreement with Burlington Electric in the amount of $254,377 and also authorize the use of an additional $25,000 for contingency funds for a total of $279,377 for the procurement of lighting and installation for the Great Street: St. Paul Street Project, subject to prior approval of the City Attorney□s Office.3. 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.

- Memo BoF_CC_ Great Streets St Paul SDI Construction Contract FINAL.pdf
- Great Streets St. Paul St - Bid Tabulation.pdf
- St Paul SDI Construction Aug 13 2018 BoF_CC_Checklist.fillable pdf.pdf

4.07 Authorization of implementation of Market Factor Adjustment for Innovation and Technology Project Manager Position - HR

Type: Action

Recommended Action: To approve and recommend City Council approval

***Visio-IT August 2018 document added on 8/13 per Brian Lowe and Ben Pacy

- BOFCC Letter MFA ITPM 08 06 18 (BP).pdf
- IT PM and market factor adjustment - Board of Finance and City Council.pdf
- Project Manager JD 07 25 18.pdf
- HR - IT - Implementation of Market Factor Adjustment for Project Manager Position.pdf
- IT PM Comparison.pdf
- 4 - BoF_CC_Checklist IT project manger reclassification.pdf
- Visio-IT August 2018.pdf

4.08 Authorization of creation of new positions and increasing the hours of two positions - CEDO, HR

Type: Action

Recommended Action: To recommend to City Council to approve the creation of two limited service, non-union positions (1) Community Development Specialist □ Public Engagement and Communication, Grade 16 and (1) part time Office Assistant II, Grade 12, as well as increase the hours to 40 for both the Restorative Justice Liaison (retroactive to August 1, 2018) and Parallel Justice Outreach position.
***Appendix E Corrected document added 8/13 per Neale Lunderville

- BoF-CC_HRMemo_packet080918_final.pdf
- Appendix_E_Corrected_Org_Chart.pdf
- Checklist_080918.pdf

4.09 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
- BoF_City Council_Checklist_COBRA FY19 updates.pdf
- Treasurer Amendment of COBRA Rates for Fiscal Year Beginning July 1 2018 F.pdf

4.10 Authorization to approve Street Franchise Agreement with AT&T - C/T

Type: Action

Recommended Action: To approve and recommend that the City Council approve the use of the City□s Right of Way by AT&T under the terms of the attached agreement and authorize CAO Beth Anderson to execute it, or one substantially similar to it, subject to the prior review and approval of the Office of the City Attorney.

- AT&T Packet for BOF & CC - 8.8.18.pdf

4.11 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.

- BoF_City Council_Checklist_IF Loan Policy.pdf
- Interfund Loan Policy_08132018 f2.pdf

4.12 Authorization of Resolution-Terminate Option and Reject Offer of Dedication: The Whalen Building at 177-179 South Winooski Avenue-Revised - Richard Haesler, Asst. City Attorney

Type: Action

Recommended Action: To approve and recommend City Council approval

- Memo re Whalen Building Revised Resolution 080818.pdf
- Resolution - Whalen Bldg terminate option and reject dedication.pdf
- BOFCC Checklist - Whalen Building Resolution - Revised.pdf

4.13 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

5. Communication

5.01 May Financial Report - C/T

Type: Communication, Information

May Financial run 8-1-18.xlsx

5.02 Discussion of Debt Policy - C/T

Type: Communication, Discussion

5.03 Mayor's update on Regional Programs - Emerging Needs **AGENDA ITEM REMOVED**

Type: Communication

**documents to be posted soon

AGENDA ITEM TO BE REMOVED PER COS REDELL 5PM, 8/13. WILL BE PART OF NEXT BOF MEETING

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting