



June 10, 2019

Board of Finance - Monday, June 10, 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 6 10 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 May 20, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof52019 v2.pdf

4. Board of Finance Approval

4.01 Authorization to approve \$87,490 for Maintenance Lights Upgrade by Sequentric Energy System, LLC - DPW

Type: Action

Recommended Action: To approve and authorize the Director of Public Works to execute a contract with Sequentric Energy Systems, LLC for a maximum limiting amount of \$87,490 for the installation of a new Maintenance Light Control System, subject to approval by the City Attorney's Office.

 1 - BOF Memo - 2019 0610.pdf

 2 - Sequentric Contract - 2019 0603.pdf

 3 - BoF_CC_Checklist - Maintenance Lights - 2019 pdf.pdf



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5. For Approval and Recommendation to City Council

5.01 Authorization of the Reclassification of the Parking Maintenance Worker position - DPW, HR

Type: Action

Recommended Action: To approve and recommend to the City Council the reclassification of the three Parking Maintenance Worker positions within the Department of Public Works from Regular, Full-time, Non-Exempt, AFSCME, Grade 10 positions to Regular, Full-time, Non-Exempt, AFSCME, Grade 11 positions.

Full packet Parking Maintenance Worker
Re-Classification to BoF for 6.10.19v2.pdf

5.02 Authorization to accept the 2017 Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program - BPD

Type: Action

Recommended Action: 1. To recommend that the City Council accept the FY2017 Local Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$38,845 and to authorize the Mayor to take all necessary actions to accept said grant, all subject to approval by the City Attorney. 2. To recommend that the City Council authorize the Chief Administrative Officer, or designee, to approve all FY20 budget amendments necessary for the receipt and expense of grant funds received from the FY17 Local Edward Byrne Memorial Justice Assistance Grant.

JAG 2017 Grant Memo with 2nd Motion on BA
approval.pdf

BoF_CC_Checklist.fillable pdf - JAG 2017
ACCEPTANCE.pdf

5.03 Authorization of Burlington Town Center aka CityPlace Burlington Extension of Project Management Services Contract ☐ Jeffry D. Glassberg ☐ Renaissance Development Company - CEDO

Type: Action

Recommended Action: 1. To approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of David E. White, Interim Director, CEDO, to execute a contract amendment for the provision of project management services, which will include coordinating and leading the City's effort to perform its responsibilities pursuant to the Development Agreement (DA) with CityPlace Burlington, with Jeffry D. Glassberg, Renaissance Development Company, for an amount up to \$84,000.00 for the term, July 1, 2019 to June 30, 2020 and up to a maximum limiting amount of \$154,000.00. 2. To approve and recommend City Council approve a contract amendment of \$84,000.00 with Renaissance Development Company, to provide consulting and project management services in support of CityPlace Burlington.

ContractExtensionMemoCPB 05.31.19
FINAL.pdf

BoF_CC_Checklist Contract Amendment BTC
JG 05.31.2019 Final.pdf



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5.04 Authorization to approve Proposed Position Reclassifications and Reporting Structure Changes Related to Permit Reform - I/T, HR, P/I

Type: Action

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

Permitting and Inspections ReOrganization Memo - BoF and CC (Final).pdf

Associate Planner - Development Review DRAFT for BOF Review.docx

Code Compliance Officer III June 2019 DRAFT.docx

Code Enforcement Inspector May 2019 Draft for BoF.docx

Electrical Inspector May 2019 DRAFT for BoF.docx

Planning Technician May 2019 BoF DRAFT.docx

Plumbing & Mechanical Systems Inspector December 2018 DRAFT.docx

Zoning Clerk May 2019 DRAFT for BoF.docx

DPW Technical Services April 2019.pdf

P and I Organizational Chart June 2019.pdf

Appendix 2 - FY20 Position Reclassification Calculations.pdf

Appendix 1 - Permitting and Inspections Community Comparisons (May 2019).pdf

BoF_CC_Checklist (Permitting and Inspections Department).pdf

Building Inspector Draft for BoF Review.docx

Code Enforcement Administrative Assistant Draft for BoF May 2019.docx

Director of Permitting Inspections June 2019 BoF Draft.docx

Housing Inspection Manager May 2019 DRAFT for BoF.docx

Planning and Zoning - July 2018.pdf

Principal Planner - Development Review June 2019 DRAFT for BoF.docx

Zoning Manager and Principal Planner - Development Review June 2019.docx

Code Enforcement January 2019.pdf

RESOLUTION RECLASSIFICATION AND REPORTING STRUCTURE CHANGES FOR PROPOSED NEW DEPARTMENT DEPARTMENT OF PERMITTING INSPECTIONS (Final for BoF - CC).pdf

Appendix 1A - Permitting and Inspections Community Comparisons (May 2019).pdf



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5.05 Authorization to approve the Court Diversion Contract #38384 - CEDO, CJC

Type: Action

Recommended Action: 1. To recommend to City Council to approve the attached Contract for Services in the amount of up to \$420,000 for FY20 and to authorize the CEDO Director or acting CEDO Director or his designee to sign a Contract for Services in substantial conformance with the attached, and any necessary related documents, as well as to collaborate with the State in negotiating criteria and cost of providing services in Year Two, all subject to the review and approval of the City Attorney. 2. To recommend to City Council to approve acceptance of the state funding outlined above in an amount of up to \$420,000 for FY20 and to authorize the Chief Administrative Officer or her designee to execute all necessary budget amendments in order to utilize same, including all necessary appropriations of said funds as may be required for the described programs and their personnel requirements.

Memo to BoF re Court Diversion Contract
FY20.pdf

CN CD PTS Contract FY20.pdf

Diversion Pretrial RFP Budget
BCJC_FY20_BoFJune2019.xls

BoF_CC checklist for CD
Contract_6_4_19.pdf

5.06 Authorization of the Creation and Reclassification of Positions - CEDO, CJC

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the creation of four (4) new positions; a Manager of Restorative, Court Diversion and Pretrial Services, a Court Diversion Services Coordinator, a Tamarack and Pretrial Services Coordinator (two positions), and an Assistant Court Diversion and Pretrial Services Coordinator, as well as the retitling and reclassification of a Restorative Justice Liaison to a Youth Restorative Program Manager and reclassification of a Victim Liaison and Panel Coordinator.

BoF Packet CJC 06.05.2019 - revised.pdf

6. Communication

6.01 Report on Purchasing Savings - C/T

Type: Communication, Information

061019_Purchasing Savings Memo_Final.pdf

6.02 Draft FY20 CEDO budget

Type: Communication, Information

****documents added 6/10 per David White**

FY20BoFmemo20190607.pdf



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6.03 Draft FY20 Budget

Type: Communication, Information

 FY20 CAO Reviewed GF Budget
06072019.xlsx

 FY20 Proposed Investment of
UAF_06062019.pdf

 Use of Fund Balance and Carry Forward FY20
_06062019.pdf

 FY20 tax rates master projected 06062019.pdf

 UAFB targets 060619.pdf

 5-31-19 Overview of BT Proceeds
UPDATED.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting