



January 22, 2018

Board of Finance - Monday, January 22, 2018 at 5:00 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 1 22 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. For Approval and Recommendation to City Council

3.01 Authorization to execute a contract with Stantec, Inc. and create Capital Project budget for the Great Streets Project- DPW, CEDO

Type: Action

Recommended Action: Motion #1: To approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of Chapin Spencer, Director of Public Works, to execute a contract for the development of 30% conceptual plans for Bank and Cherry Streets and 100% design documents for 3 blocks of Cherry Street with Stantec, Inc. in the amount of \$591,151, with additional authorization for Director Spencer to execute any contract amendments up to the contingency limit of \$88,673 that are necessary for the development of these plans, which are part of the Great Streets ☐ Burlington Town Center Bank St and Cherry St Project. Motion #2: To approve and recommend the City Council approve the creation of a capital project budget for FY 18 of \$550,000 for the Great Streets Bank and Cherry Streets Project and approve an overall project budget of \$20,927,000.00

 BOF_CC Memo GS-BTC Bank-Cherry Design Consultant Award_DPW_CEDO 01-16-2018 FINAL.pdf

 BoF_CC_Checklist.fillable pdf.pdf

3.02 Authorization to accept the Federal Highway Administration Grant - DPW

Type: Action

Recommended Action: To approve and recommend the City Council approve the acceptance of the Federal Highway Administration Grant Agreement # ER0119 (attached) and authorize Chapin Spencer, Director of Public Works to execute the grant agreement, subject to the prior review and approval of the City Attorney.

 BOF CC Memo Final .pdf



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3.03 Authorization to create a blended position from existing Parks and C/T positions - Customer Service Associate and Cemetery - HR

Type: Action

Recommended Action: To recommend to the City Council the approval of the creation of the new FT position of Customer Service Associate and Cemetery, to replace the existing FT Customer Service Associate position in C/T and the PT Cemetery Administrative Assistant position.

 Full Packet_Customer Service Associate and Cemetery January 2018 to BoF.pdf

 HR - Clerk-Treasurer & Parks - Customer Service Associate & Cemetery position.pdf

3.04 Authorization to execute a contract amendment with Tyler Technologies Inc - C/T

Type: Action

Recommended Action: To recommend that the City Council authorize the Director of Financial Operations to execute a contract amendment with Tyler Technologies Inc in the amount of \$209,713.76 over three (3) years for maintenance and support services associated with New World financial management software for a period from October 1, 2016 through September 30, 2019.

 Tyler Maintenance Agreement Memo_v3.pdf

 Burlington VT Maintenance Amendment 011118 Tyler edits.pdf

 z_BoF_City Council_Checklist.fillable pdf.pdf

3.05 Authorization to execute a lease purchase agreement with Key Government Finance, Inc. - C/T

Type: Action

Recommended Action: To approve and recommend the City Council approve the attached resolution determining that it is in the City's best interest to enter into a lease purchase agreement with Key Government Finance, Inc. in the amount of \$5.5 million at a rate not to exceed 2.37% and a term not to exceed 10 years.

 Agenda Item BOF - Master Lease CT 01.22.18 revised with BOF Motion.pdf

 Treasurer - Capital Lease Purchase Agreement with Key Government Financing, Inc.pdf

4. Adjournment

4.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting