



August 10, 2020

Board of Finance Meeting, Monday, August 10, 2020, 5:00 pm. There are several ways to tune in: 1. CCTV YouTube Channel or on Burlington Telecom Channel 317.

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1. Agenda

1.01 Motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt agenda

2. Public Forum (Verbal)

2.01 No public speakers

Type: Action, Procedural

3. Retirement Presentation by Hooker & Holcombe

3.01 Retirement Presentation by Hooker & Holcombe 2019 Actuary Report - CT

Type: Information, Presentation

 1_2019 Retirement Pension
Presentation_FINAL.pdf

 1_2019 Valuation
Report_Burlington_FINAL.pdf

 1_Checklist_ Presentation Actuarial
Report.docx

4. For Approval and Recommendation to City Council

4.01 Approval to Order and Finance 30 vehicles and equipment - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to purchase 30 pieces of equipment for a total value of \$2,300,334 with lease financing determined by the Clerk/ Treasurer's Office at a rate not to exceed 4% for terms of 5 or 10 years, subject to review and approval by the City Attorney.

 BOF - CC Memo FY21 Fleet Replacement.pdf

 BOF CC Checklist_Aug 2020 FY21 Fleet.pdf



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4.02 Authorization to Amend University Place UVM-City Agreement - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Mayor to execute a Second Amendment to the ☐ Agreement Between the University of Vermont and The City of Burlington Regarding Participation In The City ☐s Ten Year Capital Plan, ☐ substantially consistent with the draft submitted herewith.

 0 - Memo - Amend #2 UVM Agreement
8-10-2020.pdf

 1a -UVM-COB Agreement regarding 10 year
Capital Plan dated 2-28-18.pdf

 1b - Exhibit A - UVM-Capital improvements.pdf

 1c - Exhibit B - UVM-Capital improvements.pdf

 2 - UVM agreement amendment 1 signed
2-28-20.pdf

 BOF CC Checklist_UVM Agreement.pdf

 Second Amendment to UVM_COB Agreement
regarding 10 year Capital Plan dated 8-6-2020.pdf

4.03 Request for Approval to Execute Contract for Boiler Replacement at Penny Lane Water Treatment Plant - DPW - Water Resources Division

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Hallam-ICS for design/build services for the replacement of the Penny Lane Water Treatment Plant boiler system for up to \$122,478, with an additional \$25,000 in contingency, subject to final review and approval by the City Attorney ☐ Office.

 BoF_CC_Checklist Water Plant Boiler -
8-5-20.pdf

 Water Treatment Plant Boiler Replacement
BOF_CC_Memo with Attachments - 8-5-20.pdf

4.04 Burlington Greenway Rehabilitation: Maple Street-College Street Realignment - Parks, Recreation & Waterfront

Type: Action

Recommended Action: To approve and recommend that City Council approve and authorize the execution of a contract with Vanasse, Hangen & Brustlin, Inc., (VHB), for a price not to exceed \$139,810 for the Burlington Greenway Realignment Project, plus a project contingency of \$34,953 for a total of \$174,763 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the amended contract and any related documents needed to carry out the project, subject to the review of the City Attorney ☐s Office.

 20200803_BP Realignment Design
Checklist.docx

 20200806 Bike Path Realignment BOF-CC
Memo_FINAL_rev2.docx



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4.05 Phase 3a South Bike Path Rehabilitation Construction Contract - Parks, Recreation & Waterfront

Type: Action

Recommended Action: To approve and recommend that City Council approve and authorize the execution of a contract with Engineers Construction, Inc., for a price not to exceed \$630,826 for the Burlington Bike Path Rehabilitation Phase 3a South Construction Project, plus a project contingency of \$94,625, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

 20200803 BP 3a South Construction BOFCC
Memo - FINAL.docx

 20200803_BP 3a South Construction
Checklist.docx

4.06 Request to Approve Acceptance of FAA Grant Installation of Outdoor Noise Monitoring Equipment and Operations & to Execute Associated Contracts for Design, Planning, Construction Services, and Purchasing of Equipment - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$386,032.00, plus \$57,904.80 contingency, for the Installation of Outdoor Noise Monitoring Equipment and Operations, subject to the final review and approval by the City Attorney's Office. 2. ☐ To approve and recommend that the City Council approve a budget neutral amendment for \$443,937 to increase the Airport's grant fund listed budget accounts, as described in affiliated memorandum language. 3. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute contracts totaling up to \$354,750.00, plus \$53,212.50 (15%) contingency, for work affiliated with the Outdoor Noise Monitoring Equipment and Operations, specifically, with Jones Payne Group, Inc. for the design, planning, and construction services, and possibly with Jones Payne or another vendor for the purchasing of noise monitoring equipment, subject to final review and approval by the City Attorney's Office.

 1 - Check List - BOF CC Noise Monitoring.pdf

 1 - Memo
-20200810NoiseMonitoringBOF-CC.docx

4.07 Request to Approve Acceptance of FAA Grant for Chamberlin School HVAC Upgrade & to Execute Contract for Related Engineering Services and Construction Oversight - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$3,499,916.00, plus \$524,987.40 contingency, for the Chamberlin School HVAC Upgrade, 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 execute a contract with the Jones Payne Group Inc., as part of the Chamberlin School HVAC Upgrade, for engineering design services in the amount of up to \$403,849.00, plus \$60,577.35 (15%) contingency, and for construction oversight in the amount of up to \$94,231.00, plus \$14,134.65 (15%) contingency, for a combined amount of up to \$498,080.00 in regular spending, plus \$74,712.00 (15%) contingency, subject to final review and approval by the City Attorney's Office.

 2 - Check List - BOF CC Chamberlin
HVAC.pdf

 2 - Memo - 20200810Chamberlin HVAC
BOF-CC.docx



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4.08 Creation Of Racial Equity Public Policy & Research Analyst Positions - HR

Type: Action

Recommended Action: to recommend that the City Council approve the attached resolution

 HR - Creation of Racial Equity Public Policy
Research AnalystPositions.pdf

 Updated 2020.08.10 REIB Resolution Final
Packet for BOFCC.pdf

4.09 Update To City's Emergency Paid Leave Policy - HR

Type: Action

Recommended Action: to recommend that the City Council approve the attached resolution

 BoF CC Emerg Leave Policy Memo
08.06.2020.docx

 Emergency Leave Policy 08.10.2020 -
Clean.docx

 HR - Update to City's Emergency Paid Leave
Policy re COVID-19 (8-06-20).pdf

 Emergency Leave Policy 08.10.2020 -track
changes.docx

5. Board of Finance Approval Only

5.01 Security Guard Contract FY21 - Library

Type: Action

Recommended Action: To approve the execution of a contract with Chocolate Thunder, LLC, for a 1 year contract of security guard services with the option of a 2 year renewal, substantially consistent with its bid, in the amount of \$26.00 per hour for a total of \$45,468.00, and to approve Mary Danko, Director of the Fletcher Free Library, 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; If further funding can be secured to reinstate the initially requested hours (+ 11.25 hour/week), an additional amount of up to \$15,210.00 may be expended.

 BOF CC
Checklist_FFL.Security.08.10.20.docx

 BOF Memo Security Contract FY21.8.7.20.pdf

 FFL Security Contract FY21.docx



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5.02 Request for Approval to Enter a Contract with Green Mountain Concert Series, Inc. For Parking Garage Security Services - FY21 - DPW

Type: Action

Recommended Action: To authorize the Director of the Department of Public Works to enter into a contract with Green Mountain Concert Services, Inc. with a limiting amount of \$80,000 for the provision of security services in City owned parking garages in FY21, subject to review and approval of the City Attorney's Office.

 FY21 Security - BoF_City
Council_Checklist.pdf

 FY21 Security Contract - BoF - Final 2020
0804.pdf

5.03 Calendar Year 2020 Crack-Sealing Program - Authorization to Award Construction Contract - DPW

Type: Action

Recommended Action: To approve and authorize the Director of Public Works to execute a contract with Sealcoating Inc (doing business as Indus) for Calendar Year 2020 Crack-Sealing, for up to \$84,997.66 with an additional \$7,002.34 (8.2%) contingency, totaling \$92,000, subject final review and approval by the City Attorney's Office.

 BOF CC Checklist_Pavement Preservation
8.4.20.pdf

 DPW Memo - Contract Award CY20
Crack-Sealing 8.4.20.pdf

5.04 FY21 Capital Budget/Police Budget Motorola Portable Radios - Police

Type: Action

Recommended Action: To approve a Fiscal Year 2021 Capital expenditure totaling \$97,687.00 with \$97,000.00 from FY 21 Capital budget, account number 809-19-700.9500_800 and \$687.00 from Burlington Police Radio Maintenance, account number 101-17-050-6605; And to authorize the Acting Chief of Police to purchase twenty five (25) portable radios from Motorola though approved fulfillment partner Burlington Communications for \$97,687.00, and to execute any necessary documents, subject to final approval by the City attorney.

 BOF CC Checklist-Police FY 21 Capital
Budget - Portable Radios rev7-14-2020-1.pdf

 BOF memo - 2021 Portable Radio
Capital-MK-LEV-mqk -DRAFT_OL_OL_KS-1.pdf

 Burlington PD APX6000 portable quote -
BCSQ9051.pdf

6. Communications

6.01 EOC/RRC Report - CAO

Type: Communication, Information

 COVID expense report July 31.pdf



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6.02 \$27MM General Obligations Notes - Financial Results Memo - CT

Type: Communication, Information

 5_Checklist_Financial Results.docx

 5_Memo_General Obligation Notes - Financial Results +jsj+KS+RG+FINAL.docx

6.03 Investment Performance Summary: FYTD 06/30/20 - CT

Type: Communication, Information

 3_Checklist_Investment Performance Update.docx

 3_Graphs_Burlington_VT_Quarterly Investment Summary - db+rg_FINAL.xlsx

 3_Memo_Investment-FY20 Q4 + jsj+KS+RG_FINAL.docx

6.04 FY20 - City Wide Purchasing Savings Results - CT

Type: Communication, Information

 2_Memo_Purchasing Savings +jsj+KS+RG-FINAL.docx

 2_Checklist_Purchasing Savings-.docx

6.05 Sweep Report - CT

Type: Communication, Information

 4_06302020_Sweep Report.xlsx

 4_Checklist_Investment Performance Update.docx

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn