



February 18, 2020

Board of Finance Meeting - Tuesday, February 18, 2020 at 5:30 pm, Contois Auditorium, City Hall

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt agenda

 BOF 2 18 20.WMA

2. Public Forum (Verbal)

2.01 Public ForumNo one spoke.

Type: Information, Procedural

3. For Approval and Recommendation to City Council

3.01 Authorization For Execution Of First Amendment To The Agreement Between The University Of Vermont And The City of Burlington Regarding Participation In The City's Ten Year Capital Plan - DPW -

Type: Action

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

 UVM - Authorize First Amendment to Agreement regarding Participation in the City's Ten Year Capital Plan.pdf

 First Amendment to UVM_COB Agreement regarding 10 year Capital Plan dated 2-5-20.docx

3.02 Reclassification And Title Change To Positions Within Water Division - DPW -

Type: Action

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

 HR - DPW Water Div. - Reclassification and Title Change to Positions.pdf

 Memo_BOF_CC_2-18-20-BOF-Reclass and Title Change Chief DWO and Senior CCA_FINAL.pdf

 Att.1&2.DPW Water Resources Current and Proposed Org Charts.pdf

 Att3&4.JobDescriptions_MarkUp&Clean.pdf

 BOF CC Checklist_2-18-20. Reclass and Title Change Chief Drinking Water Operator and Senior CCA.pdf



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3.03 Pavement Marking Contract - Authorization to Increase Contract Amount - DPW -

Type: Action

Recommended Action: to recommend that the City Council authorize the Director of Public Works to amend the maximum limiting amount for the 2018 Pavement Marking Contract with L&D Safety markings to a total of \$212,063.21 and execute all documents necessary to effect same, subject to City Attorney approval



BoF-CC_PavementMarkings2018Amendment_FinalMemo02112020.pdf



BoF_CC_Checklist_PavementMarkingContractIncrease.pdf

3.04 Authorization to Amend University Place UVM - City Agreement & Award Contract for Calendar Year 2020 Engineering Services - DPW -

Type: Action

Recommended Action: to recommend the City Council authorize the Mayor to execute a First 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 and to recommend the City Council authorize Director of Public Works to execute a contract with Stantec Consulting Services, Inc. up to the amount of \$327,193 for engineering services for the Calendar Year 2020 Sidewalk Program, subject to the prior approval of the City Attorney, and also authorize the use of an additional \$32,719 in contingency funds (10%) 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, subject to the review and approval of the City Attorney, for a total of \$359,912, all of which is also subject to and included in the Fiscal Year 2020 and 2021 Capital Budgets



University Place Memo for BOF-CC UVM Amend Contract Award CY20Design Services - 2.12.2020.pdf



Attachment-1 City Council Resolution re Capital PlanExtension.pdf



Attachment-2 First Amendment to UVM_COB Agreement regarding 10 yearCapital Plan.pdf



BOF CC Checklist_University Place 2.12.20.pdf

3.05 Agreement, Work Plan, & Deliverables for capital project accounting services - C/T -

Type: Action

Recommended Action: to recommend the City Council approve and authorize the Acting Chief Administrative Officer to enter into an agreement for capital project accounting services between the City of Burlington and CLA (Clifton, Larson, Allen) up to \$170,000 between February 21, 2020 and June 30, 2021, subject to approval of the City Attorney's Office



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021820_Capital Projects Accounting Services - Engagementletter.pdf



021820_BOF& CC Checklist_.docx



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3.06 Reclassification and Recategorization of Retirement and Insurance Administrator to Retirement Administrator in the Clerk Treasurer's Office - C/T -

Type: Action

Recommended Action: to approve and recommend that the City Council approve the reclassification of the Retirement and Insurance Administrator, Clerk and Treasurer's Office, a Regular, Full-time, Exempt, Non-union, Grad 19 (\$61,980.86 to \$73,923.90) position to Retirement Administrator, a Limited Service, Full-time, Non-Exempt, Non-union, Grade 17 (\$53,499.56 to \$63,746.37) position

021820_BOF.CC Full Packet Memo_
Reclassification Retirement and Insurance Admin
to Retirement Admin.pdf

3.07 Burlington Bike Path Rehabilitation Phase 3b design - Parks -

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the execution of a contract with Vanasse Hangen Brustlin, Inc. (VHB) for a price not to exceed \$95,600 for the Burlington Bike Path Rehabilitation Phase 3b Design project, plus a project contingency of \$14,340, 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 City Attorney's Office review

20200212 BP 3b Design BOF Memo
FINAL.pdf

20200212 BOF CC Checklist_Burlington Bike
Path Rehabilitation Phase 3b Design - 100%.docx

3.08 Moran Frame Update - CEDO -

Type: Action

Recommended Action: to recommend that the City Council approve CEDO's acceptance of the DEW Construction Corporation bid for completion of the proposed scope of work relative to Moran Frame Phase 1 A and execution of the corresponding contract and all other documents necessary to advance same, subject to the review and approval of the City Attorney; and to recommend that the City Council authorize Mayor Miro Weinberger, on behalf of the City of Burlington, to execute a settlement agreement between the City of Burlington and the Burlington Electric Department (BED), in which BED pays to the City an amount not less than \$950,000 to compensate the City for the costs of abating/remediating contaminants which have now been identified as requiring such abatement and which fall within the parameters of being BED responsibility as set forth in the 1990 Memorandum of Understanding and Agreement and the 2009 Letter of Agreement executed by the parties, all subject to the review and approval of the City Attorney, and with the understanding that such settlement amount will go to the environmental abatement/remediation costs required for the project

Moran Frame Memo - FINAL 2.14.20.pdf

4. Communication - Board of Finance Approval Only -

4.01 Director of Equity, Inclusion, and Belonging Position Reclassification and Retitling - Mayor's Office and HR -

Type: Action

Recommended Action: to approve the reclassification and retitling of the Director of Diversity, Equity, and Inclusion position from a Limited Service, Full-time, Exempt, Non-union, Grade 24, Diversity, Equity, and Inclusion Director position to a Regular, Full-time, Exempt, Non-union, Grade 24, position and to retitle the position to Director of Equity, Inclusion, and Belonging

2-14-20 Memo regarding Director of Equity,
Inclusion, and Belonging.pdf



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5. Adjournment

5.01 Adjournment

Type: Action, Procedural

Recommended Action: motion to adjourn