



November 13, 2018

Board of Finance - Tuesday, November 13, 2018 at 5:00 p.m. Contois Auditorium, 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 11 13 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 September 5, 2018

Type: Action, Minutes

Recommended Action: Approve the minutes

 View Minutes from Board of Finance - Wednesday, September 5, 2018 at 5:00 p.m. Conference Room 12, City Hall

 BURLbof9518.doc

4. For Approval and Recommendation to City Council

4.01 Request to use Council Initiative Funds for Fair Market Rent Survey - Brian Pine

Type: Action

Recommended Action: To recommend that City Council approve providing \$5,000 in Council Initiative Funds to Burlington Housing Authority to support a survey of regional fair market rents.

 Rent survey.pdf

 SGINKGO18110912450.pdf



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4.02 Authorization to Execute Master On-Call Agreements - DPW

Type: Action

Recommended Action: 1. To recommend that the City Council authorize the Director of Public Works to execute Master On-Call Agreements in amounts not to exceed \$300,000.00 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 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 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
REVISED 11-7-2018.pdf

Attachment A_List of Qualified Firms.pdf

Attachment B_On-call Process.pdf

Attachment C_Master On-Call Services
Agreement.pdf

BOF-CC_Checklist On-call Engineering.pdf

4.03 Authorization to execute a contract with Office Environments for the replacement of employee workstations and meeting room furniture - DPW

Type: Action

Recommended Action: To approve and recommend that City Council authorize the Director of the Department of Public Works to execute a contract with Office Environments for the replacement of employee workstations and meeting room furniture in the amount \$175,000.00 with a contingency of 10% bringing the total to \$192,500, , subject to the review and approval of the City Attorney.

BoF CC memo contract Office Environments
11-13-18.pdf

BoF_CC_Checklist fillable pdf Office
Environments 11-13-18.pdf

4.04 Authorization to expend funds related to Regional Dispatch Consulting Contract - Fire

Type: Action

Recommended Action: To approve and recommend that City Council approve and authorize Chief Locke to spend up to \$40,477 on the consulting contract executed between IXP Corporation and the CCPSA. Monies shall come from the Fire Department general fund budget and no more than \$15,477 from the CAD Project reserve fund balance as described in the memo from Chief Locke dated October 30, 2018.

Memo to BoF funding for consulting work
Final.pdf

BoF_City Council_Checklist Regional
Dispatch.pdf



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4.05 Authorization to approve the Shelburne Limestone Contract Tenth Amendment - BED

Type: Action

Recommended Action: To recommend that the City Council approve the tenth amendment to the May 5, 1983 Agreement between the Burlington Electric Department and Shelburne Limestone Corporation for operation of the Swanton rail yard and authorize the General Manager of the Burlington Electric Department to execute the tenth amendment which extends the agreement for an additional 3 year period and increases rates by a total of 3% during the extension term.

2018 BOF memo 11-02-18 Shelburne Limestone Contract (NJL -11.05.2018).pdf

BoF_City Council_Checklist.fillable (NJL).pdf

Tenth Amendment to Agreement 09-29-18.pdf

4.06 Authorization to update staffing - BED

Type: Action

Recommended Action: To approve and recommend approval to the City Council for the modification of the Manager of Strategy and Innovation; creation of tiered job descriptions for Accounting Administrator, Accounting Administrator A, Staff Accountant-McNeil, Senior Staff Accountant, Senior Staff Accountant-Operating, and Financial Analyst; modification and reclassification of the Manager of Utility Services and Engineering position to Manager of Utility Services and Engineering and COO position, and conversion of one (1) Auxiliary Operator position to Generation Generalist position.

BOF 11.5.18_R.PDF

BoF checklist 11.13.18.pdf

4.07 Authorization of Carryover of Unexpended Wellness Funds - HR

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution.

BOFCC Wellness Funds Carryover 11 13 18.pdf

HR - Carryover of Unexpended Wellness Funds.pdf

4.08 Authorization to accept 2017 Bulletproof Vest Partnership Grant for \$9,490.19 - BPD

Type: Action

Recommended Action: To recommend that the City Council accept the FY2017 Bulletproof Vest Partnership Grant for \$9,490.19 and to authorize the Chief of the Burlington Police Department to match the grant funds by purchasing bulletproof vests with previously appropriated FY2019 funds dedicated to such purchase.

2017 Bulletproof Vest Grant - BOF and CC Memo.pdf

BoF_CC_Checklist.fillable pdf - BVP 2017.pdf



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4.09 Authorization to accept 2018 Bulletproof Vest Partnership Grant for \$6,178.80 - BPD

Type: Action

Recommended Action: To recommend that the City Council accept the FY2018 Bulletproof Vest Partnership Grant for \$6,178.80 and authorize the Chief of the Burlington Police Department to match the grant funds ☐ subject to appropriation ☐ by setting aside dedicated funds in the FY2020 budget to purchase bulletproof vests in FY2020.

 2018 Bulletproof Vest Grant - BOF and CC Memo.pdf

 BoF_CC_Checklist.fillable pdf - BVP 2018.pdf

5. Communication

5.01 Downtown Improvement District - Mayor's Office, CAO, City Attorney

Type: Communication, Discussion

5.02 Open Items List - Beth Anderson

Type: Communication

 COB BOF Requests List 11 13 18 f.pdf

5.03 BOF Meeting Dates 2019 - Beth Anderson

Type: Communication

 BOF 2019 Meeting Dates.pdf

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting