



January 09, 2017

Board of Finance - Monday, January 9, 2017 at 5:30 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend Agenda

Type: Action

Recommended Action: Motion to adopt the agenda

 BOF 1 9 17.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The Public is invited to speak on . . .

3. Minutes

3.01 December 19, 2016

Type: Action, Minutes

Recommended Action: Approve and Recommend for City Council Approval

 View Minutes from Board of Finance - Monday, December 19, 2016 at 6:30 p.m. Conference Room 12, City Hall

4. Discussion

4.01 Draft FY 16 General Fund Balance Sheet and Management Letter

Type: Discussion

 Burlington, VT ML16 Final.pdf

 Burlington draft Preliminary FY 16 GF Balance sheet 2.pdf

5. For Approval and Recommendation to City Council



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5.01 Authorization to Execute a Contract with Wright and Morrissey and Approve Project Budget - DPW

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

BoF-CC memo Wright Morrissey contract
1-9-17 fnl.pdf

BoF_CC_Checklist Wright & Morrissey
1-4-17.pdf

5.02 Authorization to Execute a Contract with Pro-Tech Fire and Security for the Installation and Integration of a Video Monitoring System - DPW

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

BoF-CC memo Pro-Tech Fire and Security
contract 1-9-17 final.pdf

BoF_CC_Checklist Pro-Tech Fire 1-9-17.pdf

5.03 Authorization for Approval of a Parking & Transportation Agreement with the Burlington Business Association - DPW

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

Resolution - Approval of Agreement with BBA
re Downtown Parking (2).pdf

Exhibit B to BBA City Partnership Agreement
1-5-17.pdf

BOF Memo on Downtown Parking Agreement
1-5-17.pdf

Partnership Agreement between City of
Burlington BBA 1-5-17.pdf

Exhibit A City BBA Workplan and Deliverables
1-5-2017.pdf

BoF Checklist for BBA City Agreement
1-5-17.pdf

5.04 Burlington Greenway (Bike Path) Rehabilitation Phase 2 Design & Construction Administration - PR&W

Type: Action

Recommended Action: To recommend to the City Council the authorization of the Burlington Parks, Recreation & Waterfront Director to execute the contract described above and related to Burlington Bike Path Rehabilitation Phase 2 Design in the amount not to exceed \$669,137 approve the supporting budget adjustments and inter-fund transfers from the funding sources also described above to the Parks Special Project Bike Path project budget.

20170109 BP Rehabilitation Phase 2 BOF CC
Memo.pdf

VHB_BBP_Phase_2_Proposal_Final.pdf

20170110 BP 2 Design BOF CC Checklist.pdf



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5.05 Authorization for Creation of Training and Special Projects Coordinator at Police Department - HR

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

BOFCC Checklist Creation Training and Special Projects Coordinator Position 01 09 17.pdf

Resolution - Creation of Training and Special Projects Coordinator 012317.pdf

BOFCC Packet Creation Training Special Projects 01 09 17.pdf

5.06 Authorization to Update Information Technology Salaries and Staffing at Burlington Electric - HR

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

HR – BED – IT Director Market Adjustment, Reclassify Sr. Database Administrator; Eliminate Auditor-Compliance Officer, Create Sr. Business Systems Analyst.pdf

BED_CC_IT_010317_FINAL.pdf

BoF_CC_Checklist_IT_010317.pdf

5.07 Authorization for Reorganization for the Innovation and Technology Department - HR

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

HR - IT - Create Sr. Network Engineer & Project Manager Positions, Eliminate Sr. Network Analyst Position, Implement Market Factor Adjustments.pdf

BOFCC Checklist IT Changes 010917.pdf

SNE and SSE MFA Pay Ranges 12 16.xls

BOFCC Packet IT Org Changes 01 09 17.pdf

5.08 Authorization for Phase III of Clerk/Treasurer's Office Reorganization - HR

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

HR - Clerk-Treasurer - Phase 3 of Reorganization.pdf

Full packet_CT Phase 3 Reorg to BoF_01.03.2017.pdf



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5.09 November Financials - C/T

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 November Financial 1-5-17.xlsx

5.10 Sweep Account Report for November - C/T

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 113016_ Sweep Report For BOF.xlsx

6. Adjournment

6.01 Adjournment

Type: Action, Procedural

Recommended Action: Adjourn the meeting