



**September 09, 2019**

## **Board of Finance - Monday, September 9, 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 9 9 19.WMA

### **2. Public Forum**

#### **2.01 Public Forum**

**Type:** Discussion, Information

The public is invited to speak.

### **3. Minutes**

#### **3.01 July 15, 2019**

**Type:** Action

**Recommended Action:** Approve the minutes.

 BURLbof71519 + baa2.pdf

#### **3.02 July 29, 2019**

**Type:** Action

**Recommended Action:** Approve the minutes.

 BURLbof72919 + baa2.pdf

### **4. Board of Finance Approval**



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### 4.01 Authorization to execute the contract for the library's security services - FFL

Type: Action

**Recommended Action:** To approve the execution of a contract with Chocolate Thunder, LLC, for a 1 year contract of security guard services, substantially consistent with its bid, in the amount of \$61,178.00, and to approve Mary Danko, Director of the Fletcher Free Library, to execute the contract and any re-lated documents needed to carry out the project, subject to final contract approval by the City Attorney's Office; To further approve the contingency amount of \$2,822.00, and authorize its expenditure by Mary Danko, Director of the Fletcher Free Library, if needed for security services for extra hours and special program events on an as needed basis.

Updated memo posted by CAO 9/9/19 at 1:05pm

BOF Memo Security Contract FY20  
updated.docx

BOFCC Checklist Library Security  
Contract1.pdf

Attachment A.pdf

ATTACHMENT C.pdf

Attachment E.pdf

Attachment G.pdf

Security Contract 2019.pdf

BOF Memo Security Contract FY20 (2).pdf

Attachment B.pdf

Attachment D.pdf

Attachment F.pdf

### 4.02 Authorization to approve Ricondo & Associates Consulting Services for Passenger Facility Charge - Airport

Type: Action

**Recommended Action:** To authorize the Director of Aviation, to execute agreements (including Task Authorization #2 in the amount of \$46,208) for On-Call Airport Consulting Services related to the use of passenger facility charges with Ricondo & Associates, Inc. up to a total of \$100,000 in FY2020, subject to review and approval by the Office of the City Attorney.

BOF Memo\_ PFC Application Ricondo  
Professional Services- Final.pdf

CITY OF BURLINGTON DRAFT  
CONSULTANT AGREEMENT.pdf

BTV Task Authorization 2\_final\_080519  
(002).pdf

BoF\_City Council\_Checklist Ricondo.pdf

### 4.03 Authorization to execute Continuing Engagement with Managed Security Services Provider - I/T

Type: Action

**Recommended Action:** 1. Only if discussion is necessary, To Enter into Executive Session for the purposes of discussing municipal security measures, the disclosure of which could jeopardize public safety, and is appropriate for Executive Session.  
2. To approve and authorize the Chief Innovation Officer to execute a one-year contract with a vendor to provide managed security services in an amount up to \$58,000, subject to approval by the City Attorney's Office.

MSSP Memo to BoF (Final).pdf

BoF-CC Checklist (MSSP Agreement).pdf



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**5. For Approval and Recommendation to City Council**

**5.01 Authorization to amend existing (City approved) contracts with Pierce, Goodwin, Alexander & Linville (PGAL), due to change in scope related to the Quick Turn Around (QTA) project - Airport**

**Type:** Action

**Recommended Action:** 1. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract amendment with PGAL for the professional services detailed in the July 29, 2019 proposal for professional services subject to the final review and approval by the Office of the City Attorney .2. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to increase permitted expenditures with PGAL in the amount of \$40,860, with a 20% contingency (total increase in authorization of \$49,032).

BOF-CC Memo QTA PGAL Contract  
Amendment FinalFinal.pdf

BTV QTA Contract Amendment Additional  
Design Services 7.29.19.pdf

BoF\_City Council\_Checklist\_ PGAL QTA  
amendment.pdf

**5.02 Authorization to Award Construction Inspection Services Contract for Champlain Parkway - DPW**

**Type:** Action

**Recommended Action:** To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with WSP USA Inc. ☐subject to City Attorney approval☐for \$3,834,276.00 to provide construction inspection services for the Champlain Parkway Project.

DPW Memo Champlain Parkway\_Inspection  
Contract Award\_FINAL.pdf

BoF\_CC\_Checklist Champlain Parkway  
RE.pdf

**5.03 Authorization to approve Elimination of One Vacant Welder Position, Creation of an additional Fleet Maintenance Worker Position - HR, DPW**

**Type:** Action

**Recommended Action:** To approve and recommend to the City Council the elimination of the Regular, Full-time, Non-Exempt, AFSCME, Grade 16, Welder position and the creation of an additional Regular, Full-time, Non-Exempt, AFSCME, Grade 16, Fleet Maintenance Worker position.

Full packet\_Elimination of Welder position  
Creation of Fleet Maintenance Worker September  
2019 FINAL.pdf

Checklist for BOF and Council Approval  
Fillable 9-3-19.pdf



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### 5.04 Authorization to approve Reporting Line and Title Change for GIS Position to Move within I&T - HR, I/T, P&Z

**Type:** Action

**Recommended Action:** To approve and recommend to the City Council the re-assignment and re-titling of the current Regular, Full-time, Exempt, Non-Union, Grade 19, Senior GIS/Analyst; I&T Programmer position from the Planning Department to Regular, Full-time, Exempt, Non-Union, Grade 19, Senior GIS Analyst/I&T Programmer position within the I&T Department, and to allow CAO to make necessary budget amendments.

Updated memo and motion by CAO 9/9 at 3:50PM

IT Re-Org - Senio GIS Position Memo (Final with amended motion).pdf

IT Dec 18 - 2 current.pdf

Senior GIS Analyst August 2019 DRAFT.pdf

IT Re-Org - Senio GIS Position Memo (Final).pdf

IT August 2019 proposed.pdf

BoF-CC Checklist (Senior GIS Position).pdf

### 5.05 Authorization to approve City ordinance Sec. 8-28 Fees; Exceptions - Permitting and Inspections

**Type:** Action

**Recommended Action:** Vote to suspend the rules and place the ordinance amendment in all stages of passage .

BCO Sec. 8-28 memo revised Sept. 4 2019.pdf

Buildings & Building Construction - Fees; Exceptions, Sec. 8-28(a).pdf

### 5.06 Authorization to approve Creation of Reserve Fund for Unexpended Wellness Funds - HR, CAO

**Type:** Action

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

Creation of Reserve Fund for Unexpected Wellness.pdf

HR - Carryover of Wellness Funds.pdf

### 5.07 Authorization to use Council Initiative Funds for Code for BTV - Councilor Adam Roof

**Type:** Action

**Recommended Action:** To approve and recommend approval to the City Council of the proposal to contribute \$862 of City Council Initiative funds to be used solely for the support of Code for BTV's Expungement Week event as provided in the above stated proposal and budget, with the specific payee to be determined by the CAO and City Attorney. \*\*Revised Motion: To approve and recommend approval to the City Council of the proposal to contribute \$662 of City Council Initiative funds to be used solely for the support of Code for BTV's Expungement Week event as provided in the above stated proposal and budget , with the specific payee to be determined by the CAO and City Attorney .

\*\*Revised motion and memo were voted on and added to BoardDocs on 9/10.

Councilor Fund Request - Code for BTV F.pdf

Councilor Fund Request - Code for BTV - REVISED.pdf



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## **6. Adjournment**

### **6.01 Adjournment**

**Type:** Action

**Recommended Action:** Adjourn the meeting