



City Council Meeting

Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Please click the link below to join the webinar:

<https://zoom.us/j/99350230423>

Or Telephone: +1 305 224 1968 US

Webinar ID: 993 5023 0423

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA ****

To participate in Public Forum in person, sign up at the meeting.

To participate in Public Forum via ZOOM sign up here:

<https://www.burlingtonvt.gov/citycouncil/publicforum>

****ONLINE closes one hour prior to the beginning of public forum****

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the consent agenda item 5.6. Use of Vendor Space at A-Dog Skatepark - BPRW (per BPRW); add to the consent agenda item 5.11. Ordinance: Restaurant, hotel, amusements and admissions taxes BCO Sec. 21-31 (Councilor Shannon); remove from the consent agenda item 5.11. (per City Council President Traverse)

2. Public Forum: Time Certain: 6:15 pm ****See above for signup instructions****

Subject	2.1. Verbal Comments
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Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Public Forum: Time Certain: 6:15 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Climate Emergency Reports (5 - 10 mins.)

Subject	3.1. Verbal reports
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Climate Emergency Reports (5 - 10 mins.)
Department	Council and Board
Type	Information

4. Public Health & Safety Emergency Updates (5-10 mins.)

Subject	4.1. Verbal reports
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Public Health & Safety Emergency Updates (5-10 mins.)
Department	Council and Board
Type	Information

5. Consent Agenda

Subject	5.1. Motion to adopt the consent agenda (as amended) and take the actions indicated
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda (as amended) and take the actions indicated

Subject **5.2. Communication: C/T Office, re: Accountability List**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Communication
Information

Recommended Action waive the reading, accept the communication and place it on file

Subject **5.3. Housing Board of Review Annual Report for 2023**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Information
Report

Recommended Action waive the reading, accept the report and place it on file

Subject **5.4. Communication: John Guilmette, re: trimming the trees around the Greenmount Cemetery**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

Subject **5.5. Communication: Crystal R Lafferty, re: Tina verbally assaulted a minor**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

Subject	5.6. Use of Vendor Space at A-Dog Skatepark - BPRW **AGENDA ITEM REMOVED**
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve authorize the execution of a concessionaire agreement with Maven Skate Shop LLC, for the purpose of performing all food sales and skate board & product sales services at A-Dog Skate Park, for Maven and to authorize Emma Mulvaney-Stanak, Mayor of City of Burlington, to execute such agreement and any related documents needed to carry out the agreement, subject to the review of the City Attorney's Office
Subject	5.7. Microsoft Licensing Agreement - BED
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and authorize the BED General Manager or their designee to execute the three-year licensing agreement between BED and Microsoft commencing on July 15, 2024, subject to final review and approval of the City Attorney's Office
Subject	5.8. Open Space Plan Contract - DPI
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Permitting & Inspections
Type	Action (Consent)
Recommended Action	to approve and authorize the DPI Director or their designee, subject to final review and approval by the City Attorney's Office, to execute the contract with Agency Landscape + Planning for a comprehensive rewrite of the Open Space Plan
Subject	5.9. FIO Documents
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication

Information

Recommended Action for information only

Subject **5.10. Special Event Indoor Entertainment Permit Application (three days only):
Paradiso Hi-Fi, 388 Pine Street, Suite 2**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)

Recommended Action approve the three day only special event indoor entertainment permit application for
Paradiso Hi-Fi, 388 Pine Street, Suite 2

Subject **5.11. Ordinance: Restaurant, hotel, amusements and admission taxes BCO Sec.
21-31 (Councilor Shannon) **AGENDA ITEM REMOVED****

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Council and Board

Type Action (Consent)
Ordinance - First Reading

Recommended Action move to waive and approve the first reading of the of the proposed amendment to
Chapter 21, Section 31 of the Burlington Code of Ordinances as detailed in the attached
ordinance form, and refer the ordinance for a second reading before the City Council at
its regular meeting on June 24, 2024

6. Deliberative Agenda

Subject **6.1. 2024 Boards and Commission Appointments (10 mins.)**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Council and Board

Type Action

Recommended Action approve the 2024 Boards and Commission Appointments as listed

Subject **6.2. Public Hearing Regarding - Setting Common Area Fees FY25 (10 mins.)**

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department	Church St. Marketplace
Type	Action Public Hearing
Recommended Action	open Public Hearing close Public Hearing
Subject	6.2. Resolution: Allocation Method and Standards for Common Area Fee Formula, and Establishment of Common Area Fees for The Church Street Marketplace for Fiscal Year 2025 (Board of Finance)
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	6.3. Champlain Parkway Project - Update and Final Construction Contract - DPW (35 mins.)
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Public Works Department
Type	Discussion Information Presentation
Subject	6.4. Reconnecting Bank & Cherry Concept Presentation - DPW (25 mins.)
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Public Works Department
Type	Discussion Information Presentation
Subject	6.5. Seasonal Health Response to Encampments Working Session (50 mins.)
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Mayor's Office

Type Information
Discussion

Subject 6.6. FY25 General Fund Budget Working Session (50 mins.)

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Information
Presentation
Discussion

7. Committee Reports

Subject 7.1. Verbal reports

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 7. Committee Reports

Department Council and Board

Type Information

8. City Council - General Affairs (up to 15 mins.)

Subject 8.1. Verbal reports

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 8. City Council - General Affairs (up to 15 mins.)

Department Council and Board

Type Information

9. City Council President - Council Updates (up to 5 mins.)

Subject 9.1. Verbal reports

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category 9. City Council President - Council Updates (up to 5 mins.)

Department Council and Board

Type Information

10. Mayor - General Affairs (up to 10 mins.)

Subject 10.1. Verbal reports

Meeting June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM,
Contois Auditorium, 149 Church Street, 2nd Floor

Category	10. Mayor - General Affairs (up to 10 mins.)
Department	Council and Board
Type	Information

11. Adjournment

Subject	11.1. Motion to adjourn
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	11. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

12. Informational and Non-Discrimination Statements

Subject	12.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	June 10, 2024 - Regular City Council Meeting - Monday, June 10, 2024, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	12. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information

CITY COUNCIL ACCOUNTABILITY LIST

This list is a working document. It is a record of resolutions, ordinances, communications that have come to the Council and there is an action requested.

Prepared by: Lori Olberg, Licensing, Voting & Records Coordinator

6/6/2024

	Meeting Date	Type of Document and Title	Action Requested	Updated Next Steps in the Process
1	2/6/2023	Communication re Ward 2/3 NPA Resolution to Name the New Shelburne Street Roundabout After Tony Redington and Resolution in Support of Big Heavy World Teen Center Proposal for Memorial Auditorium	refer the communication to TEUC and CDNR Committees respectively for further review and engagement	TEUC Item was taken up at the March 2023 meeting. No further action taken
2	3/13/2023	Communication re Ward 5 NPA Steering Committee to Name the New Shelburne Street Roundabout after Tonv Redington	refer the communication to TEUC for further review	TEUC Item was taken up at the March 2023 meeting. No further action taken
3	3/13/2023	Resolution: Supporting LGBTQIA+ Community Members and Condemning Transphobia	City Council will work in collaboration with community members and organizations and the City administration to develop a plan for ongoing activities to support and amplify the voices of the LGBTQIA+ community; City Council urges Burlington’s state legislative delegation to look at current state hate crime statute to look to extend protections for schools and organizations that advocate/support LGBTQ+ (and other minoritized communities) from hate motivated targeted crimes, examine Burlington’s graffiti ordinance and consider changes that address continued defacement of public property, and graffiti that spreads hateful and harmful messages.	There have been stakeholder meetings brought forward by the Administration to address the directives in the resolution. UPDATE: Work is being done in the Legislature, a former resident created a physical Burlington trans pride flag to fly in front of City Hall in recognition of Trans Day of Visibility; the flag will fly the flag from March 15 - April 15 to celebrate Trans Day of Visibility and reboot the Trans People Belong campaign.
4	6/5/2023	Resolution: Accepting Grant Funding from the Department of Mental Health for the Crisis Response Team and Exploring the Creation of a Burlington CAIP Department	The City Council requests an evaluation be done to explore Burlington CAIP becoming a department of the City , an evaluation be done to review the reporting and supervisory structure needed to support three public safety departments (police, fire and CAIP), that a report come to Public Safety Committee in October 2023, approval for the Chief of Police to accept the Department of Mental Health grant for Burington CARES	A report was to come to Public Safety in late 2023. UPDATE: this was presented to the Public Safety Committee as per the resolution in March 2024, report to the full Council in April 2024.
5	7/24/2023	Resolution: The Climate Emergency and the Council Request to Count Vermont Air National Guard GHG Emissions and to Plan to Eliminate VTANG Aviation and Ground GHG Emissions in the Spirit of the City's 2030 Net Zero Goals	requests that the Vermont Air Force National Guard Adjutant General, beginning for the year 2023, calculate aviation and ground fuel usage at the VTANG base and to annually provide BTV Director and TEUC with a complete record of the calculated aviation and ground greenhouse gas emission; for VTANG to work collaboratively to draft a plan to adopt simulation and augmented reality training to substantially reduce or eliminate GHG with initial meeting on or before 12/31/23 and follow up at TUEC's March 2024 meeting	Initial meeting of the parties by 12/31/2023; UPDATE: parties met at March TEUC meeting
6	12/18/2023	Ordinance: Burlington Code of Ordinances-Sections 21-45 - 21-49 Trespass	refer the proposed to the ordinance committee for further review to include, but not be limited to, consideration of the list of parties authorized to issue no trespass orders, balancing no trespass orders with proactive harm reduction efforts and to evaluate expanding the ability to enforce the trespass ordinance on private property.	Work being done on this in the Ordinance Committee
7	1/16/2024	Proposed Charter Change: Articles 62, 63 and 65 regarding Police Oversight	Referred the proposed Charter change to the Police Commission for further consideration and a request for a report back to the Council by June 3, 2024.	Report back to the City Council in June 2024 from Police Commission
8	3/11/2024	City of Burlington, VT 2021-2023 Dog Task Force	To refer the recommendations of the 2021-2023 Dog Task Force Report to the following Committees, Commissions, and Departments for further review, study, and recommended action, and to request that such bodies report back to the full Council with their findings by the first Council meeting of September, 2024: Recommendation regarding updates and additions to Chapter 5 and Chapter 22 of the Burlington Code of Ordinances to the Ordinance Committee, with Council recommendation to engage the Clerk Treasurer’s Office and Parks, Recreation, and Waterfront Department regarding sharing of license revenues; and Recommendation regarding additional Animal Control staffing and improvements to include animal related concerns to the online police report system to the Public Safety Committee and Police Commission for concurrent review; and Recommendation regarding creation of additional off-leash areas to the Parks Commission; and Recommendation regarding standing up an Education Campaign with respect to licensing requirements to the Clerk Treasurer’s Office; and, best practices for animal ownership in the City to the Police Department and the Parks, Recreation, and Waterfront Department	first council meeting in September 2024
9	5/6/2024	Resolution Relating to The Relationship Between City Officials And The Neighborhood Planning Assemblies	to refer the resolution from the Ward 1 Neighborhood Planning Assembly Concerning the Relationship Between City Officials & the NPA to the Community Development and Neighborhood Revitalization Committee for further review and recommended action	no later than September 2024
10	5/20/2024	Resolution: A Building Emissions Reduction Ordinance	referred to TEUC	TEUC refer any working draft BERO and any related ballot language to the Ordinance Committee no later than the last City Council meeting in October of 2024
11	6/3/2024	Resolution: Review and Update To Rental Weatherization Standards	TEUC to hold one or two meetings to eaxmine implementation of the Rental Weatherization Standards and identify any reasons for delay in achieving the energy audtis and weatherization work required by Ordinance to take place	no later than October 1, 2024, TEUC shall provide the full Council an update on its findings and make any policy update recommendations to the Ordinance Committee
12	6/3/2024	Ordinance: Chapter 18 Housing, Article V. Regulation of Conversion of Rental Housing to Condominiums or Cooperatives	referred to Ordinance Committee	not-specified



HOUSING BOARD OF REVIEW

City of Burlington

149 Church Street Room 11
Burlington, Vermont 05401

Annual Report for 2023

Prepared May 2024

Mission Statement

The Board shall hear cases concerning appeals of minimum housing orders, appeals under the Minimum Energy Efficiency Standards Ordinance and disputes regarding security deposits. The Board may grant minimum housing variances. (See Burlington Code of Ordinances, Sections 18-120 and 18-35 through 18-69.) It shall issue Findings of Fact, Conclusions of Law, and Orders where appropriate.

General Information

The Board is comprised of five members; the term of office for each member is three years and each member may serve 3 consecutive full terms. The Chair of the Board conducts meetings and hearings of the Board, administers oaths and may compel the attendance of witnesses. Betsy McGavisk currently serves as Chair of the Board. Evan Litwin served as Vice Chair until his election as Ward 7 City Councilor in March 2024. The board will discuss board positions at an upcoming meeting once the current board vacancy is filled.

The other Board members are Lisa Gerlach, Olivia Taylor and Josh Wronski. A clerk keeps minutes of the Board's proceedings, schedules hearings and records the Board's Findings of Fact, Conclusions of Law and Orders. The Board meets approximately twice a month depending on caseload. The Board hears up to five cases per meeting, with an average of two to four. 87% of cases the Board heard this year were disputes over security deposits, the remaining cases were appeals of a minimum housing order, and one case was the revocation of a Certificate of Compliance.

Process

Security Deposit Hearings

If a tenant wants to dispute the withholding of a deposit, the tenant has 30 days from the date of the landlord's notice of withholding to file a request for hearing before the Housing Board of Review. In the absence of a notice, the tenant has 44 days from the date of vacating the rental unit to file a request for hearing. The request is filed either in the City Clerk's Office, with the clerk of the Board, or online.

When a dispute is filed, the landlord receives a notice of filing by email. When a hearing is set, written notices are emailed and mailed to the tenant and landlord. Depending on the Board's backlog, anywhere from 3 to 6 cases are scheduled per meeting. The Board hears each case and after all the

hearings are concluded for a night, the Board deliberates and usually reaches a decision. Sometimes a case may require some legal research or further advice before the Board can make a decision. In such instance, the Board would deliberate at its next meeting. A written decision is prepared and signed by the Board after which it is sent to the tenant and landlord. Written decisions are issued in approximately 30 days after the hearing.

During the summer months (end of June, July and August), the Board gets a lot of requests for hearing because of the number of apartment turnovers at the end of May. As a result of the backlog of cases, petitioners may wait up to 8-10 weeks for a hearing to be scheduled during the busiest season. In addition, the Board may grant each party one continuance (for good cause) upon request; a continuance will obviously slow down the time between when a request is filed and when the hearing occurs. The process for hearing appeals from minimum housing orders is similar to that applied to security deposit disputes.

Minimum Housing Order Appeals

Property owners subject to a minimum housing order may request a hearing within 30 days of the action from which relief is sought. At the hearing, both the property owner and code enforcement officer are permitted equal opportunities to present their case. The property owner may either challenge the grounds on which the order is founded or request the issuance of a variance. Once the hearing record is closed, the Board deliberates on whether to grant or deny the appeal and reviews the case's particular circumstances to determine whether a variance may be granted. While rarely exercised, the Board reserves the right to conduct a site visit prior to issuing its decision. The decision is usually issued within approximately 30 days after the hearing. If a variance is granted, the decision outlines its specific parameters.

Highlights of the Past Year

From January 1, 2023 through December 31, 2023, the Board received **55 requests for hearing (16 more requests than last year)**: 48 cases were disputes over security deposits and 7 cases were appeals of a Minimum Housing Order which includes one case regarding a Certificate of Compliance. 13 deposit cases were settled before hearing, 2 cases were withdrawn, and 2 cases were dismissed for failure to appear. The Board issued a total of 38 decisions. In all, the Board ordered \$28,532.94 of deposit monies to be returned to tenants, an average of approximately \$750 for each group of tenants. One decision of the Board was appealed to Vermont Superior Court; the case is still pending.

The pending case was one of note between the City of Burlington, Department of Permitting and Inspections and Sisters and Brothers Investment Group, LLP that took place between September 25, 2023 and December 12, 2023. This case was brought to the Board after Sisters and Brothers Investment Group LLP failed to correct major deficiencies found in a routine city inspection of the 17-unit building at 184 Church Street after ample time to correct the deficiencies was given. This case resulted in the revocation of the certificate of compliance for this building and an order for Sisters and Brothers Investment Group LLP to rehome all remaining residents. The Department of Permitting and Inspections was tasked with finding a new property manager who did not have any preexisting relationship with the property owners. This is the first case of its kind to be heard by the Housing Board of Review since its formation.

This year, the board has made efforts to improve its notification of hearing process as a result of a few hearings being rescheduled due to parties claiming that they had not received notice in the mail. The board clerk has begun emailing parties once notices have mailed in order to preempt this from happening again. It is too early to see what the impact of this will be, but the board is hopeful that this increased communication will result in fewer rescheduled hearings.

Update on Previous Years' Goals

Training for Board Members

This year, we created templates for meeting facilitation in order to better train new members and provide all members the tools to chair a meeting should the need arise. In addition, with the support of the board clerk and City Attorney's office, we have created a standard PowerPoint to support the onboarding of new members. These materials were first used with board member, Lisa Gerlach, and will be utilized once the current vacancy is filled.

Improve Tenant & Landlord Education

The Board has provided recommendations on ways to improve tenant and landlord education listed in the "Recommendations" section below. This goal carries from last year. By way of example, in 39% of the cases heard in 2023, the landlord forfeited the security deposit because of their failure to adhere to the notice requirements outlined in city ordinance; this failure points to the need to better educate all landlords about the ordinance requirements.

Increase communication with the administration, city departments and City Council on issues of concern

The Board would like to continue this as a goal, especially considering the changing of administration.

Identify ways to address recurring patterns of behavior by landlords

The Board would like to continue this goal, however, has made efforts to address this. For example, when the Board identifies that leases submitted into evidence are not aligned with Burlington's Code of Ordinances, the Board will include language in the hearing orders identifying areas of concern, even when this does not impact the case at hand.

Goals for the Coming Year

- Determine an efficient and cost-effective way to ensure the delivery and receipt of documents to both landlord and tenant
- Increase communication with the administration, city departments and City Council on issues of concern
- Improve Tenant & Landlord Education
 - Focus on improving education and access to information for historically marginalized communities
- Identify ways to address recurring patterns of behavior by landlords

Recommendations

- The board is interested in additional data collection related to filings, cases, and outcomes

- The board recommends collecting demographic data to better understand the tenants that this board is effectively serving and those who are not able to access the services of the Board
 - In addition, the Board requests easier access to previous board orders
- The City should identify ways to improve education to both tenants and landlords and identify ways to address recurring patterns of behavior.
 - The Board has found that several landlords who have appeared at hearings believe that they are operating lawfully and did not have proper understanding of city ordinances. This indicates that there is a severe lack of understanding among landlords of the City of Burlington's minimum housing and security deposit requirements that should be a high priority to rectify.
 - The Board strongly suggests that the CVOEO update the [“Tenants Rights and Responsibilities”](#) Handbook, which was last updated in 2008: SIXTEEN years ago. Many landlords still utilize this handbook and cite it in our hearings.
 - The Board suggests hosting ongoing workshops for landlords and tenants on their rights and the law –currently the City is not doing a good enough job educating the public and the Housing Board is not able to fill this role, and we continue to see illegal clauses in leases.
- The Board suggests the creation of a universal rental application and lease to be used by landlords and tenants in Burlington VT to lessen the burden on both small landlords and tenants and to improve landlord compliance with Burlington City Ordinances.
- Given the Board’s experience with the housing crisis in Burlington, we strongly endorse policies that improve tenant conditions such as the following:
 - Just Cause Eviction, &
 - Exploration of rent control and/or stabilization
- As noted above, the Board heard its first revocation case and feels ready to address similar cases as they arise. However, the Board will note that this case took a significant amount of board and city resources and would request additional training and/or support in the event of increased cases regarding Certificates of Compliance.

CITY OF BURLINGTON
HOUSING BOARD OF REVIEW

/s/ Betsy McGavisk
Betsy McGavisk

/s/ Olivia Taylor
Olivia Taylor

/s/ Josh Wronski
Josh Wronski

/s/ Lisa Gerlach
Lisa Gerlach

John Guilmette
175 Pearl St. Apt.1
Essex Jct., Vt. 05452
JohnGuilmette07@gmail.com
May 28, 2024

Burlington City Council
City Hall
149 Church Street
Burlington, VT 05401

Dear Honorable Members of the Burlington City Council,

I am writing to respectfully request that the city council consider trimming the trees around the Greenmount Cemetery to restore the visibility of the Ethan Allen Monument from Main Street in Winooski. This historic monument, dedicated to the founder of Vermont, has been obscured from view due to the overgrowth of trees in the surrounding area.

The Ethan Allen Monument is an important historical landmark and a source of pride for our community. Its visibility from Main Street has been a significant aspect of its prominence and cultural significance. Unfortunately, the current tree growth has diminished its visibility, and it is no longer easily seen by residents and visitors alike.

Trimming the trees around the cemetery would not only restore the monument's visibility but also enhance the aesthetic appeal of the area. It would allow the community to once again appreciate the monument's historical significance and beauty.

I understand that the city council has many priorities, but I believe this request is a reasonable and important one. I would be grateful if you could consider this request and take the necessary steps to restore the visibility of the Ethan Allen Monument.

Thank you for your time and consideration.

Sincerely,


John Guilmette

Lori Olberg

From: City of Burlington Vermont
Sent: Saturday, June 1, 2024 12:53 AM
To: Lori Olberg
Subject: Form submission from: Contact Us [City Council]

You are receiving this message because you are a designated recipient for: City Council

Received from: Crystal R Lafferty

Reply to e-mail Address: laffs27@gmail.com

Subject: Tina verbally assaulted a minor

Message: Hello, my name is Crystal Lafferty and I work at Leunig's bistro. Tonight, Tina, a regular of church street verbally harassed my customers. Her actions caused a mother of two young women to send her girls inside until the Howard center could intervene. She then proceeded to demand money from the host, who is a 17 year old girl and also my daughter (as a parent I would be happy to press formal charges.). This situation needs to be addressed. I would like to start the process of a restraining order. I should not feel unsafe because of where I work, nor should any young person trying to work or dine. Please do something about this. It's a daily issue.

Submitted on Saturday, June 1, 2024 - 00:52 from IP address: 2601:190:4200:5e0:51be:4354:4ba1:cdfa

Check IP address location: <https://viewdns.info/iplocation/?ip=2601:190:4200:5e0:51be:4354:4ba1:cdfa>

Questions about this form? e-mail webmaster@burlingtonvt.gov

MEMO

Date: June 10, 2024

To: Board of Finance and City Council

From: Cindi Wight, Director, Department of Parks, Recreation & Waterfront
Alec Kaeding Campground & Beach Manager

Re: Use of Vendor Space at A-Dog Skatepark

I. Purpose

This memo seeks approval to execute all necessary concessionaire agreement documents related to the use of the vendor space at the A-Dog Skatepark by Maven Skate Shop LLC.

II. Background

The A-Dog Skate Park Concession is a small concession selling skateboarding gear and snacks.

This concession space consists of a small section by the skate park sign for their trailer. No power or utilities will be available.

The skate park concessions schedule is Memorial Day through Labor Day, at a minimum. A schedule outside of this timeframe is permissible upon prior approval of the BPRW Department head.

The City has selected Maven through a competitive Request for Proposals (RFP) process to fulfill the skate park vendor at A-dog Skate Park.

III. PROCESS

On March 12, 2024 BPRW issued an RFP for the A-Dog Skate Park Vendor services, publicly advertising on the BPRW website, the City of Burlington website for active RFPs and through BPRW's social media outlets. Bids were due to BPRW by April 5, 2024. One bid was received and evaluated by a team of three BPRW staff.

Based on their past history with this location BPRW selected Maven to lease the space for concession area at A-Dog Skate Park.

IV. COMPENSATION TO THE CITY & TERMS OF Concessionaire AGREEMENT

Maven has submitted a payment package of: Monthly Payments of \$500 To be paid: June 3, July 1, & August 5.

DEPARTMENT RECOMMENDATION

Board of Finance Motion:



To approve and recommend that the City Council approve and authorize the execution of a concessionaire agreement with Maven Skate Shop LLC for the purpose of performing all food sales and skate board & product sales services at A-Dog Skate Park, and to authorize Emma Mulvaney-Stanak, Mayor of City of Burlington, to execute such agreement and any related documents needed to carry out the agreement, subject to the review of the City Attorney's Office.

City Council Motion:

To approve authorize the execution of a concessionaire agreement with Maven Skate Shop LLC, for the purpose of performing all food sales and skate board & product sales services at A-Dog Skate Park, for Maven and to authorize Emma Mulvaney-Stanak, Mayor of City of Burlington, to execute such agreement and any related documents needed to carry out the agreement, subject to the review of the City Attorney's Office

Board of Finance and City Council Submission ChecklistDepartment: BPRW Submitter: Alec KaedingTitle/Subject: Skate Park Concessions Lease

	Approval:	Meeting Date:
☒	Board of Finance	6/10/2024
☒	City Council	6/10/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/28/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	5/28/2024	Joe Magee
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	No		Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	5/28/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	5/29/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	
Contract Attached, if applicable?	No	City Attorney Currently has Contract for review
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	No	Attached to the Memo
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



MEMORANDUM

To: Burlington Board of Finance

Burlington City Council

From: Darren Springer, General Manager
Emily Stebbins-Wheelock, CFO and Manager of Strategy & Innovation
Erica Ferland, IT Director

Date: June 10, 2024

Re: **Microsoft Licensing Agreement**

Through this memorandum, Burlington Electric Department (BED) respectfully requests that the Board of Finance and City Council approve a licensing agreement between BED and Microsoft for a three- year period with an annual cost of \$132,021.95, as shown in Attachment 1. The agreement (shown in Attachment 2) would commence on July 15, 2024 and is included in BED's FY25 budget as presented to the Board of Finance.

BED's current multi-year Microsoft license for SQL servers, Windows servers, and client access licenses (CALs) expires in summer 2024. BED's Microsoft licensing needs have changed since the current license was purchased, in large part due to the addition of new SCADA/Advanced Distribution Management System environments and associated requirements from the vendor.

The new three-year agreement with Microsoft includes up-to-date licensing for all of BED's business and engineering applications.

Motions

Board of Finance:

To approve and recommend the City Council approve and authorize the BED General Manager or their designee to execute the three-year licensing agreement between BED and Microsoft commencing on July 15, 2024, subject to final review and approval of the City Attorney's Office.

City Council Motion:

To approve and authorize the BED General Manager or their designee to execute the three-year licensing agreement between BED and Microsoft commencing on July 15, 2024, subject to final review and approval of the City Attorney's Office.

Attachment 1: License Fee Quotation

ATTN: Burlington Electric Dept. 585 Pine Street Burlington, VT, 05401			PROPOSAL DATE: 5/15/24 VALID FOR 90 DAYS		
CONTACT: Erica Ferland PHONE: (802) 658-0300 EMAIL: eferland@burlingtonelectric.com			SALESPERSON: Caleb Morgan PHONE: 508-737-9314 FAX: 508-544-1303 EMAIL: caleb.morgan@echostor.com		
F.O.B. Factory; Pre-paid and added		STANDARD TERMS NET 30			
			Quantity	Unit Cost	Yearly Cost
ITEM#	Product ID	Description	Term		
1	DG7GMGF0FLR2	SQL Server Standard - 2 Core License Pack	Yearly	4	\$ 1,496.13 \$ 5,984.52
2	7JQ-00087	SQL Server Enterprise - 2 Core License Pack - Software Assurance	Yearly	6	\$ 8,297.30 \$ 49,783.80
3	9EA-00325	Windows Server 2022 Datacenter - 2 Core License Pack - Software Assurance	Yearly	176	\$ 410.88 \$ 72,314.88
5	DG7GMGF0D5VX	Windows Server 2022 CAL - 1 User CAL	Yearly	125	\$ 12.47 \$ 1,558.75
6	DG7GMGF0D5RK	Windows Server 2022 Standard - 8 core license pack	Yearly	10	\$ 238.00 \$ 2,380.00
Monthly Total					\$ 132,021.95

ALL TAXES ARE FOR THE ACCOUNT OF THE BUYER

Upon execution of this Quote, you agree to terms and conditions as detailed in the Master Customer Agreement found here: <https://echostor.com/eva-msa/>
WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, PLEASE
ISSUE ORDER TO OUR HOPKINTON OFFICE (ADDRESS INFORMATION ABOVE); ATTENTION: Caleb Morgan

Attachment 2: Microsoft Customer Agreement

MASTER CUSTOMER AGREEMENT

THIS MASTER CUSTOMER AGREEMENT ("Agreement") is executed and effective upon quote signature or issuance of Purchase Order, for the associated service, by the duly authorized representatives.

1. DEFINITIONS.

- **"Affiliate"** means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity.
- **"Control"** for purposes of this definition means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.
- **"Authorized Users"** means natural persons who are authorized by Customer to use the Cloud Services, as applicable, and who actively use the Cloud Services.
- **"Cloud Services"** means MSP's software-as-a-service solution for managing data availability and information governance, any feature or functionality add-ons, and any modified versions of, and upgrades, updates and additions to such solution, ordered by Customer under a MSP Services Order Form.
- **"Cloud Storage Area"** means the geographic storage area provided by MSP where Customer Data may be stored per Customer's instructions.
- **"Confidential Information"** means all confidential or proprietary information disclosed by a party ("Disclosing Party") to the other party ("Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of Customer's Confidential Information excludes Customer Data. Confidential Information will not include information that: (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information.
- **"Customer Data"** means data, information, and materials of Customer or its Authorized Users that Customer or its Authorized Users uploads to, stores on, or accesses with MSP's Cloud Services.
- **"Customer Site"** means the geographic location at which Customer Data may be collected.
- **"MSP Services Order Form"** means a (i) signed MSP order confirmation or (ii) purchase order of Customer (if requested by Customer and which shall exclude any pre-printed or linked terms and conditions set forth in such written document that are in addition to, inconsistent or in conflict with, or different than, this Agreement), reflecting Customer's purchase of the Cloud Services.
- **"Indemnified Liabilities"** means any (i) settlement amounts approved by the indemnifying party; (ii) damages and costs in a final judgment awarded against the indemnified part(ies) by a competent court; and (iii) all attorneys' fees, and court or tribunal costs incurred by either party with respect to defense and settlement of such third-party claim.
- **"Third-Party Legal Proceeding"** means any formal legal proceeding filed by an unaffiliated third party before a court.

2. CLOUD SERVICES LICENSE.

Subject to Customer's compliance with this Agreement, MSP hereby grants Customer a non-transferable, nonexclusive, revocable, limited, and restricted license to access and use the Cloud Services for Customer's own internal business purposes only in a manner pursuant to this Agreement for the Term unless earlier terminated. MSP shall use commercially reasonable efforts to make the Cloud Services available to Customer in accordance with the service levels attached hereto as Exhibit A during the Term unless earlier terminated. Customer may install and use the Cloud Services on any of Customer's compatible endpoint devices up to the maximum number of permitted Authorized Users and storage limit per Authorized User set forth in the MSP Services Order Form.

3. PRIVACY AND CONFIDENTIALITY.

- **Privacy.** Customer authorizes MSP to transmit, backup and use Customer Data solely to provide the Cloud Services to Customer and Customer's Affiliates. MSP agrees to comply with its data processor obligations under any applicable data processing addendum.
- **Confidentiality.** The Receiving Party agrees to use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind, but not less than reasonable. Each party shall not (i) disclose the other party's Confidential Information to any third parties other than as expressly provided in this Agreement, (ii) use the other party's Confidential Information for purposes outside the scope of this Agreement, or (iii) disclose the other party's Confidential Information, unless to directors, employees, or consultants who have a need to know such information and are subject to confidentiality obligations that are at least as restrictive as those contained in this Agreement.
- **Data Storage.** The Cloud Services will process, and store Customer Data in the Cloud Storage Area selected by Customer, except as necessary to comply with law or a valid binding order of a law enforcement. In the event that the MSP has the capability and desires to change the location of the Cloud Storage Area for a Customer Site, MSP agrees to promptly notify Customer in writing and provide all relevant details of the desired change to the location of the Cloud Storage Area, and not change the location of the Cloud Storage Area without Customer's prior written approval, which Customer may withhold in its sole discretion.
- **Usage and Configuration Metrics.** MSP, its Affiliates, and its third-party service providers that perform services in connection with MSP's performance of this Agreement may collect information regarding number of users, number of devices, number of servers, per user storage capacity, aggregate storage usage and storage locations of the Customer and may use such information only for internal business purposes, including to perform their obligations under this Agreement and to ensure compliance with this Agreement. Any information collected pursuant to this Section shall not include any Customer Data, or any "personal identifiable information" or "protected health information" as such terms are defined in applicable S. privacy laws. MSP, its Affiliates, and its third-party service providers agree to keep all collected information confidential.

4. CUSTOMER INFORMATION.

- **Ownership.** Customer retains title to and ownership of all right, title, and interest in the Customer Data.
- **Customer Responsibility.** Customer is solely responsible for (i) maintaining the confidentiality of its Authorized Users' credentials, passwords, and encryption keys

associated with its accounts, (ii) properly configuring the settings of the Cloud Services and taking its own steps to maintain appropriate security and protection of passwords and encryption keys and settings for any backup of Customer Data, (iii) all activities that occur with respect to Customer's accounts, other than activities of an unauthorized third party, (iv) its and its Authorized Users' access and use of the Cloud Services and compliance with this Agreement, (v) all content of Customer Data, and (vi) all product settings, which may override individual end point settings of Authorized Users, if MSP is not responsible for any alteration, compromise, corruption, or loss of Customer Data that arises from any access to, sharing, or use of Customer's accounts, credentials, passwords, or encryption keys.

5. OWNERSHIP.

The Cloud Services and any authorized copies thereof made by Customer are the intellectual property of and are owned by MSP, its Affiliates and their licensors, and constitute the Confidential Information of MSP. MSP and its Affiliates retain title to and ownership of all right, title and interest in the Cloud Services and the Documentation, including all intellectual property and other proprietary rights therein, subject to the applicable limited licenses expressly granted by MSP to Customer in Section 2. Customer does not have any right, title, or interest in the Cloud Services or the Documentation.

6. RESTRICTIONS AND REQUIREMENTS.

- **Proprietary Notices.** Customer and its Authorized Users will not remove or modify any trademarks, trade names, service marks, service names, logos or brands, or copyright or other proprietary notices on the Cloud Services, or add any other markings or notices to the Cloud Services.
- **Use Obligations.** Customer and its Authorized Users (i) will access and use the Cloud Services in accordance with this Agreement, (ii) will not use or permit the Cloud Services to perform any file storage or other services for any third party, (iii) will not use or permit the Cloud Services to upload or backup any Customer Data (A) that infringes the intellectual property rights or other proprietary rights of any third party, (B) that is unlawful material, or (C) that contains any known software viruses or other harmful or deleterious computer code, files, or programs, such as trojan horses, worms, time bombs, or cancelbots, (iv) will not knowingly use or permit the use of any software, hardware, application, or process that (A) interferes with the Cloud Services, (B) interferes with or disrupts servers, systems, or networks connected to the Cloud Services, or (C) accesses or attempts to access another customer's accounts, servers, systems, or networks without authorization, or (D) harasses or interferes with another customer's use and enjoyment of the Cloud Services, and (v) will not tamper with or breach the security of the Cloud Services.
- **Prohibited Activities.** Customer and its Authorized Users will not (i) modify, port, adapt, translate or create any derivative work based upon the Cloud Services, (ii) reverse engineer, decompile, disassemble, or otherwise derive or attempt to derive the source code of the Cloud Services, except for any nonwaivable right to decompile the Cloud Services expressly permitted by applicable mandatory law, (iii) copy, distribute, sell, assign, pledge, sublicense, lease, loan, rent, timeshare, use or offer the Cloud Services on a service bureau basis, deliver or otherwise transfer the Cloud Services, in whole or in part, or (iv) access Cloud Services to create competitive products to MSP or engage in the competitive analysis of the Cloud Services.

7. LIMITED WARRANTY.

- **Authority.** Each party represents and warrants that (i) this Agreement has been duly entered into and constitutes a valid and binding agreement enforceable against such party in accordance with its terms; (ii) no authorization or approval from any third party is required in connection with such party's entering into or performance of this Agreement; and (iii) the entering into and performance of this Agreement does not violate the terms or conditions of any other agreement to which it is a party or by which it is otherwise bound.
- **Limited Warranty.** During the Term of this Agreement, MSP warrants that the Cloud Services will perform substantially in accordance with the applicable published specifications when used in accordance with this Agreement for the Term of the Non-substantial variations of performance from the published specifications do not establish a warranty right. This limited warranty is void if failure of the Cloud Services has resulted from (i) installation, deployment, use, maintenance or support not in accordance with this Agreement, (ii) modification by Customer, an Authorized User, or a third party not authorized by MSP, (iii) force majeure, or (iv) any material breach of this Agreement by Customer or an Authorized User (other than non-payment of fees). In the event of a Cloud Services warranty claim, Customer's sole and exclusive remedy and MSP's entire obligation and liability shall be, at MSP's sole option, to either (x) provide a correction, update or upgrade of the Cloud Services, (y) correct or replace the Cloud Services, or (z) refund Customer, directly, a pro-rated amount of the applicable fees pre-paid by Customer covering the whole months that would have remained, absent such early termination, in the Term following the effective date of such early termination, and terminate this Agreement. Any corrected, upgraded or updated version of the Cloud Services will be warranted for the remainder of the Term. All warranty claims must be made to MSP in writing within such Term.
- **General Disclaimer.** EXCEPT AS EXPRESSLY SET FORTH IN SECTIONS 7(a) AND 7(b), THE CLOUD SERVICES ARE PROVIDED "AS IS" AND (i) MSP SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF NON- INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE; AND (ii) MSP DOES NOT WARRANT THAT THE CLOUD SERVICES OR ANY PART THEREOF, OR USE THEREOF WILL BE UNINTERRUPTED, ERROR-FREE, UNBREACHABLE OR VIRUS FREE, OR WILL MEET CUSTOMER'S QUALITY AND PERFORMANCE REQUIREMENTS. CUSTOMER ASSUMES THE ENTIRE RISK OF AND SHALL NOT HOLD MSP RESPONSIBLE FOR ANY ALTERATION, COMPROMISE, CORRUPTION OR LOSS OF CUSTOMER DATA, NOTWITHSTANDING ANY SECURITY OR OTHER MEASURE THAT MAY BE PROVIDED BY MSP.

8. INDEMNIFICATION.

- **Customer,** if notified promptly in writing and given authority, control, information and assistance at Customer's expense for defense and settlement of same, shall defend and indemnify MSP and MSP's Affiliates, employees, officers, directors, agents, successors, and assigns against any Indemnified Liabilities, in any Third Party Legal Proceeding so far as it relates to the content of Customer Data, including intellectual property infringement right claims.

- **MSP.** Subject to Sections 8(c)(Exceptions), MSP, if notified promptly in writing and given authority, control, information and assistance at MSP's expense for defense and settlement of same, shall defend and indemnify Customer against Indemnified Liabilities, in any Third Party Legal Proceeding so far as it is based on a claim that the use of the Cloud Services furnished under this Agreement infringes third-party intellectual property rights that has been issued as of the installation or deployment date. If MSP reasonably believes that Customer's use of the Cloud Services is likely to be enjoined, or if the Cloud Services are held to infringe such intellectual property rights and all use of such Cloud Services by Customer is thereby enjoined, MSP shall, at its expense and at its sole option, (i) procure for Customer the right to continue using the Cloud Services, (ii) replace the Cloud Services with other non-infringing software or services of substantially equivalent functionality, or (iii) modify the Cloud Services so that there is no infringement, provided that such modified software or services provide substantially equivalent functionality. If, in MSP's opinion, the remedies in clauses (i), (ii) and (iii) above are infeasible or commercially impracticable, MSP may, in its sole discretion, refund Customer, a pro-rated amount of the applicable fees pre-paid by Customer covering the whole months that would have remained, absent such early termination, in the Term following the effective date of such early termination, and terminate this Agreement. If Customer has given authority, control, information and assistance of a matter in accordance with this Section 8(b), Customer shall not settle such matter without the prior written approval of MSP.
- **Exceptions.** The indemnification obligation in Section 8(b) will not apply to the extent the infringement is caused by any of the following: (i) the Cloud Services is modified in an unauthorized manner by Customer, (ii) the Cloud Services is combined with other unauthorized software, hardware, application or process by Customer, (iii) the Cloud Services is used in violation of this Agreement by Customer, (iv) any third party deliverables or components contained within the Cloud Services that are not provided by MSP, or (v) any materials, data or information provided by Customer, including Customer Data.
- **Sole Remedy.** THIS SECTION 8 SETS FORTH CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND MSP'S ENTIRE OBLIGATION AND LIABILITY WITH RESPECT TO ANY CLAIM OF INTELLECTUAL PROPERTY INFRINGEMENT.

9. LIMITATION OF LIABILITY.

EXCEPT FOR EITHER PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 8, OBLIGATIONS RELATING TO CONFIDENTIAL INFORMATION UNDER SECTION 3(B), GROSS NEGLIGENCE OR WILFUL MISCONDUCT, AND CUSTOMER'S MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY TYPE OR KIND (INCLUDING LOSS OF BUSINESS, GOODWILL, REVENUE, USE OR OTHER ECONOMIC ADVANTAGE, BUSINESS INTERRUPTION, OR ANY ALTERATION, COMPROMISE, CORRUPTION OR LOSS OF CUSTOMER DATA) ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE CLOUD SERVICES, OR THIS AGREEMENT, WHETHER BASED ON CONTRACT, TORT OR ANY OTHER LEGAL THEORY, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR THE EXCLUSIONS SET FORTH IN THE PRECEDING SENTENCE, EACH PARTY'S AGGREGATE LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO THE FEES PAID AND PAYABLE BY CUSTOMER FOR THE CLOUD SERVICES FOR THE TWELVE MONTHS IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO THE CLAIM.

No claim against MSP may be brought more than one year after the facts giving rise to such claim have arisen. The limitations of liability and exclusions of damages in this Section 9 form an essential basis of

the bargain between the parties and shall survive and apply even if any remedy specified in this Agreement is found to have failed its essential purpose.

10. INSURANCE.

During the Term, MSP shall maintain, at its expense, workers' compensation insurance as required by applicable law, and commercial general liability insurance, errors and omissions liability insurance, cyber security insurance, and umbrella liability insurance from financially sound insurance companies having coverages and limits of liability that are commercially reasonable and consistent with industry standards.

11. SUSPENSION

- **For Breach.** In the event of any breach of this Agreement by Customer (including non-payment of fees), without limiting MSP's other rights and remedies and notwithstanding anything in this Agreement to the contrary, MSP may immediately suspend Customer's use of the Cloud Services.
- **For Credit Depletion.** For consumption-based Cloud Services, MSP may suspend Customer's use of the applicable Cloud Services within fifteen (15) days from Customer's depletion of the pre-purchased credits. MSP shall make reasonable efforts to provide a courtesy notice to Customer upon depletion of such credits. Notwithstanding the foregoing, it is Customer's sole responsibility to ensure timely purchase of credits for uninterrupted service.

12. TERM AND TERMINATION.

- **Term of Agreement.** This Agreement commences on the Effective Date and continues until all subscriptions hereunder have expired or have been terminated ("Term").
- **Term of Subscriptions.** The term of each subscription is set forth in the MSP Services Order Form or Quote.
- **Termination.** This Agreement may only be terminated by a party upon written notice to the other party (i) if the other party breaches a material term of this Agreement that is uncured within thirty (30) days after delivery of notice of such breach, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors not dismissed within thirty (30) days. For license-based Cloud Services in the event the cost of providing Cloud Services exceeds the Fees paid and payable by Customer, MSP will notify Customer and Customer shall work with MSP in good faith to remediate the issue. If no resolution is found within 60 days from the date of the notice to Customer, then MSP may terminate the Agreement. For consumption-based Cloud Services, MSP may terminate the Agreement within thirty (30) days from the end of the suspension period for Cloud Services pursuant to Section 12(b). Notwithstanding the above, MSP may immediately terminate this Agreement without prior written notice or an opportunity to cure in the event of an actual or threatened breach of Section 2 (Cloud Services License), or 6 (Restrictions and Requirements).
- **Fees.** Upon expiration of this Agreement, Customer will pay MSP, directly any unpaid amounts that are owed to MSP for the Term. Upon termination of this Agreement based on Customer's breach (following any applicable cure period), Customer will pay MSP, directly any unpaid amounts that would have been owed to MSP for the remainder of the then-current Term if such early termination had not occurred as well as any other amounts owed to MSP under this Agreement, without limiting MSP's other rights and

Upon termination of this Agreement based on MSP's breach (following any applicable cure period), MSP will refund Customer, any amounts pre-paid under this Agreement for the remaining full calendar months in the then-current Term.

- **Data Retrieval.** Upon expiration or termination of this Agreement, the rights granted by MSP to Customer under this Agreement will lapse and Customer will immediately cease all use of the Cloud Services and delete (or, at MSP's request, return), passwords, and any MSP Confidential Information in its possession or control. Upon expiration or termination of this Agreement (other than termination by MSP for Customer's breach), Customer may (i) access the Cloud Services for thirty (30) days solely to retrieve a back-up of the Customer Data at no cost, and (ii) access the Cloud Services for an additional thirty (30) day period to retrieve a back-up of the Customer Data at a cost equal to the current annual list price, pro-rated to a monthly rate. If the Agreement is terminated by MSP for Customer's breach, on or prior to the 30th day after the expiration or termination of this Agreement, Customer may request that MSP provide a copy of the Customer Data to Customer at MSP's standard export fee. MSP will have no obligation to maintain or provide access to the Customer Data after the above periods have expired and will delete such data unless legally prohibited.
- **Survival.** Sections 3(b), 4, 5, 6, 7, 8, 9, 11, 12, 13 and 14 will survive the expiration or termination of this Agreement.

13. PROVISIONS APPLICABLE TO DIRECT CUSTOMERS.

Additional terms applicable to Customers purchasing directly from MSP are set forth on Exhibit B and are hereby incorporated into this Agreement.

14. GENERAL.

- **Parties.** MSP and Customer are independent contractors. Nothing in this Agreement shall be deemed to constitute a joint venture or partnership between the parties, nor constitute any party as the agent of the other party for any purpose or entitle any party to commit or bind the other party in any manner. Nothing in this Agreement, express or implied, is intended to confer upon any party other than the parties hereto, MSP's Affiliates and their licensors and their respective successors and permitted assigns, any rights or obligations.
- **Governing Law, Jurisdiction and Attorneys' Fees.** The MSP contracting and invoicing entity and the applicable law is noted in the table below.

If Customer is domiciled in:	Customer is contracting with:	The governing law is:	The courts having exclusive jurisdiction are:
A country in North America or South America	MSP	Massachusetts and controlling United States federal law	Boston, Massachusetts, U.S.A.

TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY HAVE TO TRIAL BY JURY. This Agreement shall not be governed by the conflict of law rules of any jurisdiction, the United Nations Convention on Contracts for the International Sale of Goods, or the Uniform Computer Information Transactions Act, the application of which is expressly excluded. If any action is pursued to enforce this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs and any other relief to which such party may be entitled.

- **Export Laws.** Customer understands that the Cloud Services and the export and re-export of data via the Cloud Services may be controlled by the laws of one or more countries governing technology use and transfer, including U.S. Export Administration Regulations. Customer will not use or transfer any technology or data in violation of such laws.
- **Publicity.** Customer authorizes MSP to use Customer's name, logo, and/or trademark in connection with promotional, marketing, sales, financial and public relations activities. If requested by MSP, Customer shall cooperate with MSP in marketing-related activities, which may include a press release, case study, testimonial or customer reference (collectively, the "Testimonials"). If Customer provides any written or recorded Testimonials to MSP, Customer hereby authorizes MSP to reproduce, publish, distribute and/or translate such Testimonials for marketing purposes (i) on websites or social media channels operated by MSP, (ii) on the MSP video repository, and/or (iii) in commercial presentations or events.
- **Entire Agreement; Amendment; Waiver.** This Agreement, together with the Exhibit(s), MSP Service Order Form, is the parties' entire agreement with respect to its subject matter, and supersedes any prior communications, discussions, understandings, or Any term of this Agreement may be amended or waived only with the written consent of duly authorized representatives of the parties.
- **Severability.** If any provision of this Agreement is held to be unenforceable, the unenforceable provision shall be replaced by an enforceable provision that comes closest to the parties' intentions underlying the unenforceable provision, and the remaining provisions of this Agreement shall remain in full force and effect. The unenforceability of any provision in any jurisdiction shall not affect the enforceability of such provision in any other jurisdiction.
- **Subcontracts; Assignment.** To the extent permitted by law, MSP may subcontract any services to be performed under this Agreement without Customer's consent and without providing notice. MSP may assign or transfer this Agreement, in whole or in part, to any Affiliate or in connection with any acquisition, consolidation, merger, reorganization, transfer of all or substantially all of its assets or other business combination, or by operation of law without Customer's consent and without providing notice. MSP shall notify Customer of any such assignment or transfer as soon as practicable, but such notice shall not be a condition to such assignment or transfer. Customer may terminate this Agreement by providing written notice of termination to MSP no later than thirty (30) days after receiving notice of such assignment or transfer, if (i) MSP or this Agreement is acquired by Customer's direct competitor, (ii) MSP is acquired by a vendor with whom Customer has an active dispute and/or litigation, or (iii) MSP is acquired by a vendor that is subject to a pending state or federal regulatory investigation. Customer may not assign or transfer any part of this Agreement by business combination, operation of law or otherwise without MSP's prior written consent. Subject to the foregoing, this Agreement will bind and benefit the parties and their respective successors and permitted assigns.
- **Data Center Providers.** Customer hereby consents to MSP's use of data center providers to supply hosting services for the Cloud Services.
- **Force Majeure.** MSP shall not be liable for its inadequate performance caused by any condition beyond the reasonable control of MSP or its suppliers, including accidents, acts of God or nature, government acts, civil unrest, acts of war or terrorism, third-party criminal acts, or strikes or other labor problems.
- **Notices.** All notices given under this Agreement shall be in writing and shall be deemed given upon receipt. All notices shall be sent to the parties at their respective address on

the MSP Services Order Form, or to such email address or address as subsequently modified by written notice given in accordance with this section.

- **Counterparts.** This Agreement may be signed in counterparts, including via facsimile, pdf or other electronic reproduction, and any such counterpart will be valid and effective for all purposes.

Exhibit A

Service Level Objective (SLO)

Cloud Services Availability

The Cloud Services will be available 24 hours per day, 7 days per week, excluding any scheduled maintenance as described below.

Category 1 – Scheduled Maintenance.

- **SaaS:** A weekly scheduled maintenance period may be scheduled (i) in the case of SaaS, every Saturday between **9:00AM UTC to 3:00PM UTC**, and (ii) in the case of SaaS GovCloud, every Friday between **5:00PM PT to 11:30PM PT**, in each case, to perform system maintenance, backup, and upgrade functions for the Cloud Services. If scheduled maintenance is required outside of the scheduled maintenance period described above, MSP will notify Customer at least three (3) business days in advance.
- **Datacenter:** A weekly scheduled maintenance period may be scheduled on the first and third Monday of each month at **5:00AM UTC** (Datacenter) and at **8:00AM UTC** (Datacenter GovCloud) for a maximum duration of 90 minutes to perform system maintenance, backup, and upgrade functions for the Cloud Services. If scheduled maintenance is required outside of the scheduled maintenance period described above, MSP will notify Customer at least three (3) business days in advance.

Category 2 – Unscheduled Maintenance. Unscheduled maintenance may be required to resolve issues that are critical for Customer and/or performance of the Cloud Services. MSP will use its commercially reasonable efforts to notify Customer at least six (6) hours prior to the unscheduled maintenance.

Exhibit B

Additional Terms Applicable to Customers

1. **Definitions.**
 - **“Indirect Tax”** means without limitation, value-added tax, goods and services tax, sales and use and similar transaction taxes, and gross receipts tax, as the case may be.
 - **“Taxes”** means taxes, levies, duties or similar national, federal, state, provincial, or local governmental assessments of any nature, including Indirect Tax, that are assessable by any jurisdiction under applicable law.
2. **Payment Terms.**
 - **Fees.** Customer shall pay MSP the subscription fees and other amounts for MSP’s products and services ordered by Customer, in the currency specified in the MSP Services Order Form or Quote (collectively, the “Fees”). All payment obligations are non-cancellable, and all Fees paid to MSP are non-refundable except as expressly set forth in this Agreement.

- **Payment Terms.** All Fees will be invoiced in advance in accordance with the MSP Services Order Unless otherwise set forth in the MSP Services Order Form, all Fees are due and payable Net 30 days after the date of the applicable invoice. All invoices that are not paid within Net 30 days, and all credit accounts that are delinquent, shall be assessed a 1.5% late payment charge (or, if less, the highest legal rate under applicable law) for each month the invoice is not paid, or the account is delinquent.
 - **Taxes.** With respect to the transactions and payments contemplated in this Agreement, each party shall be solely responsible to pay all Taxes and governmental fees and charges (and, any penalties, interest, and other additions thereto) that each party is liable to pay under applicable law or otherwise under this Agreement. All Fees payable under this Agreement are exclusive of applicable Taxes. If either party has an obligation under applicable law or this Agreement to pay or collect Indirect Tax for which the other party is legally liable or responsible under this section, then the paying or collecting party will invoice the other party for such Indirect Tax, which the invoiced party will pay. The invoice will satisfy requirements under applicable law for a valid tax invoice. Each party will provide the other party with such information as is reasonably required to determine whether there is an obligation to pay or collect Indirect Tax. Neither party shall pay or collect any Indirect Tax from or on behalf of the other party for which, under applicable law, (i) the other party has previously provided to the paying or collecting party a properly completed and valid exemption certificate, or (ii) the parties may otherwise claim an available, valid exemption from such Indirect Tax.
3. **Fees Upon Expiration or Termination.** Upon expiration of this Agreement, Customer will pay MSP any unpaid amounts that are owed to MSP for the Term. Upon termination of this Agreement based on Customer's breach (following any applicable cure period), Customer will pay MSP any unpaid amounts that would have been owed to MSP for the remainder of the then current Term as well as any other amounts owed to MSP under this Agreement, without limiting MSP's other rights and remedies. Upon termination of this Agreement based on MSP's breach (following any applicable cure period), MSP will refund Customer any amounts pre-paid under this Agreement for the remaining full calendar month in the then-current Term.
4. **Term of Subscriptions.** The term of each subscription is set forth in the applicable MSP Services Order Form. Except as otherwise specified in an MSP Services Order Form or Quote, any subscription will automatically renew for additional periods equal to the expiring subscription term or one year (whichever is shorter, but in no event less than one year), unless either party gives the other notice of non-renewal at least 30 days before the end of the relevant subscription term. Notwithstanding the foregoing, any promotional or one-time priced subscription will not be subject to auto-renewal. The per-unit pricing during any automatic renewal term may be increased by up to 5% from the prior term.
5. **Conflict.** In the event of any conflict or inconsistency between the following documents, the order of precedence shall be: (1) the MSP Services Order Form, and (2) this Agreement. The parties agree that any term or condition in Customer's purchase order is void and of no effect.

Board of Finance and City Council Submission Checklist

Department: BED Submitter: Darren Springer

Title/Subject: BED Microsoft Licensing

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	6/10/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/22/2024	Darren Springer
Mayor's Office informed and approved memo	Yes	5/29/2024	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	No	Click or tap to enter a date.	Approval subject to final contract review by City Atty's Office
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	5/30/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	5/29/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Yes	Standard Microsoft license included in memo
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions included in memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance

Department of Permitting & Inspections

Zoning Division
645 Pine Street
Burlington, VT 05401
Telephone: (802) 865-7188

William Ward, Director
Scott Gustin, AICP, CFM, Principal Planner
Mary O'Neil, AICP, Principal Planner
Garret King, Associate Planner
Joseph Cava, Permit Technician
Steve Cormier, Code Compliance Officer
Ted Boylan, Division Administrator



TO: Board of Finance & City Council
FROM: Scott Gustin
DATE: June 10, 2024
RE: Open Space Plan Contract

Request

Contract with Agency Landscape + Planning of Cambridge, MA to comprehensively rewrite the City's Open Space Plan (that will also incorporate the Urban Forest Plan).

Background

The city's Open Space Protection Plan was adopted in 2000. It formed the basis for the city's Conservation Legacy Fund, subsequent conservation acquisitions, and for establishing environmental standards in the city's zoning code. In 2014, it was updated to address natural areas, urban agriculture, parkland access and trails, and green infrastructure. In 2022, an addendum focused on nature based climate solutions was added to the plan. The original plan remains relevant today but is in need of a comprehensive rewrite that updates open space goals and identifies specific resource targets and timelines through a robust community engagement process. Significantly, the Open Space Plan rewrite will incorporate what was formerly the separate Urban Forest Plan. Up to \$100,000 for this rewrite effort was approved by the Board of Finance and City Council in March, 2024.

Agency Landscape + Planning was selected following a competitive RFP process (their proposal is attached for reference). Five proposals were received, including several very strong ones. The selection committee, comprised of representatives from Parks, Recreation, & Waterfront, Permitting & Inspections, Office of City Planning, and the Conservation Board, ultimately decided the proposal from Agency Landscape + Planning best suited the needs of this planning project. The contract is for \$100,000. Only two of the five proposals were less expensive, and they were less expensive by just a few hundred dollars. Given the quality of the proposal and the minimal cost difference with less expensive proposals, Agency Landscape + Planning was selected.

Board of Finance Motion

To approve and recommend that the City Council approve and authorize the DPI Director or their designee, subject to final review and approval by the City Attorney's Office, to execute the contract with Agency Landscape + Planning for a comprehensive rewrite of the Open Space Plan.

City Council Motion

To approve and authorize the DPI Director or their designee, subject to final review and approval by the City Attorney's Office, to execute the contract with Agency Landscape + Planning for a comprehensive rewrite of the Open Space Plan.

CITY OF BURLINGTON CONTRACTOR CONTRACT

This Contractor Contract (“Contract”) is entered into by and between the City of Burlington, Vermont (“the City”), and Agency Landscape + Planning (“Contractor”), a Massachusetts corporation located at 91 Harvey Street, Suite 2, Cambridge, MA.

Contractor and the City agree to the terms and conditions of this Contract.

1. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. **“Contract Documents”** means all the documents identified in Section 4 (Scope of Work) of this Contract.
- B. **“Effective Date”** means the date on which this Contract is approved and signed by the City, as shown on the signature page.
- C. **“Party”** means the City or Contractor, and **“Parties”** means the City and Contractor.
- D. **“Project”** means the Open Space Plan.
- E. **“Work”** means the services described in Section 5 (Payment for Services) of this Contract, along with the specifications contained in the Contract Documents as defined in Section 4 (Scope of Work) below.

2. RECITALS

- A. **Authority.** Each Party represents and warrants to the other that the execution and delivery of this Contract and the performance of such Party’s obligations have been duly authorized.
- B. **Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. **Purpose.** The City seeks to employ the Contractor to complete a comprehensive Open Space Plan for the City.

3. EFFECTIVE DATE & TERM

- A. **Effective Date.** This Contract shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Contract before the Effective Date and shall have no obligation to pay Contractor for any performance or expense incurred before the Effective Date or after the expiration or termination of this Contract.

B. Term. This Contract and the Parties' respective performance shall commence on the Effective Date and expire on December 31, 2025 or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. SCOPE OF WORK

The Contractor shall perform the services listed in Attachment A (Request for Proposals) to the reasonable satisfaction of the Director of Permitting & Inspections or designee and as described in Attachment B (Contractor's Response to Request for Proposals), subject to Section 7.B hereof and the reasonable directions of the Director of Permitting & Inspections or designee.

5. PAYMENT FOR SERVICES

A. Amount. The City shall pay the Contractor for completion of the Work in accordance with Attachment B (Contractor's Response to Request for Proposals) or as follows: \$100,000.

Contractor agrees to accept this payment as full compensation for performance of all services and expenses incurred under this Agreement.

B. Payment Schedule. The City shall pay the Contractor in the manner and at such times as set forth in the Contract Documents or as follows: Monthly. The City seeks to make payment within thirty days of receipt of an invoice and any backup documentation requested under subsection D (Invoice) below.

C. Maximum Limiting Amount. The total amount that may be paid to the Contractor for all services and expenses under this Contract shall not exceed the maximum limiting amount of \$100,000. The City shall not be liable to Contractor for any amount exceeding the maximum limiting amount without duly authorized written approval.

D. Invoice. Contractor shall submit one copy of each invoice, including rates and a detailed breakdown by task for each individual providing services, and backup documentation for any equipment or other expenses to the following:

Scott Gustin
Dept. of Permitting & Inspections
645 Pine Street
Burlington, VT 05401
(802) 865-7189
sgustin@burlingtonvt.gov

The City reserves the right to request supplemental information prior to payment. Contractor shall not be entitled to payment under this Contract without providing sufficient backup documentation satisfactory to the City.

6. SECTION & ATTACHMENT HEADINGS

The article and attachment headings throughout this Contract are for the convenience of City and Contractor and are not intended nor shall they be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.

7. CONTRACT DOCUMENTS & ORDER OF PRECEDENT

- A. Contract Documents.** The Contract Documents are hereby adopted, incorporated by reference, and made part of this Contract. The intention of the Contract Documents is to establish the necessary terms, conditions, labor, materials, equipment, and other items necessary for the proper execution and completion of the Work to ensure the intended results.

The following documents constitute the Contract Documents:

Attachment A: Request for Proposals dated April 12, 2024

Attachment B: Contractor's Response to Request for Proposals dated May 7, 2024

Attachment C: Burlington Standard Contract Conditions for Contractors

Attachment D: Burlington Livable Wage Ordinance Certification *(pending)*

Attachment E: Burlington Outsourcing Ordinance Certification *(pending)*

Attachment F: Burlington Union Deterrence Ordinance Certification *(pending)*

Attachment G: Contractor's Certificate of Insurance & Endorsements *(pending)*

- B. Order of Precedent.** To the extent a conflict or inconsistency exists between the Contract Documents, or provisions therein, then the Contract take precedent. Any Request for Proposals or other solicitation, Additional Contract Provisions, and the City Ordinance Certifications shall prevail over any inconsistency with the Contractor's Scope of Work and Cost Proposal.

8. [Reserved]

— Signatures follow on the next page —

SIGNATURE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect. This Contract may be executed in counterparts, each of which may be deemed an original. This Contract may be executed electronically, and an electronic copy or other facsimile shall be treated as an original.

Contractor
Rhiannon Sinclair, Agency Landscape + Design

By: _____

Date: _____

City of Burlington
Department of Permitting & Inspections

By: _____

[Name]

[Title]

Date: _____

Attachment A:
Request for Proposals dated [REDACTED]

DRAFT

Attachment B:
Contractor's Response to Request for Proposals dated [REDACTED]

DRAFT

**Attachment C:
Burlington Standard Contract Conditions For Contractors**

DRAFT

**Attachment D:
Burlington Livable Wage Ordinance Certification**

DRAFT

**Attachment E:
Burlington Outsourcing Ordinance Certification**

DRAFT

**Attachment F:
Burlington Union Deterrence Ordinance Certification**

DRAFT

**Attachment G:
Contractor's Certificate of Insurance & Endorsements**

DRAFT

Professional Planning Services - Burlington VT, Open Space Plan

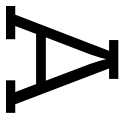
May 7, 2024

Burlington Conservation Board, Parks & Recreation, City Planning, and Permitting & Inspections

Agency Landscape + Planning
with Chapman EcoLandscape

Agency
Landscape + Planning





Scott Gustin, AICP, CFM
Principal Planner
Department of Permitting & Inspections
sgustin@burlingtonvt.gov
(802) 865-7189

May 7, 2024

Dear Scott and Team:

Thank you for the opportunity to submit this response to the City of Burlington Open Space Plan Request for Proposals. This letter describes the Agency team and why we believe our team brings the ideal balance of innovation and practicality to the effort. As leaders in national open space planning projects, our practice is defined by interdisciplinary collaboration and a focus on improving the quality of life in American communities. To us, a careful balance of open space activation and preservation is essential to sustained quality of life. Success on our projects means trusted partnerships with clients toward shared outcomes, meaningful and memorable community outreach, data-driven analysis, action-oriented implementation strategies, and - perhaps most of all - visionary planning and design.

We created Agency to do work just like the Open Space Plan, because proactive planning for open space systems is critical to long-term environmental, economic and social resilience. Burlington is already an incredibly special community, a historic waterfront community, a growing community, and a popular tourist destination. Yet, cities cannot be content amid today's successes; evolution is necessary for long-term sustainability. As one of the fastest-growing cities in the state, now is an important moment for the city to define a strategy that amplifies the role of its open space assets today and for future generations. We believe this plan is an opportunity to integrate the many baseline projects already in place, build consensus, and create a clear roadmap to improve access and system-wide connectivity, drive community stewardship, and incorporate climate resiliency. Community engagement is essential to our team's philosophy and we have suggested an approach that allows us to create this plan together with the public.

We realize that the Burlington Open Space Plan requires a fresh, creative approach as well as grounded knowledge. Our frequent collaborator and partner for this effort is Kim Chapman of ChapmanEcoLandscape, who is adept at evaluating diverse ecoregions and crafting clear, realizable actions to invest in urban environments.

Thank you for your consideration. We look forward to the opportunity to expand the conversation and deepen our understanding of how we can work together.

Sincerely,

Rhiannon Sinclair
Principal Urban Planner
(410) 919-7800
rhiannon@agencylp.com

Jill Allen Dixon, AICP
Director, Urban Planner
(205) 907-5455
jill@agencylp.com

Agency
Landscape + Planning



EXHIBIT A

Understanding of RFP Procedure, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant/Team: Agency Landscape + Planning

Representative's Printed Name: Rhiannon Sinclair

Representative's Signature: Rhiannon Sinclair

Date: 4/30/2024

APPROACH

We recognize the great opportunity to build on the previous Open Space Protection Plan and subsequent addenda, Plan BTV, and the many parks plans and projects that precede this RFP, as well as the work underway with UVM to craft a spatial analysis of the City's ecological assets. This repository of work frames a robust understanding of the potentials and challenges in Burlington's open space system. The next phase seeks to achieve three objectives: **Balancing Community Access and Ecological Health, Celebrating Community Voices, and Ensuring a Resilient Future**. Considerations of stewardship, policies, environmental needs and human needs, funding, implementation and climate resiliency are woven through each of these themes.



Balancing Community Access + Ecological Health

Situated on Lake Champlain, one of the largest freshwater lakes in the US, Burlington hosts a rich ecosystem supporting various wildlife and serving as a vital water source. Nestled between the Green Mountains and the lake, Burlington benefits from a unique habitat range, fostering rare plant and animal species. The Plan seeks to enhance recreational access to these and other passive open spaces, especially for communities with limited access to such amenities. However, human access must be planned carefully to avoid the degradation of sensitive ecologies. We will build on the plans that came before this one, including the existing Urban Forestry Plan, Open Space Protection Plan, and others to create an actionable plan for the next five to ten years.

Head to **pages 12-13** to learn more about a few relevant projects our team has worked on to balance community access and ecological health.



Celebrating Community Voices

Burlingtonians are committed to making Burlington a vibrant city that embraces the needs of people and its unique natural setting. A successful engagement framework will continue the meaningful dialogue that the City has with its many constituents to facilitate decisions and build enthusiasm. Agency will create a strategy that responds to staff and stakeholder cultures with tactics that change the conversation and spark new ideas. We will work with the department to shape a tailored strategy that encourages participation from all constituents. While we will craft the exact strategy together, we expect to layer in a range of engagement methods to reach the broadest audience.

See **pages 14-15** for a few of our team's engagement processes in action!



Ensuring a Resilient Future

A key outcome of this plan will be a City-wide strategy for the protection and preservation of open space. Safeguarding open space not only ensures its continued recreational value, but also preserves its increasingly important ability to offset the effects of climate change through flood mitigation, stormwater infiltration, coastline stabilization, atmospheric cooling and improved public health. A proactive and holistic approach to open space protection will help guide priorities for acquisitions and capital improvements. In order for this plan to be successful, we will cast a wide net to include a regional understanding of the open space, ecological, and community needs of open space to also craft recommendations that embrace a long term sustainable future.

Check out **pages 16-17** for a few examples of projects centered on climate resilience and environmental justice.

PROJECT TEAM

Agency Landscape + Planning

Agency is the capacity of human beings to act, to make choices. Planning can remove barriers. Design is an act of optimism. Optimism and action are much needed, today more than ever. At Agency Landscape + Planning, we believe in the power of people to initiate and make purposeful, positive change.

Agency is a **women-owned small business (WOSB) and certified DBE/WBE practice**, including with the State of Vermont Agency of Transportation, US DOT, and 26 other state and local entities. Our work engages the full spectrum of design services—from strategic planning to complex public realm implementation. It is tied together by a commitment to public sector work with deep community engagement. We have a significant practice dedicated to urban planning and landscape architecture, from the regional to neighborhood scale.

Agency is a mission-driven practice dedicated to addressing social equity, cultural vitality and environmental resilience through design excellence, strategic planning and community engagement. Co-founders Brie Hensold and Gina Ford have worked together for over a decade.

Agency's team is currently composed of 26 employees including 2 owners, a senior leadership team of 6 principals and directors with between 10-25 years of experience each, 7 licensed landscape architects, and a broad support team with technical, graphic, and engagement skills.

Climate Resilience and Adaptation

Collaborating with communities to enhance environmental resilience is central to our mission and practice at Agency. As a practice spanning from planning to landscape architecture, we work across scales, from regional resilience strategies, to neighborhood plans, to design and implementation of resilient parks that reduce flood risk, mitigate urban heat islands, and enhance community health.

Agency's leadership team has led resilience and adaptation projects across the country, with a focus in many northeastern states (including ME, VT, MA, RI, CT, NY, NJ, MD, and VA). We bring a deep understanding of what climate resilience means in the northeast and innovative strategies for adapting to changing weather patterns and natural hazards. We work closely with communities to plan for sea level rise, coastal/river flooding, drought, extreme heat, and other climate hazards. Our design philosophy leverages resilient design as multibenefit infrastructure — where flood protection also advances economic opportunity, recreation, equity, and healthier ecosystems.

Chapman EcoLandscape

Chapman EcoLandscape was established in early 2023 to provide high-end ecological design and planning services for public and private entities that seek to strengthen the ecological foundations of projects and operations. With forty years experience with the ecology of the U.S., especially in the Northeast and Midwest, Kim Chapman serves as the firm's senior ecologist. Chapman EcoLandscape focuses on deep integration of ecological principles into client projects, with practical outcomes for ecological restoration, ecosystem management, and the design and maintenance of human spaces aligned with the natural world.



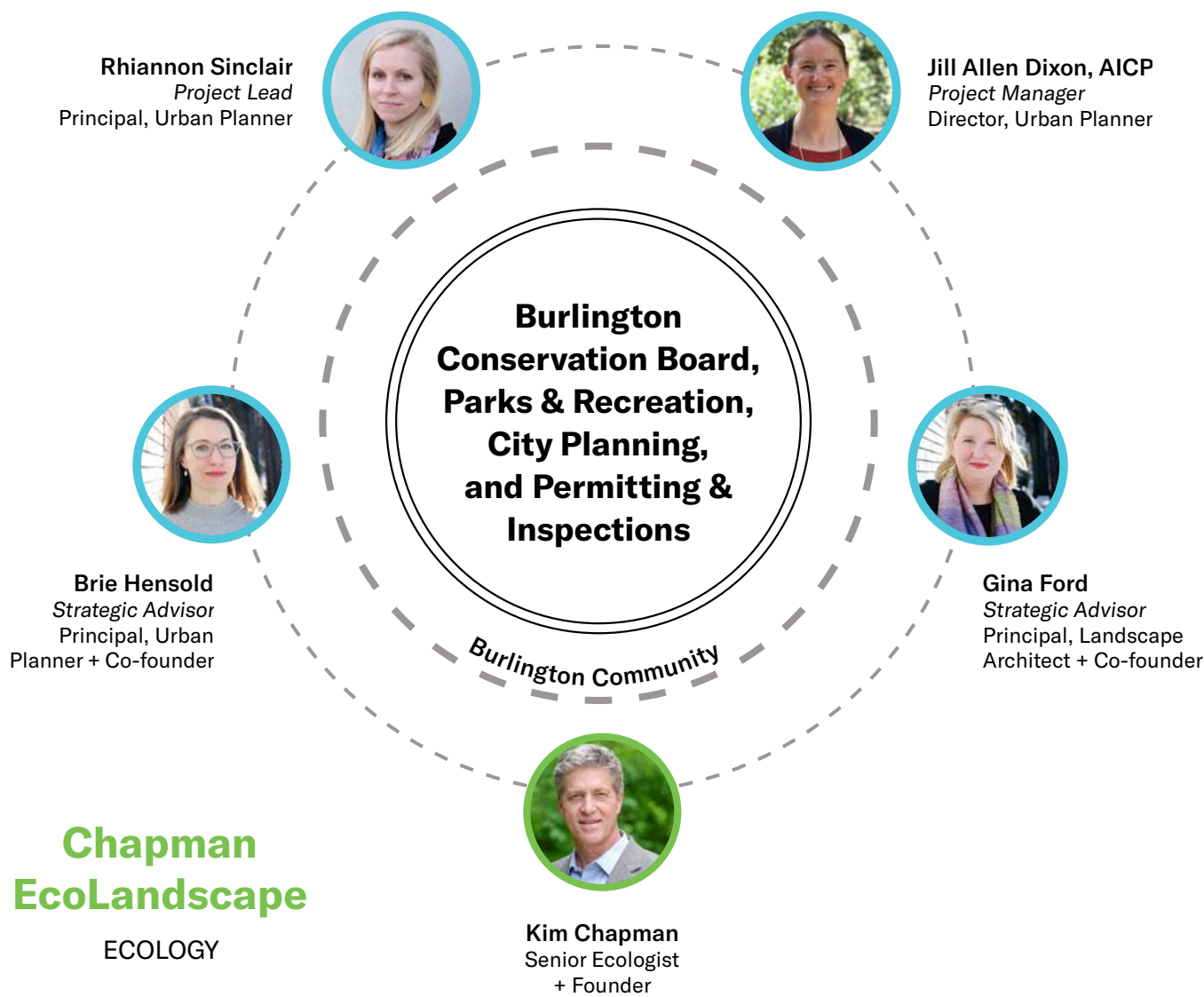
Agency's 2023 summer outing, kayaking along the Charles River!

TEAM STRUCTURE

Agency Landscape + Planning

URBAN PLANNING, LANDSCAPE
ARCHITECTURE, COMMUNITY
ENGAGEMENT

PRIME





RHIANNON SINCLAIR
PRINCIPAL, PLANNER

SELECTED AWARDS

ASLA Award of Excellence
in Analysis and Planning.
Franklin Park Action Plan.
2023

BSLA Honor Award in Analysis
and Planning. The Franklin
Park Action Plan. 2023

APA New Jersey Chapter,
Outstanding Community
Engagement Award. Jersey City
Master Plan – Vision, Land
Use, Open Space. 2023

BSLA Merit Award in Analysis
and Planning. White River
Vision Plan. 2020

ASLA Colorado Chapter,
Honor Award in Analysis and
Planning. High Line Canal
Framework Plan, Denver,
Colorado. 2020

The J. Irwin and Xenia S. Miller
Prize. 2019

Outstanding Planning Award
– Innovation in Planning
Services, Education, and
Public Involvement, NC
Chapter of the American
Planning Association. 2019

Merit Award for Excellence in
Planning – Existing Campus,
Society for College and
University Planning, University
of Washington Campus Master
Plan; Seattle, Washington. 2017

An urban planner with a background in architecture, **Rhiannon Sinclair's** work focuses on complex urban systems across multiple scales. She uses data-driven strategies to better understand and enhance the relationship between people, buildings, systems and the public realm. Rhiannon has considerable experience communicating information to broad audiences to promote strong community exchange and empowerment within a planning process. In her work, she finds that the role of this type of exchange and master plan facilitation contribute to plans that are visionary, comprehensive, and implementable.

EDUCATION

University of Pennsylvania Stuart Weitzman School
of Design
Master of City and Regional Planning, Urban Design
Concentration

Thomas Jefferson University
Bachelor of Architecture

PROJECT EXPERIENCE

Bozeman Parks, Recreation, and Active
Transportation Plan; Bozeman, MT

Burlington Great Streets Initiative - Main Street;
Burlington, VT

Charleston County Parks, Recreation, Open Space
and Trails Master Plan; Charleston, SC

Evanston Open Space Plan; Evanston, IL

Franklin Park Action Plan; Boston, MA

High Line Canal Vision and Framework Plans; Denver,
CO

Howard County Land Preservation, Parks, +
Recreation Master Plan; MA

Jersey City Open Space, Recreation and Community
Facilities Plan, Jersey City, NJ

Maryland Parks System Plan; Statewide, MD

Meck Playbook: Mecklenburg Park and Recreation
Comprehensive Plan; Charlotte, NC

Perkins Pier Siting Study; Burlington, VT

Raleigh Parks System Plan Update; Raleigh, North
Carolina

Maryland Parks System Plan

Client: State of Maryland

Rhiannon led the study of Maryland's capital investments, staff capacity, and equity-based decision making across the state's over 85 state parks and natural areas. The study also included specific recommendations to adopt new taxes and other regulations for funding park improvements.

Bozeman Parks, Recreation, and Active Transportation (PRAT) Plan

Client: City of New Bedford

Rhiannon managed the PRAT plan to guide future investments into the City's parkland, trails, and programs in a way that is equitable, deeply rooted in community needs, and protects Bozeman's critical habitat and natural resources.

Meck Playbook: Mecklenburg Park and Recreation Comprehensive Plan

Client: Mecklenburg Park
and Recreation

Rhiannon managed a robust community engagement and master plan process tailored to suit the diverse needs of county residents, visitors, and stakeholders. The plan address challenges of such a large system with limited resources and big aspirations.



JILL ALLEN DIXON, AICP
DIRECTOR, URBAN PLANNER

PROFESSIONAL AFFILIATIONS

American Planning Association
American Institute of Certified Planners
National Recreation and Parks Association

SELECTED AWARDS

American Planning Association, National Planning Achievement Award for Implementation - Silver Winner. Gulf State Park Master Plan. 2020
American Planning Association, National Planning Achievement Award for Resilience - Gold Winner. Climate Ready Boston (Citywide Report). 2019
American Planning Association, National Planning Achievement Award for Public Outreach - Gold Winner. High Line Canal Vision Plan. 2018
Fast Company's Innovation by Design Awards in the General Excellence Category - Finalist. 2022

Jill Allen Dixon, has a particular emphasis on resilience planning and multi-benefit climate adaptation, with work in New England as well as developing national tools for promoting nature-based solutions to flooding through the Naturally Resilient Communities Partnership. Common threads of her approach are meaningful stakeholder/public engagement and visual communication/storytelling that makes technical information accessible to different audiences.

EDUCATION

Harvard University Graduate School of Design
Master of Urban Planning with Distinction
Clemson University
Bachelor of Arts in Architecture
Bachelor of Arts in Economics

PROJECT EXPERIENCE

Boston Heat Resilience Plan; Boston, MA †
Capital City Parks Plan; Hartford, CT †
Cary Parks, Recreation and Cultural Resources Comprehensive Master Plan; Cary, NC
Climate Ready Boston - Citywide Vulnerability Assessment and Resilience Strategy; Boston, MA †
Coastal Resilience Solutions for East Boston and Charlestown Neighborhoods, Phase II, Boston, MA †
Denver Game Plan for a Healthy City; Denver, CO †
Detroit Brightmoor Neighborhood Framework Plan; Detroit, MI
Evanston Open Space Plan; Evanston, IL
Greenwood Community Park Master Plan; Baton Rouge, LA †
High Line Canal Vision Plan; Denver, CO †
Longwood Collective Outside// Program; Boston, MA
Naturally Resilient Communities Web-based Tool; Nationwide †
Newport Tree, Park and Open Space Master Plan; Newport, RI †
Parks + Equity Atlas Research Initiative; Sasaki Research Grant Winner 2019 †

† Work Completed at Sasaki

Heat Resilience Solutions for Boston †

Client: City of Boston

While an Associate Principal at Sasaki, Jill led a team that partnered with the city to develop this heat resilience plan with an equity lens. The plan included co-creating heat solutions with the community through an inclusive process that included pop-up community cool spots, a community advisory board, and multilingual neighborhood and youth workshops.

High Line Canal Community Vision Plan

Client: The High Line Canal Conservancy

While at Sasaki, Jill served as project manager and senior planner for this community vision plan for a 71-mile regional greenway. The project was recognized with a national APA award for its creative engagement strategy that focused on a storytelling theme.

Newport Trees, Parks, and Open Space Plan †

Client: Newport Open Space Partnership

Jill served as project manager while at Sasaki. The park system plan included a focus on equity and coastal resilience. The plan resulted in new data that has helped community members advocate for more equitable access in underserved neighborhoods.



BRIE HENSOLD, HASLA
PRINCIPAL, URBAN
PLANNER + CO-FOUNDER

PROFESSIONAL AFFILIATIONS

American Planning Association

Brie Hensold is an urban planner, co-founder and principal of Agency Landscape + Planning. With a passion for understanding and improving communities and places, Brie brings a systems-based approach that celebrates diverse perspectives. She has extensive experience developing creative and meaningful community engagement processes. Brie's work encompasses multiple scales, from downtown plans to citywide park systems to resilience strategies.

EDUCATION

Harvard Graduate School of Design
Master of Urban Planning, Urban Design Concentration

Rice University
Bachelor of Arts in Architectural Studies and Art History

PROJECT EXPERIENCE

Burlington Parks, Recreation, & Waterfront Master Plan; Burlington, VT †

Denver Game Plan for a Healthy City; Denver, CO

Downtown Parks and Open Space Framework Plan, Beaverton, OR

Franklin Park Action Plan; Boston, MA

Howard County Recreation and Parks Master Plan; Howard County, MD

Newport Parks and Open Space Master Plan; Newport, RI †

† Work Completed at Sasaki



GINA FORD, FASLA
PRINCIPAL, LANDSCAPE
ARCHITECT + CO-FOUNDER

PROFESSIONAL AFFILIATIONS

Registered Landscape
Architect: CO, CT, IN, MA, MI,
NC, NJ, NY, OH, OR, RI, TN, WA

American Society of
Landscape Architects

Gina Ford is a landscape architect, co-founder and principal of Agency Landscape + Planning. Underpinning her twenty-five years of practice are a commitment to the design and planning of public places and the perpetuation of the value of landscape architecture via thought leadership, teaching, writing and lecturing. Her work has received awards from the American Society of Landscape Architects, the American Planning Association and the American Institute of Architects, among others.

EDUCATION

Harvard Graduate School of Design
Master in Landscape Architecture with Distinction

Wellesley College
Bachelor of Arts in Architecture and Architectural History

PROJECT EXPERIENCE

Burlington Great Streets Initiative - Main Street; Burlington, VT

Burlington Parks, Recreation, & Waterfront Master Plan; Burlington, VT †

Cary Parks, Recreation and Cultural Resources Comprehensive Master Plan;
Cary, NC

Franklin Park Action Plan; Boston, MA

Howard County Recreation and Parks Master Plan; Howard County, MD

† Work Completed at Sasaki



KIM ALAN CHAPMAN, PHD

SENIOR ECOLOGIST +
FOUNDER

SELECTED AWARDS

Planet Positive Award for Landscape (Metropolitan Magazine) for the Omaha Riverfront (Lead: OJB Landscape Architecture) 2023

ASLA Honor Award, General Design for Gene Leahy Mall, Omaha (Lead: OJB Landscape Architecture) 2023

BSLA Honor Award, Analysis + Planning, Franklin Park Action Plan (Lead: Reed Hilderbrand & Agency) 2023

BSLA Analysis + Planning Merit Award, White River Strategic Plan, Indianapolis, IN (Lead: Agency) 2020

Bennie Award for Excellence in Neighborhood Design for Eastbrooke Residential Development, Cottage Grove MN (Lead: Bancor Group) 2019

Kansas Recreation and Park Association Innovative Program Award for Pracht Wetlands Park, Wichita, KS (Lead: RDG Planning & Design) 2019

International Award for Planning Excellence Finalist for The Tomorrow Plan for the Greater Des Moines Region, IA (Lead: Sasaki) 2016

In his four decades of applying ecological ideas to the challenge of making people and nature support each other, **Kim** has completed hundreds of projects: master plans for new communities and developments; regional and site plans for natural resource conservation; and ecological restoration and management programs. He worked for The Nature Conservancy and Applied Ecological Services, taught college, and has a private consulting practice, **Chapman EcoLandscape**. Kim helps his clients understand how ecosystems are put together and function, and with that knowledge, helps design projects that repair and sustain the natural world, and support the well-being of people and their economy. He co-authored Valley of Grass, an award-winning book about balancing nature, economics, and people’s aspirations, and Nature, Culture and Two Friends Talking, a book of environmental essays. Kim specializes in ecological plans and designs at any scale, ecosystem restoration and management, and biodiversity conservation.

EDUCATION

University of Minnesota
Ph.D., Conservation Biology

Western Michigan University
M.A., Biology

Kalamazoo College
B.A., Biology

PROFESSIONAL AFFILIATIONS

Ecological Society of America

Natural Areas Association

Forest Stewards Guild

SELECT RECENT PROJECTS

Cambridge Urban Forest Master Plan; Cambridge, MA

Ford Dearborn Research Hub; Dearborn MI

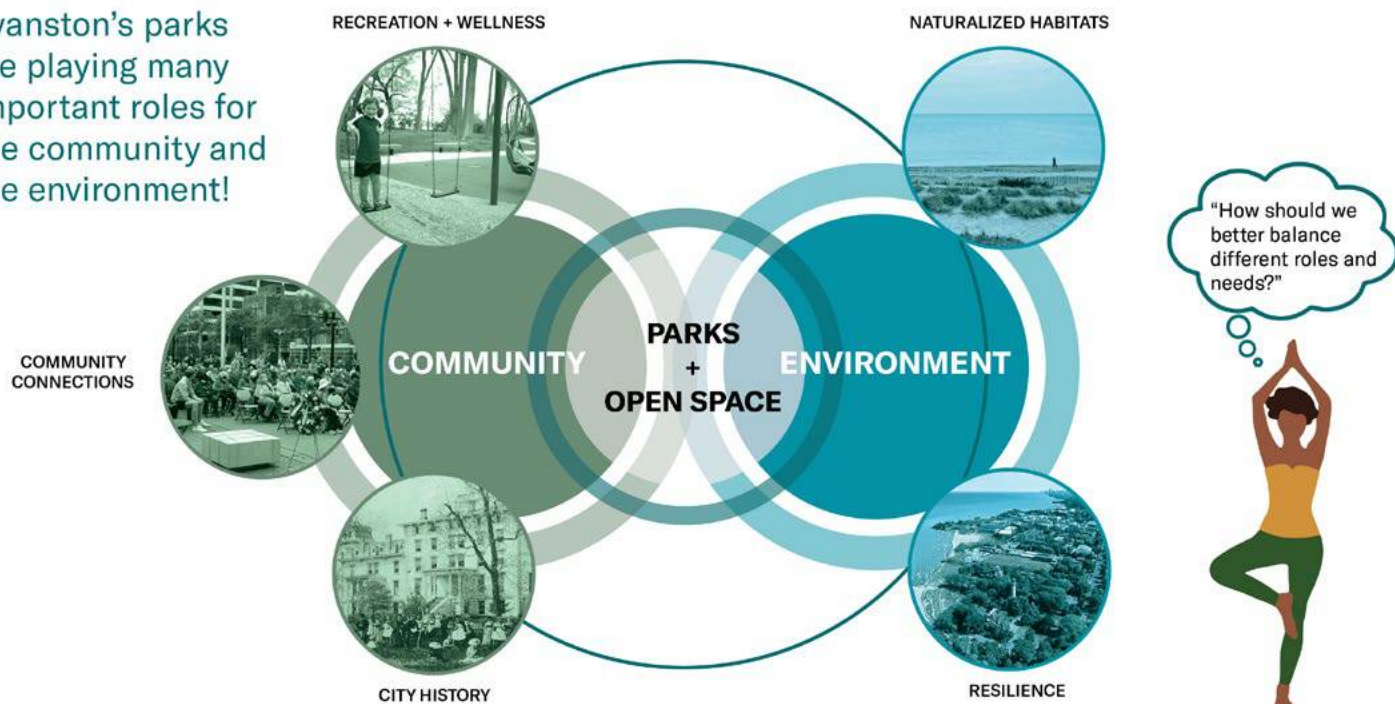
Franklin Park Master Plan; Boston MA

Missouri Riverfront Revitalization; Omaha NE

Theodore Roosevelt Presidential Library; Medora ND

White River Strategic Plan; Indianapolis IN

Evanston's parks are playing many important roles for the community and the environment!



Evanston Park and Green Space Strategic Plan City of Evanston

Evanston, Illinois

Ongoing

Reference

Stefanie Levine
City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
(847) 448-8043
slevine@cityofevanston.org

As a lakefront community that borders Lake Michigan and the City of Chicago, Evanston's beauty and strength lies in the diversity of its people and unique places. Evanston has access to a wide spectrum of landscape types ranging from the beach to the channel and the parks and plazas in between. This plan will provide a unique opportunity to enhance Evanston's comprehensive system of green spaces, ensure its resilient future, and provide a range of experiences for its diverse community.

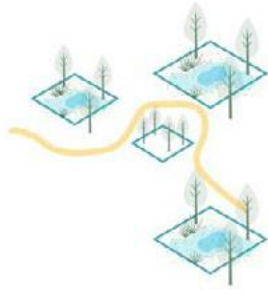
With a focus on improving equity and quality of life for all, our plan is built upon a thorough and distributed community engagement process to understand and identify the priorities and needs of residents. As a result of

this process, we will lay out a vision and action plan to further support community health, environmental equity, and long-term sustainability. The process also included an inventory and conditions assessment of the almost one hundred parks and facilities that prioritized capital investments based on the age, life cycle replacement needs, costs, and community impact of each asset.

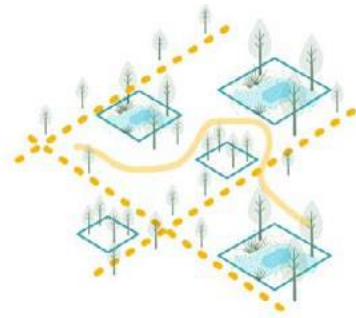
Agency is working closely with Resource Environmental Solutions and Kim Chapman (for ecological planning and design, green infrastructure, and open space climate resilience) and Recreation Results (for recreation programming and operations).



Mosaic approach to nature-based investments
Invest in nature-based pilots around the City

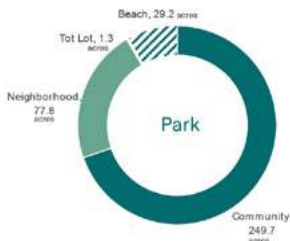


Connected moments
Extend beyond park boundaries and into right-of-ways and other City-owned properties

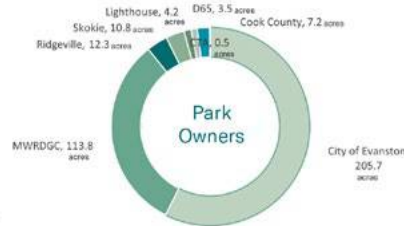


An expanded system
Create a connected series of nature corridors that connect to healthy natural resources

Different Types of Parks and Green Space



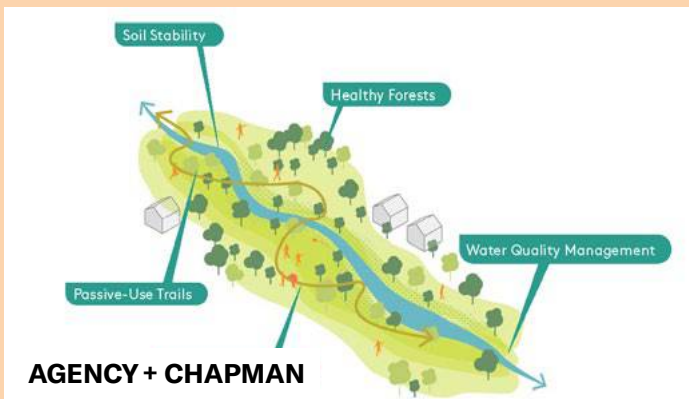
A range of park owners



Operating expenditures per acre of parkland



Operating expenditures per capita



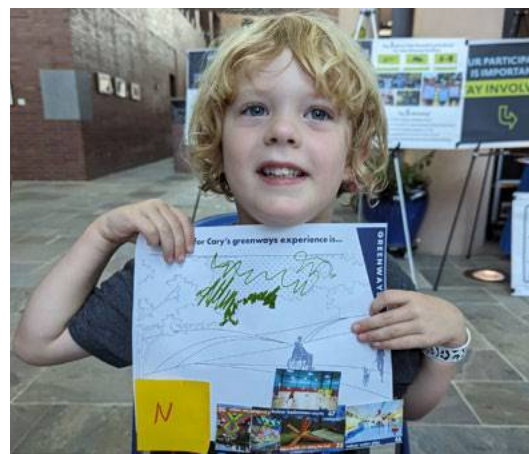
Howard County Land Preservation, Parks and Recreation Plan (LPPRP) | Howard County, MD

Led by Agency and supported by Chapman EcoLandscape, the 2022 Howard County LPPRP is the result of a 13-month research, engagement, and planning effort that aimed to expand access to programs and amenities, grow and preserve protected agricultural land, and enhance the long-term benefits of natural resources and open space – ensuring that the system will prosper for future generations. The project included an in-depth analysis of the county's recreation and park system and their amenities.



Burlington Great Streets - Main Street Project | Burlington, VT

Burlington's Great Streets Initiative seeks to bring a consistent identity to downtown and create vibrant and accessible public spaces. The updated streetscape will ground users in the surrounding ecological and urban fabric as they travel from Lake, to City, to Mountain. The project aims to improve pedestrian connectivity along the corridor, provide safe bike infrastructure for cyclists, and elevate Main Street to its fullest potential through the Great Streets downtown standards. The project team is led by VHB.



Cary Parks and Open Space Plan

Town of Cary

Cary, North Carolina

Ongoing

Reference

Paul Kuhn
Town of Cary, NC
PO Box 8005 / 316 North Academy Street
Cary, NC 27512
(919) 469-4360
Paul.Kuhn@townofcary.org

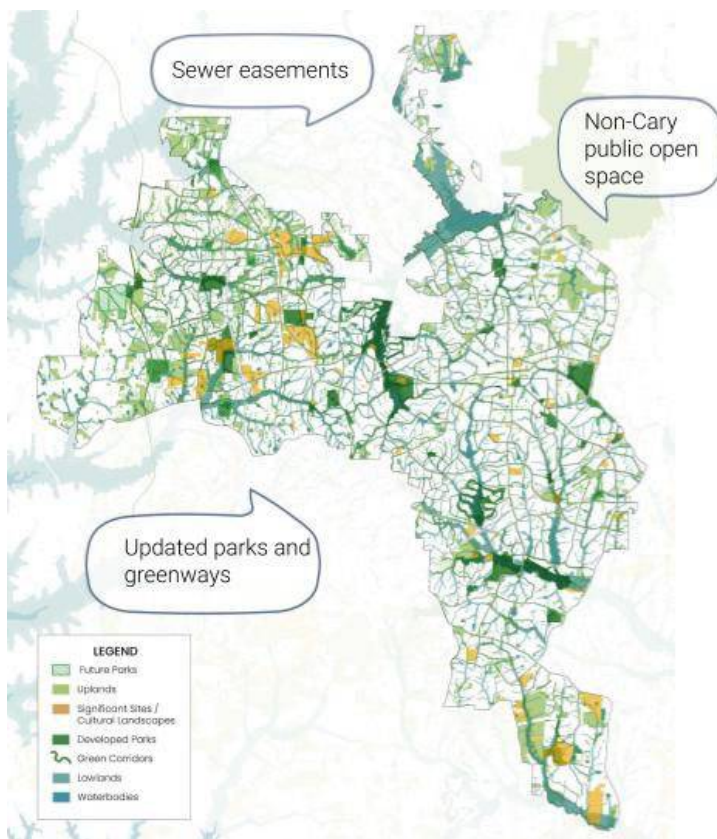
Agency is working with Cary, North Carolina, to update their Parks & Open Space Plan, which will create a roadmap to guide the growth of Cary's open spaces, parks, greenways, and facilities for the next 10 years. Cary's parks system has been recognized with the prestigious gold-medal award from the NRPA. This plan will identify how the park system can maintain high quality experiences, while also evolving to meet new needs.

Cary residents enjoy access to more than 90 miles of greenways and a diverse network of parks and sports, cultural arts, and recreation facilities. This robust system is a result of decades of proactive planning. Cary has grown rapidly over the past several decades; the population has doubled over the past 25 years and is expected to grow an additional 45% by 2050. Yet, despite rapid population growth, the park system has grown even faster. Per capita park

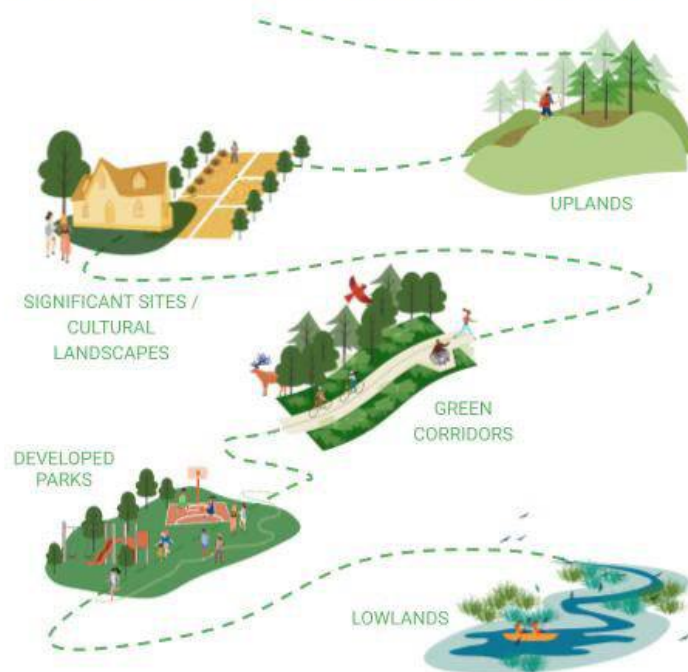
access has increased from 7 acres per thousand residents in 2003 to 15 acres per thousand residents in 2023.

The Parks and Open Space Plan will chart a course for the system's next decade, continuing to plan proactively for growth, while also evolving to meet changing needs. Cary is growing significantly more diverse: racially, ethnically, and in ages. Today, about 1 in every 4 Cary residents was born internationally, and about an equal number of residents are over 55 years old. Cultural relevance, international recreation needs, and age-friendly parks will be key themes of the plan.

Agency is working with the Eppley Institute for Parks and Public Lands at Indiana University and Heritage Strategies.



Cary's Network of Open Spaces



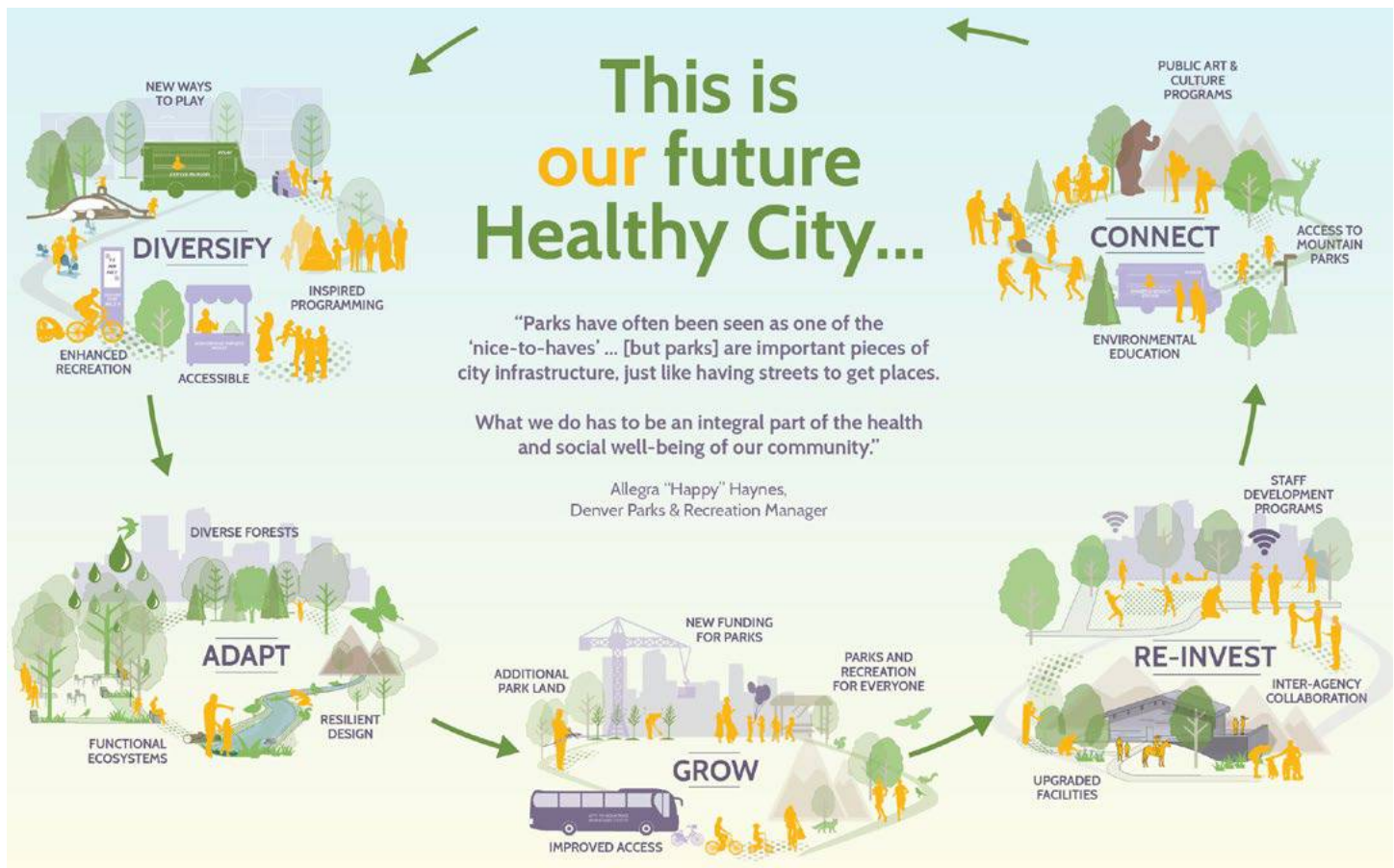
Burlington Parks, Recreation and Waterfront Master Plan † | Burlington, VT

Led and managed by Brie Hensold and Gina Ford while at Sasaki, in partnership with Heller & Heller Consulting, the Burlington Parks, Recreation & Waterfront (BPRW) Master Plan is the department's first comprehensive parks and recreation plan for the department. Through public meetings, an online interactive mapping tool and a statistically valid survey, a collaborative and engaging process ensured that the plan was driven by community input, needs and desires.



Franklin Park Action Plan | Boston, MA

Agency led the public engagement, planning, and programming for an effort led by Reed Hilderbrand in collaboration with MASS Design Group and a broad team of ecology, engineering, economic, and engagement experts. Throughout this 18-month project, which commenced in Fall 2019, the team undertook an equitable and inclusive planning and decision-making process to create a community driven master plan for an engaging and diverse Franklin Park.



Denver Game Plan[†] City and County of Denver

Denver, Colorado

2019

Reference

Gordon Robertson, Director
Parks Planning + Design + Construction
(720) 913-0615 Phone
(303) 349-9997 Cell
gordon.robertson@denvergov.org

The City and County of Denver's Game Plan for a Healthy City is a citywide parks and recreation plan for the next 20 years that proclaims that easy access to parks and open space is a basic right for all Denver residents. Built from input from more than 6,000 residents, stakeholders, and staff members, the Game Plan provides a roadmap for parks, recreation programs, and urban forest to serve the needs of all Denverites in the face of population growth and climate change. The Game Plan was led by Brie Hensold and Gina Ford while principals at Sasaki, and they continued to serve as the project's planning and design leadership while at Agency, working with the project manager and support team at Sasaki.

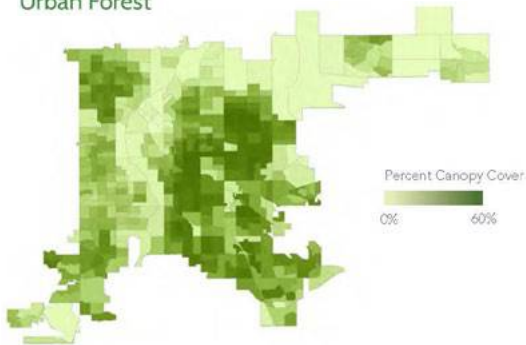
Denver's system is incredibly diverse, spanning urban plazas to large natural areas in the outlying mountains. However, today the system is facing unprecedented challenges environmentally and economically,

and it is not fully and equitably meeting the needs of all of Denver's growing and changing neighborhoods. The plan seeks to flip the mindset of recent parks investment, calling for a new vision that rallies around parks as essential public health and outlines five key strategies to:

- Adapt to the Changing Climate & Limited Resources,
- Diversify Parks & Recreation Services,
- Grow the Park System & Recreation Access,
- Reinvest in Denver's Parks & Recreation Resources & People, and
- Connect to Denver's Nature & Culture.

These strategies are informed by actionable policies, projects and programs and tied to recommended metrics and responsible parties for implementation.

Denver's Urban Forest



>242,000

Trees in Urban Parks + Rights-of-way
*2.2 million trees in Denver overall

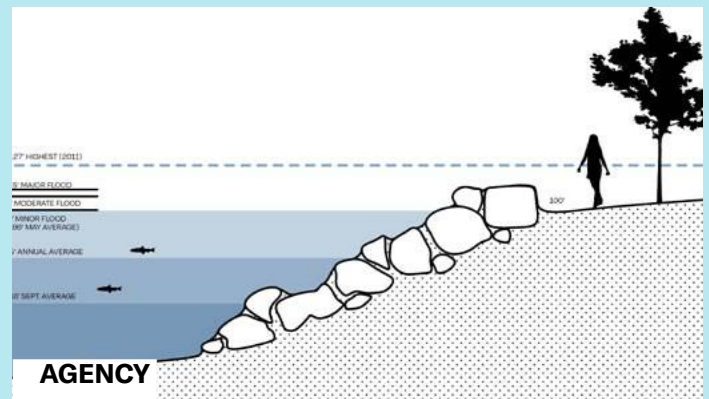
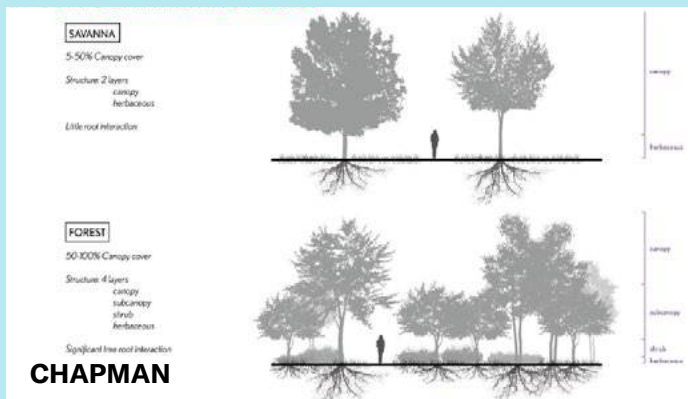
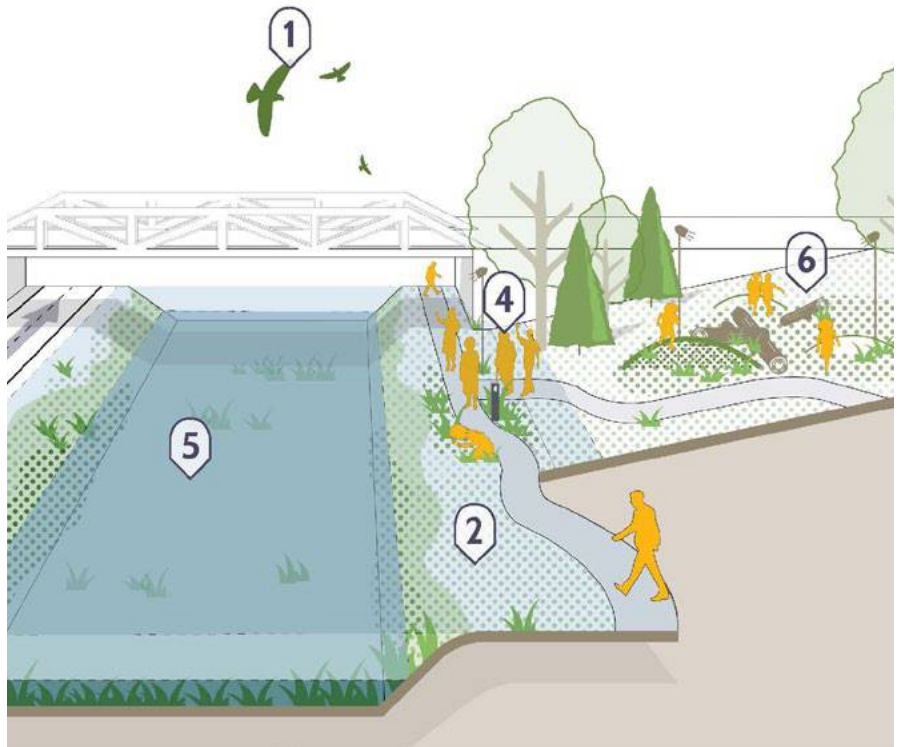
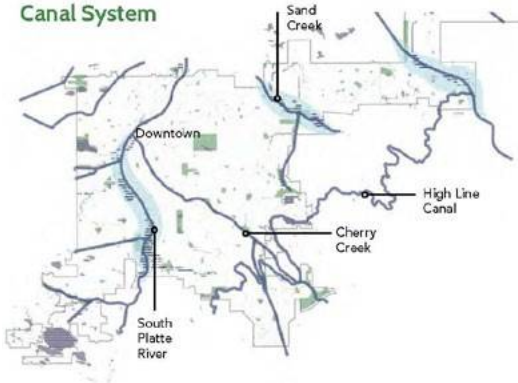
19.7%

Average Tree Canopy
Coverage in Denver

18%

of urban parkland (85 parks)
are in a floodplain

Denver's Creek and Canal System



Urban Forest Master Plan † | Cambridge, MA

The City of Cambridge retained Reed Hilderbrand to lead a team tasked with evaluating the climate resilience of the City's forests and recommending strategies to adapt the forest to future climate conditions. Kim Chapman, while at AES, was given the job of quantitatively modeling forest canopy change from 2008 to the present, and from the present to 2030 and 2070. This involved aggregating varying satellite imagery, LiDAR data, and field data to generate comparable statistics across the time period. Kim also contributed concepts, text, and recommendations for the technical report.

Perkins Pier | Burlington, VT

Located on the formerly industrial waterfront and vulnerable to lake flooding, Perkins Pier symbolizes both the past and future of Burlington. With the City of Burlington Parks, Recreation & Waterfront, and in collaboration with VHB and Moffatt + Nichol, Agency will establish a vision for Perkins Pier as a truly four-seasons destination, meeting the needs of Burlington residents today and as the city continues to grow and evolve. The plan will unite both the land and water on the site, and focus on integrating economic development, enhancing visitor experiences and residents' quality of life.

SCOPE OF SERVICES

Task 1: Assess Needs & Values

1.1 Project Start-up + Kickoff Meeting + Ongoing Coordination

To kick off the project, the Agency Team will lead the first leadership workshop, Project Kickoff, which will focus on the “state of Burlington’s open space” today, identifying strengths, weaknesses, opportunities, and threats, and ensuring we have a common language and interpretation of the plan’s aspirations and vision. It will include reviewing lessons learned from past planning efforts and discussing how this process can lead to successful implementation.

Highlights Tour: The Agency Team recommends that we do a brief tour of open space system highlights with members of the Staff Leadership Team and/or other City staff of Burlington’s open spaces.

The project start-up task will include the following:

- Review project schedule and key milestones.
- Establish a schedule of bi-weekly check-in calls to discuss project status, interim products, and receive guidance from the City’s project manager(s).
- Review a preliminary list of City and Agency Team roles and responsibilities with the City’s project manager(s).
- Discuss the project’s community engagement strategy and lessons learned from recent City engagement.
- Develop project visual identity including incorporating existing brand standards.

1.2 Analysis of Previous Plans and Studies + Research/Analysis

The Agency Team will review documents, GIS, and other data from the City and other publicly available datasets to understand the existing state, trends, and context of Burlington’s open spaces. This will include a review of and coordination with the UVM Spatial team.

The Agency Team will provide a data request list, which is anticipated to include data, plans, policies, maps, reports, and any other materials required to conduct the work as described in the scope of work. The City will transfer baseline data to the Agency Team for analysis, orienting the team to any known gaps, out-of-date elements, or areas in need of further review.

Task 1 review, research, and analysis will include:

- Review of prior plans (including but not limited to the 2000 Open Space Protection plan, 2014 Open Space Protection Plan and 2022 Nature Based Climate Solutions Addendum, Urban Forestry Master Plan, planBTV: Comprehensive Plan, ECOS Regional Plan - CCRPC, and Individual Park Plans)
- Identification of gaps in past approaches given the climate emergency
- With support from City staff, review of implementation progress to identify insights gained based on successes or lack of progress.
- Review of existing open space definition, typologies, and past mapping
- Equitable mapping to identify underserved communities and any inequities related to open space and tree canopy
- Review of existing open space system from landscape ecology perspective to identify high-level strengths/opportunities
- Incorporation of UVM’s Urban Tree Canopy Assessment mapping and findings

1.3 Staff + Stakeholder Focus Group Meetings

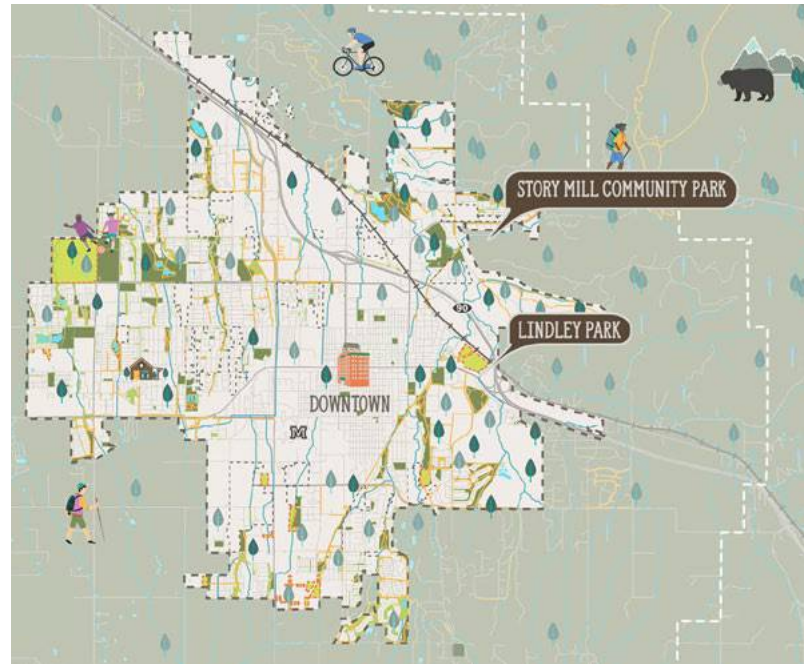
As part of the kickoff trip, the Agency Team will facilitate staff and stakeholder focus group meetings. These will be listening sessions, focused on understanding the existing state of Burlington’s open spaces and trees from staff perspectives. Discussion questions will focus on identifying strengths, challenges, and opportunities. The City team will have responsibility for identifying attendees, scheduling meetings, and communication with attendees.

1.4 Plan for Public Engagement

Agency will develop a Public & Stakeholder Engagement Work Plan outlining the strategy for community involvement in the Open Space Plan, with a focus on reaching communities that are traditionally excluded or underrepresented including areas with lower tree canopy/open space access.

While we plan to refine the exact methods with the City, we expect that the plan will include the following:

- **Interactive Community Workshops (2):** The Agency Team proposes two major workshops over the course of the project, aligned with key project milestones.
- **Online survey (1):** We will develop online survey with similar questions to the first in-person workshops to allow for broadened participation.
- **Pop-up engagement/Drop in at existing meetings/ events (1 toolkit):** The Agency team will develop a pop-up kit, adapted from the workshop materials, that can be deployed at existing meetings, programs/events, or highly attended locations. This could include a focus on going to community members in areas with lower open space/tree canopy. It could also include informational meetings with Neighborhood Planning Assemblies. The Agency team will participate in pop-up sessions that can be scheduled during existing projects trips, and the toolkit can be a resource that City staff could use at additional locations/meetings.
- **Website updates:** We will share copies of the engagement materials created for the interactive workshops with the City to upload to the project website. The City will be responsible for setting up, hosting, and maintaining the project website.
- **Meetings** with policy-making bodies including the Conservation Board, Parks Commission, Planning Commission, & City Council. Agency will participate in sessions that align with other planned trips and up to 2 virtual presentations throughout the course of the project.



Bozeman Parks, Recreation, and Active Transportation Plan, Bozeman, MT

Task 2 Envision the Future

2.1 Staff Leadership Meeting #2: Visioning Workshop

The second milestone meeting will be a Visioning Workshop to share findings from Task 1 and begin to look forward to goals and recommendations to address identified gaps and celebrate what is working well.

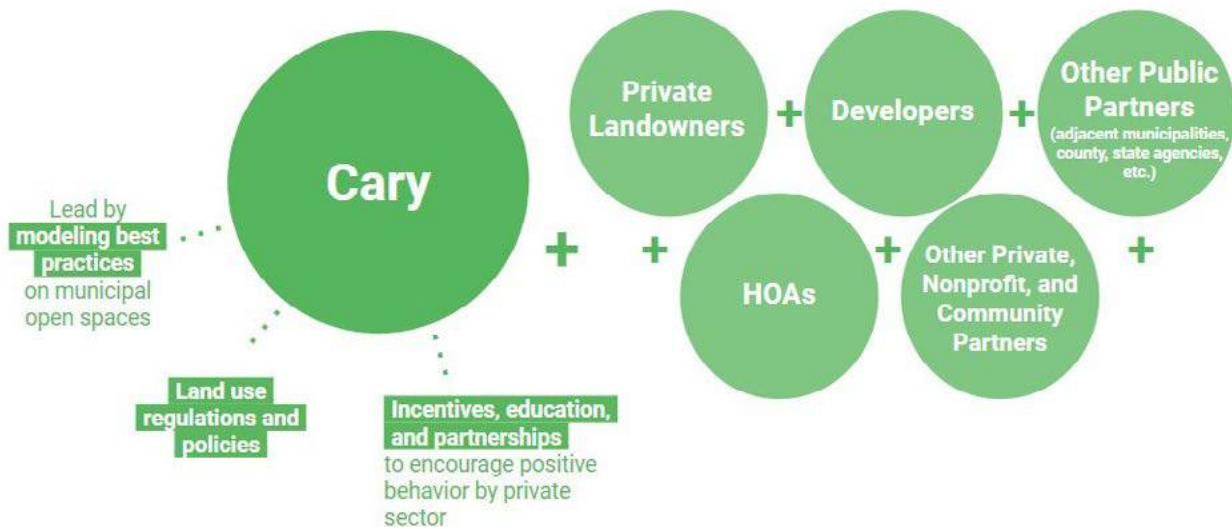
2.2 Community Engagement Wave 1: Visioning

This first wave of public engagement will focus on listening, education, and increasing awareness. Agency will provide a summary of the Task 1 analysis, highlighting findings about the existing open space system. For each engagement wave, Agency will develop engagement session materials (boards/slides/ feedback mechanism) and sign-in sheets. At the end of each engagement wave, Agency will analyze public feedback received and develop a summary of the results.

2.3 Vision and Updated Goals

Based on community, City, and stakeholder feedback, Agency will develop updated goals for Burlington's

Open space encompasses public to private lands, so implementation strategies will need to consider multiple actors for successful outcomes.



Cary Parks and Open Space Plan, Cary, NC

open space. These will build on past vision/goals from prior planning and recommend any updates based on analysis and input, including incorporating climate and equity. These goal statements will be the foundation of recommendations developed in the following project milestones.

2.4 Draft Recommendations

Building from the key findings, analysis, and input from City staff, stakeholders, and the community, Agency will develop draft recommendations. These recommendations will provide guidance for a collaborative approach among city staff, community leaders, local organizations, and citizens that can support Burlington's open space initiatives while balancing those with the development needs of a growing city. Anticipated drivers include: improving access in under-resourced areas and improving equity outcomes, increasing ecological function, and responding to climate change.

The Agency Team will develop draft recommendations that will address the following topic areas:

- Reducing inequities in open space and tree canopy
- Adapting to climate change and reducing environmental impacts
- Leading by example: modeling best practices on municipal open spaces
- Recommendations for how community members and developers can participate in sustaining and

strengthening Burlington's open spaces through education, volunteerism, and community input.

- Partnerships with other other public agencies or nonprofit organizations
- In collaboration with UVM and with input from City staff, identify suggested changes to the City's Tree Ordinance to support the plan vision and recommendations
- Recommend for future policy changes or financial considerations in support of the plan (policy language changes and financial recommendations will be the responsibility of the city)
- Recommended future implementation plans

Task 3: Create the Future Roadmap

3.1 Staff Leadership Meeting #3: Implementation Workshop

This final leadership meeting will be an Implementation Workshop will include leadership and other key staff/partners identified by the City project management team. It will focus on discussing and prioritizing implementation recommendations. If other partners will be central to plan implementation, they may be included in the workshop. This workshop will gather input on potential funding sources, equipment, and staffing needed to achieve and sustain goals

in the long term, including maintenance needs and potential challenges. The results of the implementation workshop, together with Wave 2 community input, will form the foundation of a draft Implementation matrix which will be included in the draft plan.

3.2 Community Engagement Wave 2: Action Plan

In the second wave of community engagement, the Agency Team will share the vision statement, goals, and draft recommendations and gather community feedback. Engagement will include a prioritization activity to understand community implementation priorities.

3.3 Draft Report + Implementation Matrix

Building from the Staff Leadership Implementation Workshop and Community Engagement Wave 2, the Agency team will develop a draft implementation matrix, outlining actions to be taken to meet the goals of the plan and responsible parties. The draft implementation matrix will be included in the draft plan. We would look to City staff to take the lead on financial needs, potential funding sources, staffing recommendations, and any desired cost estimation given your deep local knowledge of local funding opportunities and recent relevant construction costs.

The final report is anticipated to include two documents:

- **Open Space Plan** - highly visual summary version of key plan recommendations, intended for a public audience and reflective of Burlington's unique context.
- **Technical Report including Implementation Matrix** - more detailed technical report intended primarily for internal use. This document will combine deliverables from previous tasks.

The Agency Team will discuss the final report creation process with City staff to identify how it can proceed as smoothly as possible. The Agency Team will provide a report outline for review by City staff. The Agency Team will revise the outline based on City feedback before developing the draft report to ensure alignment of content.

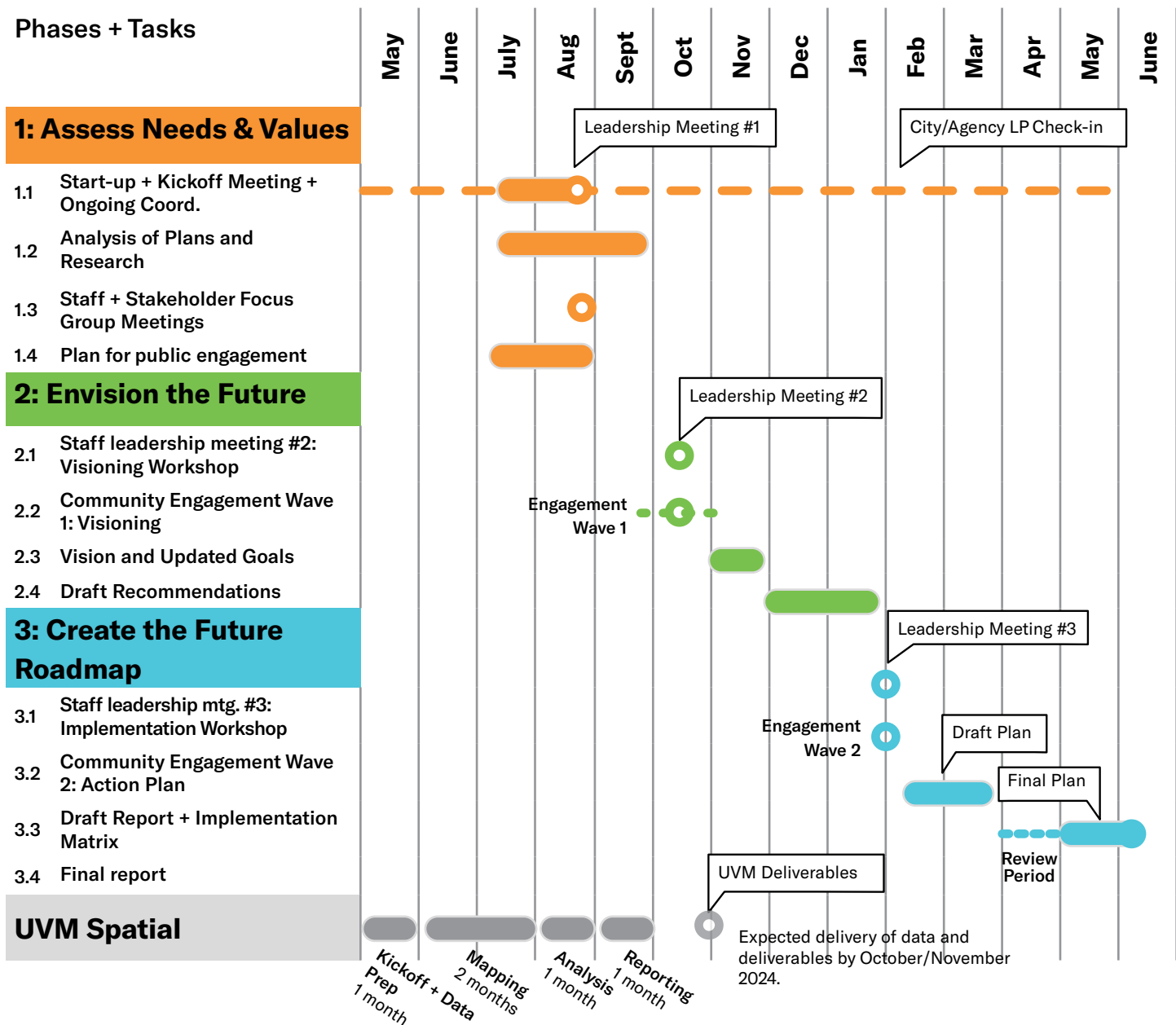
The Agency Team will provide the draft report to the City project management team for review. The City team will be responsible for reviewing the draft materials and requesting any desired feedback from other departments/agencies or other stakeholders. The City team will be responsible for reviewing all comments and providing the Agency Team with one consolidated, vetted set of requested edits on the draft materials.

3.4 Final report

The Agency Team will revise the draft report documents based on the edits list shared by City staff. The Agency Team will share the revised materials with City staff and will be available for 1 final round of edits to finalize the plan. These final edits could follow a public review window, if desired, or could reflect any final edits requested by City staff or other stakeholders.

Like the prior round of feedback, the Agency Team will look to the City to provide one consolidated, vetted set of requested edits on the plan. We find the review by the City project management team of any public, stakeholder, and departmental comments to be a critical step in the process because comments may sometimes conflict with one another or may not be advisable to incorporate. We will look to the City project management team to provide specific guidance for how comments should be incorporated at this point in the process. After making the second/final round of revisions, the Agency Team will deliver the final materials to City staff in digital format.

PROJECT SCHEDULE



Deliverables

- Data Request, including preferred file types
- Public & Stakeholder Engagement Work Plan
- Task 1 Analysis and Summary Presentation (shared in 2.1 Visioning Workshop)
- Presentation/content for Staff Leadership Meetings
- Community Engagement Wave #1 and #2 outreach materials (presentation materials/boards, feedback mechanisms, sign-in sheets, pop-up toolkit)
- Community Engagement Wave 1 and Wave 2 Feedback Summaries
- Project content updates for the project website

- Draft Open Space Plan and Technical Report
- Final Open Space Plan and Technical Report (Agency team will provide the plan document in digital format; City will be responsible for any printed copies)
- High res PDF (suitable for printing)
- Low res PDF (suitable for web viewing)
- Packaged Indesign file
- Key files and data generated as part of the project

Project Trip Assumptions:

- Agency: 3 trips, each 2 days
- Kim Chapman: 2 trips, 1-2 days

HOURS BY TASK

Team Member	Rhiannon Sinclair	Jill Allen Dixon	Landscape Designer/ Planner TBD	Agency Total	Kim Chapman
Project Role	Project Lead	Project Manager	Planner/ Designer		Ecologist
Task 1: Assess Needs & Values	25	43	104	172	37
Task: 2 Envision the Future	27	48	112	187	37
Task 3: Create the Future Roadmap	26	52	140	218	18
			Total Hours	577	92

COST PROPOSAL

Team Member		Rhiannon Sinclair	Jill Allen Dixon	Landscape Designer/ Planner TBD	Agency Total	Kim Chapman
Project Role		Project Lead	Project Manager	Planner/ Designer		Ecologist
Task 1: Assess Needs & Values	Hours	25	43	104	172	37
	Fee	\$5,000	\$7,525	\$10,400	\$22,925	\$7,200
Task 2: Envision the Future	Hours	27	48	112	187	37
	Fee	\$5,400	\$8,400	\$11,200	\$25,000	\$7,200
Task 3: Create the Future Roadmap	Hours	26	52	140	218	18
	Fee	\$5,200	\$9,100	\$14,000	\$28,300	\$3,600
				Total Hours	577	92
				Total Labor Fee	\$76,225	\$18,000
				Expenses (project travel + engagement printing/supplies)	\$3,775	\$2,000
				Total Team Fee	\$100,000	

A

Contact Information
Rhiannon Sinclair
Principal Planner
rhiannon@agencylp.com
+1 410 919 7800

**ATTACHMENT C:
BURLINGTON STANDARD CONTRACT CONDITIONS
FOR CONTRACTORS**

1. DEFINITIONS:

- A. The “Contract” shall mean the Contract between Contractor and the City to which these conditions apply and includes this Attachment C.
- B. The “Contractor” shall mean ~~Agency~~ **Landscape + Planning**.
- C. The “City” shall mean the City of Burlington, Vermont or any of its departments.
- D. The “Effective Date” shall mean the date on which the Contract becomes effective according to its terms, or if no effective date is stated, the date that all parties to it have signed.
- E. The “Parties” shall mean the parties to this Contract.
- F. The “Work” shall mean the services being provided by the Contractor, as provided in the Contract.

2. REGISTRATION: The Contractor agrees to be registered with the Vermont Secretary of State’s office as a business entity doing business in the State of Vermont at all times this Contract is effective. This registration must be complete prior to Contract execution.

3. INSURANCE & INDEMNIFICATION: The insurance and indemnification provisions set forth in Attachment C-1 are incorporated by this reference as though fully set forth. Any provisions of this Contract for indemnification, defense, release of liability, or warranty, shall survive termination hereof.

4. CONFLICT OF INTEREST: The Contractor shall disclose in writing to the City any actual or potential conflicts of interest or any appearance of a conflict of interest by the Contractor, its employees or agents, or its sub-contractors, if any.

5. PLANS, RECORDS, AND AVAILABLE DATA: The City agrees to make available, at no charge, for the Contractor’s use all available data related to the Contract including any preliminary plans, maps, drawings, photographs, reports, traffic data, calculations, EDM, valuable papers, topographic survey, utility location plats, or any other pertinent public records.

6. PERSONNEL REQUIREMENTS AND CONDITIONS: The Contractor shall employ only qualified personnel with appropriate and valid licensure, to the extent a license is required for the work performed. The City shall have the right to approve or disapprove key personnel assigned to administer activities related to the Contract.

Except with the approval of the City, during the life of the Contract, the Contractor shall not employ:

- 1. Any City employees who are directly involved with the awarding, administration, monitoring, or performance of the Contract or any project(s) that are the subjects of the Contract.

2. Any person so involved within one (1) year of termination of employment with the City.

The Contractor warrants that no company or person has been employed or retained, other than a bona fide employee working solely for the Contractor, to solicit or secure this Contract, and that no company or person has been paid or has a contract with the Contractor to be paid, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this warranty, the City shall have the right to annul the Contract, without liability to the City, and to regain all costs incurred by the City in the performance of the Contract.

The City reserves the right to require removal of any person employed by a Contractor, from work related to the Contract, for misconduct, incompetence, or negligence as determined by the City, in the due and proper performance of Contractor's duties, or for neglecting or refusing to comply with the requirements of the Contract.

7. **PERFORMANCE:** Contractor warrants that performance of Work will conform to the requirements of this Contract. Contractor shall use that degree of ordinary care and reasonable diligence that an experienced and qualified provider of similar services would use acting in like circumstances and experience in such matters and in accordance with the standards, practices and procedures established by Contractor for its own business.
8. **DESIGN STANDARDS:** Unless otherwise specifically provided for in the Contract, or directed in writing, Contractor services, studies or designs, that include or make reference to plans, specifications, special provisions, computations, estimates, or other data shall be in conformance with applicable City, state, and federal specifications, manuals, codes or regulations, including supplements to or revisions thereof, adopted prior to or during the duration of this Contract. In case of any conflict with the guidelines referenced, the Contractor is responsible to identify and follow any course of direction provided by the City.
9. **RESPONSIBILITY FOR SUPERVISION:** The Contractor shall assume primary responsibility for general supervision of Contractor employees and their sub-Contractors for all work performed under the Contract and shall be solely responsible for all procedures, methods of analysis, interpretation, conclusions and contents of work performed under the Contract. The Contractor shall be responsible to the City for all acts or omissions of its sub-contractors and any other person performing work under this Contract.
10. **UTILITIES:** Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, the Contractor will counsel with the City, plus achieve any necessary contacts and discussions with the affected owners, regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. The Contractor shall inform the City, in writing, of any such contacts and the results thereof.

11. INSPECTION OF WORK: The City shall, at all times, have access to the Contractor's work for the purposes of inspection, accounting, and auditing, and the Contractor shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Contractor shall permit the City or representative for the City the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Contractor pursuant to the Contract, as well as any preparatory work, work-in-progress, or completed work at a field site, where applicable.

Conferences, visits to a site, or an inspection of the work, may be held at the request of any involved party or by representatives of the City.

12. REVIEWS AND ACCEPTANCES: All preliminary and detailed designs, plans, specifications, estimates or other documents prepared by the Contractor, shall be subject to review and endorsement by the City.

Approval for any inspections or sequences of progress of work shall be documented by letters, memoranda or other appropriate written means.

A frequency for formal reviews shall be set forth in the Contract. Informal reviews, conducted by the City will be performed as deemed necessary. The Contractor shall respond to all official comments regardless of their source. The Contractor shall supply the City with written copies of all correspondence relating to formal and informal reviews.

No acceptance shall relieve a Contractor of their professional obligation to correct any defects or errors in their work at their own expense.

13. PUBLIC RELATIONS: Whenever it is necessary to perform work in the field, particularly with respect to reconnaissance, the Contractor will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Contractor shall conduct themselves with propriety. The Contractor agrees to inform property owners and/or tenants, in a timely manner, if there is need for entering upon private property as an agent of the City, in accordance with 19 V.S.A. § 35 and §.503, to accomplish the work under the Contract. The Contractor agrees that any work will be done with minimum damage to the land and disturbance to the owner. Upon request of the Contractor, the City shall furnish a letter of introduction to property owners soliciting their cooperation and explaining that the Contractor is acting as an agent of the City.

14. ACKNOWLEDGEMENTS: Acknowledgment of the City's support must be included in any and all publications, renderings and project publicity, including audio/visual materials developed under this Contract.

15. APPEARANCES:

A. Hearings and Conferences: The Contractor shall provide services required by the City and necessary for furtherance of any work covered under the Contract. These services shall

include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its contractual services covered under the Contract.

The Contractor shall perform any liaison that the City deems necessary for the furtherance of the work and participate in conferences with the City, at any reasonable time, concerning interpretation and evaluation of all aspects covered under the Contract.

The Contractor further agrees to participate in meetings with the City and any other interested or affected participant, for the purpose of review or resolution of any conflicts pertaining to the Contract.

The Contractor shall be equitably paid for such services and for any reasonable expenses incurred in relation thereto in accordance with the Contract.

- B. Appearance as Witness:** If and when required by the City, the Contractor, or an appropriate representative, shall prepare and appear for any litigation concerning any relevant project or related contract, on behalf of the City. The Contractor shall be equitably paid, to the extent permitted by law, for such services and for any reasonable expenses incurred in relation thereto, in accordance with the Contract.

16. PAYMENT PROCEDURES: The City shall pay, or cause to be paid, to the Contractor or the Contractor's legal representative payments in accordance with the Contract. All payments will be made in reliance upon the accuracy of all representations made by the Contractor, whether in invoices, progress reports, emails, or other proof of work. When applicable, for the type of payment specified in the Contract, the progress report shall summarize actual costs and any earned portion of fixed fee.

All invoices and correspondence shall indicate the applicable project name, project number and the Contract number. When relevant, the invoice shall further be broken down in detail between projects.

When applicable, for the type of payment specified in the Contract, expenses for meals and travel shall be limited to the current approved in-state rates, as determined by the State of Vermont's labor contract, and need not be receipted. All other expenses are subject to approval by the City and must be accompanied with documentation to substantiate their charges.

No approval given or payment made under the Contract, shall be conclusive evidence of the performance of the Contract, either wholly or in part thereof, and no payment shall be construed to be acceptance of defective work or improper materials.

The City agrees to pay the Contractor and the Contractor agrees to accept, as full compensation, for performance of all services rendered and expenses incurred, the fee specified in the Contract.

Upon completion of all services covered under the Contract and payment of the agreed upon fee, the Contract with its mutual obligations shall end.

17. DUTY TO INFORM CITY OF CONTRACT DOCUMENT ERRORS: If Contractor knows, or has reasonable cause to believe, that a clearly identifiable error or omission exists in the Contract Documents, including but not limited to unit prices and rate calculations, Contractor shall immediately give the City written notice thereof. Contractor shall not cause or permit any Work to be conducted which may relate to the error or omission without first receiving written notice by the City that City representatives understand the possible error or omission and have approved of modifications to the Contract Documents or that Contractor may proceed without any modification being made to Contract Documents.

18. NON-APPROPRIATION: The obligations of the City under this Contract are subject to annual appropriation by the Burlington City Council. If no funds or insufficient funds are appropriated or budgeted to support continuation of payments due under this Contract, the Contract shall terminate automatically on the first day of the fiscal year for which funds have not been appropriated. The Parties understand and agree that the obligations of the City to make payments under this Contract shall constitute a current expense of the City and shall not be construed to be a debt or a pledge of the credit of the City. The decision whether or not to budget and appropriate funds during each fiscal year of the City is within the discretion of the Mayor and City Council of the City. The City shall deliver written notice to Contractor as soon as practicable of any non-appropriation, and Contractor shall not be entitled to any payment or compensation of any kind for work performed after the City has delivered written notice of non-appropriation.

19. CHANGES AND AMENDMENTS: No changes or amendments to the Work of the Contract shall be effective unless documented in writing and signed by authorized representatives of the City and the Contractor.

20. EXTENSION OF TIME: The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by the Contractor for delays or hindrances, from any cause whatsoever, during the progress of any portion of services specified in the Contract. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the City may decide. Time extensions shall be granted by amendment, only for excusable delays, such as delays beyond the control of the Contractor and without the fault or negligence of the Contractor.

21. PUBLIC HEALTH EMERGENCY:

A. Compliance with Mandates and Guidance: The Contractor is advised that public health emergencies—meaning public health emergencies, as declared by the City, the State of Vermont, or the Federal Government—may introduce significant uncertainty into the project. The Contractor must comply with all local, state, federal orders, directives, regulations, guidance, advisories during a public health emergency. Contractor shall adhere to the below provisions and consider public health emergencies as it develops project schedules and advances the Work.

B. Creation of Public Health Emergency Plan: For any work performed on-site at a City location, the Contractor shall create a public health emergency plan acceptable to the City. The Contractor shall be responsible for following this plan and ensuring that the project or site is stable and in a safe and maintainable condition.

- a. **Public Health Emergency Plan:** The Public Health Emergency Plan will contain:
 - i. Measures to manage risk and mitigate potential impacts to the health and safety of the public, the City and Contractor's workers;
 - ii. Explicit reference to any health and safety performance standards and mandates provided by the City, the State of Vermont, the Federal government, or other relevant governmental entities;
 - iii. A schedule for possible updates to the plan as standards and mandates change; and
 - iv. Means to adjust the schedule and sequence of work should the emergency change in nature or duration.
- b. **Review and Acceptance of Plan:**
 - i. Contractor must provide the plan to the City by the Effective Date of this Contract or by one (1) week prior to the commencement of on-site activities, whichever is later.
 - ii. The City shall have sole discretion to require changes to the plan.
 - iii. The City may revisit the plan at any time to verify compliance with obligations that arise under a state of emergency.

C. Enforcement & Stoppage of Work: Contractor fails to comply with either 1) the approved public health emergency plan, or 2) any local, state, federal orders, directives, regulations, guidance, or advisories during a public health emergency, the City may stop Work under the Contract until such failure is corrected. Such failure to comply shall constitute a breach of the Contract.

Upon stoppage of work, the City may allow Work to resume, at a time determined by the City, under this Contract if such failure to comply is adequately corrected. The City shall have sole discretion in determining if Contractor has adequately corrected its failure to comply with the above.

If Contractor's breach of Contract has not been cured within seven (7) days after notice to stop Work from the City, then City may terminate this Contract, at its discretion.

D. City Liability Relating to Potential Delays: If a public health emergency is declared, the City will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to a public health emergency will be excusable, but will not be compensable.

22. FORCE MAJEURE: Neither Party to this Contract shall be liable to the other for any failure or delay of performance of any obligation under this Contract to the extent the failure or delay

is caused by acts of God, public health emergencies, epidemics, acts of the public enemy, acts of superior governmental authority, weather conditions, riots, rebellion, sabotage, or any other circumstances for which it is not responsible or which is not under its control ("Force Majeure"). To assert Force Majeure, the nonperforming party must prove that a) it made all reasonable efforts to remove, eliminate, or minimize the cause of delay or damage, b) diligently pursued performance of its obligations, c) substantially fulfilled all obligations that could be fulfilled, and d) timely notified the other part of the likelihood or actual occurrence of a Force Majeure event. If any such causes for delay are of such magnitude as to prevent the complete performance of the Contract within two (2) years of the originally scheduled completion date, either Party may by written notice request to amend or terminate the Contract. The suspension of any obligations under this section shall not cause the term of this Contract to be extended and shall not affect any rights accrued under this Contract prior to the occurrence of the Force Majeure. The Party giving notice of the Force Majeure shall also give notice of its cessation.

23. PAYMENT FOR EXTRA WORK, ADDITIONAL SERVICES OR CHANGES: The City may, in writing, and without invalidating the Contract, require changes resulting from revision or abandonment of work already performed by the Contractor or changes in the scope of work.

The value of such changes, to the extent not reflected in other payments to the Contractor, shall be incorporated in an amendment and be determined by mutual agreement. Any adjustments of this nature shall be executed under the appropriate fee established in the Contract, based on the adjusted quantity of work.

No changes for which additional fee payment is claimed shall be made unless pursuant to a written order from the City, and no claim for payment shall be valid unless so ordered.

The Contractor agrees to maintain complete and accurate records, in a form satisfactory to the City for all time devoted directly to same by Contractor employees. The City reserves the right to audit the records of the Contractor related to any extra work or additional services. Any such services rendered shall be subject, in all other respects, to the terms of the Contract. When changes are so ordered, no additional work shall be performed by the Contractor until a Contract amendment has been fully executed, unless written notice to proceed is issued by the City. Any claim for extension of time that may be necessitated as a result of extra work or additional services and changes shall be given consideration and evaluated insofar as it directly relates to the change.

24. FAILURE TO COMPLY WITH TIME SCHEDULE: If the City is dissatisfied because of slow progress or incompetence in the performance of the Work in accordance with the schedule for completion of the various aspects of construction, the City shall give the Contractor written notice in which the City shall specify in detail the cause of dissatisfaction. Should the Contractor fail or refuse to remedy the matters complained of within five days after the written notice is received by the Contractor, the City shall have the right to take control of the Work and either make good the deficiencies of the Contractor itself or direct the activities of the Contractor in doing so, employing such additional help as the City deems advisable. In such events, the City shall be entitled to collect from the Contractor any expenses in completing the Work. In addition, the City may withhold from the amount payable to the Contractor an amount approximately equal to any interest lost or charges incurred by the City for each

calendar day that the Contractor is in default after the time of completion stipulated in the Contract Documents.

- 25. RETURN OF MATERIALS:** Contractor agrees that at the expiration or termination of this Contract, it shall return to City all materials provided to it during its engagement on behalf of City.
- 26. ACCEPTANCE OF FINAL PAYMENT; RELEASE:** Contractor's acceptance of the final payment shall be a release in full of all claims against the City or its agents arising out of or by reason of the Work. Any payment, however, final or otherwise, shall not release the Contractor or their sureties from any obligations under the Contract Documents or any performance or payment bond.
- 27. OWNERSHIP OF THE WORK:** The Contractor agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by the Contractor, hereafter referred to as "instruments of professional service", shall become the property of the City as they are prepared and/or developed during execution of the Contract. The Contractor agrees to allow the City access to all "instruments of professional service" at any time. The Contractor shall not copyright any material originating under the Contract without prior written approval of the City. No publications or publicity of the work, in part or in total, shall be made without the express written agreement of the City, except that Contractor may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.
- 28. PROPRIETARY RIGHTS:** The Parties under the Contract hereby mutually agree that, if patentable discoveries or inventions should result from work performed by the Contractors under the Contract, all rights accruing from such discoveries or inventions shall be the sole property of the Contractor. The Contractor, however, agrees to and does hereby grant to the City an irrevocable, nonexclusive, non-transferable, and royalty-free license to the manufacture, use, and disposition of any discovery or invention that may be developed as a part of the Work under the Contract.
- 29. PUBLIC RECORDS:** The Contractor understands that any and all records related to and acquired by the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act and that the determination of how those records must be handled is solely within the purview of City. The Contractor shall identify all records that it considers to be trade secrets as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act and shall also identify all other records it considers to be exempt under the Act. It is not sufficient to merely state generally that the record is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.
- 30. RECORDS RETENTION AND ACCESS:** The Contractor agrees to retain, in its files, and

to produce to the City—within the time periods requested—all books, documents, Electronic Data Media (EDM), accounting records, and other records produced or acquired by the Contractor in the performance of this Contract which are related to the City, at any time during this Contract and for a period of at least three (3) years after its completion or termination. In addition, if any audit, claim, or litigation is commenced before the expiration of that three (3) year period, the records shall be retained until all related audits, claims, or litigation are resolved. The Contractor further agrees that the City shall have access to all the above information for the purpose of review and audit during the Contract period and anytime within the aforementioned retention period. Copies of all of the above referenced information shall be provided to the City, if requested, in the format in which the records were obtained, created, or maintained, such that their original use and purpose can be achieved. Contractor, sub-Contractors, or their representatives performing work related to the Contract, are responsible to ensure that all data and information created or stored on EDM is secure and can be duplicated and used if the EDM mechanism is subjected to power outage, obsolescence, or damage.

31. CONTRACT DISPUTES: In the event of a dispute between the parties to this Contract each party will continue to perform its obligations unless the Contract is terminated in accordance with these terms.

32. SETTLEMENTS OF MISUNDERSTANDINGS: Neither Party shall file any litigation arising from this Contract without first attempting in good faith to resolve the Parties' dispute through negotiated settlement or mediation; provided, however, that any applicable statute of limitations shall toll during any period in which the Parties are actively and mutually engaged in dispute resolution; and provided further that nothing herein shall prevent either Party from seeking emergency relief in appropriate circumstances from a court of competent jurisdiction.

33. CITY'S OPTION TO TERMINATE: The Contract may be terminated in accordance with the following provisions, which are not exclusive:

A. Termination for Convenience: At any time prior to completion of services specified under the Contract, the City may terminate the Contract for any reason by submitting written notice via certified or registered mail to the Contractor, not less than fifteen (15) days prior to the termination date, of its intention to do so. If the termination is for the City's convenience, payment to the Contractor will be made promptly for the amount of any fees earned to the date of the notice of termination and costs of materials obtained in preparation for Work but not yet installed or delivered, less any payments previously made. However, if a notice of termination is given to a Contractor prior to completion of twenty (20) percent of the estimated services, as set forth in the approved Work Schedule and Progress Report, the Contractor will be reimbursed for that portion of any reasonable and necessary expenses incurred to date of the notice of termination that are in excess of the amount earned under its approved fee to the date of said termination. Such requests for reimbursement shall be supported with factual data and shall be subject to the City's approval. The Contractor shall make no claim for additional compensation against the City by reason of such termination.

B. Termination for Cause:

- i. Breach: Contractor shall be in default if Contractor fails in any manner to fully perform and carry out each and all conditions of this Contract, including, but not limited to, Contractor's failure to begin or to prosecute the Work in a timely manner or to make progress as to endanger performance of this Contract; failure to supply a sufficient number of properly skilled employees or a sufficient quantity of materials of proper quality; failure to perform the Work unsatisfactorily as determined by the City; failure to neglect or refuse to remove materials; or in the event of a breach of warranty with respect to any materials, workmanship, or performance guaranty. Contractor will not be in default for any excusable delays as provided in Sections 19-21.

The City may give Contractor written notice of such default. If Contractor does not cure such default or provide a plan to cure such default which is acceptable to the City within the time permitted by the City, then the City may terminate this contract for cause.

- ii. Proceedings for Relief of Debtors: If a federal or state proceeding for relief of debtors is undertaken by or against Contractor, or if Contractor makes an assignment for the benefit of creditors, then the City may immediately terminate this contract.
- iii. Dishonest Conduct: If Contractor engages in any dishonest conduct related to the performance or administration of this Contract then the City may immediately terminate this contract.
- iv. Cover: In the event the City terminates this contract as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and Contractor shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services, interest, or other charges the City incurs to cover.
- v. Rights and Remedies Not Exclusive: The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

34. GENERAL COMPLIANCE WITH LAWS: The Contractor and any sub-contractor approved under this Contract shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance, the Non-Outsourcing Ordinance, and the Union-Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties. If, for any reason,

a provision in the Contract is unenforceable or invalid, that provision shall be deemed severed from the Contract, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the Contract.

- 35. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY:** During performance of the Contract, the Contractor will not discriminate against any employee or applicant for employment because of religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status, or genetic information. Contractor, and any sub-contractors, shall comply with any Federal, State, or local law, statute, regulation, Executive Order, or rule that applies to it or the services to be provided under this contract concerning equal employment, fair employment practices, affirmative action, or prohibitions on discrimination or harassment in employment.
- 36. CHILD SUPPORT PAYMENTS:** By signing the Contract, the Contractor certifies, as of the date of signing the Contract, that the Contractor (a) is not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the Contractor is a sole proprietorship, the Contractor's statement applies only to the proprietor. If the Contractor is a partnership, the Contractor's statement applies to all general partners with a permanent residence in Vermont. If the Contractor is a corporation, this provision does not apply.
- 37. TAX REQUIREMENTS:** By signing the Contract, the Contractor certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, that the Contractor is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Contract.
- 38. NO GIFTS OR GRATUITIES:** The Contractor shall not make any payment or gift or donation of substantial value to any elected official, officer, employee, or agent of the City during the term of this Contract.
- 39. ASSIGNMENT:** Contractor shall not sublet or assign this Work, or any part of it, without the written consent of the City. If any sub-contractor is approved, Contractor shall be responsible and liable for all acts or omissions of that sub-contractor for any Work performed. If any sub-contractor is approved, Contractor shall be responsible to ensure that the sub-contractor is paid as agreed and that no lien is placed on any City property.
- 40. TRANSFERS, SUBLETTING, ETC:** The Contractor shall not assign, sublet, or transfer any interest in the work, covered by this Contract, without prior written consent of the City, and further, if any sub-contractor participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the City. The approval or consent to assign or sublet any portion of the work, shall in no way relieve the Contractor of responsibility for the performance of that portion of the work so transferred. The form of the sub-contractor's contract shall be as developed by the Contractor and approved by the City. The Contractor shall ensure that insurance coverage exists for any

operations to be performed by any sub-contractor as specified in the insurance requirements section of this Contract.

The services of the Contractor, to be performed under the Contract, shall not be transferred without written authorization of the City. Any authorized sub-contracts shall contain all of the same provisions contained in and attached to the original Contract with the City.

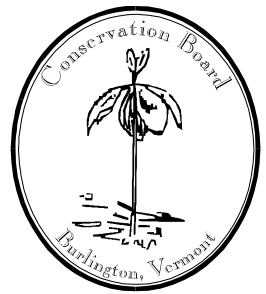
- 41. CONTINUING OBLIGATIONS:** The Contractor agrees that if because of death, disability, or other occurrences, it becomes impossible to effectively perform its services in compliance with the Contract, neither the Contractor nor its surviving members shall be relieved of their obligations to complete the Contract unless the City agrees to terminate the Contract because it determines that the Contractor is unable to satisfactorily execute the Contract.
- 42. INTERPRETATION & IMPLEMENTATION:** Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties.
- 43. ARM'S LENGTH:** This Contract has been negotiated at arm's length, and any ambiguity in any of its terms or provisions shall be interpreted in accordance with the intent of the Parties and not against or in favor of either the City or Contractor.
- 44. RELATIONSHIP:** The Contractor is an independent contractor and shall act in an independent capacity and not as officers or employees of the City. To that end, the Contractor shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. The Contractor shall provide its own tools, materials, or equipment. The Parties agree that neither the Contractor nor its principal(s) or employees are entitled to any employee benefits from the City. Contractor understands and agrees that it and its principal(s) or employees have no right to claim any benefits under the Burlington Employee Retirement System, the City's worker's compensation benefits, health insurance, dental insurance, life insurance, or any other employee benefit plan offered by the City. The Contractor agrees to execute any certifications or other documents and provide any certificates of insurance required by the City and understands that this Contract is conditioned on its doing so, if requested.
- The Contractor understands and agrees that it is responsible for the payment of all taxes on the above sums and that the City will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.
- 45. CHOICE OF LAW:** Vermont law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract, notwithstanding conflicts of law principles. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Contract to the extent capable of execution.
- 46. JURISDICTION:** All suits or actions related to this Contract shall be filed and proceedings held in the State of Vermont, notwithstanding any other law.

- 47. BINDING EFFECT AND CONTINUITY:** This Contract shall be binding upon and shall inure to the benefit of the Parties, their' respective heirs, successors, representatives, and assigns. If a dispute arises between the Parties, each Party will continue to perform its obligations under this Contract during the resolution of the dispute, until the Contract is terminated in accordance with its terms.
- 48. SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract, shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Contract in accordance with the intent of this Contract.
- 49. ENTIRE CONTRACT & AGREEMENT:** This Contract constitutes the entire Contract, agreement, and understanding of the Parties with respect to the subject matter of this Contract. Prior or contemporaneous additions, deletions, or other changes to this Contract shall not have any force or effect whatsoever, unless embodied herein.
- 50. APPENDICES:** The City may attach to these conditions appendices containing various forms and typical sample sheets for guidance and assistance to the Contractor in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the City as occasions may require. It is the responsibility of the Contractor to ensure that they have the latest versions applicable to the Contract.
- 51. NO THIRD PARTY BENEFICIARIES:** This Contract does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Contract are incidental to this Contract, and do not create any rights for such third parties.
- 52. WAIVER:** Notwithstanding the passage of time, a Party's failure or delay in exercising any right, power, or privilege under this Contract, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

Burlington Conservation Board

149 Church Street
Burlington, VT 05401
<http://www.ci.burlington.vt.us/planning/>
Telephone: (802) 865-7191
(802) 865-7195 (FAX)

Zoe Richards, Chair
Rebecca Roman, Vice Chair
Don Meals
Miles Waite
Ryan Crehan
Hannah Brislin
Kyle Tansley
Caryn Connolly
Leslie Spencer
Elizabeth Cunningham, Student



Request for Proposals (RFP) for Professional Planning Services Burlington VT, Open Space Plan

The City of Burlington is seeking proposals from an interdisciplinary firm or team of consultants that may include landscape architects, planners, urban designers, ecologists, environmental law experts, graphic designers and/or climate resiliency professionals to complete a comprehensive Open Space Plan for the City.

Issue date:	Friday, April 12 th , 2024
Questions due:	Friday, April 19 th , 2024 @NOON
Answers posted:	Tuesday, April 23 rd , 2024
Proposals due:	Tuesday, May 7 th , 2024 @NOON
Proposal review, award	Week of May 20 th , 2024
Contract signing, kickoff:	Week of May 27 th , 2024

Inquiries/submissions to: **Scott Gustin, AICP, CFM**
Principal Planner
Dept. of Permitting & Inspections
sgustin@burlingtonvt.gov
(802) 865-7189

The City requires that all related work, inclusive of planning and reporting, be completed by **August 30, 2025**. The City reserves the right to amend all dates. While this timeline may be subject to change, all participating parties will be notified.

*No Bids will be accepted or contracts awarded until Board of Finance approval and the execution of a contract and all required certifications between the City and a successful bidder are completed.

I. Project Overview

The Burlington Conservation Board, in collaboration with Parks & Recreation, City Planning, and Permitting & Inspections, is looking to address the management and resiliency of Burlington's urban forest and open spaces through the development of a comprehensive Open Space Plan.

Burlington is a vibrant small city on the eastern shores of Lake Champlain. The city benefits from an abundance of open space totaling almost 50% of its geographic area. The city's environmental ethic has pushed for preservation, adaptation, and access to its diverse open

The programs and services of the Dept. of Permitting & Inspections are accessible to people with disabilities. For accessibility information call 865-7188 (865-7142 TTY).

spaces. As Burlington continues to intensify in density to accommodate its increasing population, the City aims to continue its long-standing commitment to providing equitable access to quality open spaces.

While Burlington’s original Open Space Protection Plan (2000) encompassed mainly ‘green’ spaces including natural areas, urban agriculture, parklands and green infrastructure, it acknowledged that urban greenspaces were necessary as an aesthetic and ‘softening’ of dense neighborhoods. By including urban greenspaces in this new plan, it is anticipated that private outdoor spaces will begin to play a bigger role in the plan and will serve to support a collective spirit of stewardship in addition to a sense of responsibility amongst city residents. Broadening the definition of open space to include civic spaces and greenways will not only support human health, but also enable us to connect networks and habitats that are unique to urban environments.

The Open Space Plan will build on past plans (listed in Section III) and take a multi-disciplinary approach to documenting the City’s open spaces, updating open space goals, and identifying specific resource targets and timelines through a robust community-focused engagement process. The Open Space Plan will also fold in the Urban Forest Plan, as the two are interdependent and interrelated and should be mutually complementary rather than two separate plans. Additional goals for this Plan are identified in the Project Scope.

The project will be data-driven. The City has contracted with the University of Vermont Spatial Analysis Lab (UVM Spatial) to collect tree canopy and open space data through LiDAR and other imagery and to analyze the collected data. The selected consultant is expected to collaborate with UVM Spatial as part of this project in a dynamic way, as well as take the generated data and analysis, apply it to the plan, ensuring that the information is easily digestible in the final deliverables.

II. Project Background

The original [Open Space Protection Plan](#) (OSPP), adopted in 2000, grew out of a 1997 City Council Resolution calling for the creation of “a plan to protect important natural areas and open spaces.” Under the direction of the Conservation Board and based on goals identified in the 1996 Burlington Municipal Development Plan, the 2000 Plan focused on: (1) Identifying, protecting and preserving natural areas and open spaces of local, regional, and statewide significance for the benefit of current and future generations; (2) Maintaining and improving the integrity of natural and recreational systems within the City; (3) Guiding development into the city center and neighborhood activity centers; and (4) Ensuring long-term stewardship and appropriate public access to natural areas and open space, including improved opportunities for pedestrian access and interaction throughout the City.

Through 2013 and into 2014, the OSPP was updated to build upon the foundation established by the original Plan. This effort not only focused on the open space inventory, reflecting changes in land use and development, but also depicted open spaces at a much finer scale than in the original inventory. With climate change identified as the ‘defining challenge’ of our time requiring urgent attention, the Burlington Conservation Board led

an effort in 2021 to create an addendum to the OSPP focused on nature-based climate solutions, which was later adopted in February of 2022.

The current [Urban Forestry Master Plan](#) (UFMP), adopted in 2002, focused on city-owned parklands and street trees. The document provided a comprehensive and multi-objective management plan for the City's urban forest as well as recommendations for the management and care of urban trees and related vegetation on all City-owned land. The 2002 UFMP addressed how the urban forest improves air and water quality, promotes energy efficiency, enhances noise control, improves urban aesthetics, fosters the mental and physical health and well-being of its citizens, and improves wildlife habitats. It also placed a monetary value on the urban forest canopy. However, the UFMP did not evaluate Burlington's urban tree canopy based on equity, propose any policies related to preserving and enhancing the urban forest, nor anticipate the challenges of climate change and loss of trees due to invasive insects.

More city plans that should be consulted can be found in Section III, Task 1. This new Open Space Plan will build on past City plans and establish a policy vision for open space inventory, management, access, and preservation going into the future.

III. Scope of Work and Final Products

This project will be led by a collaborative city team including Parks, Recreation and Waterfront, Permitting and Inspections, and City Planning. It will involve the work of the Conservation Board, Conservation Legacy Program, and the Parks Commission. Ultimately, City Council will consider adopting the plan when it is complete. The Consultant(s) will be working under the direction of City staff throughout the development of the project. The Consultant(s) will also be expected to independently collaborate with other relevant City Departments in order to gather and synthesize relevant information. Mapping and related data analysis will be performed by the University of Vermont's Spatial Analysis Lab. The selected consultant will work collaboratively with city staff and the Spatial Analysis Lab to provide a comprehensive final product.

The Open Space Plan is intended to identify both existing and potential connections between open spaces and the tree canopy, between people and the infrastructure that connects us. To do so, it is anticipated that the process will require:

- Utilizing the Urban Tree Canopy Assessment to be generated by UVM Spatial to evaluate ecosystem services provided by our urban trees and natural areas, and articulate their role in mitigating existing and forthcoming climate challenges that Burlington faces and will face, such as urban heat islands and in providing cooling areas.
- Analyzing data to inform future scenarios related to climate change.
- Identifying any inequities related to open space and tree canopy by neighborhood and propose steps towards narrowing any gaps.
- Building upon the foundation of the existing Urban Forestry Plan, Open Space Protection Plan, Nature Based Climate Solutions Addendum, Municipal Development Plan, and coordinate with the city's Parks, Recreation and Waterfront Comprehensive Plan, and the comprehensive plans for individual parks.

- Ensuring that existing and proposed Open Space goals align with other City plans.
- Establishing metrics for measuring progress throughout the next decade. A successful plan will cast a broader net to not only consider Burlington's forested landscape and traditionally 'green' open spaces in this Plan, but encompass all of the City's natural and urban areas and spaces and surrounding areas.
- Incorporating new goals and objectives as to how Burlingtonians need to manage their natural resources and urban ecosystems to contribute to climate solutions.
- Developing an implementation matrix that outlines actions to be taken to meet the goals of the plan. This matrix should also outline estimated costs, potential funding sources, equipment, and staffing needed to achieve and sustain goals in the long term, including maintenance needs and potential challenges.
- Identifying opportunities to educate residents on the value of trees and natural areas available to them, and potential partners to assist with this effort.
- Providing accessible recommendations for community members to participate in sustaining and strengthening our open spaces through education, volunteerism, and community input.
- Providing guidance for a collaborative approach among city staff, community leaders, local organizations, and citizens that can support our open space initiatives while balancing those with the development needs of a growing city.

The City has also pre-determined that one of the key results of this plan will include an update to the City's Tree Ordinance, which has not ever been revised. Along these lines, if additional policy, zoning, or ordinances need to be modified to support the plan, these should be identified in the implementation matrix.

This Plan will be crucial in the next five years as Burlington begins the process of updating both the Citywide Comprehensive Plan as well as the Parks, Recreation and Waterfront Comprehensive Plan*.

A breakdown of tasks and responsibilities is anticipated to generally include those outlined below. The City may negotiate additional services as needed or as identified the consultant's proposal.

A. **Task 1: Analysis of Previous Plans and Studies**

The consultant, with assistance from City of Burlington staff, will conduct an analysis of previously completed, pending, and recently adopted plans, studies, and policies to include, but not limited to, the following:

- [Open Space Protection plan \(2000\)](#)
- [Open Space Protection Plan \(2014\)](#)
 - [Nature Based Climate Solutions Addendum \(2022\)](#)
- [Urban Forestry Master Plan \(2002\)](#)
- [planBTV: Comprehensive Plan \(2019\)](#)
- [ECOS Regional Plan - CCRPC \(2018\)](#)
- Individual Park Plans

The analysis should include gaps in past approaches given the climate emergency, and any insights gained based on successes or lack of progress. The analysis should also look at

how past plans have enabled institutional and structural racism to proliferate, while implementation steps will prioritize addressing these harms and prioritizing implementation strategies to address inequalities. The analysis will serve as a starting point for the plan to build upon and for the consultants to consider in determining how to best engage the public (Task 2) and complete a report (Task 3) that is actionable and reflects Burlington's unique context.

Task 1 Anticipated Deliverables:

- Analysis and Summary Presentation: a summary of findings to be presented to the internal project team and relevant City boards/commissions. Summary materials will be accessible in both language and layout, as well as visually engaging.

B. Task 2: Public Engagement and Outreach

The Consultant will work with City to identify the most effective strategies to solicit, collect, and synthesize public comments using a variety of media including but not limited to the establishment of online presence with dedicated webpage, social media, and printed materials. The identified mechanisms should reflect best practices for equitable data collection to ensure that community members from throughout the city are included in the process, what ways in which we will creatively engage members of the public and how information will be shared. The Consultant will be responsible for facilitation and generating any information materials to be distributed/shared ahead of or during any public engagement. Any materials or content created for public education or will use accessible language and be easily translatable.

Anticipated engagement opportunities include:

- Informational meetings with Neighborhood Planning Assemblies, stakeholder groups (including BACA) and the general public.
- Public meetings (in-person and/or remote) with policy-making bodies including the Conservation Board, Parks Commission, Planning Commission, & City Council.
- Engage the community in the process and ask challenging questions about policy and private responsibilities.
- Identify geographies of deficient open space and/or urban canopy and develop dynamic engagement opportunities by 'going where they are' vs discreet, City led 'meetings.'
- Identify existing organizations and activities, particularly in areas of deficient open space/tree canopy, to engage, celebrate, codify, and support their missions.

Task 2 Anticipated Deliverables:

- Outreach Materials - standardized look and feel for the project to be used digitally and in print material and that will be consistent with the final plan.
- Stakeholder Engagement Work Plan, including but not limited to a meeting/event schedule and subsequent agendas and meeting minutes.
- Public Outreach and Comment Work Plan that identifies the best strategies for engaging the public in the outreach process and options for participation.

- Accessible and translatable content and materials for the City to use during public meetings and other outreach activities.
- Public & Stakeholder Engagement Report, which includes comments from public and stakeholders during engagement activities and synthesizes those comments into goals and objectives.

C. **Task 3: Draft and Final Document Production**

- Generate a Final Open Space Plan for Burlington which is visually engaging and easily accessible to all members of the public and that can be used as an education tool.
- The Final Plan should also include a technical report including data and analysis generated by UVM Spatial as an addendum, as well as identification of any policy (standards, ordinances, fees, for example) and financial needs to support the final plan.

Task 3 Anticipated Deliverables:

- Final Open Space Plan and technical report.
- Any raw files, documents, photos, images, data generated as part of the project.

Responsibilities of the City:

- Provide access to all available relevant geographic information, databases, plans, reports, studies and maps;
- Provide assistance and oversight of analysis as necessary; and
- Assist with coordination and execution of public process and outreach. Support dissemination of information and materials to promote process.

IV. RESPONSE FORMAT

Questions concerning this Request for Proposals (RFP) must be made via email to the point of contact above. Responses to all submitted questions will be posted at: <http://www.burlingtonvt.gov/RFP> by the noted date. Any revisions, addendums, and answers to questions received by the question deadline will be sent to consultants that attend the pre-proposal meeting.

Responses to this RFP must not more than 24 pages in length (12 double-sided or 24 single-sided pages), received per the schedule outlined on Page 1 to be considered. Proposals must be submitted electronically as a .pdf.

Applicants will receive a confirmation email once their proposal is received.

Please ensure that the document is easily printable in an 8.5x11 format. Responses must include the following:

- 1) Qualifications Details consisting of:
 - a) Cover letter including statement of understanding and approach to this project;

- b) **Proposed Project Team Members:** A description of the team composition, areas of expertise, and role of each member and sub-consultant on the team. Clearly indicate the applicant's designated project manager as well as sub-consultants who will be assigned to the work for the length of the project and their respective expertise in such work;
 - c) **Specific Project Experience:** Descriptions detailing completed, similar, or relevant project experience that the applicant has executed. Links to similar or relevant projects are encouraged;
 - d) **List of References:** Provide a minimum of three client references for which the applicant has provided similar planning and design services within the last five years. Include the name, telephone number, and email address of the contact person and a description of the role and services provided to that contact; and,
 - e) **Exhibit A (provided in this RFP):** Signed by a representative of lead consultant attesting that all terms, conditions, and procedures outlined in this RFP are understood and have been followed.
- 2) **Technical Proposal** consisting of:
- a) A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
 - b) A scope of work that includes steps to be taken, including any products or deliverables;
 - c) A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-consultant by task;
 - d) A proposed schedule that indicates project milestones, including deliverables, and overall time for completion; and,
 - e) Any other information deemed necessary to address the requests of this RFP.
- 3) **Cost Proposal** consisting of: composite schedule by task of direct labor hours;
- a) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant)

V. CONSULTANT SELECTION

Proposals will be reviewed and evaluated by City staff based on the information provided. Proposals will be rated according to the following criteria (Total of 100 points possible).

1. **Experience & Qualifications:** Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project. (15 pts)
2. **Project Understanding & Knowledge of Area:** Demonstrated understanding of the parameters of this project, its limitations and potential. (15 pts)
3. **Ability to Meet Schedule:** Identify strategies to be applied to complete the plan and

- deliverables within the identified timeline. (15 pts)
4. **Ability to Meet Budget/Value:** Outline how the project will be managed as related to proposed and anticipated additional costs. Estimate of resource allocations to each component of the project and availability of qualified staff. (25 pts)
 5. **Depth of Skills:** Depth or relevant technical experience in undertaking this type of project. (10pts)
 6. **Demonstration of Innovative Approaches:** How were similar projects approached, challenges addressed, and objectives achieved? (10 pts)
 7. **Quality, Clarity & Completeness of Submittal Package** (10 pts)

VI. SUBMISSIONS

Proposals and questions shall be submitted via e-mail to:

Scott Gustin, AICP, CFM

Principal Planner

Dept. of Permitting & Inspections

sgustin@burlingtonvt.gov

Additional submission requirements are as follows:

- Responses to this RFP must be received per the schedule outlined on Page 1 to be considered.
- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant **MUST** provide their submittal electronically as a PDF.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered.

Communications

It is important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted with this RFP at the City website at: <http://www.burlingtonvt.gov/RFP>. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

Other terms

The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP and must be included as part of the final submittal (Exhibit A).

VII. EXHIBITS

- A. Exhibit A: Understanding of RFP Procedures, Terms, and Conditions
- B. Exhibit B: Draft Contract
- C. Exhibit C: Burlington Standard Contract Conditions
- D. Exhibit C-1: Burlington Standard Insurance and Indemnification Conditions
- E. Exhibit D: Burlington Livable Wage Ordinance Certification
- F. Exhibit E: Burlington Outsourcing Ordinance Certification
- G. Exhibit F: Burlington Union Deterrence Ordinance Certification

Bid documents include this main body of the request for proposals and all exhibits.

VIII. CONTRACTING

The consultant must qualify as an independent contractor and, prior to being awarded a contract, must apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the consultant is registered with the Secretary of State's Office.

Prior to beginning any work, the consultant shall obtain Insurance Coverage in accordance with the Burlington Standard Insurance and Indemnification Conditions (Exhibit C-1 in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

IX. AGREEMENT REQUIREMENTS

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited to those in the Burlington Consultant Conditions (Exhibit C and C-1) and the attached Draft Agreement.

X. LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for the response to this Request for Proposals.

XI. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The City will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

XII. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response.

XIII. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XIV. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XV. DUTY TO INFORM CITY OF BID DOCUMENT ERRORS

If a bidder knows, suspects, or has reasonable cause to believe, that an error or omission exists in any of the bid documents, including but not limited to unit prices and rate calculations, the bidder shall immediately give the City written notice thereof. Consultants shall not cause or permit any work to be conducted that may related to the error or omission without first receiving written acknowledgment from the City that City representatives understand the possible error or omission and have approved the requested modifications to the bid or contract documents or that the consultant may proceed without any modification being made to the bid or contract documents.

XVI. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or

is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

Board of Finance and City Council Submission ChecklistDepartment: Permitting & Inspections Submitter: Scott GustinTitle/Subject: Contract Approval for Open Space Plan Rewrite

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	6/10/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/4/2024	Bill Ward
Mayor's Office informed and approved memo	Yes	6/4/2024	Informed.
Board/Commission, if required (Conservation)	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	6/4/2024	Attorney Sturtevant
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/4/2024	Attorney Sturtevant
CAO has reviewed budget, financing, and memo	Yes	6/4/2024	Katherine Shad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Yes	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Pending BOF

FOR INFORMATION ONLY

Lori Olberg

From: The Vermont Department of Housing and Community Development
<accd.cpr@vermont.gov>
Sent: Monday, June 3, 2024 4:30 PM
To: Lori Olberg
Subject: Homes for All, ADU Guide, Conferences & Summits

[WARNING]: This email was sent from someone outside of the City of Burlington.

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

[View this email in your browser.](#)

Department of Housing and Community Development

JUNE 2024



DHCD's Community Planning and Project Manager Amy Tomasso presents at the Southern Vermont Economy Summit.

Homes for All

The Department of Housing and Community Development (DHCD) did a presentation at the recent Southern Vermont Economy Summit at Mount Snow in Dover making the case for more Missing Middle housing and sharing how to build it using the [Homes for All Toolkit](#).

You can register now to learn more about the state's Missing Middle efforts at [Small-Scale Housing Solutions for Southwestern Vermont](#) on **June 11** in Rutland.

Also, check out DHCD's recent article in Public Square ["Vermont is bringing back missing middle housing"](#).



Photo by Alex Davis of an Accessory Dwelling Unit behind a home in Montpelier.

Adding ADUs

FOR INFORMATION ONLY

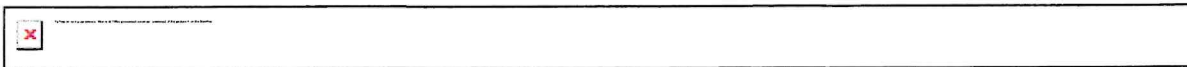
Lori Olberg

From: VLCT News <info@vlct.org>
Sent: Tuesday, June 4, 2024 3:15 PM
To: Lori Olberg
Subject: Transportation Policy Committee, Pay for "Green Book", Enhance Your Community, and more!

For complete information
on funding your project,
contact the City Clerk's Office

[WARNING]: This email was sent from someone outside of the City of Burlington.

[Click here to view this email as a web page.](#)



Our Statement on Passage of S.55 re: Open Meeting Law

In short, we like some elements more than others and will keep advocating for future improvements for local government. Read the full statement for details.

Seeking Members for Our Transportation Policy Committee

Are you concerned about funding for municipal highway aid and water quality related to highways; communication among state, federal, and local officials on transportation issues; trucks & oversized vehicles on municipal highways; and policy related to rail? Apply to help form VLCT's 2024-25 transportation policy!

By 6/7 Request 2024 Vermont Statutes Annotated "Green Book"

Town clerks and others, please note the change from previous years: to get the four new title volumes, an index, and a set of pocket parts you will need to order by Fri 6/7 and pay \$401.50. More info is on our webpage.

Take the State's Short Survey on Infrastructure Cybersecurity

Vermont's Cybersecurity Advisory Council needs input from as many local governments as possible to measure current risks throughout the state.

Apply for Emergency Shelter Funding By 7/10

Funding for emergency shelter capacity from 12/01/24 to 3/31/25 and possibly for Permanent Supportive Housing beyond then is available from the Department for Children & Families. Apply before 7/10.

"Swatting" Avoidance for Election Workers and Law Enforcement

Swatting is a dangerous criminal tactic of making false emergency reports, and it can pose significant risks to targeted people including election workers. Three federal agencies wrote this thorough guidance to provide insights and strategies for prevention and response.

Golfers, Take Note!

Register and pay by Fri 6/7 to join your counterparts as well as VLCT partners and staff on 6/21.

New \$6.8M Rural Water Infrastructure Program Announced

ARPA funding is the key to a new partnership between the State of Vermont and the Vermont Bond Bank.

Flood Abatement Reimbursements Extended to 11/15



Fee \$25.00

May 1, 2024 ---- April 30, 2025

CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION

☒ Indoor

☐ Outdoor

PART I
ORGANIZATION

All information in this section is required

1. Corporation/Sole Proprietor name Paradiso Hi Fi
2. D/B/A (Business Name) Paradiso Hi Fi 3. Bus. Phone 802-540-1183
4. Business Address 388 Pine Street, suite 2, Burlington, VT 05401
5. Mailing Address 388 Pine Street, suite 2, Burlington, VT 05401
6. Contact person Colleen Cerutti 7. Contact Phone 857-333-7207
8. Email contact address colleen@paradisohifi.com

PART II
OPERATION

1. Do you currently have a Liquor License? **Yes** or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or **No**
3. Proposed Date(s) for this Special Event 6/9, 6/23, 6/30
4. Proposed Hours for this Special Event 5:00 PM - 10:00 PM
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
Inside Paradiso Hi Fi (388 Pine street, Burlington, VT)

For this Proposed location please answer the following questions:

- a) Occupancy Load 50 b) # of Restrooms 2 c) # of Egresses 2
d) Date of last Fire/Safety Check 11/15/2023 e) Dancing by Patrons? Yes or **No**
f) Amplified Music? **Yes** or No g) Will additional staff and/or security be required? Yes or **No**

\$75.00
pd chm # 305 to 5/31/24

Fee \$25.00

(Continued on back)

**PART III
DESCRIPTION OF ENTERTAINMENT**

Please give DETAILED description of the type of entertainment for which you are applying:

Description 5:00-6:00 PM: Cocktail hour with light snacks; 6:00-8:00 PM: Live performance by Myra Flynn featuring a
three piece band: piano, bass, drums and vocals; 8:00-9:00 PM: Meet + greet with Myra Flynn.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 5/21/2024

SIGNATURE OF APPLICANT Colleen Cerutti

PRINT NAME: Colleen Cerutti

RELATIONSHIP TO BUSINESS General Manager

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.

CITY OF BURLINGTON

ORDINANCE _____

Sponsor: _____

Councilor Shannon

Public Hearing Dates: _____

First reading: June 10, 2024

Referred to: _____

Rules suspended and placed in all stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

Restaurant, hotel, amusements and admissions taxes
BCO Sec. 21-31

It is hereby Ordained by the City Council of the City of Burlington as follows:

Section 1. This ordinance is enacted to raise revenue for municipal purposes pursuant to the Charter of the City of Burlington, Act No. 298, Acts of 1949, Sections 48III and 48XXIV. Its purpose is to increase the existing City of Burlington Hotel and Motel Tax from two (2) percent of gross receipts to four (4), and to increase restaurant, amusements, and admissions taxes on gross receipts for one (1) fiscal year from two (2) percent to two and one-half (2.5) percent. The City Council hereby finds that these increases are necessary or convenient to maintain existing levels of essential services to the City's residents through the 2025 Fiscal Year and beyond.

Section 2. Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Sec. 31, thereof to read as follows:

21-31 Restaurant, hotel, amusements and admissions taxes.

(I) *GENERAL PROVISIONS: As written.*

(II) *TAXES IMPOSED:*

(A) *Restaurant Tax: As written.*

(B) *Hotel and Motel Tax:* There is hereby imposed a business occupation tax upon all persons engaged in the hotel or motel business of whatever name or character within the City of Burlington. The tax imposed shall be at a rate of ~~two (2)~~four (4) percent of gross receipts from taxable business, as herein defined, done per monthly period in accordance with the provisions of this section.

(C) *Short Term Rental Tax:* There is hereby imposed a business occupation tax upon all persons engaged in operating short term rentals within the City of Burlington. The tax imposed shall be at a rate of nine (9) percent of gross receipts from taxable business, as herein defined, done per monthly period in accordance with the provisions of this section and dedicated to the housing trust fund.

(D) - (F) As written.

(G) Temporary Tax Rate: Notwithstanding any other provision of this section, for the fiscal year commencing on July 1, 2024, and ending on June 30, 2025, the restaurant, amusements, and admissions taxes on gross receipts set forth in subsections (A), (D), and (E) above shall be increased from two (2) percent of gross receipts to two and one-half (2.5) percent. Commencing July 1, 2025, said tax rates shall again be set to two (2) percent.

(III) - (XV) As written.

Section 3. The provisions of this ordinance are severable. If any provision of this ordinance is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof shall not be affected thereby but shall continue in force and effect.

* Material stricken out deleted.

** Material underlined added.

ER/Ordinances 2024/An Ord. in re: Restaurant, hotel and admissions taxes, Sec. 21-31
May 22, 2024



OFFICE OF THE CLERK TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

MEMORANDUM

TO: City Council

FROM: Katherine Schad, Chief Administrative Officer

DATE: June 10, 2024

RE: Gross Receipts Ordinance

Context

The City is authorized by Sections 48(III) and 48(XXIV) of its Charter to regulate and tax certain enumerated venues and public accommodations. Pursuant to that authority, the City imposes a gross receipts tax as set forth in Section 21-31 of the Burlington Code of Ordinances. The current tax rate is two percent (2%) of gross receipts on restaurants, hotels and motels, amusements, and admissions, and nine percent (9%) of gross receipts on short-term rentals. The Mayor's proposed budget for Fiscal Year 2025 assumes an increase in the hotels and motels tax to four percent (4%) of gross receipts and an increase on all other gross receipts taxes, except the tax on short term rentals, to two and one-half percent (2.5%). The proposed ordinance would approve the one-half percent (0.5%) increase for Fiscal Year 2025 only and the two percent (2%) increase on the hotels and motels tax permanently.

Ordinance Committee Review

On May 23, 2024, at the Ordinance Committee's request, the Committee reviewed the proposed ordinance prior to presentation to the City Council. The Committee considered several proposed amendments to the ordinance, but ultimately voted unanimously to allow the ordinance to be referred to City Council without recommendation. Amendments considered by the Committee included the following:

- Sunset the hotel and motel tax at the end of Fiscal Year 2025. If this proposal were adopted, then B.C.O. Section 21-31(II)(B) would remain as written, and a proposed Section 21-31(II)(H) would be added that would read as follows: "Notwithstanding any other provision of this section, for the fiscal year commencing on July 1, 2024, and ending on June 30, 2025, the hotel and motel tax on gross receipts set forth in subsection (B) above shall be increased from two (2) percent of gross receipts to four (4) percent. Commencing on July 1, 2025, said tax rate shall again be set to two (2) percent."
- Dedicate revenues raised by the increase for public safety. This can also be accomplished in the Budget Resolution.
- Require quarterly reporting by the Chief Administrative Officer. This can also be accomplished in the Budget Resolution.

Next Steps

To keep the ordinance moving forward, Councilor Shannon has agreed to sponsor it as originally proposed to the Ordinance Committee for the City Council's consideration, with reservation of support for the ordinance as proposed or amended pending further budget conversations. Unless the City Council proposes major changes to the proposed ordinance materially different from the discussions held at the Ordinance Committee already, the ordinance will not need to return to the Ordinance Committee since it has already reviewed the ordinance and declined to make a recommendation. Assuming no such material changes, the Council's options with respect to the proposed ordinance, as presented or amended, are:

- (1) Suspend the rules by a two-thirds (2/3) and immediately adopt it;
- (2) Defeat it on first reading; or
- (3) Approve the first reading, in which case the ordinance will need to return for a second reading.

Like all ordinances, if finally adopted, the proposed ordinance will require Mayoral signature and publication, and will take effect twenty-one (21) days post publication.

Proposed Motion

Move to waive and approve the first reading of the of the proposed amendment to Chapter 21, Section 31 of the Burlington Code of Ordinances as detailed in the attached ordinance form, and refer the ordinance for a second reading before the City Council at its regular meeting on June 24, 2024.

CITY COUNCIL WITH MAYOR PRESIDING

2024 COMMISSION/BOARD APPOINTMENT WORKSHEET

Commission/Board	Term Expiration	Name of Person to Appoint
Airport Commission	06/30/27	Tim George
Airport Commission	06/30/27	Robin Guillian
Board of Assessors	03/31/27	Rob Gutman
Cemetery Commission	06/30/27	Nancy Lee Kirby
Conservation Board	06/30/28	Zoe Richards
Design Advisory Board	06/30/27	Emily Morse
Development Review Board- alternate seat	06/30/27	Evan Gould
Development Review Board - full seat	06/30/27	AJ LaRosa
Development Review Board – full seat	06/30/27	Miles Waite
Electric Light Commission	06/30/27	Michelle Hobbs
Fire Commission	06/30/27	Jake Perkinson
Board of Health	06/30/27	Re-advertise
Library Commission	06/30/27	Emily Copeland
Library Commission	06/30/27	Patrick Halladay
Library Commission	06/30/27	Amy Mellencamp
Parks and Recreation Commission	06/30/27	Robert Etter
Planning Commission	06/30/27	Michael Gaughan
Planning Commission	06/30/27	Julia Randall
Planning Commission	06/30/27	Erhard Mahnke
Planning Commission	06/30/27	Ryan Nick
Police Commission	06/30/27	
Public Works Commission	06/30/27	Christopher Damiani
Public Works Commission	06/30/27	Daniel Munteanu
Public Works Commission	06/30/27	Jacob Davis
Retirement Board	06/30/27	Re-advertise
Board of Tax Appeals	06/30/27	Alan Bjerke

Board of Tax Appeals	06/30/27	Emily Eley
Vehicle for Hire Licensing Board	06/30/25	Re-advertise
Vehicle for Hire Licensing Board	06/30/27	Paul Hines
Vehicle for Hire Licensing Board	06/30/27	Re-advertise
Board for Registration of Voters	06/30/27	
Board for Registration of Voters	06/30/29	Annie Schneider
Board for Registration of Voters	06/30/29	

CITY COUNCIL

2024 COMMISSION/BOARD APPOINTMENT WORKSHEET

Commission/Board	Term Expiration	Name of Person to Appoint
Chittenden Solid Waste District – full seat	05/31/26	Lee Perry
Chittenden Solid Waste District – alternate seat	05/31/26	Matt Kobzik
Church Street Marketplace Commission	06/30/27	Sarah Beal
Church Street Marketplace Commission	06/30/27	Cara Tobin
Fence Viewer	06/30/25	Shay Totten
Fence Viewer	06/30/25	Re-advertise
Fence Viewer	06/30/25	Re-advertise
Housing Board of Review	06/30/27	Don Sligh
Winooski Valley Park District	06/30/27	Andrew Jonah Gregg

CITY COUNCIL WITH MAYOR PRESIDING

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Board of Health	06/30/27	Re-advertise
Library Commission	06/30/27	Emily Copeland
Library Commission	06/30/27	Patrick Halladay
Library Commission	06/30/27	Amy Mellencamp
Parks and Recreation Commission	06/30/27	Kirstin Claire Boehm
Planning Commission	06/30/27	Michael Gaughan
Planning Commission	06/30/27	Julia Randall
Planning Commission	06/30/27	Erhard Mahnke
Planning Commission	06/30/27	Ryan Nick
Police Commission	06/30/27	
Public Works Commission	06/30/27	Christopher Damiani
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CITY COUNCIL

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May 22, 2024

TO: Church Street Marketplace District Property Owners
FROM: Kara Alnasrawi, Director of Business & Workforce Development
RE: **NOTICE OF PUBLIC HEARING – SETTING COMMON AREA FEES FY25**
Monday, June 10, 2024, no earlier than 6:00 PM Burlington City Hall

A public hearing will be held during the regular meeting of Burlington City Council on **Monday, June 10, 2024 no earlier than 6:00PM**, in person at Contois Auditorium, Burlington City Hall, 2nd floor, 149 Church Street, Burlington, Vermont 05401 or by video conference, accessible by link on the City's website, to be posted no less than 48 hours prior to the hearing on the standards to aid in the determination of common area fees and on the annual common area fees for properties in the Church Street Marketplace District proposed by the Church Street Marketplace Commission.

The Marketplace Commission is proposing a continuation of the current standards, which include a per-square-foot cost based on a building's ground floor square footage, and for that cost to remain at \$3.02 per-square-foot for all properties, along with the recommendation Common Area Fee spreadsheet:

https://churchstmarketplace.com/client_media/files/Rules%20and%20Regs/CSM%20Common%20Area%20Fees%20FY%2025_Attachment%20A.pdf

(www.churchstmarketplace.com/marketplace-commission "Common Area Fees FY25")

The provisions applicable to common area fees can be found in the Burlington City Charter, Title VIII, Section 326, which can be located on the City website.

Any assessed party who feels aggrieved by this proposal may appeal the assessment to the City Council by delivering the appeal, in writing, to the City Clerk at City Hall, 149 Church St., Burlington, Vermont. The written appeal may be delivered by any means, but must be received by the City Clerk prior to the public hearing to be considered. Following the public hearing, the Council will make a final determination of the common area fees to be assessed.

For further information please contact:

Kara Alnasrawi

Director of Business & Workforce Development

kara@burlingtonvt.gov

802-238-1910

Resolution Relating to

ALLOCATION METHOD AND STANDARDS FOR
COMMON AREA FEE FORMULA, AND ESTABLISHMENT
OF COMMON AREA FEES FOR THE CHURCH STREET
MARKETPLACE FOR FISCAL YEAR 2025

RESOLUTION_____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Sec. 326(a) of the City Charter provides that common area fees may be levied on taxable
2 properties located within the Church Street Marketplace District (“Marketplace”) to defray the expenses
3 incurred by the City of Burlington in connection with the operation, maintenance and repair of the
4 Marketplace; and

5 WHEREAS, Sec. 326(b) of the City Charter provides that the City Council, after not less than one duly
6 warned public hearing and after considering the advice of the Church Street Marketplace Commission
7 (“Commission”), shall establish standards to aid in the determination of individual common area fees; and

8 WHEREAS, on March 16, 1992 the City Council resolved that the common area fees for the
9 Marketplace shall be allocated on the basis of total ground floor square footage of buildings within the
10 Marketplace and that this method of allocation shall be fixed in order to provide predictability, stability and
11 foster long term planning and investment by property owners in the Marketplace; and

12 WHEREAS, pursuant to City Charter Sec. 326, the City Council is obligated to levy such common
13 area fees in the proportion that it judges the properties to be benefited by the construction and/or operation of
14 the Marketplace for the ensuing fiscal year no later than June 15th of each year, and upon 12 days’ notice to
15 interested parties including the time, place and schedule of all proposed common area fees; and

16 WHEREAS, the Commission, after holding a public hearing on April 17th, 2024 voted unanimously to
17 leave the common area fee for FY 25 unchanged from FY 24; and

18 WHEREAS, the Commission recommends that the City Council continue to approve the methods and
19 standards used to establish the common area fee formula, and for FY 25 leave the fee unchanged at \$3.02 per
20 square foot resulting in a total amount levied of \$733,404.42; and

21 WHEREAS, the Church Street Marketplace Department sent out notice of the time and place of the
22 June 10, 2024 hearing, including a complete schedule of all common area fees to the landowners of record in
23 the Marketplace by letter dated May 22, 2024; and

WHEREAS, the City Council, in setting fees has considered the extent to which each property within the Marketplace has been or will be benefited, including the extent to which the fair market value of the property has been or will be enhanced, by virtue of the construction and/or operation of the Marketplace;

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to City Charter Sec. 326(b), hereby re-adopts the existing standards for allocating common area fees, and levies common area fees for the fiscal year beginning July 1, 2024 and ending June 30, 2025 unchanged from the previous fiscal year as recommended by the Church Street Marketplace Commission as set forth in Attachment A and directs the Chief Administrative Officer to record this decision so that the amount assessed remains as a lien in the nature of a tax upon the properties so assessed until paid or otherwise discharged.

KA/HM/Resolutions 2024/*Allocation Method and Standards for Common Area Fee Formula, and Establishment of Common Area Fees for the Church Street Marketplace for Fiscal Year 2025*
June 10, 2024

Church St. Marketplace District

Common Area Fees FY25

West Side	Sq. Ft	FY25
		\$3.02
1-7	8,400	25,333.07
11-17	5,102	15,386.82
19-21	7,318	22,069.93
23	1,792	5,404.39
25-27	3,944	11,894.48
29-35	16,665	50,259.00
57-59	3,160	9,530.06
61-69	4,500	13,571.29
71-75	3,834	11,562.74
81-91	14,415	43,473.36
93-95	2,885	8,700.70
97	966	2,913.30
99-101	2,310	6,966.59
103-105	1,846	5,567.24
107-109	1,200	3,619.01
111	1,350	4,071.39
113-115	1,000	3,015.84
117	1,705	5,142.01
123-129	7,623	22,989.76
East Side	Sq. Ft	FY25
2-10	12,802	38,608.80
12-14	1,876	5,657.72
16-18	1,850	5,579.31
20-26	3,198	9,644.66
28	1,380	4,161.86
30	1,560	4,704.71
32	1,890	5,699.94
34-36	2,108	6,357.39
38-44	5,264	15,875.39
46-50	4,836	14,584.61
52-54	6,016	18,143.30
56-58	6,016	18,143.30
62	529	1,595.38
66-78	6,890	20,779.15
80-84	3,708	11,182.74
86-88	1,554	4,686.62
90-96	8,372	25,248.63
98-100	3,618	10,911.31
102	1,752	5,283.75
104-106	2,080	6,272.95
108-110	2,640	7,961.82
112	1,560	4,704.71
114-116	3,082	9,294.82
180 College	126	380.00
118-126	3,413	10,293.07
128-130	1,440	4,342.81
132-134	1,620	4,885.66
136-140	3,726	11,237.03
142-144	2,548	7,684.36
146-148	2,175	6,559.46
150	1,518	4,578.05
154	1,518	4,578.05
156	1,587	4,786.14
47-55	24,904	75,106.52
37-43	24,013	72,419.40
	243,184	733,404.42



To: Burlington City Council
From: Church Street Marketplace District Commission
Date: May 20, 2024

Re: Marketplace Commission Fee Recommendations for FY25

As Chairperson of the Church Street Marketplace District Commission, I would hereby like to communicate the following fee suggestions, unanimously passed by the Commission, to City Council for fiscal year 2025:

1) Downtown Improvement District (DID) Fees

The Church Street Marketplace Commission respectfully suggests that DID fees remain unchanged for FY25 at \$0.035 per \$100 in assessed value

2) Church Street Marketplace Common Area Fees

The Church Street Marketplace Commission respectfully suggests that the Church Street Marketplace Commission

Sincerely,

Mark Bouchett
Chair, Church Street Marketplace District Commission

Board of Finance and City Council Submission Checklist

Department: Business & Workforce Development Submitter: Kara Alnasrawi
 Title/Subject: Setting Marketplace Common Area Fees

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	6/10/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/15/2024	Kara Alnasrawi
Mayor's Office informed and approved memo	Yes	6/4/2024	Joe Magee
Board/Commission, if required	Yes	5/15/2024	Unanimously Approved
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	5/28/2024	Hayley McLenahan
CAO has reviewed budget, financing, and memo	Yes	6/3/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Choose an item.	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Joan Shannon

Resolution Relating to

ALLOCATION METHOD AND STANDARDS FOR
COMMON AREA FEE FORMULA, AND ESTABLISHMENT
OF COMMON AREA FEES FOR THE CHURCH STREET
MARKETPLACE FOR FISCAL YEAR 2025

RESOLUTION 6.2.

Sponsor(s): Bd. of Finance

Introduced: 06/10/24

Referred to: _____

Action: adopted

Date: 06/10/24

Signed by Mayor: 06/13/24

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Sec. 326(a) of the City Charter provides that common area fees may be levied on taxable
2 properties located within the Church Street Marketplace District (“Marketplace”) to defray the expenses
3 incurred by the City of Burlington in connection with the operation, maintenance and repair of the
4 Marketplace; and

5 WHEREAS, Sec. 326(b) of the City Charter provides that the City Council, after not less than one duly
6 warned public hearing and after considering the advice of the Church Street Marketplace Commission
7 (“Commission”), shall establish standards to aid in the determination of individual common area fees; and

8 WHEREAS, on March 16, 1992 the City Council resolved that the common area fees for the
9 Marketplace shall be allocated on the basis of total ground floor square footage of buildings within the
10 Marketplace and that this method of allocation shall be fixed in order to provide predictability, stability and
11 foster long term planning and investment by property owners in the Marketplace; and

12 WHEREAS, pursuant to City Charter Sec. 326, the City Council is obligated to levy such common
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14 the Marketplace for the ensuing fiscal year no later than June 15th of each year, and upon 12 days’ notice to
15 interested parties including the time, place and schedule of all proposed common area fees; and

16 WHEREAS, the Commission, after holding a public hearing on April 17th, 2024 voted unanimously to
17 leave the common area fee for FY 25 unchanged from FY 24; and

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19 standards used to establish the common area fee formula, and for FY 25 leave the fee unchanged at \$3.02 per
20 square foot resulting in a total amount levied of \$733,404.42; and

21 WHEREAS, the Church Street Marketplace Department sent out notice of the time and place of the
22 June 10, 2024 hearing, including a complete schedule of all common area fees to the landowners of record in
23 the Marketplace by letter dated May 22, 2024; and

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20

..... Clerk

Approved....., 20

..... Mayor

Vol. Page

Attest:

* * * * *

WHEREAS, the City Council, in setting fees has considered the extent to which each property within the Marketplace has been or will be benefited, including the extent to which the fair market value of the property has been or will be enhanced, by virtue of the construction and/or operation of the Marketplace;

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KA/HM/Resolutions 2024/*Allocation Method and Standards for Common Area Fee Formula, and Establishment of Common Area Fees for the Church Street Marketplace for Fiscal Year 2025*
June 10, 2024

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

CSM Director Alnasrawi

ORIGINAL

RESOLUTION RELATING TO

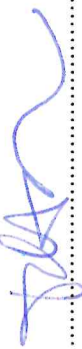
Allocation Method And Standards For Common Area Fee Formula, And Establishment Of
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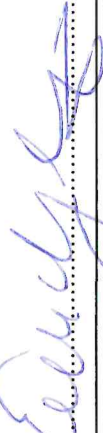
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Adopted by the City Council

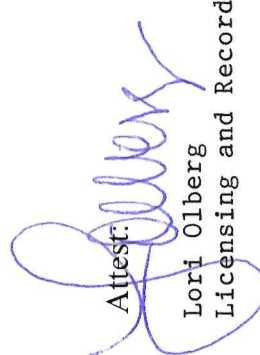
June 10....., 20 24.....

 Clerk

Approved June 13....., 20 24.....

 Mayor

Vol. Page

Attest:

Lori Olberg
Licensing and Records Coordinator

* * * * *



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memorandum

Date: June 10, 2024

To: City Council

From: Corey Mims, P.E., Senior Public Works Engineer
Chapin Spencer, Director

CC: Laura Wheelock P.E. Division Director/ City Engineer

Subject: Champlain Parkway Project – Update and Final Construction Contract

Background

The Champlain Parkway, formerly the “Southern Connector” originated in the 1960’s as a four-lane limited access highway to improve vehicular access between downtown Burlington and I-89. Today’s two-lane version, with a multi-modal design that includes significant stormwater, bike/pedestrian, and traffic calming components, represents a fundamental departure from the project’s distant origins and will complement and foster the growing vitality of the South End well into the future.

On July 29, 2020, the City held a public hearing for the Limited scope Draft Supplemental Environmental Impact Statement (LS-DSEIS) with a focus on addressing whether the Champlain Parkway raised “environmental justice” concerns. During the 45-day public comment period further comments were collected for review and response.

August 19, 2021 the Federal Highway Administration (FHWA) released the Limited Scope Final Supplemental Environmental Impact Statement (LS FSEIS) for the Champlain Parkway. The LS FSEIS is limited in the scope of environmental analysis as it looks at the project impacts on low-income and minority populations along Pine Street section of the Selected Alternative between Maple St and Main Street. <http://champlainparkway.com/media/vz0dist4/e-champlain-parkway-august-2021-ls-fseis.pdf>

On July 13, 2021 DPW staff presented to the Board of Finance and City Council the South End Construction Coordination Plan which introduced the idea of a two-phase construction of the Champlain Parkway project – as part of an overall sequencing plan for South End capital projects to minimize community impacts. With Council support, the Champlain Parkway project team split the project’s construction into two separate construction phases, the “Initial” and “Final” phases.

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

Champlain Parkway Project – Update and Schedule

January 20, 2022, FHWA released the Record of Decision (ROD) that concluded the supplemental NEPA review and signaled the completion of the National Environmental Policy Act (NEPA) process for environmental clearance. <http://champlainparkway.com/media/lg0ltxfg/champlain-parkway-signed-rod-january-20-2022.pdf>

On April 25, 2022 City Council voted and approved DPW to execute the Initial Construction contract for the Champlain Parkway. The Initial Construction contract started in June 2022 and is ahead of the October 2024 contract completion date with substantial completion scheduled for August 2024.

By splitting the Parkway project into two separate contracts, the City is able to open the initial contract section once completed (between Home Avenue and Kilburn Street) and begin receiving the benefits of:

- **A new 25-mph grid street** between Home Avenue and Lakeside Avenue that will enhance connectivity and resiliency of the South End street network
- **A new stormwater pond and new stormwater sand filter** that will take 11.5 acres off the combined sewer system and reduce 6,344 pounds (over 3 tons) of sediment from being discharged into Lake Champlain annually
- **New shared use paths** providing a continuous ~2 mile off-road bike/pedestrian path from the Pine Street & Locust Street intersection to Queen City Park Road in South Burlington
- **Improved raised intersections** at Pine St & Kilburn St, Pine St & Marble Ave, and Pine St & Howard St
- **A new midblock crosswalk** Pine St & Arts Riot
- **An enhanced Pine Street** with new granite curbs, reconstructed sidewalk with ADA-compliant access ramps on the eastern side, and new top pavement layer with improved surface drainage
- **Undergrounded utilities on Lakeside Avenue** between Pine St and the new portion of the Champlain Parkway
- **Renewed water and sewer lines throughout the South End** – approximately 4,000 feet of waterlines and 3,000 feet of sewer lines will be replaced
- **Reconstructed rail crossings** with new active warning system including new gates in all quadrants, improved bicycle and pedestrian accommodation and improvements to drainage and stormwater features

The Champlain Parkway design has become – through years of persistent and thoughtful effort – a greatly improved project. More background on the project including maps, renderings and past memos that describe design refinements can be found at www.champlainparkway.com.

Project Engagement

There have been several stages of public engagement during various development phases of the project including:

- 2009-2010: Final Supplemental Environmental Impact Statement
- 2010-2011: Act 250
- 2019-2021: Limited Scope Final Supplemental Environmental Impact Statement

The 2019-2021 limited scope review of the Final Supplemental Environmental Impact Statement (LS-FSEIS) focused on whether the proposed project would have a disproportionate impact on residents in the King and Maple neighborhood. As part of that review process, there were multiple

Champlain Parkway Project – Update and Schedule

public meetings, flyers/mailers, translated materials and an advertised public comment period. Public meetings included:

- September 26, 2019, Burlington City Hall
- October 7, 2019, King Street Center
- July 29, 2020, 645 Pine Street

Based on the feedback received and a review of project data, FHWA affirmed the conclusion that the project would not create a disproportionate impact on the King and Maple neighborhood. While traffic projections indicated an approximate 9% increase in vehicular traffic in the area post construction, the traffic would be safer and better managed with a broad range of improvements including traffic signals with exclusive pedestrian phases, bump outs to shorten crosswalks, ADA-accessible curb ramps, buried utilities, etc.

The Administration is committed to robust ongoing communication with the King and Maple neighborhood and with stakeholders within the entire project area. DPW will host a project open house in the King and Maple neighborhood within the next month that will be broadly noticed. DPW will also offer to meet with key organizations and stakeholders in the neighborhood including the King Street Center, Champlain Housing Trust, Vermont Racial Justice Alliance prior to bringing the request to award the final contract to the City Council. Additionally, the project will continue to have a communications consultant whose focused job it is to disseminate regular construction updates and respond to individual inquiries.

Traffic Modeling and Forecast – South End Coordinated Redevelopment (SECORD)

At a previous City Council briefing, Councilors asked us to evaluate whether the South End Innovation District (SEID) rezoning and the proposed SECORD development changed any of the Champlain Parkway traffic assumptions. SECORD is a proposed mixed-use development in the SEID located between Lakeside Ave and Sears Lane extending between Pine St west to the existing railroad tracks. It includes three parcels owned by Ride Your Bike LLC, Champlain College and the City of Burlington. This development is in an early planning phase and is currently estimated for a Phase 1 build at 125 Lakeside Ave with a planned 35,000 square feet of gross floor area (GFA) and 492 estimated residential units. Full buildout is estimated to have 121,800 GFA of mixed non-residential uses and 1,437 residential units. Phase 1 full occupancy anticipated by 2028 and Full Buildout full occupancy in approximately 2044.

Under contract with Ride Your Bike LLC, and in coordination with Champlain College and the City of Burlington, Stantec consultants conducted a review and analysis of trip generations for the Phase 1 and full buildout of the SECORD project and compared it the northerly generated traffic volumes against the estimated capacity of Pine St in the Champlain Parkway completed build condition (as stated in the FSEIS).

Stantec's review and modeling indicated that the daily trips generated by Phase 1 of the SECORD project does not introduce volumes to Pine Street north of the development to a degree great enough to exceed designed capacity as modeled by the Champlain Parkway Project. The full build out of the project, estimated to be complete in 2044, is projected to generate additional traffic on Pine Street that cumulatively, with other traffic, would exceed Champlain Parkway project projections. This exceedance, however, is estimated to be approximately 20 years in the future which provides significant time to complete other area transportation improvements such as the Railyard Enterprise Project (www.railyardenterprise.com).

Overall Project Construction Financing:

- Total projected Champlain Parkway Construction cost from the initiation of the project's construction phase in June 2022 through completion of the final construction phase anticipated in 2026: ~\$90M
- The City's two major financial commitments from cooperative agreement with the State of Vermont:
 - 2% of "participating costs" (~\$1.7M, 1.9% of the total construction cost) – the City has agreed to pay 2% of costs that our Federal and State partners deem eligible expenses. These costs are being covered by the City's Street Capital dedicated tax revenues. It is important to note that this project is delivering far more paving and sidewalk work than the \$1.7M street capital contribution would be able to cover on its own.
 - 100% of "non-participating costs" (~\$6.8M, 7.5% of total cost) – the City has agreed to pay all of the costs for contaminated soil management and City requested items that our Federal and State partners see as ineligible (landscaping, additional utility upgrades, special elements/finishes). These costs are being supported by a combination of the City's capital bonding and ~\$1.3M reimbursement by the utilities associated with the related infrastructure relocation and petroleum cleanup funding.
- Total projected City match among all General Fund Capital sources: ~\$7.2M or 8.0% of total cost (inclusive of both the 2% local match and the non-participating costs). For a project this size, the match:grant funding ratio is a great deal for the City. Most Federal and State-funded projects require a 10-20% local match plus 100% of non-participating costs. That said, it's worth noting that the total local match and non-participating expenses are significant proportional to the size of the City's overall available capital funding (i.e.: Street Capital brings in ~\$3M/year; FY25 Capital Bond Proceeds = \$8.5M for all General Fund Capital projects with \$10.3M of capital need across the City; current projections for Capital Bond Revenues starting in FY26 = \$2M/year). Of the projected \$7.2M overall General Fund Capital contribution, the City will need to budget approximately \$2.4M in FY'25 and FY'26 to complete both the initial and the final construction contract (~\$705,000 from Street Capital and ~\$1.69M from General Fund Capital bond proceeds). The FY25 need has been recommended as part of the proposed FY25 Capital Budget submitted by the Interdepartmental Capital Committee to the Board of Finance on May 22, 2024.
- Our Federal and State partners have authorized the construction funds for this coming fiscal year to enable the City to get underway with the Parkway's final construction contract. They have let us know that the City needs to have the final construction contract bid by early June 2024 which we will advertise on June 11th 2024.
- Additionally, the relationship with our Federal and State partners is especially important these days as their financial participation will be critical to funding large upcoming projects including the Burlington-Winooski Bridge (~\$60-80M), Great Streets Bank and Cherry Streets (~\$55M) and the Railyard Enterprise Project (~\$37M).

Champlain Parkway Project – Update and Schedule

Project Timeline

Initial Construction Contract:

- August 2024 – Substantial Completion
- August 2024 – Champlain Parkway between Home Ave and Kilburn St opened to traffic

Final Construction Contract:

- June 10th – City Council Presentation
- June 11th – Bid Advertisement for Final Construction Phase (3 weeks)
- Late June – Project Open House in King and Maple Neighborhood
- July 2nd – Bid Opening (Start of Bid Review 2 weeks)
- July 17th – Bid Review approval VTrans & FHWA
- August 12th – City Council Contract Award
- August/September – Start of Construction Final Contract
- Summer / Fall 2026 – Completion of the Final Contract

Post-Construction Project Monitoring

DPW will monitor the operations and performance of the project once it is completed and open. Act 250 permit requirements ensure monitoring of specific intersections. Staff will be collecting and evaluating data and sharing the results with the City Council and general public. If data indicate a need for additional investments and/or interventions in the King and Maple Street neighborhood, or anywhere along the corridor, DPW staff will advance such investments or policy changes for City Council and/or DPW Commission consideration.

Please don't hesitate to reach out with any questions. Thank you for your time and we are available to answer any questions councilors may have following this City Council meeting update.

Attachments:

- A: Stantec Presentation – Urban Trip Generation and Distribution – SECORD
- B: Stantec Memo – Draft SECORD Project Northerly Trip Generation and Distribution

Urban Trip Generation and Distribution For Burlington's South End

Prepared by Stantec

On behalf of the MOU partners (Ride Your Bike LLC, City of Burlington & Champlain College)

May 2024

**South End
Coordinated
Redevelopment
(SECORD) of the
3 MOU parcels**

Phase 1 SECORD (~2028):



+ 492 Units (incl. 100 student units)
+ 35,000 sq. ft. non-res.

Estimated
future phases
add:

~900 units
of residential
~85,000 sq. ft.
non-res.

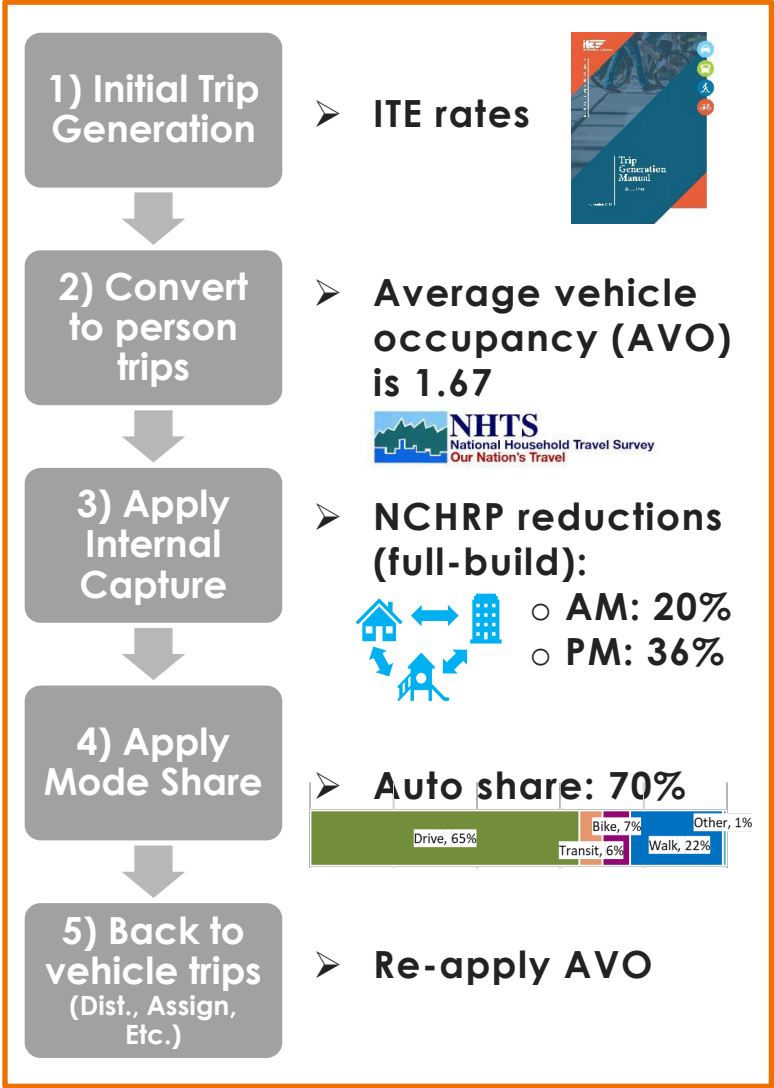
Full-Build SECORD (~2044):



➤ 1,400 Units (incl. 220 student units)
➤ 120,000 sq. ft. non-res.



Trip Generation: Vehicle Trip Estimates



Phase 1 SECORD (2028):



Daily Vehicle Trips	AM	176
	PM	177
	DAILY*	1,967

Full-Build SECORD (2044):

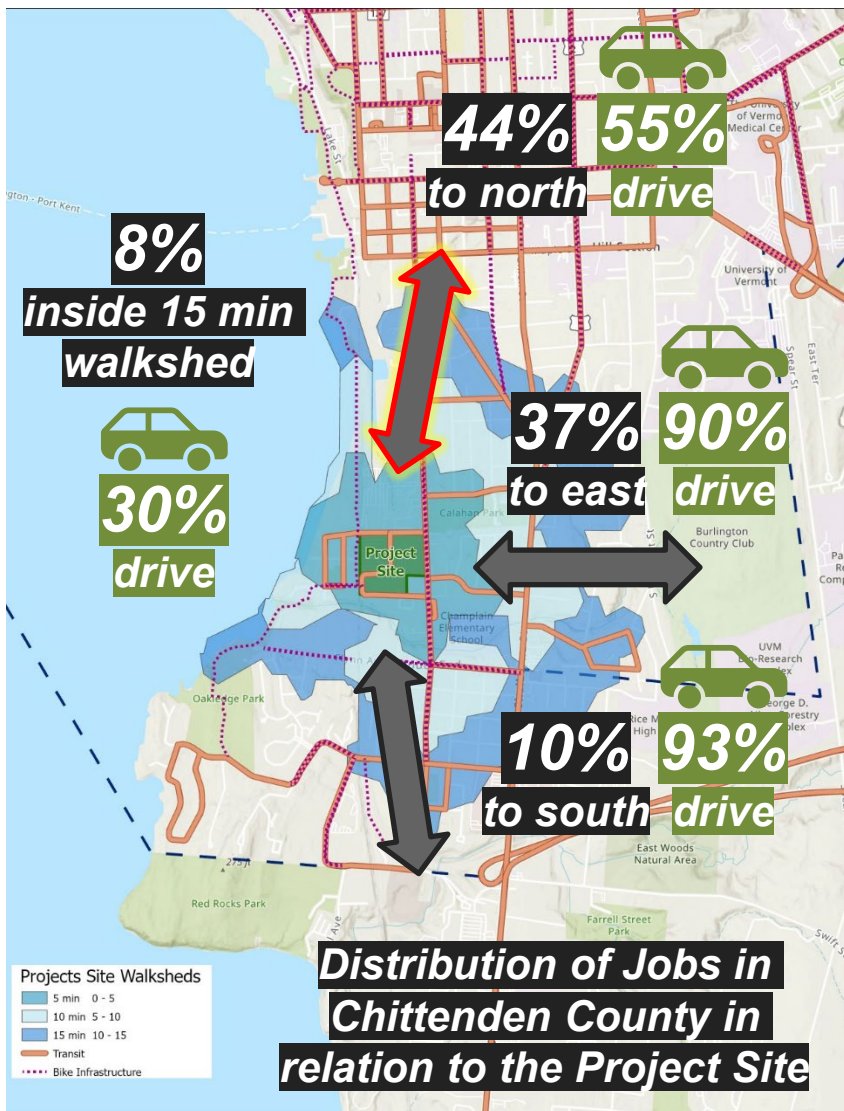


Daily Vehicle Trips	AM	568
	PM	526
	DAILY*	6,311

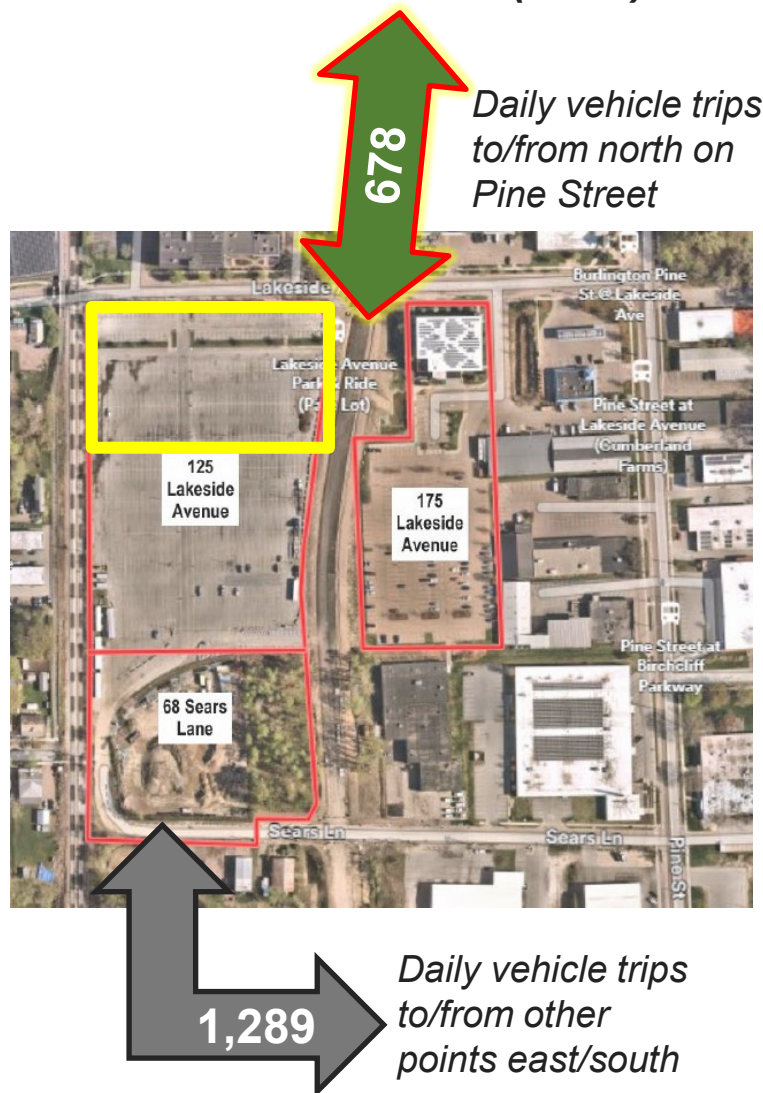
Note: Daily estimates produced by “K-factor” applied to peak trips. K-factor of 9% indicates peak percentage of total daily observed locally in most recent 2022 counts.



Trip Generation: Vehicle Distribution Estimates



Phase 1 SECORD (2028):



Full-Build SECORD (2044):





North on Pine b/w Lakeside and Maple



**Pine Street:
Lakeside Avenue to
Maple Street**

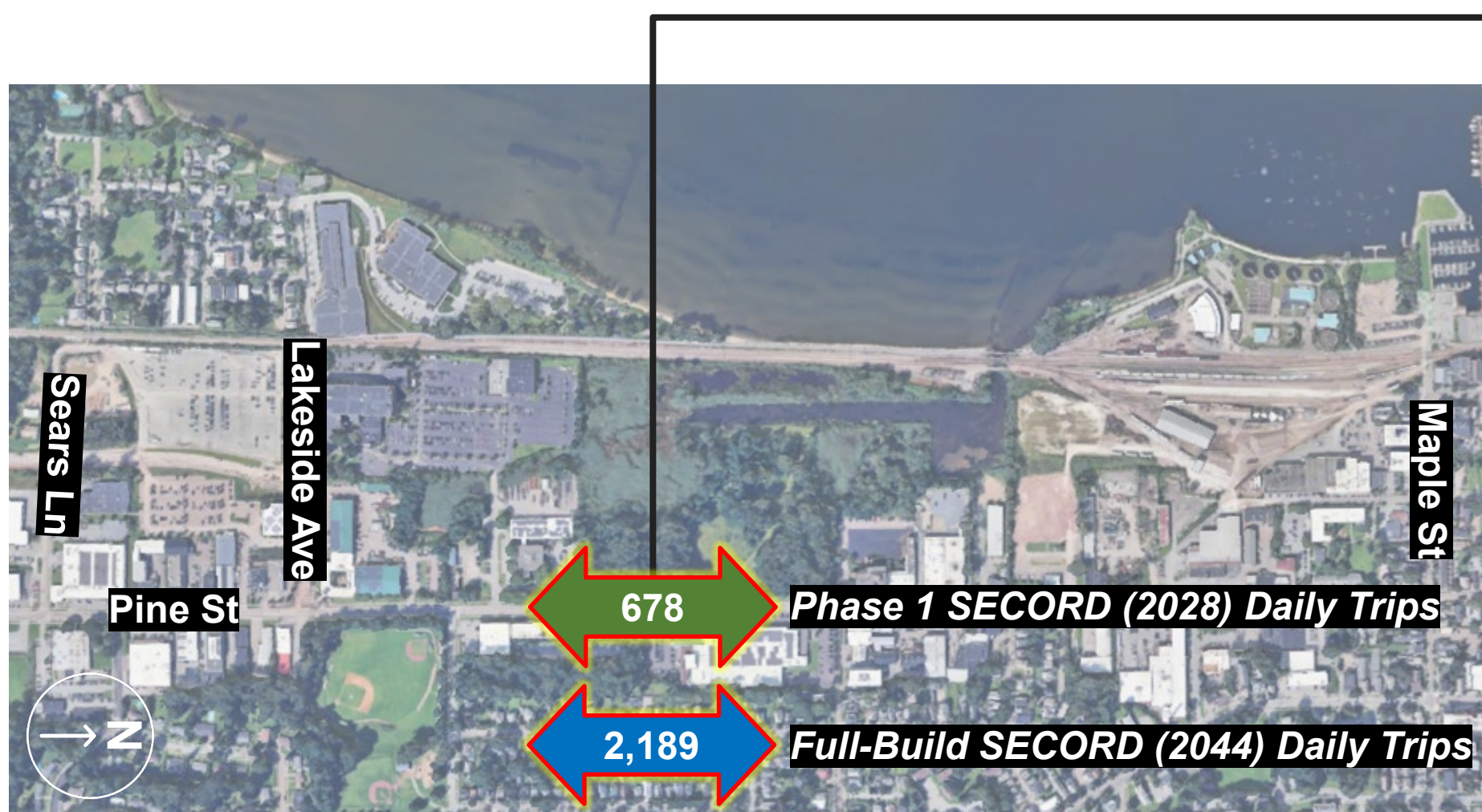
Period	Daily Vehicle Trips
FSEIS 2028 (as projected in 2009 Champlain Pkwy FSEIS) ¹	14,000
Updated 2028 (based on 2022 counts adjusted to 2020 using growth rate) ²	11,922
Difference, aka Capacity for Development	2,078

[1] 2009 Champlain Parkway FSEIS; Table 4-5 Average Daily Traffic Volume Summary –Primary Study Area: Build Alternative 2

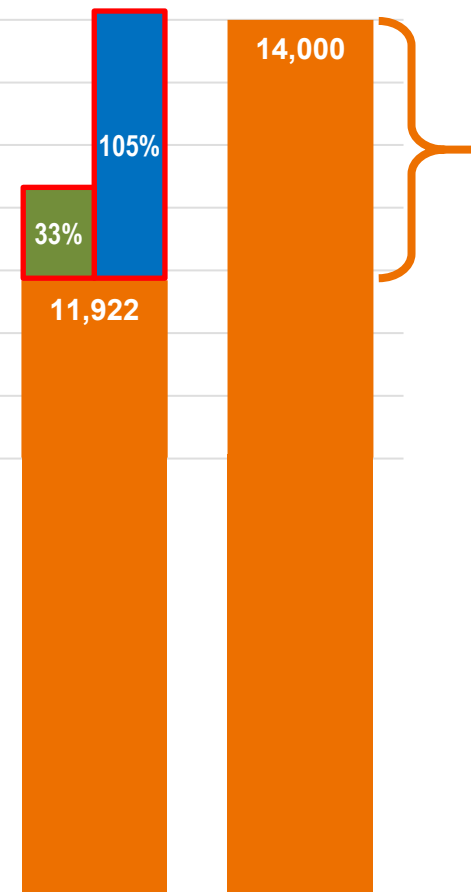
[2] 2022 Traffic Impact Analysis (TIA) of Railyard Enterprise Project (REP) Alternatives (Appendix G); Table 3 2022 Roadway Vehicle Traffic Demand (January Counts); increased to 2028 using a compound annual growth rate of 0.45% (which is derived from the FSEIS Table 4-5 growth between 2008 and 2028)



North on Pine b/w Lakeside and Maple



**Pine Street:
Lakeside Avenue to
Maple Street**



**Capacity for
Development: 2,078**

- Phase 1 consumes 33% of available capacity
- Full-Build consumes 105% of available capacity

To:	City of Burlington, DPW	From:	Stantec Boston
Project/File:	South End Innovation District (SECORD)	Date:	May 23, 2024May 23, 2024

Reference: DRAFT SECORD Project Northerly Trip Generation and Distribution

This memorandum summarizes the anticipated northerly traffic impacts associated with the proposed South End Coordinated Redevelopment (SECORD) project in Burlington, VT. The project, which abuts an approximately 0.2-mile segment of the Champlain Parkway (Phase 1) between Lakeside Avenue and Sears Lane, will introduce new residential and commercial development across multiple phases, with the first phase anticipated to come online in 2028.

As traffic generated by the SECORD site is projected to use Pine Street to access Downtown Burlington to and from the north, Stantec Consulting Services Inc. (Stantec) carried out this analysis in order to compare northerly project-generated traffic volumes against the estimated capacity of Pine Street in the Champlain Parkway Full Supplemental Environmental Impact Statement (FSEIS) for Build Alternative 2 (the selected alternative). The following sections document the trip generation and distribution process and detail how anticipated future traffic volumes compare against the capacity of Pine Street.

The memorandum demonstrates that daily trips generated by Phase 1 of the SECORD project (a portion of 125 Lakeside Avenue, which is planned to be fully-occupied by 2028) does not introduce volumes to Pine Street north of the development to a degree great enough to exceed capacity.

Full Buildout of the SECORD (including the remainder of 125 Lakeside Avenue plus 68 Sears Lane and 175 Lakeside Avenue, which is anticipated to be fully-occupied by 2044) may place northerly traffic volumes on Pine Street between Maple and Lakeside slightly in excess of capacity projections for this link, unless the construction of a proposed roadway connection between Pine Street and Battery Street—also known as the Railyard Enterprises Project (REP)—is completed. While REP is not planned for immediate construction, it is anticipated to be completed before the estimated 20-year time horizon for full buildout of the SECORD project is reached.

Project Description

The full-build project site is bounded by a rail corridor to the west, Lakeside Avenue to the north, Sears Lane to the south, and the new Champlain Parkway or the rear of parcels fronting Pine Street to the east. The project site includes three parcels that are part of a memorandum of understanding (MOU) between three parties: 125 Lakeside Avenue, which is controlled by Ride Your Bike, LLC; 68 Sears Lane, which is controlled by the City of Burlington; and 175 Lakeside Avenue, which is controlled by Champlain College. The project site and corresponding MOU parcels are shown in Figure 1.

Reference: SECORD Project Northerly Trip Generation and Distribution



Figure 1 – Project site and MOU Parcels
(Source: VHB South End Innovation District Transportation & Parking Assessment)

The first phase of the development in the northerly portion of 125 Lakeside Avenue is planned to bring 35,000 square feet of gross floor area (GFA) containing a mix of non-residential uses along with 492 units of housing, which includes a mix of market-rate, workforce, and student housing. At full buildout, SECORD is estimated to have a total of 121,800 GFA of mixed non-residential uses, plus a total of 1,437 residential units. The full land use program can be found in the appendix to this memorandum. Phase 1 is anticipated to be fully-occupied in approximately 2028 and the Full Buildout in approximately 2044.

These land use assumptions inform the planning-level assessment included in this memorandum and are subject to change and refinement by the MOU project team. There may be additional phases after Phase 1, prior to full buildout, that are determined in the future and unknown at this time.

Northerly Trip Generation and Distribution Results

An estimated project trip generation was developed using peak hour rates from the Institute of Traffic Engineers (ITE) *Trip Generation Manual 11th Edition*, the latest available addition. The trip generation process followed the recommended steps described in the ITE *Trip Generation Handbook*, for multimodal projects. This includes adjustments for average vehicle occupancy (which is nationally observed to be 1.67

Reference: SECORD Project Northerly Trip Generation and Distribution

people per car from the latest National Household Travel Survey from the Federal Highway Administration), internal capture (which was estimated by National Cooperative Highway Research Program methods), and local mode shares (based on US Census American Community Survey (ACS) 2021 5-year estimates of Journey to Work data). These adjustments are described in detail in the appendix to this memorandum.

Peak hour trips were then distributed to the north, east, south, and near the project site (withing a 15-minute walkshed) based on regional job locations available in the Longitudinal Employer-Household Dynamics dataset from the US Census Bureau. As opposed to simply distributing trips based on local turning movement patterns, this approach was intended to recognize that development at SECORD will have easy roadway access to southerly and easterly destinations via the Champlain Parkway but significant multimodal options to the north, thanks to the multi-use path, sidewalks, and transit service connecting the development site to downtown Burlington. This methodology arrives at the directional mode splits in Table 1 below.

Table 1 – Directional Trip Distribution Assumptions

Direction	Directional Distribution (share of person trips going in this direction)	Directional Auto Mode Share (share of trips in this direction that are made by driving)
North	44%	55%
East	37%	90%
South	10%	93%
Inside 15 min walkshed	8%	30%

When these distributions are applied to vehicle trip generation estimates for the development, trips to/from the north can be identified. Conservatively putting all northerly trips on Pine Street produces the results in Table 2. The daily estimate is based on applying a K-factor (a ratio that represents the share of daily trips that occur during a peak hour) from the *Traffic Impact Analysis (TIA) of Railyard Enterprise Project (REP) Alternatives (Appendix G)* report. This K-factor (0.09) is based data collected at seven locations near the project site in January 2022.

Table 2 – Adjusted Vehicle Trip Generation

Period	Phase 1 SECORD (2028)		SECORD Full Buildout (2044)	
	Total Vehicle Trips	Vehicle Trips to/from the North	Total Vehicle Trips	Vehicle Trips to/from the North
AM	176	61	568	197
PM	177	61	526	182
DAILY	1,967	678	6,311	2,189

To evaluate the impact of this northerly volume, both the baseline volume and the maximum capacity in the future had to be established, against which the development's trips could be gauged. The baseline volume comes from a count conducted and validated in the 2022 *TIA of the REP* on Pine Street between Lakeside Avenue and Maple Street. This count was then inflated to 2028 (when Phase 1 of the SECORD project is anticipated to be fully occupied) using a compound annual growth rate of 0.45% derived from the FSEIS growth between 2008 and 2028 at the same location. Using this method, the updated 2028 baseline estimate is 11,922 daily vehicle trips. The maximum capacity comes from the original 2028 projection for this corridor of 14,000 daily vehicle trips, which was defined by the Full Supplemental Environmental Impact Statement (FSEIS) for the Champlain Parkway (Build Alternative 2).

Reference: SECORD Project Northerly Trip Generation and Distribution

The difference between the 14,000 maximum capacity daily vehicle trips and the 11,922 baseline daily vehicle trips is **2,078 trips, which is assumed to reflect the potential capacity for additional traffic volume along Pine Street before traffic exceeds capacity.** Table 3 defines these figures and their significance.

Table 3 – 2028 Traffic Volume Benchmarks on Pine Street between Lakeside Avenue and Maple Street

2028 Volume Figure	Source	Description
Maximum tolerable volume: 14,000 trips	Champlain Parkway FSEIS (2009)	Volume figure assumed for 2028
Baseline volume: 11,922 trips	Railyard Enterprises Project TIA (2022)	Updated volume figure projected for 2028 given volumes observed in 2022
“Capacity”: 2,078 trips	Difference between FSEIS and TIA figures	Potential capacity for traffic volume growth before volumes exceed the 14,000 daily trip capacity

As noted in Table 3 above, Phase 1 of the SECORD project is anticipated to place 678 daily vehicle trips on Pine Street. This figure represents approximately 33% of the potential capacity (2,078) for traffic volume growth on Pine Street.

Full buildout of the SECORD project would place 2,189 daily vehicle trips on Pine Street, exceeding the 2,078 trip threshold by 111 vehicles (105%). Full buildout of SECORD is presently anticipated to occur by 2044, before which additional network changes—such as the REP—may be in place to prevent the capacity of Pine Street from being exceeded.

Further analysis of interim year impacts is anticipated as part of the master planning process for SECORD, including estimates for other parcels in the South End Innovation District (SEID). More refined traffic assignments are expected, especially looking at local distribution of northerly trips on other roadways besides just Pine Street.

Trip Generation and Distribution Appendix

Overview

This section describes, at a high-level, the process for developing a vehicle trip generation estimate for the SECORD, including the estimated number of vehicle trips to/from north of the project site. More detail on this analysis can be found subsequent sections of the Trip Generation and Distribution Appendix.

Trip Generation Process

An estimated project trip generation was developed using rates from the Institute of Traffic Engineers (ITE) *Trip Generation Manual 11th Edition*, the latest available addition. The trip generation process followed the recommended steps described in the ITE *Trip Generation Handbook*, for multimodal projects. This process includes the steps and assumptions depicted in Table 4.

Table 4 – Trip Generation Process and Assumptions

Trip Generation Step	Assumptions	Data Sources
1. Initial Trip Generation	Rates and fitted curve equations corresponding to the Land Use Codes in Error! Reference source not found.	Institute of Traffic Engineers (ITE) Trip Generation Manual 11 th Edition
2. Convert to Person Trips	Average Vehicle Occupancy (AVO): Ranging from 1.18 to 2.1 , based on land use	Summary of Travel Trends by the National Household Travel Survey (NHTS), USDOT Federal Highway Administration (Washington, DC), 2017
3. Apply Internal Capture	Separate reduction assumptions for each land use, resulting in the following overall reductions: - Phase 1: AM: 31%; PM: 40% - Full Buildout: AM: 20%; PM: 36%	National Cooperative Highway Research Program (NCHRP) 684 Internal Trip Capture Estimation Tool
4. Apply Mode Share	Auto Mode Share: 70%	US Census American Community Survey (ACS) 2021 5-year estimates of Journey to Work data Replica location-based survey data for the Spring 2023 season
5. Convert Back to Vehicle Trips	Average Vehicle Occupancy (AVO): 1.67	Summary of Travel Trends by the National Household Travel Survey (NHTS), USDOT Federal Highway Administration (Washington, DC), 2017

Project Land Use Inputs

The project land use is detailed in Table 5 in two phases: a Phase 1 of development, which is projected only for a portion of 125 Lakeside Avenue, and the full buildout of the MOU SECORD parcels. Phase 1 is anticipated to be fully-occupied in approximately 2028 and the Full Buildout in approximately 2044.

Reference: SECORD Project Northerly Trip Generation and Distribution

These land use assumptions inform the planning-level assessment included in this memorandum and are subject to change and refinement by the MOU project team. There may be additional phases after Phase 1, prior to full buildout, that are determined in the future and unknown at this time.

Table 5 – Full Buildout MOU Development Program Used for Trip Generation Analysis

Land Use and Parcel	Land Use Code (per ITE)	Phase 1 SECORD	SECORD Full Buildout
Multifamily Housing - 68 Sears	221		72 units
Multifamily Housing - 125 Lakeside	221	392 units	865 units
Multifamily Housing - 175 Lakeside	221		280 units
Student Housing - 125 Lakeside	226	100 Bedrooms	100 Bedrooms
Student Housing - 175 Lakeside	226		120 Bedrooms
Classroom - 125 Lakeside	550	100 Students	150 Students
Child Care - 125 Lakeside	565	11,000 SQFT	11,000 SQFT
High-Turnover Restaurant - 125 Lakeside	932	3,000 SQFT	4,000 SQFT
High-Turnover Restaurant - 175 Lakeside	932		4,000 SQFT
High-Turnover Restaurant - 68 Sears	932		1,000 SQFT
Fast Casual Restaurant - 125 Lakeside	930	2,000 SQFT	2,000 SQFT
Fast Casual Restaurant - 175 Lakeside	930		3,500 SQFT
Alcohol Tasting Room - 175 Lakeside	971		1,000 SQFT
Medical Office - 175 Lakeside	720		7,000 SQFT
General Office - 125 Lakeside	712	5,000 SQFT	6,000 SQFT
General Office - 68 Sears	712		6,000 SQFT
R&D - 125 Lakeside	760		5,000 SQFT
R&D - 175 Lakeside	760		19,000 SQFT
Salon - 175 Lakeside	822		3,000 SQFT
Salon - 125 Lakeside	822	1,400 SQFT	1,400 SQFT
Retail, unspecified - 125 Lakeside	822	2,600 SQFT	4,480 SQFT
Retail, unspecified - 68 Sears	822		1,000 SQFT
Retail, unspecified - 175 Lakeside	822		6,500 SQFT
Bank - 175 Lakeside	911		4,000 SQFT
Supermarket - 175 Lakeside	850		5,000 SQFT
Museum - 175 Lakeside	580		5,920 SQFT
Generator - Artist/maker - 175 Lakeside	110		6,000 SQFT
TOTAL Commercial/Non-Residential	-	35,000 SQFT	121,800 SQFT
TOTAL Residential Units	-	492 units	1,437 units

Reference: SECORD Project Northerly Trip Generation and Distribution

Unadjusted Vehicle Trips

Trip generation for the SECORD project was estimated using rates from the Institute of Traffic Engineers (ITE) Trip Generation Manual 11th Edition, the latest available addition. The development program's land uses are categorized by Land Use Code (LUC), which correspond to land use categories included in the ITE Manual. The ITE Manual provides fitted curve equations and/or average rates that can be applied to the land use program to yield initial **unadjusted vehicle trips**. The fitted curve for each land use was used where a fitted curve was available with an R^2 greater than 0.75; in all other instances, the average rate was used.

Unadjusted vehicle trip generation is provided for Phase 1 in Table 6 and the MOU full buildout in Table 7. In all cases these estimates are based on the land use context referred to by ITE as "General Urban Suburban."

Table 6 – Phase 1 MOU Unadjusted Vehicle Trip Generation

Land Use	LUC	Quantity	Units	Unadjusted AM Vehicle Trips	Unadjusted PM Vehicle Trips
Multifamily Housing - 125 Lakeside	221	392.0	DU	161	154
Student Housing - 125 Lakeside	226	100.0	Bedrooms	7	21
Child Care - 125 Lakeside	565	11.0	KSF	121	123
High-Turnover Restaurant - 125 Lakeside	932	3.0	KSF	29	28
Fast Casual Restaurant - 125 Lakeside	930	2.0	KSF	3	26
Salon - 125 Lakeside ¹	822	1.4	KSF	4	10
Classroom - 125 Lakeside ²	550	100.0	Students	15	15
General Office - 125 Lakeside	712	5	KSF	9	11
Retail, unspecified - 125 Lakeside	822	2.6	KSF	7	18
TOTAL				356	406
[1] Uses retail (822) fitted curves and rates because hair salon (918) rates were developed based on only 1 study					
[2] Fitted curve provided however applying it to this land use quantity results in negative numbers, rates used instead					

Reference: SECORD Project Northerly Trip Generation and Distribution

Table 7 – Full Buildout MOU Unadjusted Vehicle Trip Generation

Land Use	LUC	Quantity	Units	Unadjusted AM Vehicle Trips	Unadjusted PM Vehicle Trips
Multifamily Housing - 68 Sears	221	72	DU	21	29
Multifamily Housing - 125 Lakeside	221	865	DU	369	338
Multifamily Housing - 175 Lakeside	221	280	DU	112	110
Student Housing - 125 Lakeside ¹	226	100	Bedrooms	7	21
Student Housing - 175 Lakeside ¹	226	120	Bedrooms	9	26
Child Care - 125 Lakeside	565	11.0	KSF	121	123
High-Turnover Restaurant - 125 Lakeside	932	4.0	KSF	39	37
High-Turnover Restaurant - 175 Lakeside	932	4.0	KSF	39	37
High-Turnover Restaurant - 68 Sears	932	1.0	KSF	10	10
Fast Casual Restaurant - 125 Lakeside	930	2.0	KSF	3	26
Fast Casual Restaurant - 175 Lakeside	930	3.5	KSF	6	44
Salon - 175 Lakeside ²	822	3.0	KSF	8	20
Salon - 125 Lakeside ²	822	1.4	KSF	4	10
Classroom - 125 Lakeside ³	550	150	Students	23	23
Medical Office - 175 Lakeside	720	7.0	KSF	23	26
General Office - 125 Lakeside	712	6.0	KSF	11	13
General Office - 68 Sears	712	6.0	KSF	11	13
Retail, unspecified - 125 Lakeside	822	4.5	KSF	11	30
Retail, unspecified - 68 Sears	822	1.0	KSF	3	7
Retail, unspecified - 175 Lakeside	822	6.5	KSF	16	43

Reference: SECORD Project Northerly Trip Generation and Distribution

Land Use	LUC	Quantity	Units	Unadjusted AM Vehicle Trips	Unadjusted PM Vehicle Trips
Bank - 175 Lakeside ⁴	911	4.0	KSF	91	49
Supermarket - 175 Lakeside	850	5.0	KSF	15	45
Museum - 175 Lakeside ⁵	580	5.9	KSF	2	2
Generator - Artist/maker - 175 Lakeside	110	6.0	KSF	5	4
R&D - 125 Lakeside	760	5.0	KSF	6	5
R&D - 175 Lakeside	760	19.0	KSF	20	19
Alcohol Tasting Room - 175 Lakeside ⁶	971	1.0	KSF	1	10
TOTAL				986	1,120
[1] Uses the subcategory of the land use for "Adjacent to Campus" [2] Uses retail (822) fitted curves and rates because hair salon (918) rates were developed based on only 1 study [3] Fitted curve provided however applying it to this land use quantity results in negative numbers, rates used instead [4] Uses retail (822) fitted curve for daily because bank (911) does not provide a daily rate [5] Uses library (590) fitted curve for daily because museum (580) does not provide a daily rate [6] Uses rates describes for a LUC describes as brewery					

It is important to note that use of the ITE Trip Generation Manual is focused on suburban stand-alone sites that can be easily measured and therefore measures only vehicle trips (not multimodal trips). It typically results in trip generation projections higher than what many projects experience once operational. Furthermore, given the diversity of land uses associated with SECORD, many land uses feature small sample sizes in the ITE data and may not be reliable estimates of project-generated traffic for these uses.

This memorandum's trip generation estimate exercise applies, as detailed in the following sections, additional steps to overcome ITE's limitations which account for travel by means other than single-occupancy vehicle (such as walking, bicycling, transit usage, and carpooling), as well as internal capture from walking trips between two on-site uses.

Reference: SECORD Project Northerly Trip Generation and Distribution

Person Trips

The next step is to convert unadjusted vehicle trips—the output of the step described above—to person trips, before proceeding with internal capture and mode share. Person trips were calculated using an Average Vehicle Occupancy (AVO) factor, listed in Table 8. These factors, for different trip types, are sourced from the Summary of Travel Trends by the National Household Travel Survey (NHTS), USDOT Federal Highway Administration (Washington, DC), 2017. While carpooling to work may remain rare, traveling in a vehicle with another person to errands, trips to restaurants, retail, and other personal trips is common, as reflected in the data from the NHTS.

Table 8 – Average Vehicle Occupancy Assumptions

Land Use	AVO
Multifamily Housing	1.67
Student Housing	1.67
Child Care	1.67
High-Turnover Restaurant	2.1
Fast Casual Restaurant	2.1
Hair Salon	1.82
Classroom	1.67
Medical Office	1.82
General Office	1.18
Retail, unspecified	1.82
Bank	1.82
Supermarket	1.82
Museum	2.1
Generator - Artist/maker	1.18
R&D	1.18
Alcohol Tasting Room	2.1

Internal Capture

Internal capture is the assumption that within a mixed-use development some trips will occur between the uses (internal trips) rather than off site on external networks to other destinations (external trips).

The National Cooperative Highway Research Program (NCHRP) 684 Internal Trip Capture Estimation Tool was queried to estimate internal capture reductions. This tool is the industry standard tool for calculating internal capture. The calculation takes as inputs the vehicle trip generation estimates for the most common land uses.

Reference: SECORD Project Northerly Trip Generation and Distribution

A few uses included in the SECORD project are not present in the tool and were therefore assigned by direct assumptions based on an understanding of how the site is expected to operate (Child Care: 65% and Classroom: 70%). Furthermore, the student housing internal capture percentage assumptions were inflated above the residential assumptions to 70% to account for the significant proportion of student trips that are anticipated to be on the college shuttle, by foot, or accommodated on site.

The NCHRP tool outputs reduction rates for different land uses for different time periods as summarized in Table 9 and Table 10, the difference from total person trips is included in these to give a sense of total trip reduction that results from applying the land use specific internal capture reductions.

Table 9 – Phase 1 MOU Internal Capture Reductions

Land Use	AM		PM	
	Entering Trips	Exiting Trips	Entering Trips	Exiting Trips
Office	11%	50%	75%	22%
Retail	25%	25%	72%	56%
Restaurant	24%	10%	24%	48%
Cinema/Entertainment	N/A	N/A	N/A	N/A
Residential	3%	4%	9%	12%
Difference from Raw Person Trips	-31%		-40%	

Table 10 – Full Buildout MOU Internal Capture Reductions

Land Use	AM		PM	
	Entering Trips	Exiting Trips	Entering Trips	Exiting Trips
Office	20%	88%	91%	21%
Retail	26%	29%	60%	57%
Restaurant	34%	20%	36%	62%
Cinema/Entertainment	0%	0%	0%	50%
Residential	4%	5%	12%	16%
Difference from Raw Person Trips	-20%		-36%	

Mode Share

Stantec reviewed the US Census American Community Survey (ACS) 2021 5-year estimates of Journey to Work data alongside Replica location-based survey data for the Spring 2023 season to estimate the mode share. Journey to Work data from the ACS reflects only commute to work trips, whereas Replica data reflects all trips. Replica is a person-based travel demand model based on Census data, cell-phone travel pattern data, and other sources.

The mode shares from these data sources are summarized below for the City of Burlington as a whole, Census Tract 8, and Census Tract 10. Census Tract 10 *includes the project site* as well as *Downtown*

Reference: SECORD Project Northerly Trip Generation and Distribution

Burlington. Census Tract 8 is located immediately east of the project site along the east side of Pine Street and includes less dense residential neighborhoods of southern Burlington.

Based on a review of these tracts and their characteristics in comparison to the SECORD, an **existing auto mode share of 70%** for all land uses was used and a future auto mode share of 65% was identified for the project site. The 70% auto mode share is applied for the analyses included in this memorandum; that is, 70% of person travel to and from the site will be done in an automobile, either as a driver or passenger.

The observed existing mode shares from the both the Census data and Replica are summarized below in Table 11 and Table 12, respectively. While Census Tract 8 may represent how the site operates today, Census Tract 10 includes much more dense mixed-use development, the type of development that the project aims to include. Therefore, an average auto-mode share of 70% was selected based on the average these two Census Tracts. This is still higher than the citywide average and can be considered conservative.

Table 11 – ACS 2021 (5-year estimates) Journey to Work Mode Share (excluding work from home)

MODE	Burlington city, Chittenden County	Census Tract 8, Chittenden County	Census Tract 10, Chittenden County
Drive (including carpool)	65%	84%	56%
Transit	6%	1%	6%
Bicycle	7%	6%	18%
Walked	22%	8%	17%
Taxicab, motorcycle, or other means	1%	0%	3%
TOTAL	100%	100%	100%

Reference: SECORD Project Northerly Trip Generation and Distribution

Table 12 – Replica Spring 2023 All Trip Mode Share

MODE	Burlington city, Chittenden County	Census Tract 8, Chittenden County	Census Tract 10, Chittenden County
Drive (including carpool)	69%	74%	70%
Transit	1%	1%	1%
Bicycle	4%	4%	4%
Walked	24%	19%	22%
Taxicab, motorcycle, or other means	2%	2%	3%
TOTAL	100%	100%	100%

Adjusted Vehicle Trips

Auto person trips (trips taken to SEIR by car, including both drivers and passengers) were then converted to vehicle trips by reverting the AVO factors, which were applied to the unadjusted trip rates in the Person Trips section. The table below summarizes the adjusted vehicle trips generated by the SECORD project by time period.

Note the general AVO of 1.67 was applied to all auto person trips to convert to vehicle trips. The Stantec team tested a different approach to this step in which separate AVO assumptions were used for each land use, mirroring the approach in the Person Trips section, however this approach is not presented here in order to be conservative as it yields fewer vehicle trips.

The resulting estimated project generation vehicle trips are included in Table 13 for both the Phase 1 MOU and the Full Buildout MOU.

Table 13 – Adjusted Vehicle Trip Generation

Period		Phase 1 MOU	Full Buildout MOU
AM	IN	63	216
	OUT	113	352
	TOTAL	176	568
PM	IN	101	294
	OUT	75	232
	TOTAL	177	526

Reference: SECORD Project Northerly Trip Generation and Distribution

Trip Distribution

The distribution of trips to and from the project site will be influenced by many factors including demographics, income, job opportunities, and transportation options. The best available data for determining the distribution is the regional job or employment density. The trip distribution process detailed below first describes how a directional distribution was developed based on jobs density and then how trips in each direction were assigned a mode share, consistent with the overall mode share described above.

Figure 2 depicts the distribution of jobs within Chittenden County based on the US Census Longitudinal Employer-Household Dynamics (LEHD 2021) by census block. As shown in this map, higher regional employment densities are located in the following areas:

- To the south along Route 7
- To the east in South Burlington along Williston Road
- To the north in downtown Burlington, University of Vermont, and Winooski

The total jobs across Chittenden County were then aggregated into four zones, based on their geographic relationship to the project site: to the north, to the east, to the south, and the immediate vicinity of the project site (within a 15-minute walkshed). Figure 2 includes lines distinguishing how the census blocks were grouped into these four zones.

The percentage of Chittenden County jobs in each zone is shown in Figure 2 and Table 14. This percentage distribution was used as the directional distribution for the project. **Please note that this step does not yet apply specific trips assignment to roadways in the project vicinity.**

Table 14 – Directional Trip Distribution

Direction	Percentage of trips
North	44%
South	10%
East	37%
Immediate vicinity (within a 15-minute walkshed)	8%

Reference: SECORD Project Northerly Trip Generation and Distribution

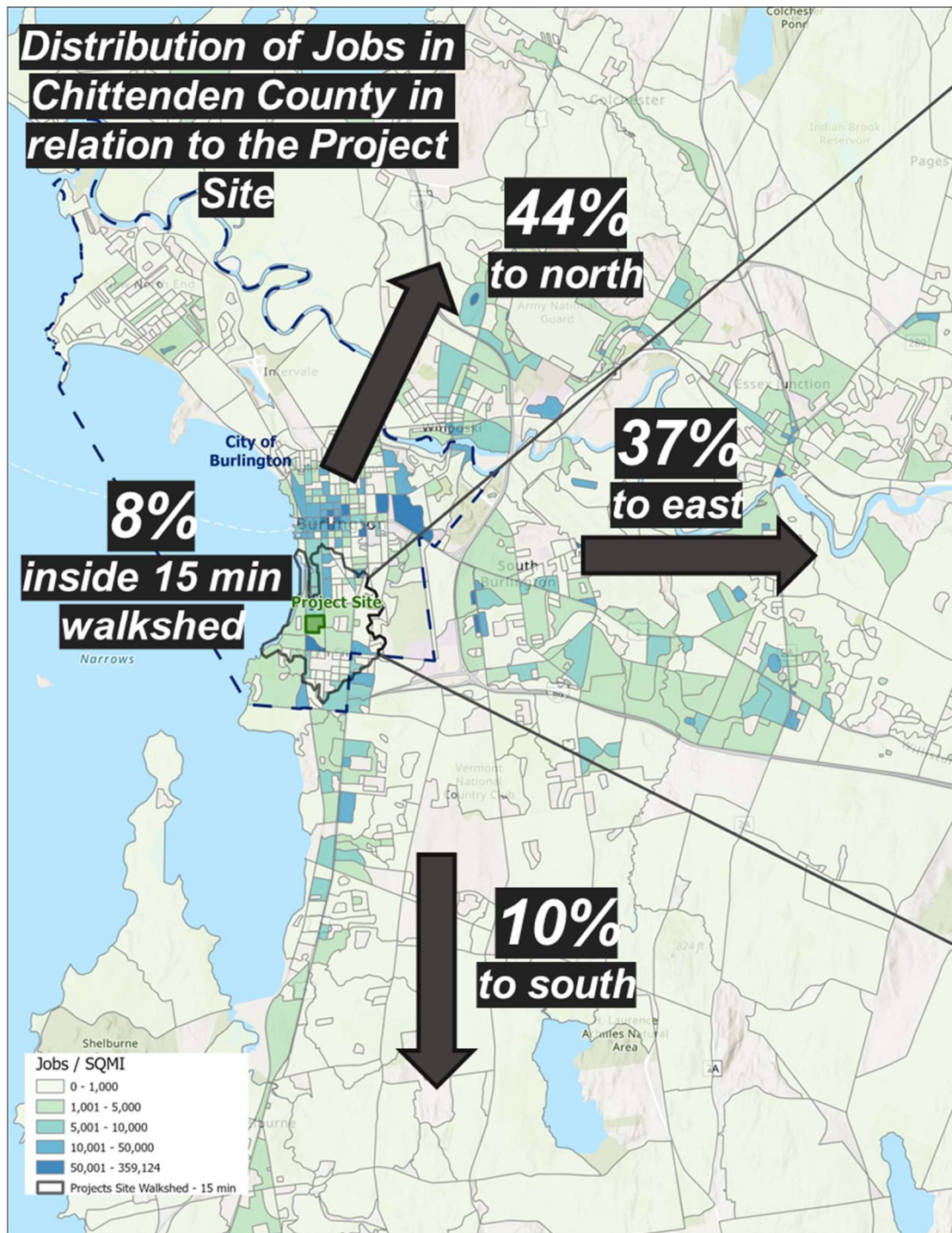


Figure 2 - Distribution of Jobs in Chittenden County in relation to the Project Site
(Source: Longitudinal Employer-Household Dynamics (LEHD); U.S. Census Bureau (2021))

Reference: SECORD Project Northerly Trip Generation and Distribution

Mode Share & Trip Distribution

Mode share for travel to and from the site is determined by the availability and quality of multimodal facilities and services in the vicinity of the project site and along desire lines to and from off-site destinations. This section details how the trip distribution projections were assigned to different modes of travel to obtain the directional distributions of all project-related trips, by mode.

Walking

Figure 3 includes walkshed areas radiating from the project site on the assumption that people are generally willing to walk five to 15 minutes for their daily travel, depending on the trip of destination. The walkshed is determined based on existing paths and connections from the project site; the SECORD's internal pedestrian network will feed into these existing paths. Depicted are three walksheds representing five, ten, and fifteen minutes from the project site.

Bicycling

The project site is well-served by bicycle infrastructure, especially to/from the north. The Burlington Greenway operates along the western edge of the project site and continues northward towards Downtown Burlington. This dedicated bicycle facility provides an off-street, vehicle-restricted travel path for bicyclists (and pedestrians) with near direct access to the project site. Pine Street, to the east of the project site, also provides a bicycle lane with direct access to Downtown Burlington to the north, which is being upgraded to a grade-separated and protected facility. An additional on-street bicycle lane is provided on Flynn Street south of the project site. These facilities are depicted in Figure 3.

Public Transit

Transit routes operated by Green Mountain Transit (GMT) operate in the vicinity of the project site, as shown in Figure 3. The most important of these is Route 5 along Pine Street, directly serving the project site and offering frequent, seven-day service to and from the Downtown Transit Center, which links to other prominent local and regional transit routes. Routes in the vicinity of the project site are summarized below in Table 15.

Reference: SECORD Project Northerly Trip Generation and Distribution

Table 15 – Bus Routes Near the SECORD

Route	Proximity to Site	Origin/Destination	Peak Frequency	Span of Service
5 – Pine Street	Adjacent to Site (Pine St)	Downtown Transit Center – GMT Admin Office	30 minutes	6:10A – 11:50P, 7 days
86 – Montpelier Link Express	Within Site	Montpelier – Pine St/Lakeside Ave (IB) or Pine St/Locust St (OB)	N/A	Inbound twice M-F daily (AM) and outbound three times M-F daily (PM)
326 – Edmunds & Integrated Arts Academy*	Within Site	GMT Office – Downtown Transit Center	N/A	Once daily AM M-F inbound service
337 – Edmunds & Champlain*	Adjacent to Site (Pine St)	Downtown Transit Center (loop)	N/A	Once daily AM M-F service
345 – Edmunds*	Adjacent to Site (Pine St)	S. Union St – Downtown Transit Center	N/A	One daily PM M-F inbound service
348 – Champlain*	0.1 miles from Site (Pine St)	Downtown Transit Center (loop)	N/A	Once daily AM M-F service

* - school-specific services

Directional Distribution by Mode

Based on the multimodal connections described above, directional patterns emerge as more or less suited to non-auto travel options. Firstly, trips within the 15-minute walkshed are most likely to use a combination of non-driving modes including walking, biking, micromobility, and potentially transit, depending on the bus frequency. To the east and south, most of the trips are likely to drive because multimodal options, specifically transit which would be more likely outside of the 15-minute walkshed area, do not serve these directions. Finally, to the north, toward Downtown Burlington, there are multiple transit options (Route 5 along Pine Street, linking to other prominent local and regional routes at the Downtown Transit Center), and off-road bicycle/pedestrian path (Island Line Trail) and bicycle lanes along Pine Street. These inform an estimate of fewer drive trips in this direction than to the south and east.

The driving mode share percentage for each direction is shown in Figure 3, including a 30% drive mode share for the 8% of trips that would remain within this local area and a 55% drive mode share for the 44% of trips that would travel north to downtown Burlington and adjacent destinations. To the east a 90% drive mode share for the 37% of trips assigned in this direction is used, and a 93% drive share is assumed for trips assigned to the south.

These directional mode shares, when combined with the directional distribution (that is the share of trips estimated to travel in each direction), produce the same overall 70% driving mode share described in prior sections. These assumptions are assumed to represent both inbound and outbound travel as well as trips during the AM and PM peaks.

Reference: SECORD Project Northerly Trip Generation and Distribution

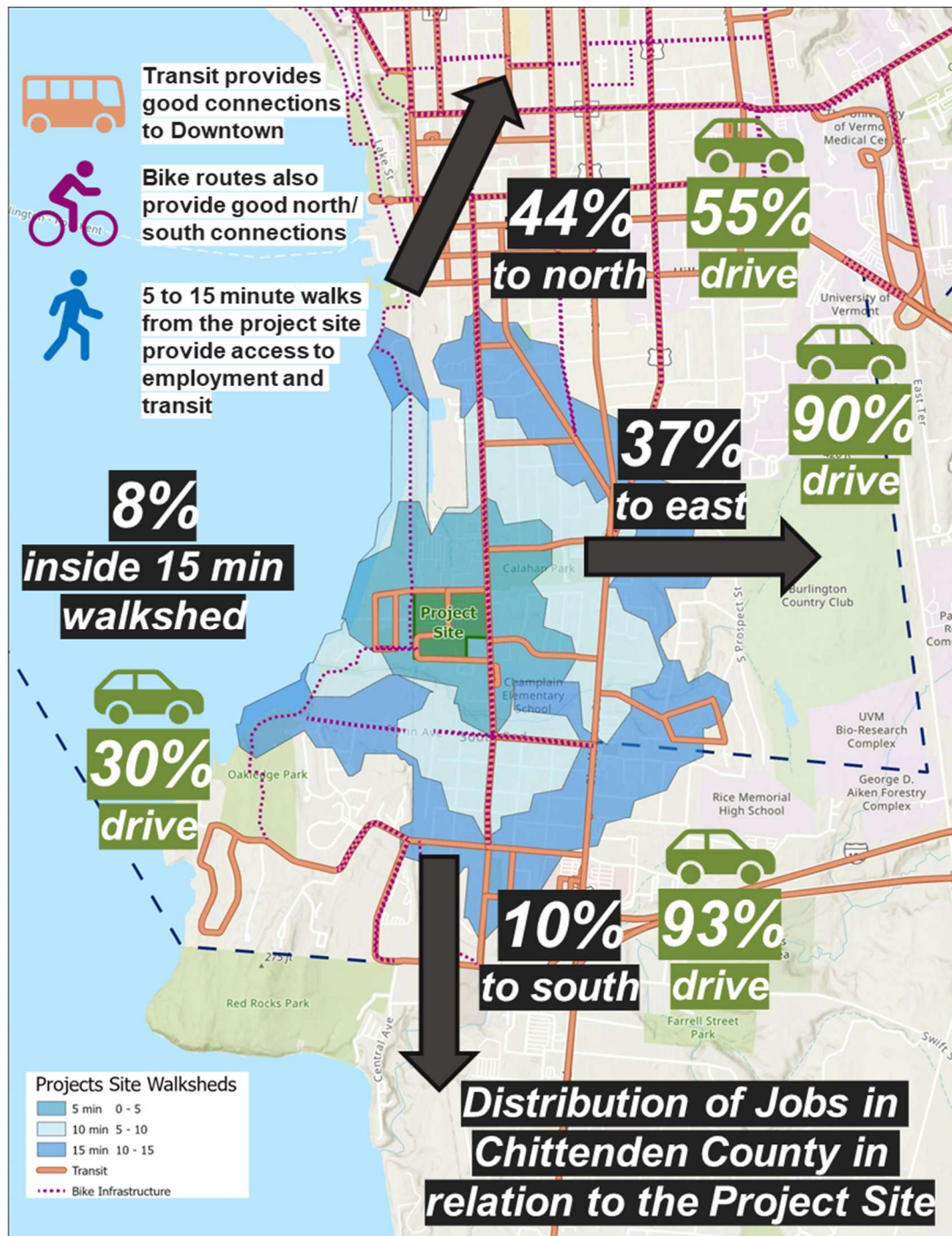


Figure 3 - Distribution of Jobs in Chittenden County in relation to the Project Site and Multimodal transportation Options (Sources: Longitudinal Employer-Household Dynamics (LEHD); U.S. Census Bureau (2021) and City of Burlington's Data Hub)

Board of Finance and City Council Submission ChecklistDepartment: Public Works Department Submitter: Corey MimsTitle/Subject: Champlain Parkway Project Final Contract Updates

	Approval:	Meeting Date:
☐	Board of Finance	
☒	City Council	6/10/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/5/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	6/6/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.		Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	N/A		
CAO has reviewed budget, financing, and memo	Yes	6/6/2024	Kathrine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

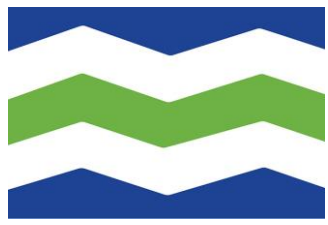
Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	N/A	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.

Champlain Parkway Update and Final Construction Contract



City Council
June 10, 2024



Champlain Parkway Project Limits Overview





Champlain Parkway – Initial Construction Phase

Thank you for your patience

- Local businesses are open
- Initial phase ahead of schedule
- Sign up for construction updates at www.champlainparkway.com



Champlain Parkway – Initial Construction Phase

Achieves Many Benefits Promptly, Initial Phase Complete This Summer:

- **New 25mph grid street between Home Ave & Lakeside Ave**
- **New stormwater infrastructure to reduce over 3 tons of sediment from being discharged into Lake Champlain annually**
- **2 new miles of shared use path**
- **3 improved, raised intersections & a new midblock crosswalk @ Arts Riot**
- **An enhanced Pine St: new granite curbs, reconstructed sidewalk w/ ADA-compliant access ramps on the eastern side, new top pavement with improved surface drainage**
- **Underground utilities on Lakeside Ave, and replacing approximately 4,000 ft of waterlines and 3,000 ft of sewer lines**
- **Reconstructed rail crossings with new active warning system, including new gates**



Champlain Parkway – Final Construction Phase

Location

- Southern section: I-189 to Home Ave
- Northern section: Kilburn St to Main St

Cost

- Engineer's Estimate: \$24.5M

Duration

- September 2024 to Summer 2026

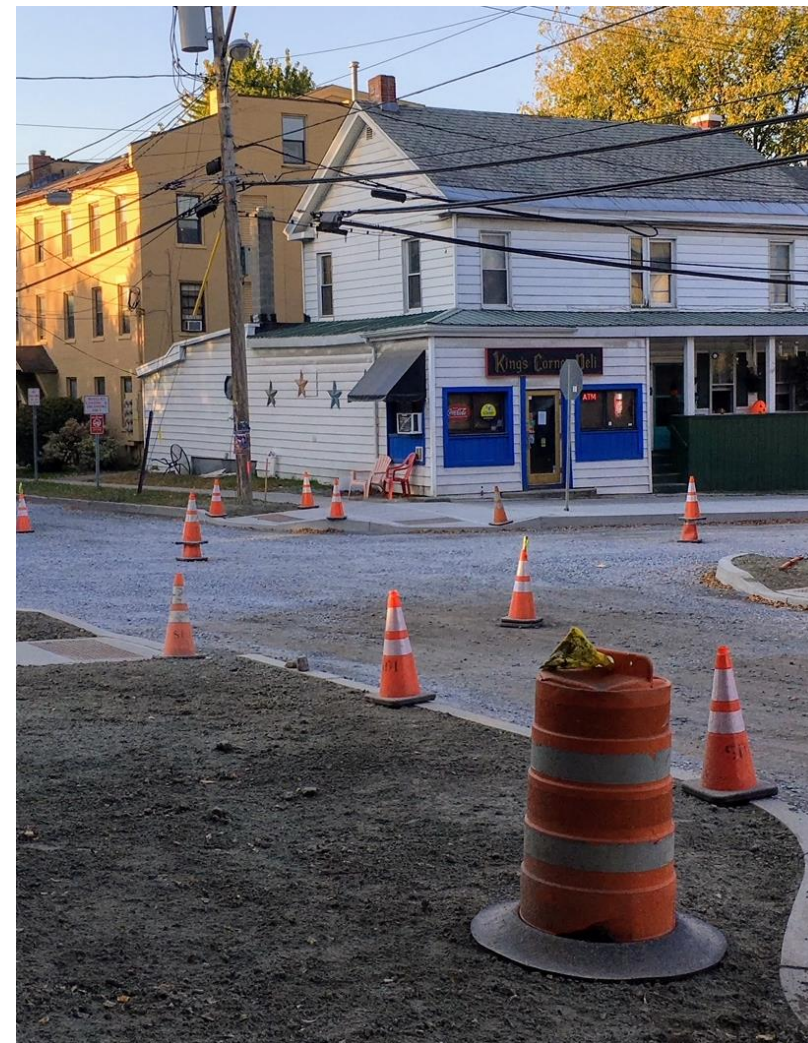




King St / Maple St Neighborhood Reinvestment Activities

- 2014 – Installed crosswalk and RRFB at Pine St and Bobbin Mill Apartments
- 2016 – Installed subsurface stormwater tank on King St
- 2017 – Installed traffic calming on King St
- 2017 – Repaved King St
- 2018 – Relined Pine St sewer mains
- 2018 – Replaced water main on Maple St
- 2018 – Relined water mains on Pine St and King St
- 2018 – Repaved Maple St
- 2019 – Upgraded to pedestrian actuated signals at Battery and Maple St intersection
- 2020 – Completed St Paul St rehabilitation (Main St to Maple St) to Great Streets standards

\$5M+ capital reinvestment





King St / Maple St Neighborhood Reinvestment Activities





King St / Maple St Neighborhood Parkway Renderings



Intersection of Pine St and
Maple St Looking South



King St / Maple St Neighborhood Parkway Renderings





Champlain Parkway Financing:

- Total Project Costs: ~ \$90M
- Pre-Construction Phase: ~ \$14M
- Initial Construction Phase: ~ \$40M
- Final Construction Phase: ~ \$ 36.5M

City Contribution: ~\$7.2 M (8.0%)

Local Match – 2% of Participating Costs:

- Total ~ \$1.7M (1.9%)

Non-Participating Costs:

- Total: ~ \$6.8M
- City's Non-Participating: ~ \$5.5M (6.1%)
- Utility Expenses: ~ \$1.3M



Public Engagement

Stages of Public Engagement:

- **2009-2010: Final Supplemental Environmental Impact Statement**
- **2010-2011: Act 250**
- **2019-2021: Limited Scope Final Supplemental Env. Impact Statement**

Project Public Meetings Focused on King & Maple Neighborhood:

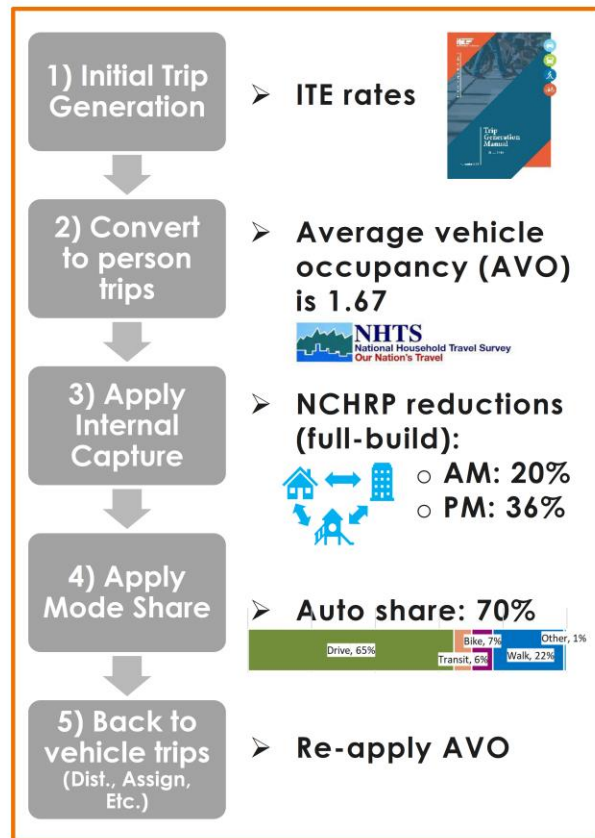
- **September 26, 2019, Burlington City Hall**
- **October 7, 2019, King Street Center**
- **July 29, 2020, 645 Pine Street**



South End Coordinated Redevelopment (SECORD)



Trip Generation: Vehicle Trip Estimates



Phase 1 SECORD (2028):



Daily Vehicle Trips	AM	176
	PM	177
	DAILY*	1,967

Full-Build SECORD (2044):



Daily Vehicle Trips	AM	568
	PM	526
	DAILY*	6,311

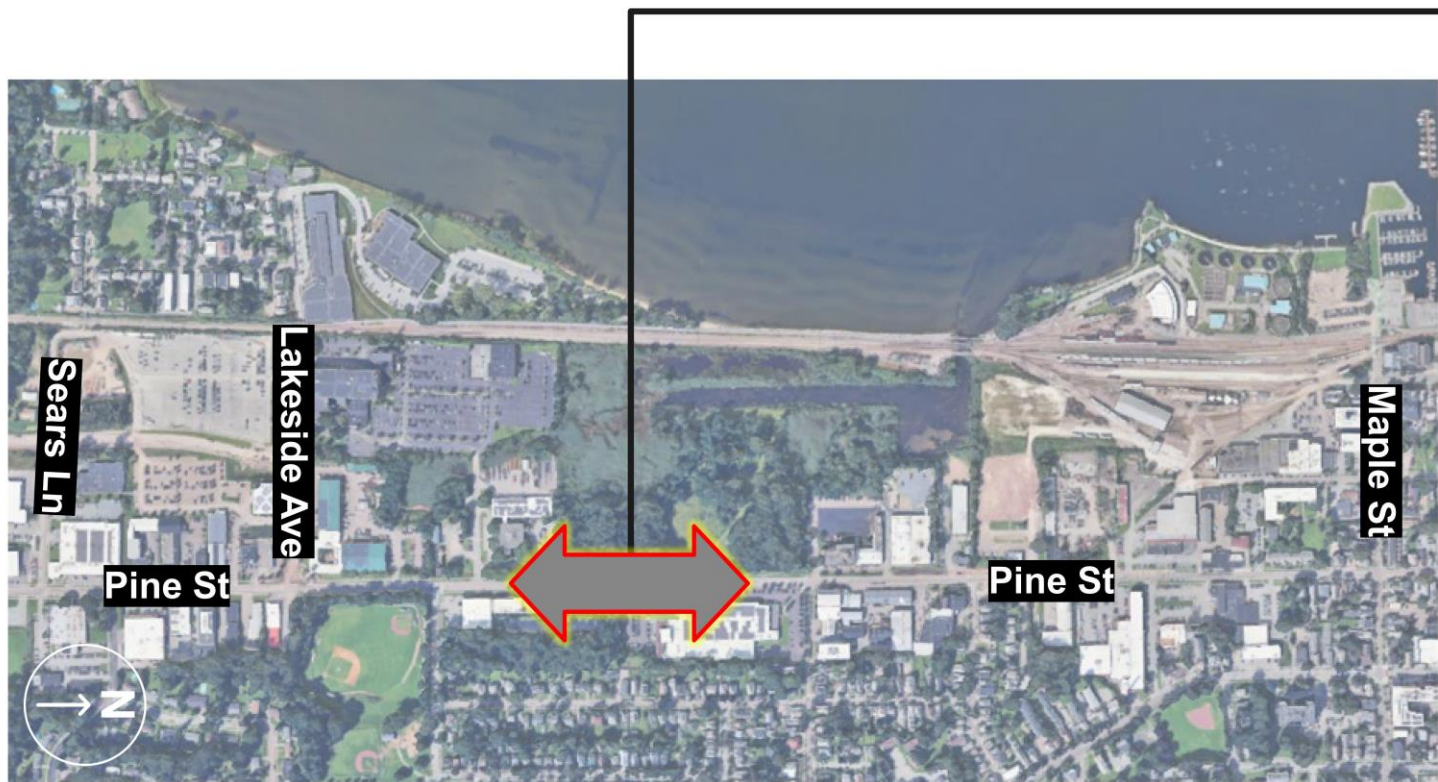
Note: Daily estimates produced by "K-factor" applied to peak trips. K-factor of 9% indicates peak percentage of total daily observed locally in most recent 2022 counts.



South End Coordinated Redevelopment (SECORD)



North on Pine b/w Lakeside and Maple



*Pine Street:
Lakeside Avenue to
Maple Street*

Period	Daily Vehicle Trips
FSEIS 2028 (as projected in 2009 Champlain Pkwy FSEIS) ¹	14,000
Updated 2028 (based on 2022 counts adjusted to 2020 using growth rate) ²	11,922
Difference, aka Capacity for Development	2,078

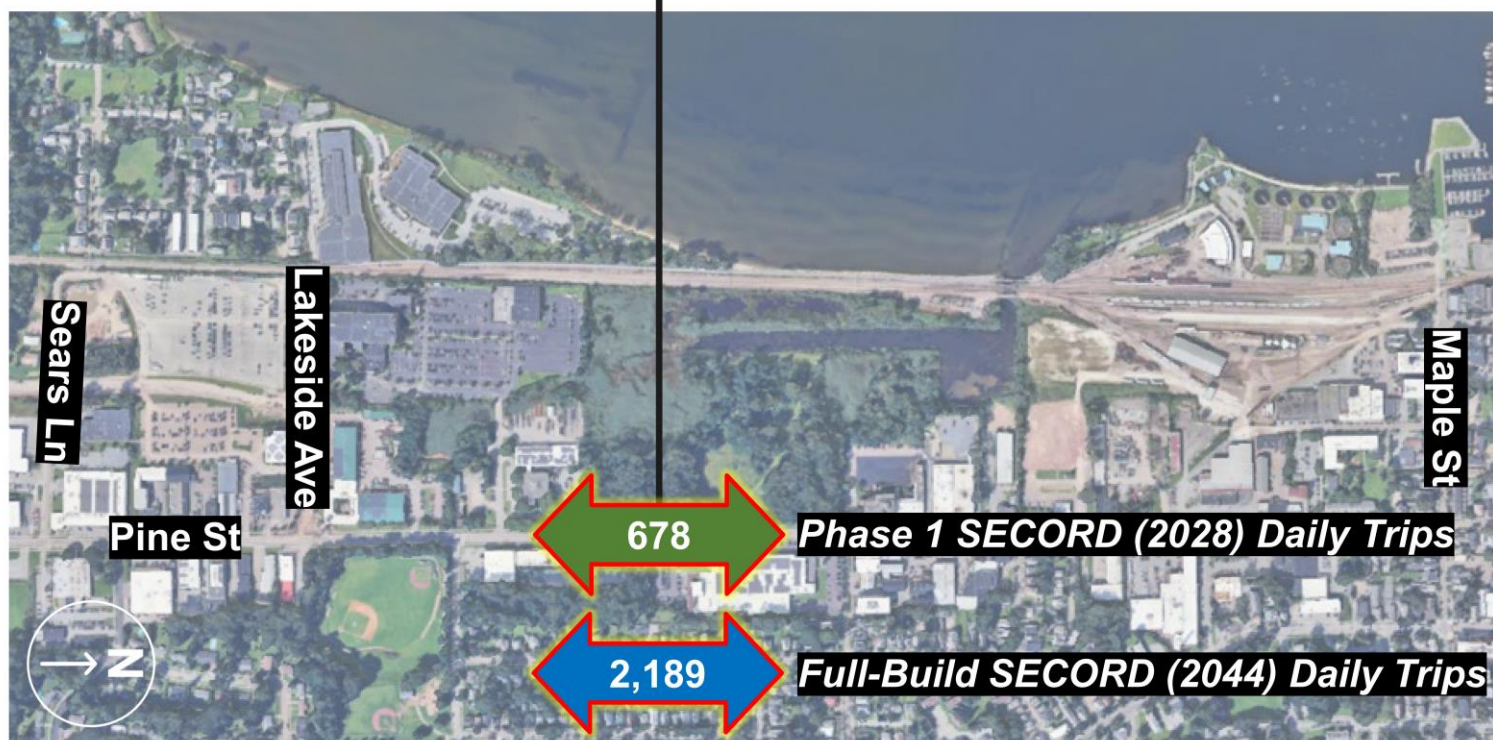
[1] 2009 Champlain Parkway FSEIS; Table 4-5 Average Daily Traffic Volume Summary –Primary Study Area: Build Alternative 2
[2] 2022 Traffic Impact Analysis (TIA) of Railyard Enterprise Project (REP) Alternatives (Appendix G); Table 3 2022 Roadway Vehicle Traffic Demand (January Counts); increased to 2028 using a compound annual growth rate of 0.45% (which is derived from the FSEIS Table 4-5 growth between 2008 and 2028)



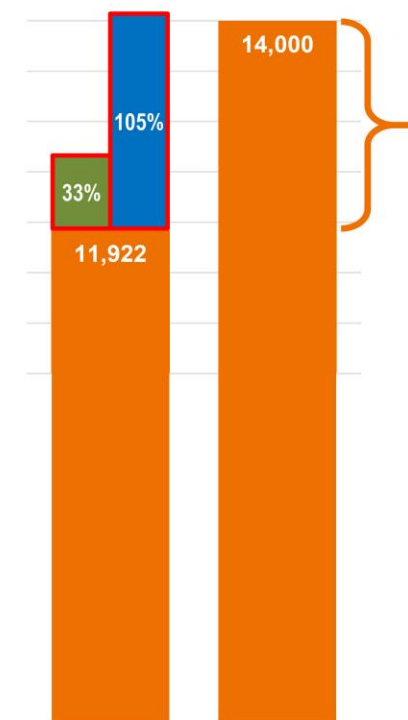
South End Coordinated Redevelopment (SECORD)



North on Pine b/w Lakeside and Maple



Pine Street:
Lakeside Avenue to
Maple Street



- Phase 1 consumes 33% of available capacity
- Full-Build consumes 105% of available capacity

Capacity for
Development: 2,078



South End Construction Coordination Schedule

		SOUTH END COORDINATION SCHEDULE 6.10.24																							
		CY2023				CY2024				CY2025				CY2026				CY2027				CY2028			
PROJECTS COMPLETED	Project/Location	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	U.S. 7 State Paving	CONSTRUCTION																							
	Shelburne Street Roundabout	CONSTRUCTION																							
	Passenger Rail	CONSTRUCTION																							
CURRENT-FUTURE PROJECTS	Champlain Parkway: Initial Contract Limited Access(Home Ave-Lakeside Ave) Pine(Lakeside Ave-Kilburn S)	CONSTRUCTION- <i>On-going</i>																							
	Champlain Parkway: Final Contract Limited Access(189-Home) Pine Street(Kilburn St. to Main St.)			DESIGN				BID	CONSTRUCTION- <i>Tentative</i>																
	Railyard Enterprise Pine St.-Battery&Maple	ENVIRONMENTAL ASSESSMENT				PRELIMINARY PLANS			RIGHT OF WAY ACQUISITION						FINAL ENGINEERING			CONSTRUCTION- <i>Tentative</i>							
	Main Street-Great Streets: Phase I Union to Pine Street	DESIGN						CONSTRUCTION																	
	Main Street-Great Streets: Phase II Battery St-Pine, S. Winooski-Union								GRANT APPLICATION						DESIGN - <i>Tentative</i>					CONSTRUCTION - <i>Tentative</i>					
	Cherry Street-Great Streets/City Place (Battery-S.Winooski)								CONSTRUCTION- <i>Tentative</i>																
	Bank Street-Great Streets/City Place (Pine St-S. Winooski)					DESIGN										CONSTRUCTION- <i>Tentative</i>									
	BTC Public Improvements Bank St, Cherry St, Pine St, St Paul St	CONSTRUCTION																							



Champlain Parkway Timeline

Upcoming Milestones:

- **June 10 – City Council – Champlain Parkway Final Contract Update**
- **June 11 – Bid advertisement for Final Construction contract**
- **July 12 – Bid opening and start subsequent bid analysis**
- **Mid July – Open House in the King & Maple neighborhood**
- **End of July – Substantial completion of Initial Construction contract**
- **August 5 – Board of Finance – Final Construction contract award**
- **August 12 – City Council – Final Construction contract award**
- **Early September – Commencement of construction**



Champlain Parkway Update and Final Construction Contract

Department of Public Works
www.champlainparkway.com

June 10, 2024



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: City Council

FROM: Julia Ursaki, PE, Public Works Transportation Engineer
Laura Wheelock, PE, Division Director of Tech Services/Interim City Engineer

DATE: June 10, 2024

CC: Chapin Spencer, Director of Public Works

RE: Reconnecting Bank & Cherry Concept Presentation

Request:

This item is informational only for the June 10, 2024 meeting. We will be seeking approval of the concept at the June 24, 2024 meeting.

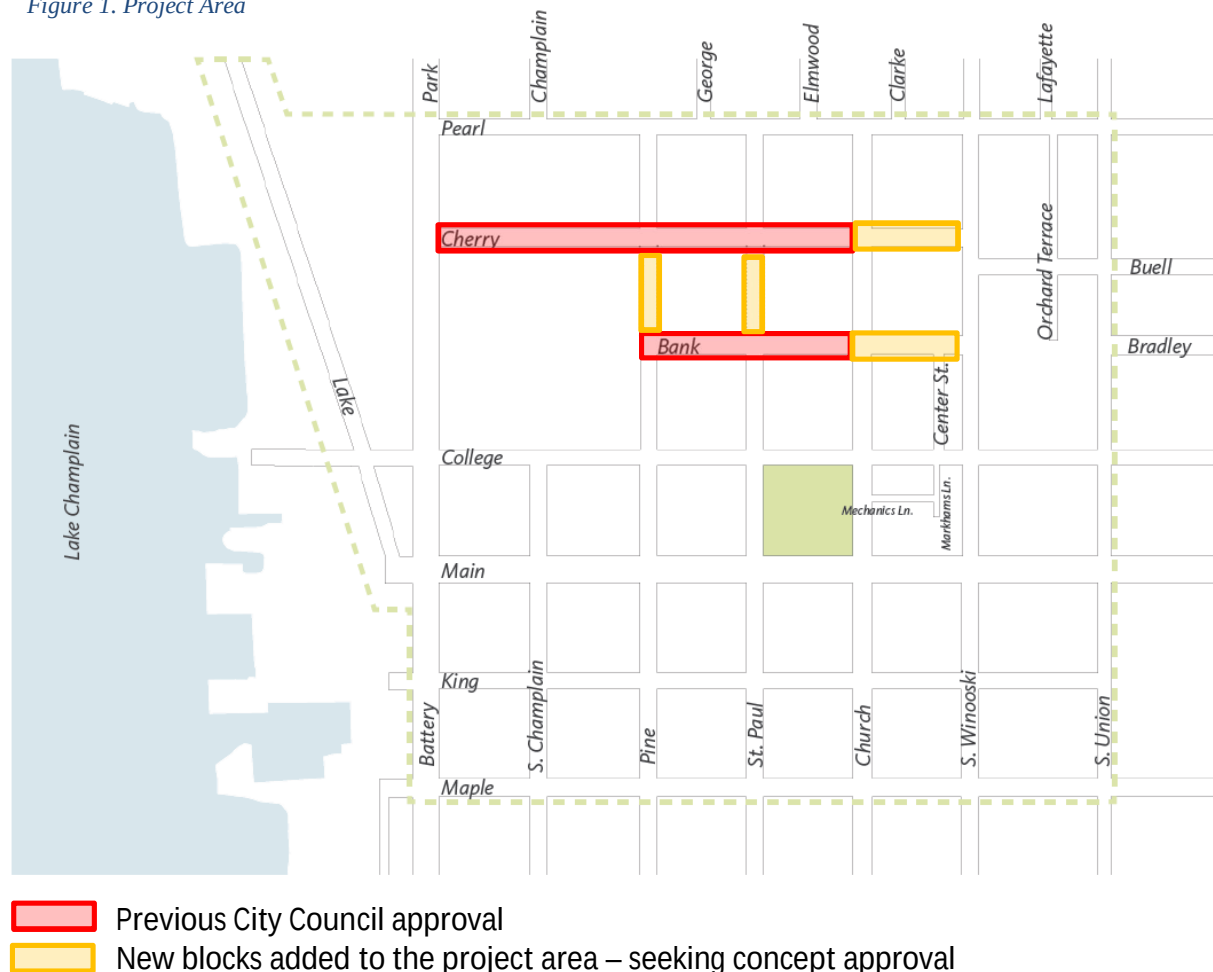
Summary

DPW is advancing the Great Streets Reconnecting Bank & Cherry project following the City Council's acceptance of our \$15M Congressionally Directed Spending (CDS) and \$22M Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants that are funding this project.

The building blocks of our design concepts are the Great Streets BTV Downtown Standards (adopted April 16, 2018) and planBTV Walk Bike (adopted March 17, 2017). The design concepts for Bank Street and Cherry Street west of Church Street were approved by City Council on May 21, 2018. With our new federal funding, we are adding the blocks of Bank and Cherry Streets east of Church Street to this project, as well as the new blocks of Saint Paul Street and Pine Street (see Figure 1). We are now seeking approval of the preferred design concepts of the new blocks added to the project.

The Transportation, Energy, and Utilities Committee (TEUC) voted unanimously to recommend that the Council approve the concept design as presented at the May 23, 2024 TEUC meeting.

Figure 1. Project Area



Background of the Reconnecting Bank & Cherry Project

In 2016, Burlington voters approved Tax Increment Financing (TIF) for purchasing the reconstructed St Paul and Pine Streets and improvements to Bank and Cherry Streets. The TIF funding was based on anticipated revenues generated from the CityPlace development.

From 2016 through 2018, the City developed design plans to reconstruct Bank and Cherry Streets. At this time, the project ended at Church Street, which is the boundary of the Waterfront TIF district, leaving the one block between Church St and Winooski Ave unimproved.

- The design was based on Burlington's Great Streets Standards, which designate **Cherry Street** as a "Commercial Slow Street with Transit" (Figure 3) and **Bank Street** as a "Commercial Slow Street" (Figure 4).
- planBTV Walk Bike's long-term recommendation for Bank Street is shared use lane markings with traffic calming, and there is no recommendation for Cherry Street. In the current concept, Bank Street will be a curbless shared street, and Cherry Street will have shared lane markings and traffic calming. Both streets are in the Downtown Slow Zone (designed for less than 20 miles per hour)
- The design plans were advanced to the 75% design stage.
- The public input process under this original project included:

An Equal Opportunity Employer

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- o March 27, 2018 – Introduction of the Bank and Cherry Street Design Alternatives to the Transportation, Energy, and Utilities Committee (TEUC)
- o April 10, 2018 – Public Meeting on Bank and Cherry Street Design Alternatives at Contois Auditorium
- o April 11, 2018 – Public Meeting on Bank and Cherry Street Design Alternatives at Burlington City Arts
- o April 18, 2018 – Public Works Commission Presentation & public comments
- o May 1, 2018 – TEUC presentation & public comments
- o May 16, 2018 – Public Works Commission Presentation (Preferred Alternative recommendation & approval)
- o May 16, 2018 – TEUC Presentation (preferred alternative approval recommendation to City Council of Preferred Alternative)
- o May 21, 2018 – City Council presentation and approval of the Preferred Alternative

Simultaneously, the CityPlace Partners (CPP) advanced designs for the new sections of Saint Paul Street and Pine Street.

- The design is also based on the Great Streets Standards, which designate these blocks of **Pine Street and Saint Paul Street both as “Minimum Commercial Streets” (Figure 5).**
- The planBTV Walk Bike recommendation for the new block of Pine Street is a shared lane with traffic calming, and there is no recommendation for the new block of Saint Paul Street. Both are in the Downtown Slow Zone.
- The public input process under this project (led by CPP) included:
 - o February 7, 2017 – Development Review Board Public Hearing for building and new street concepts. In preparation:
 - June 22, 2016 – Neighborhood Planning Association (NPA) Ward 4/7 Presentation
 - August 10, 2016 – NPA Ward 1/8 Presentation
 - September 1, 2016 – NPA Ward 6 Presentation
 - September 8, 2016 – NPA Ward 2/3 Presentation
 - September 20, 2016 – NPA Ward 5 Presentation
 - October 13, 2016 – NPA Ward 2/3 Presentation
 - February 21, 2017 – Development Review Board Hearing (#17-0662CA/MA)
 - o February 27, 2020 – Pre-Application Public Neighborhood Meeting at Contois Auditorium
 - o May 10, 2021 – City Council presentation about new street design concepts (St Paul St and Pine St)

In 2018, the CityPlace project stalled, which left the status of the TIF funding uncertain and not available for the City to use. The City began seeking other funding sources for the Bank and Cherry Street improvements and the new sections of Saint Paul and Pine Streets.

Funding for the CDS Cherry and RAISE Reconnecting Downtown Project

In early 2023, the City was awarded \$15 million of Congressionally Directed Spending (CDS) funds from Senator Leahy for Cherry Street. This includes \$12 million of federal funding and \$3 million of local match. For the City's local match, \$2.4 million is coming from Waterfront TIF and \$600k is coming from capital funds from the Town Meeting Day March 2023 bond. The City Council approved accepting this grant on September 11, 2023.

Later in 2023, the City was awarded a \$22 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the entire project area. The RAISE grant also includes a workforce development program which is being managed by the City's Business and Workforce Development department. The City Council approved accepting this grant on February 12, 2024.

This new federal funding allows the City to add the block of Bank Street and Cherry Street east of Church Street to the project so we can rebuild both corridors consistently. It also allows the City to manage large portions of the design and construction of the new street segments of Pine Street and Saint Paul Street.

Proposed Concept

The proposed concepts are rooted in several years of design and development from the Great Streets Standards and planBTV Walk Bike. For the newly added blocks of Bank Street and Cherry Street, DPW is proposing to continue the existing design concept and cross sections from Bank Street and Cherry Street west of Church Street, which are shown in Figures 3 and 4 below and in Attachment 1. For Saint Paul Street and Pine Street, DPW's street concept is consistent with the Great Streets design for Commercial Minimum streets. Please see the concept drawings shown in Attachment 1.

Key elements of the proposed concept include:

- Burying the overhead utilities on Bank Street between St Paul and Pine Streets (to allow for bigger healthier trees and a cleaner look)
- Planting all new trees and installing either soil cells or other optimum growing mediums for the street trees
- Providing permeable pavers in greenbelt and other technologies to take stormwater from the sidewalk and tree belt to feed the trees
- Installing granite curbs that will have a longer life than concrete
- Adding bump outs that will narrow pedestrian crossings and add planting /activation areas
- Install new lighting fixtures consistent with BED design standards and meet current lighting standards for both the sidewalk and the street
- Adding amenities along the streets including seating, pedestrian plazas, public art, and bike parking

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

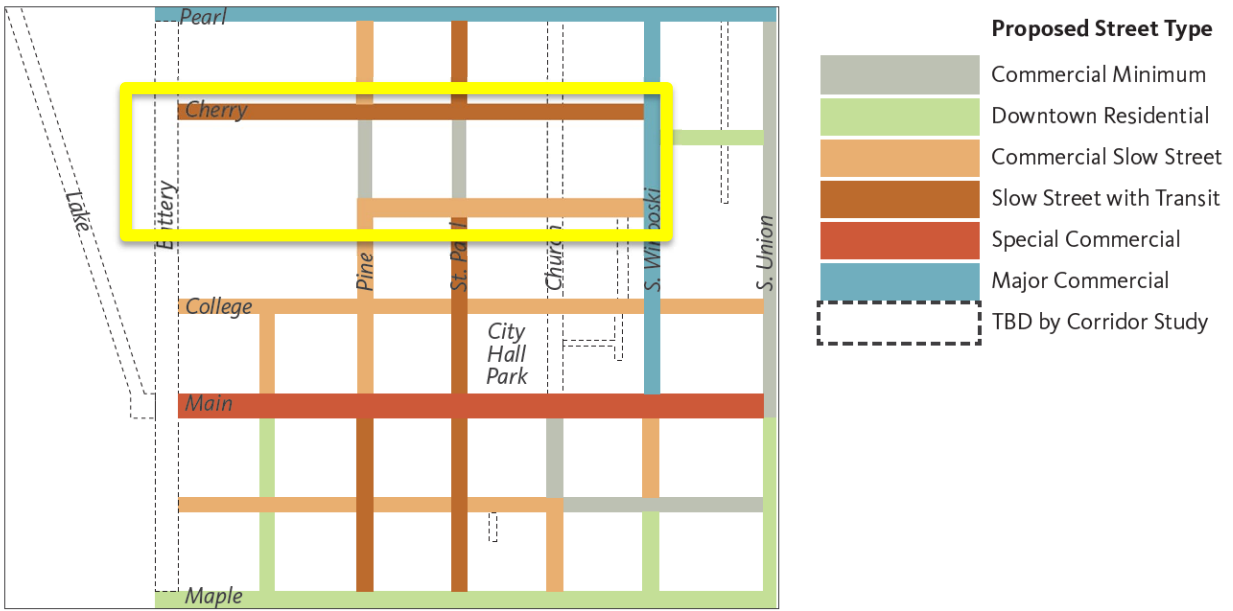


Figure 2. Great Streets Standards Street Types

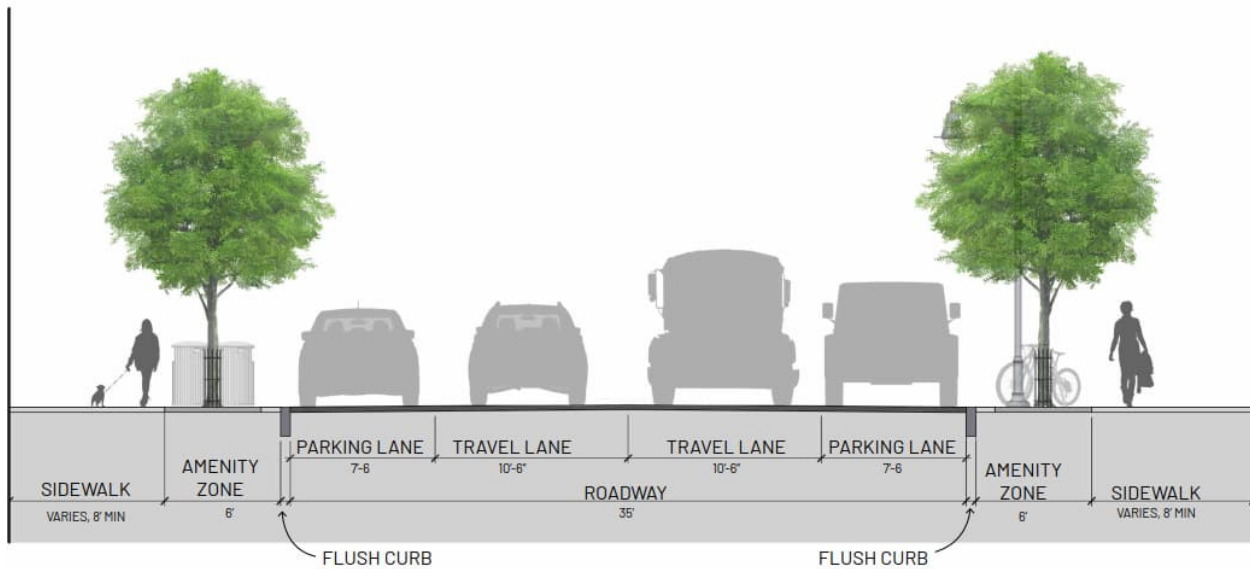


Figure 3. Bank Street Proposed Section

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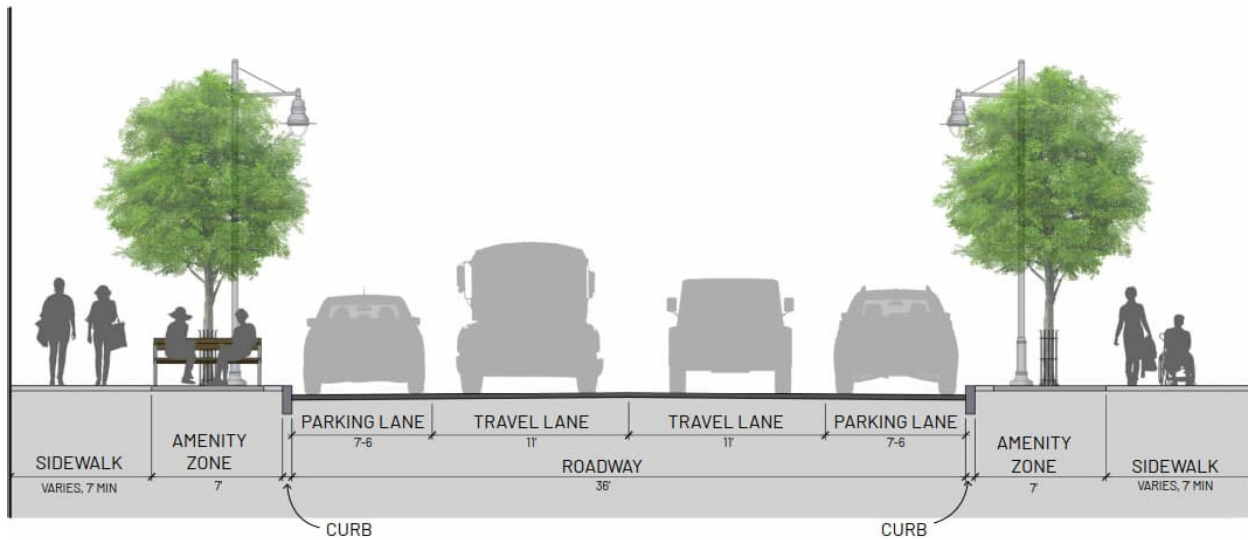


Figure 4. Cherry Street Proposed Section

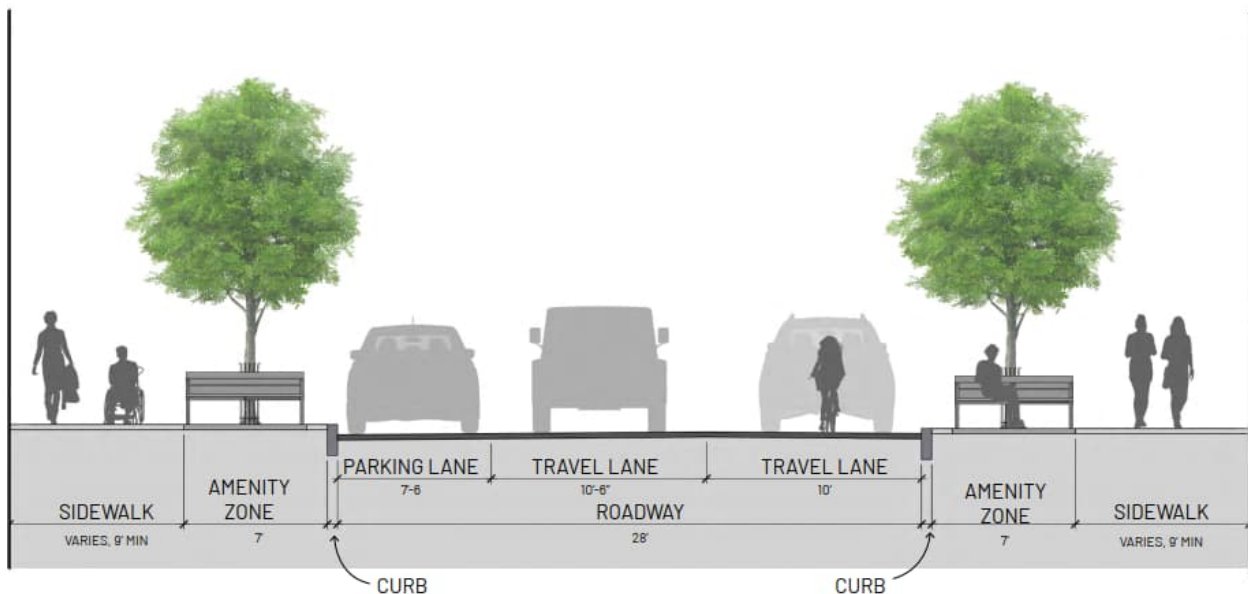


Figure 5. Pine Street and Saint Paul Street Proposed Section

The concept designs reference planBTV Walk Bike, in which the community identified Pearl Street and Main Street as the priority corridors for dedicated, separated bikeways to travel east-west by bike. Pearl and Main Streets provide connectivity to other bikeways to the east and west, while Cherry and Bank Streets fill important gaps for just 3 to 4 blocks in the downtown core. The Reconnecting Bank & Cherry project area is in the Downtown Slow Zone, focusing on traffic calming and shared lanes.

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15-Year Bikeway Network Plan—planBTV Walk Bike Master Plan

Figure 6. planBTV Walk Bike excerpt for Downtown

May 23, 2024 Public Meeting

These concepts were presented at a public on May 23, 2024 in Contois Auditorium at City Hall and online via Zoom. Approximately 20 members of the public attended. The project team solicited public input and heard comments about additional locations for pedestrian plazas and rain gardens, integrating public safety into the street design, how bikes, pedestrians, and vehicles will interact on the curbsless street, and several clarifying questions. Notes from the public meeting are included in Attachment 2.

Timeline/Next Steps

The timeline and next steps for this project are as follows:

May – June 2024 | Upcoming Public Meetings

- Church Street Commission | June 12 at 9am
- Public Works Commission | June Meeting (date TBD, likely June 26 at 6pm)
- City Council to seek Concept Approval | June 24

June – October 2024 | Design Development

October 2024 – April 2025 | National Environmental Protection Act (NEPA) review

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April 2025 – May 2026 | Final Design, Permitting and Right of Way

Spring/Summer 2026 | Cherry Street Construction

Spring/Summer 2027 | Bank Street, Saint Paul Street, Pine Street Construction

Additional information and updates can be found on the project website at:

<https://greatstreetsbtv.com/gs-initiative/reconnecting-bank-cherry/>

Attachments

1. Concept Presentation
2. May 23, 2024 Meeting Notes

GREAT STREETS

Reconnecting Bank & Cherry

with St. Paul & Pine

Concept Presentation

June 10, 2024

PREPARED BY



Burlington Department of Public Works
645 Pine Street, Burlington VT, 05401
802-809-1355

Project History
Design Concept Building Blocks
Proposed Improvements
Next Steps



Photo source: City of Burlington Downtown Street Design and Construction Standards

Agenda



Chapin Spencer
Public Works Director

Laura Wheelock, PE
Senior Public Works Engineer, Project Supervisor

Julia Ursaki, PE
Public Works Engineer, Project Manager

Kara Alnasrawi
Business & Workforce Development Director

Alex Bacheller
Workforce Development Manager



Greg Goyette, PE
Principal-in-Charge

Israel Maynard, PE
Project Manager



Patrick Olstad, PLA, ASLA, LEED AP
Senior Landscape Architect

Hannah Loope, PLA, ASLA
Landscape Architect

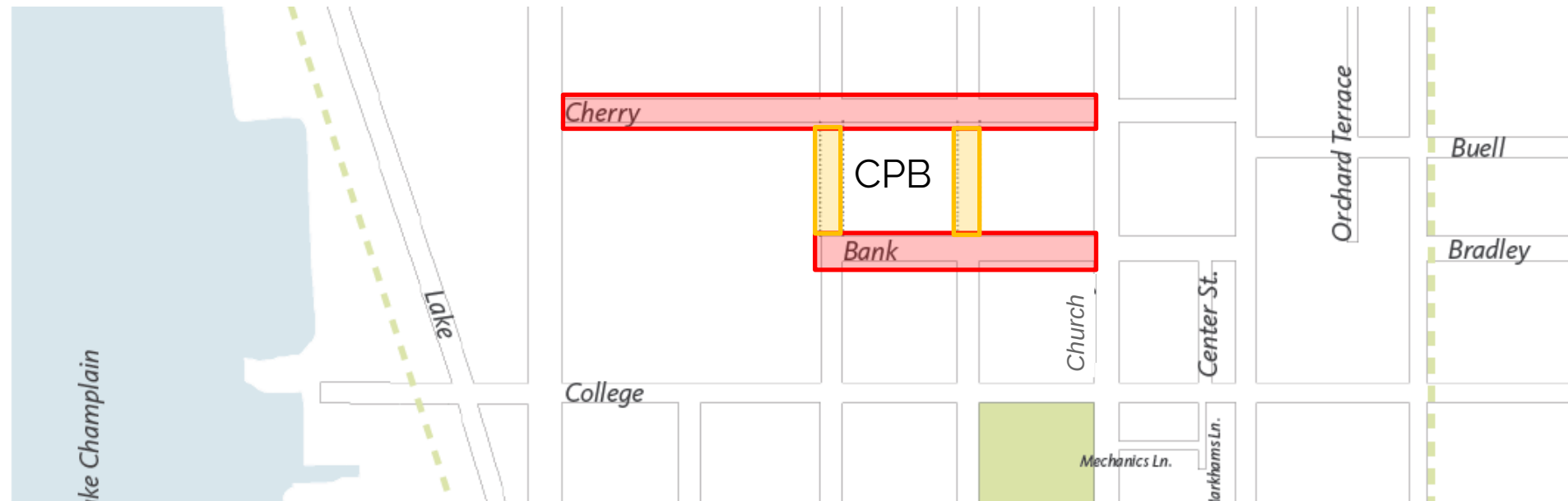


Project Team

Project History

2016

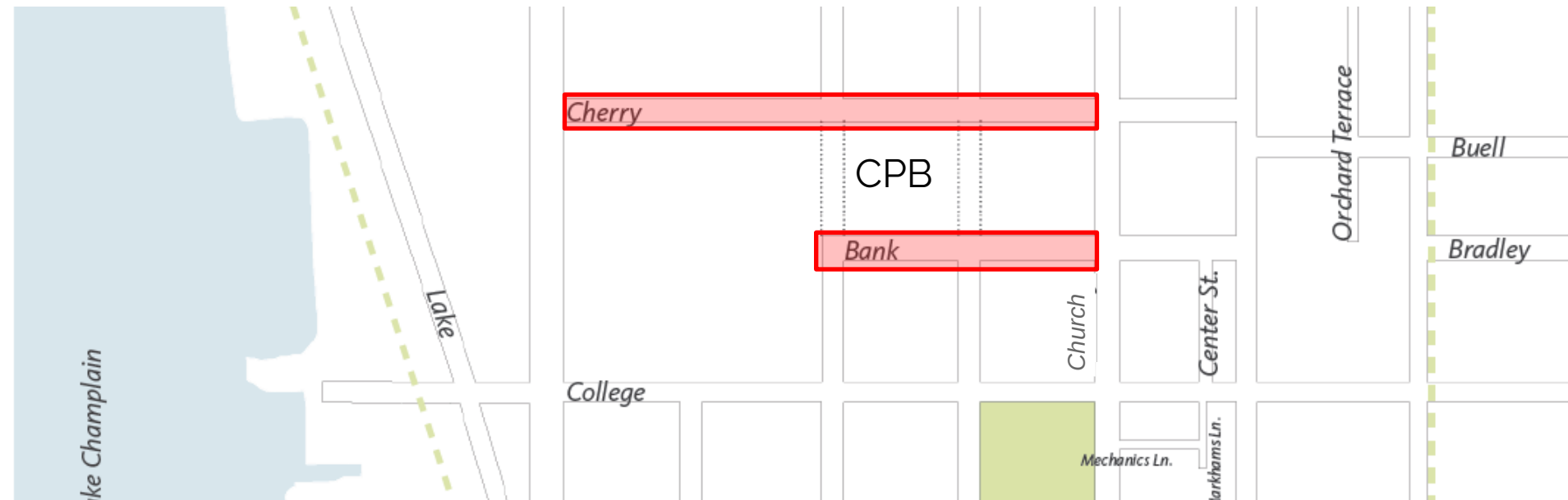
Burlington voters approved Tax Increment Financing (TIF) funded project for improvements to Bank & Cherry Streets and purchasing the reconstructed Pine & Saint Paul Street blocks



Project History

2016 - 2018 City developed design plans to reconstruct Bank & Cherry Streets based on Great Streets Standards and planBTV Walk Bike

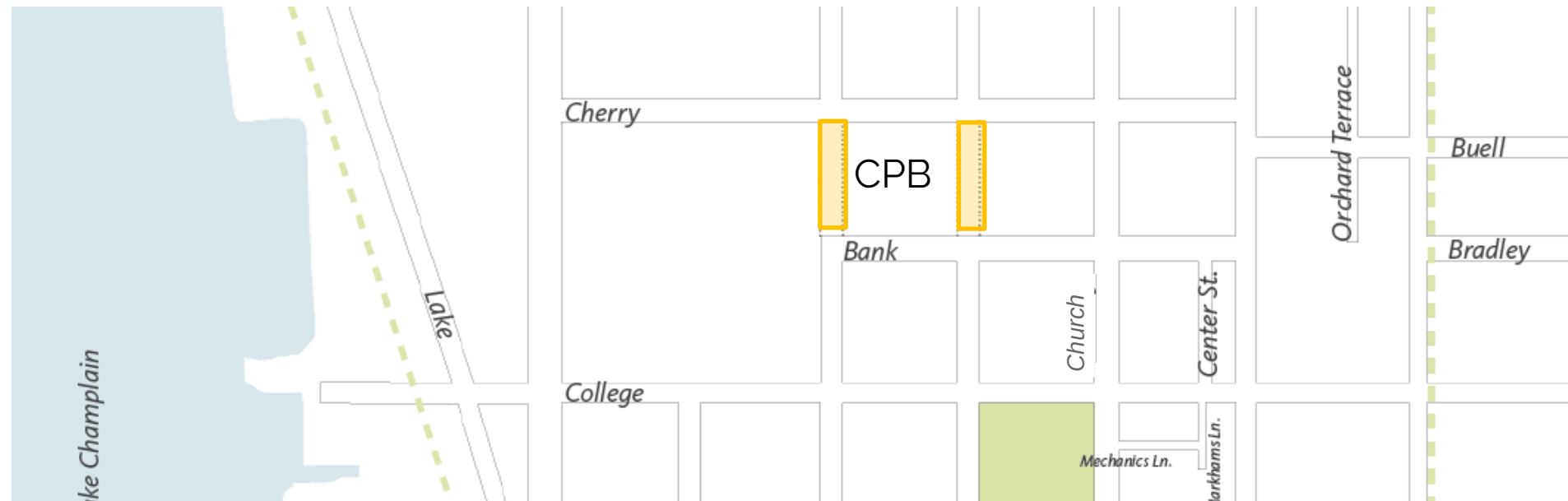
May 2018 City Council approves the concept



Project History

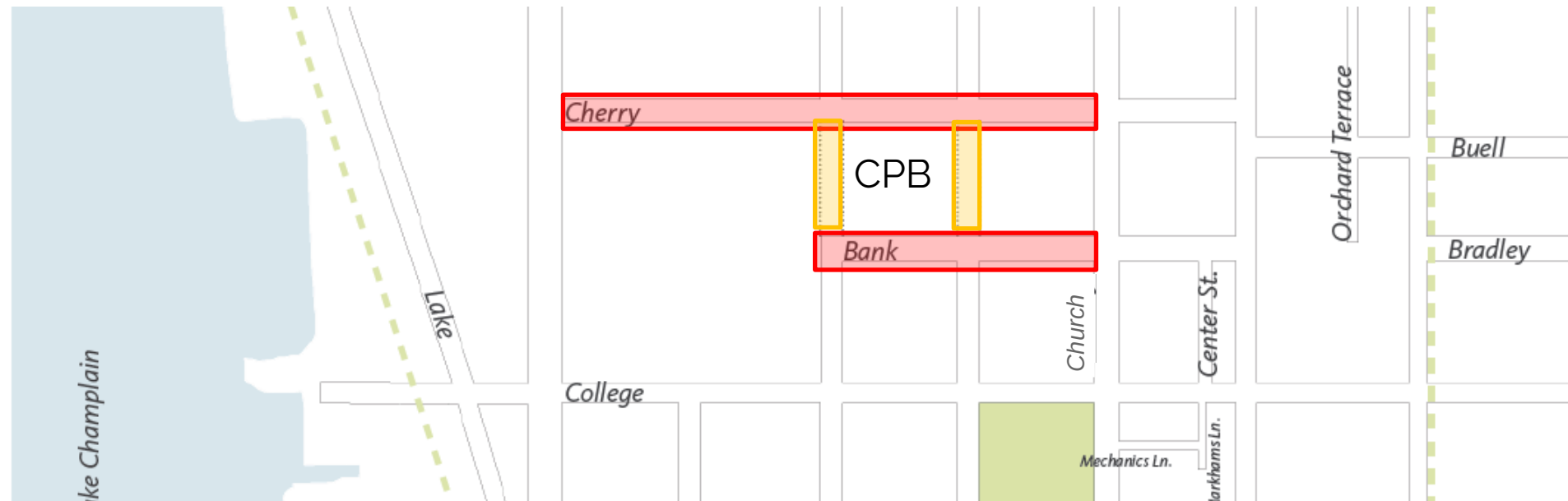
2016 – 2018 Private developer (CityPlace) advanced design plans to construct the new street segments of Pine & Saint Paul Street

Feb 2017 Development Review Board approves street design



Project History

2018 Private project stalls, City project loses funding & pauses



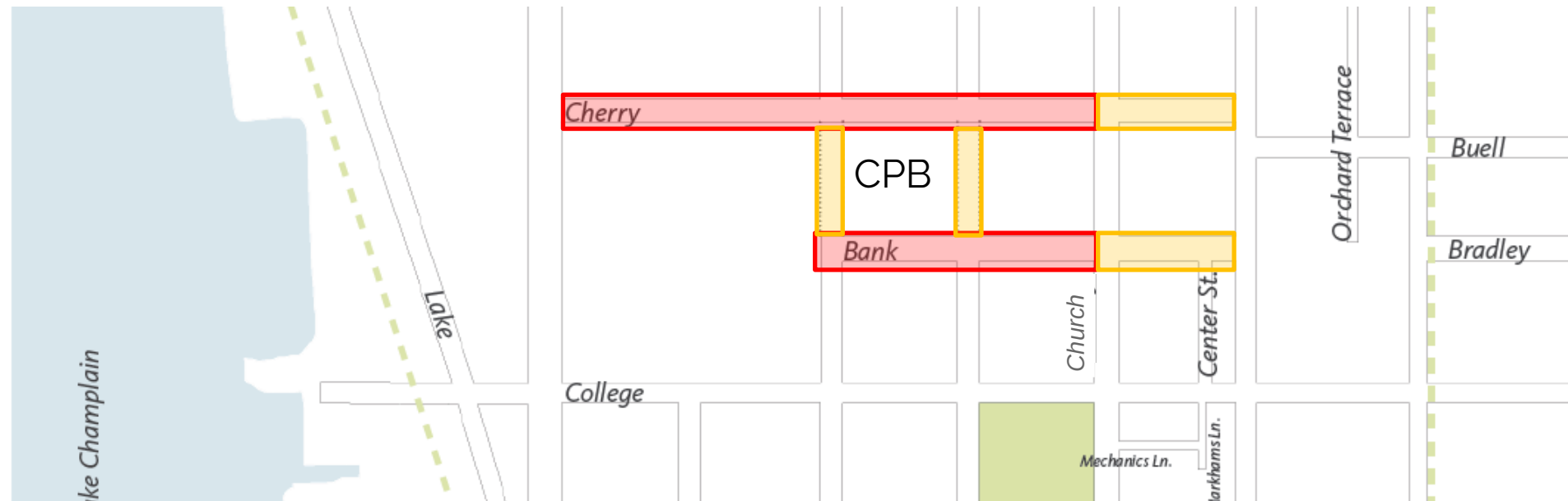
New Funding

2023

City of Burlington is awarded grant funding for entire project area, and adds east blocks of Bank & Cherry into the project and a workforce development program

\$12M Senator Leahy Congressionally Directed Spending for Cherry Street

\$22M USDOT RAISE Grant for entire project area



Workforce Development

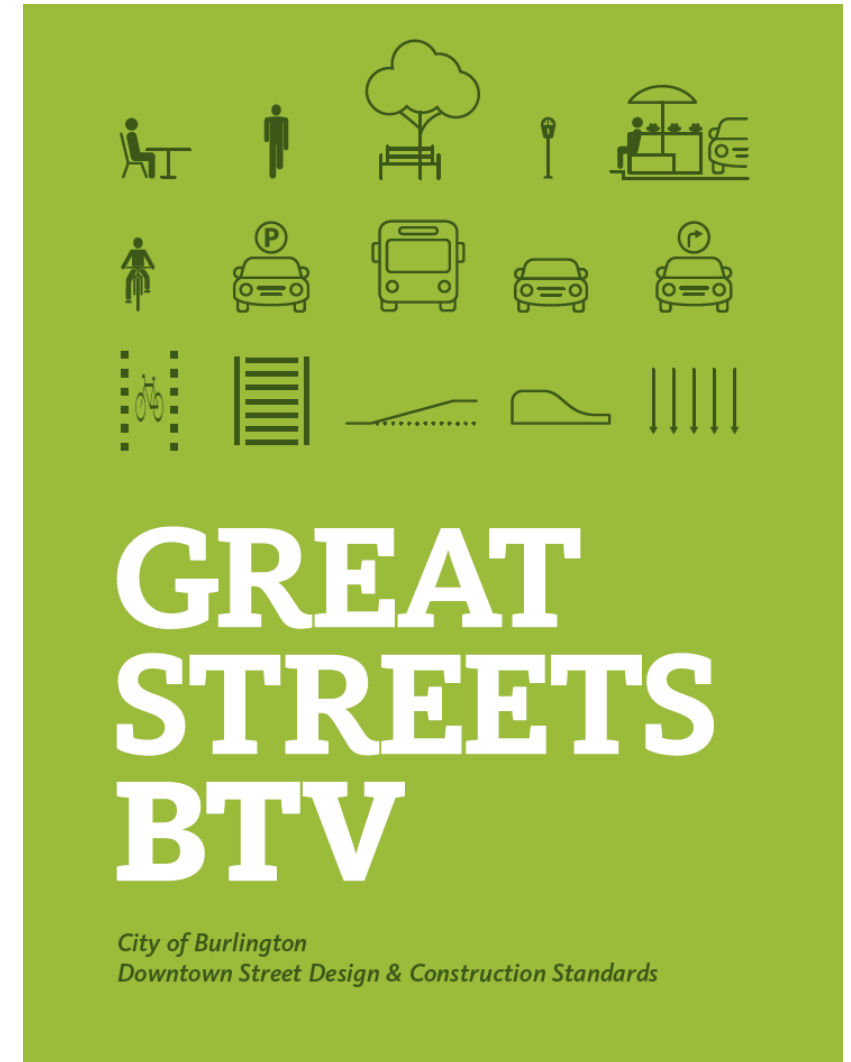
The RAISE grant includes funding to support workforce development, specifically in construction. These programs will:

- Support Burlington residents to access free training opportunities
- Be hosted by local training organizations with accredited curriculum, space, and materials to support successful trainings
- Provide participants with necessary equipment for safety on the job and preparedness for work
- Connect participants with on-the-job training to culminate their classroom work with hands-on, real-world experience
- Support participants to access aid for transportation, child care and other supportive services

We are in the Request for Qualifications stage of the process as we search for qualified, local organizations to deliver trainings.

Design Concept Building Blocks

Walk Bike
plan BTV



Great Streets BTV

- **Balance users and uses**
- **Define street types**
- **Standardize roadway and pedestrian zone dimensions for each street type**
- **Provide roadmap for:**
 - Street ecology (landscape, stormwater)
 - Public placemaking
 - Bikeways
 - Lighting
 - Materials
 - Furnishings
 - Signage
- **Provide common palette of materials and furnishings for ease of maintenance**

Adopted April 16, 2018



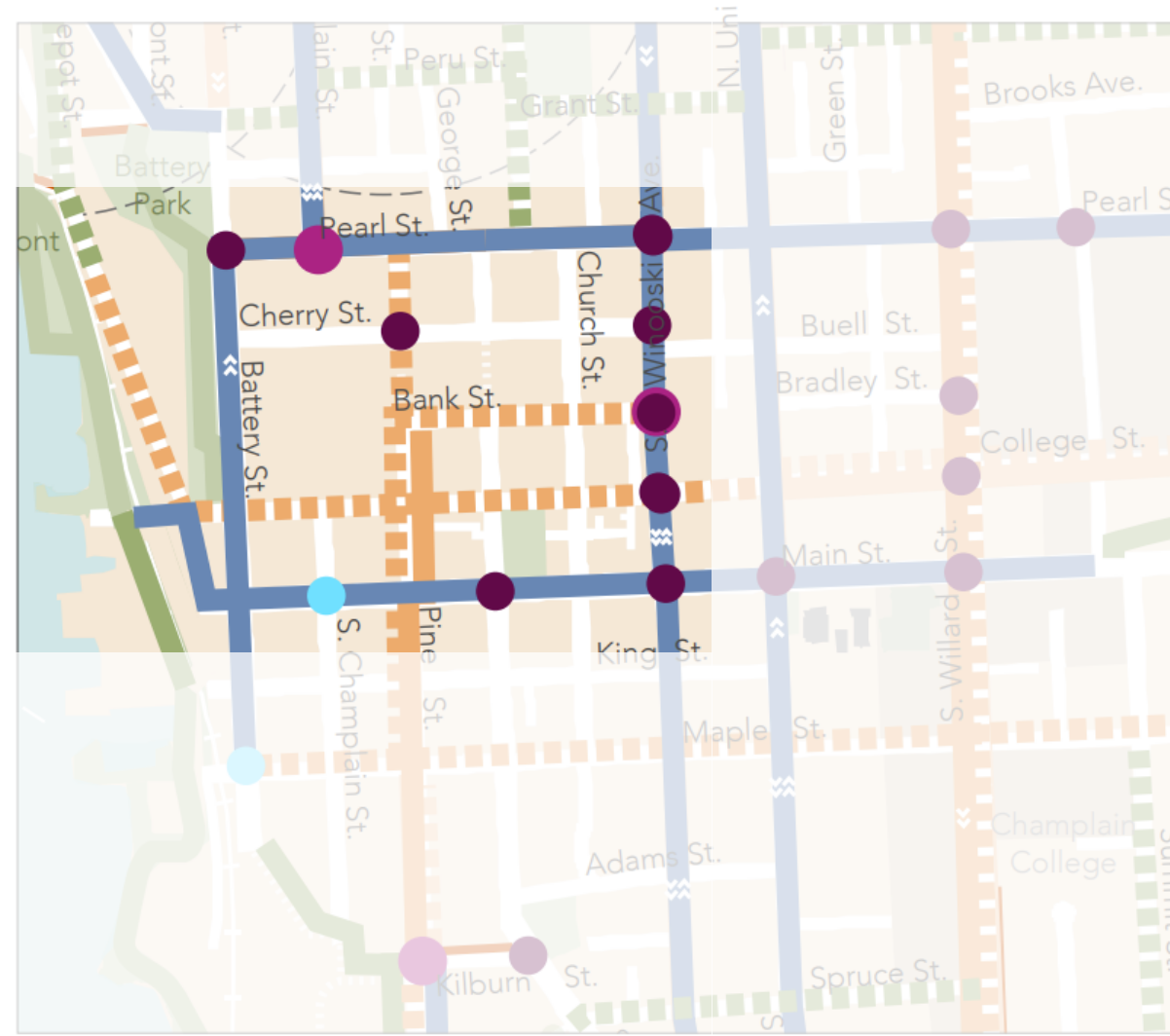
GREAT STREETS BTV

City of Burlington
Downtown Street Design & Construction Standards

Walk Bike plan BTV

- Main St, Pearl St, Battery St, and Winooski Ave as bicycling corridors
- Downtown Streets as shared streets with traffic calming

Adopted March 17, 2017



Long-Term Pedestrian & Bikeway Network

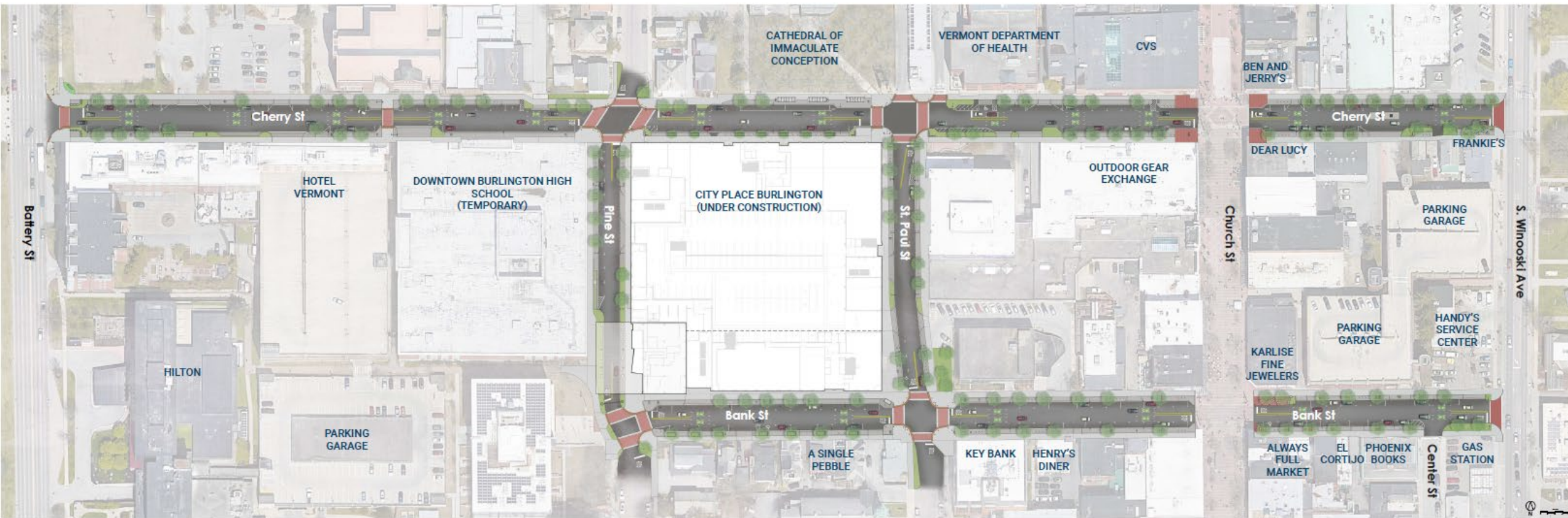
Proposed Walk Projects

- Recommended New Sidewalk
- 12-mo Intersection or Crossing Upgrade
- Intersection or Crossing Upgrade

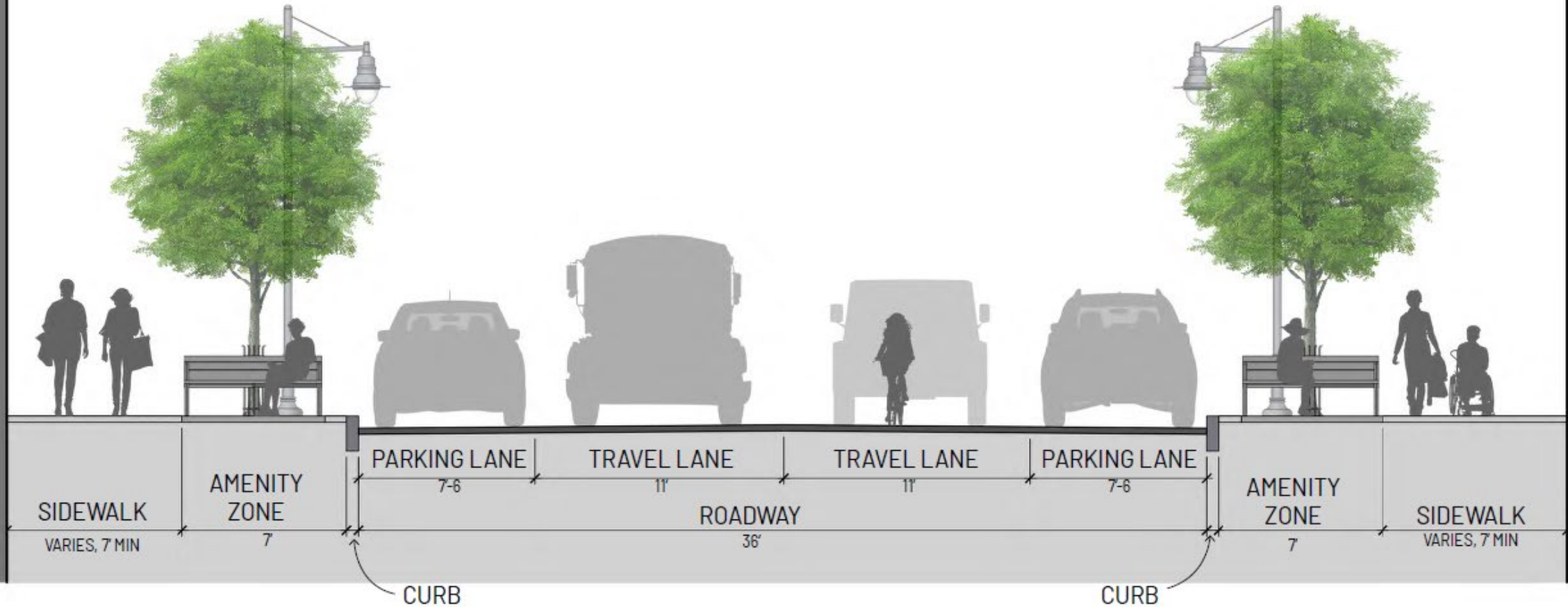
Proposed Bikeways/Paths

- Shared Use Path
- Protected Bike Lane
- Neighborhood Greenway (includes Traffic Calming)
- Buffered/Conventional Bike Lane
- Advisory Lane
- Shared Use Lane Markings with Traffic Calming
- Potential Path Easement

15-Year Bikeway Network Plan—planBTV Walk Bike Master Plan



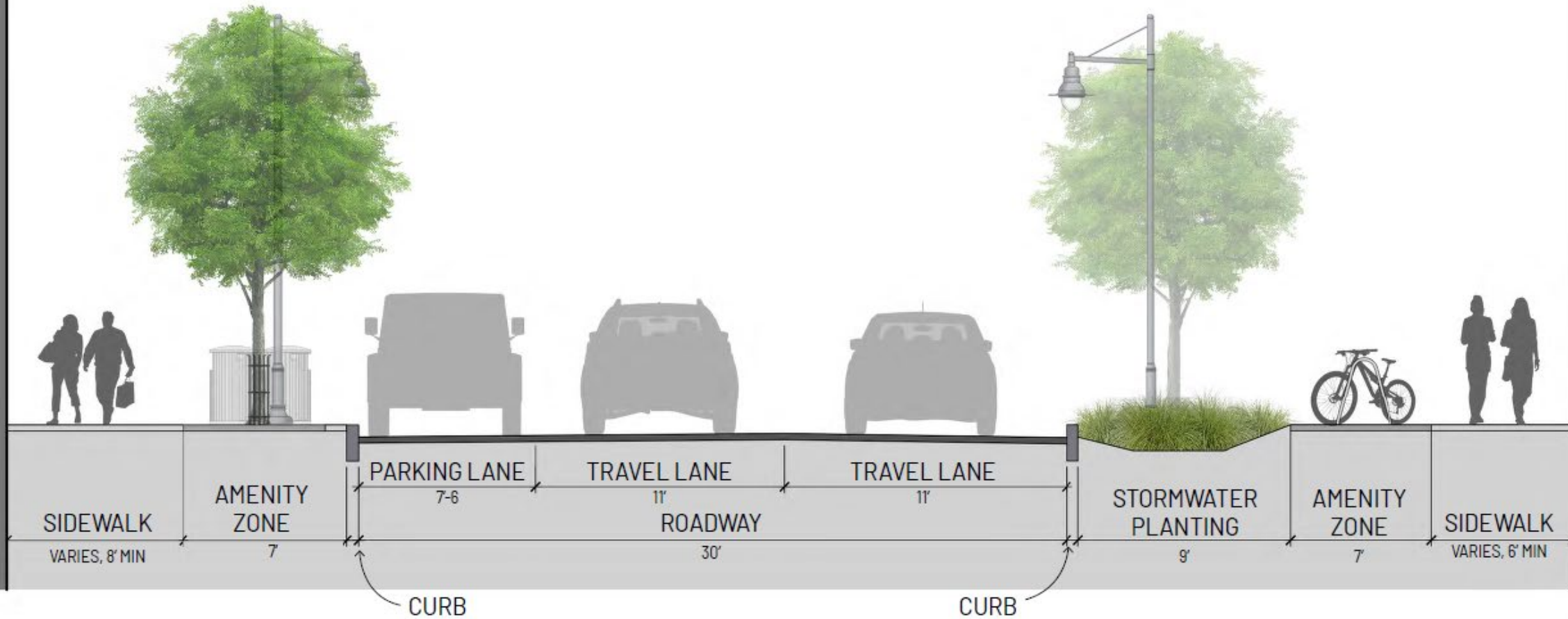
Proposed Improvements



Cherry Street 1

Commercial Slow Street with Transit
(66' ROW, 36' Roadway)

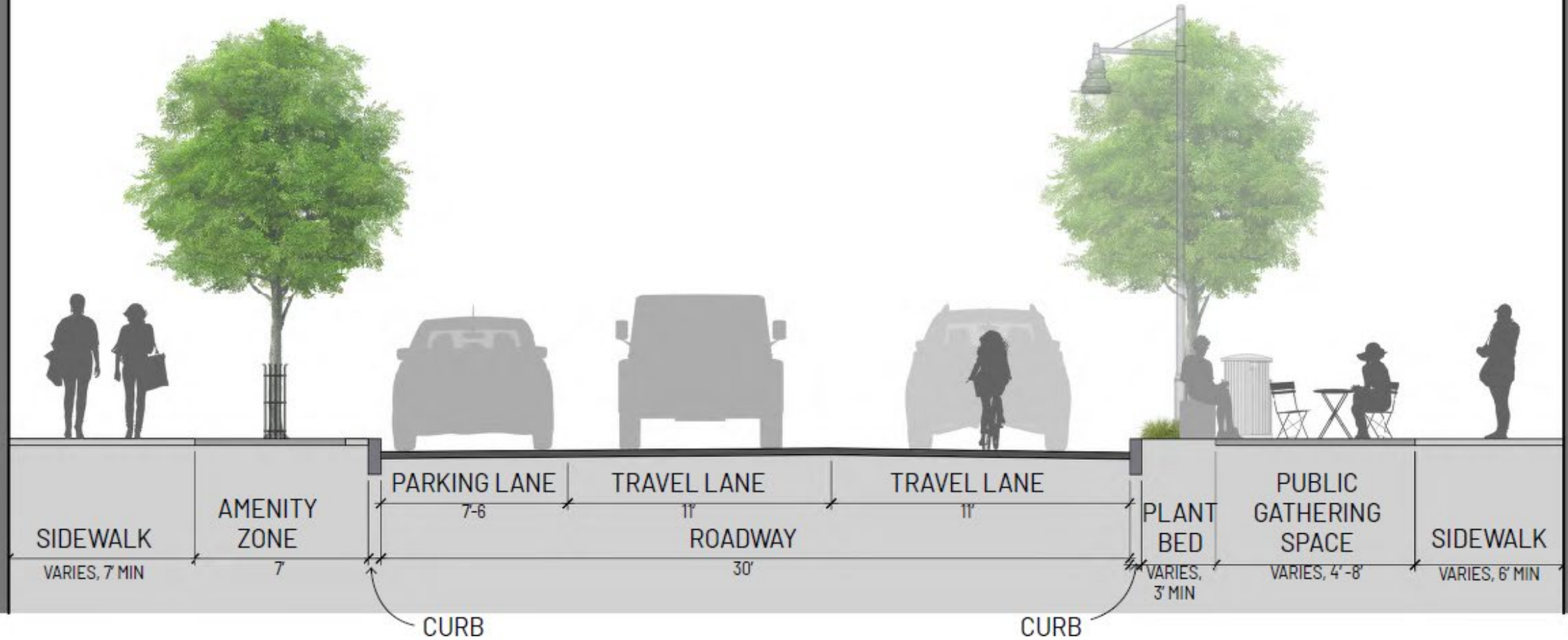
Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks, Busses



Cherry Street 2

**Commercial Slow Street with Transit
(66' ROW, 36' Roadway)**

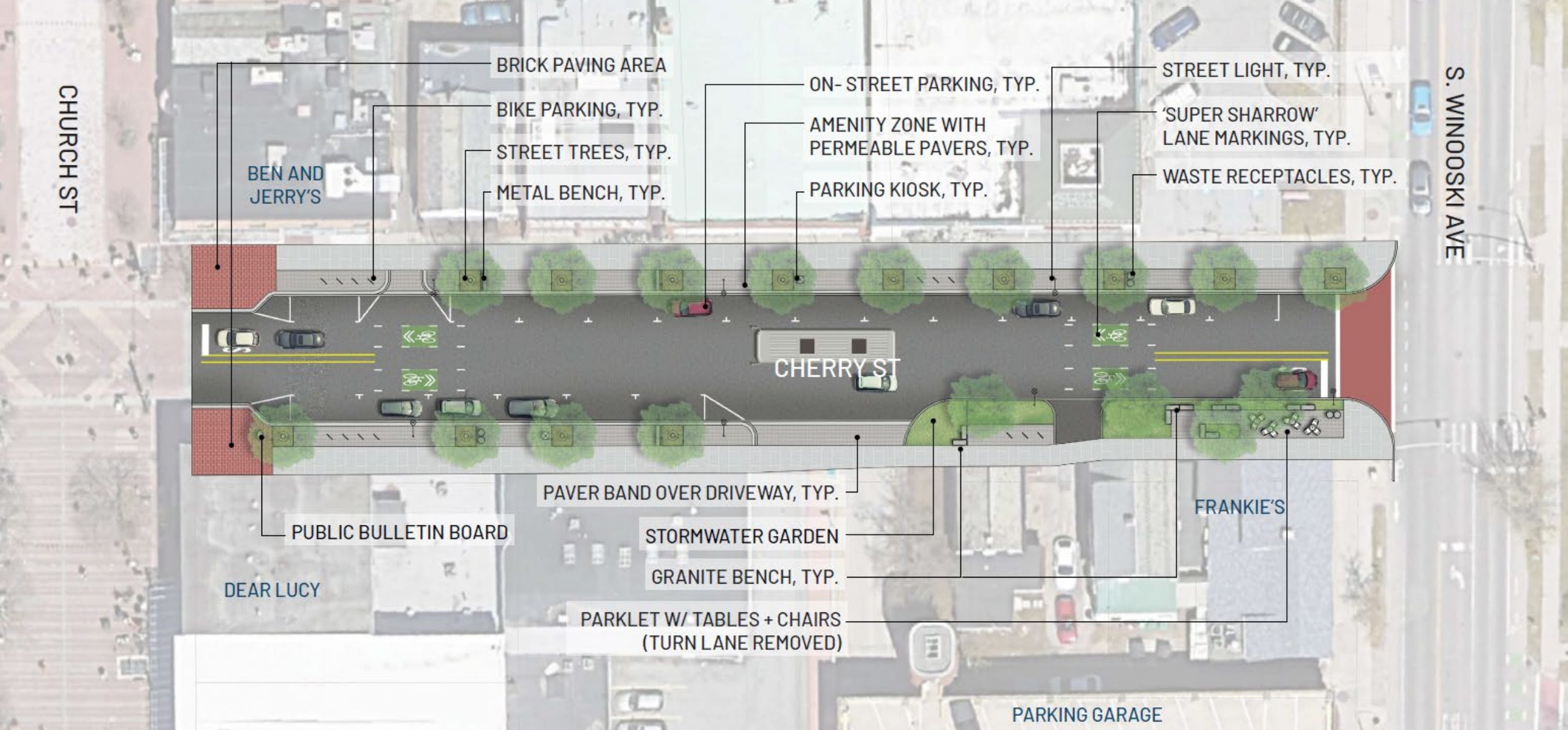
Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks, Busses



Cherry Street 3

**Commercial Slow Street with Transit
(66' ROW, 36' Roadway)**

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks, Busses



CHURCH ST

S. WINOOSKI AVE

BEN AND
JERRY'S

DEAR LUCY

PUBLIC BULLETIN BOARD

BRICK PAVING AREA

BIKE PARKING, TYP.

STREET TREES, TYP.

METAL BENCH, TYP.

ON- STREET PARKING, TYP.

AMENITY ZONE WITH
PERMEABLE PAVERS, TYP.

PARKING KIOSK, TYP.

STREET LIGHT, TYP.

'SUPER SHARROW'
LANE MARKINGS, TYP.

WASTE RECEPTACLES, TYP.

CHERRY ST

PAVER BAND OVER DRIVEWAY, TYP.

STORMWATER GARDEN

GRANITE BENCH, TYP.

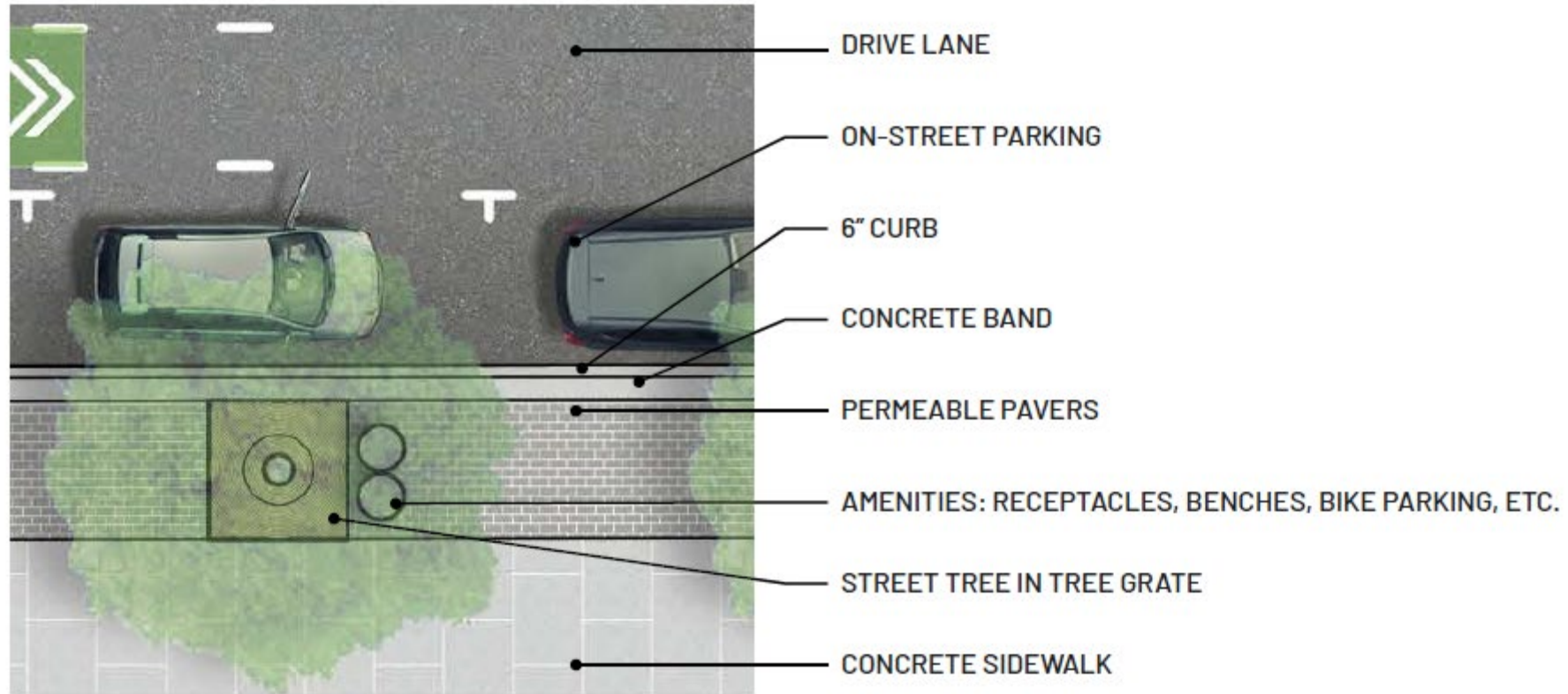
PARKLET W/ TABLES + CHAIRS
(TURN LANE REMOVED)

FRANKIE'S

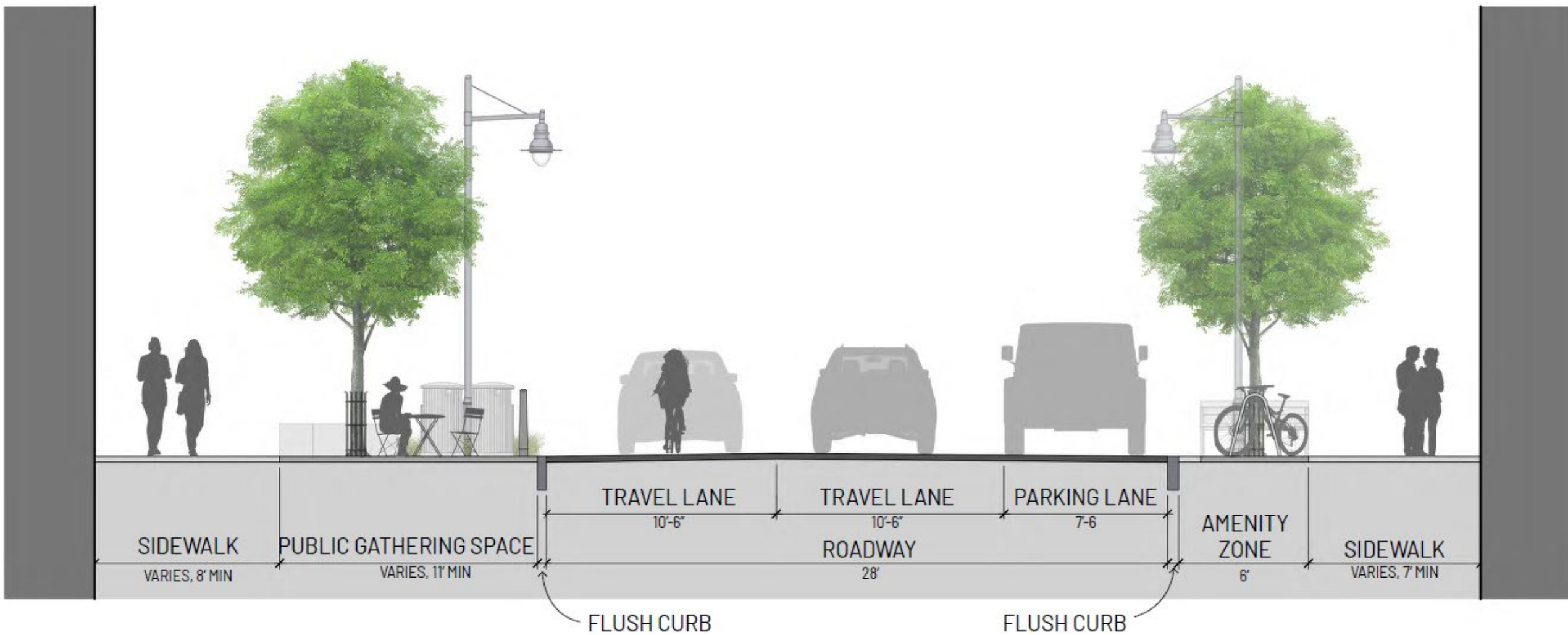
PARKING GARAGE

Cherry Street

TYPICAL AMENITY ZONE ENLARGEMENT



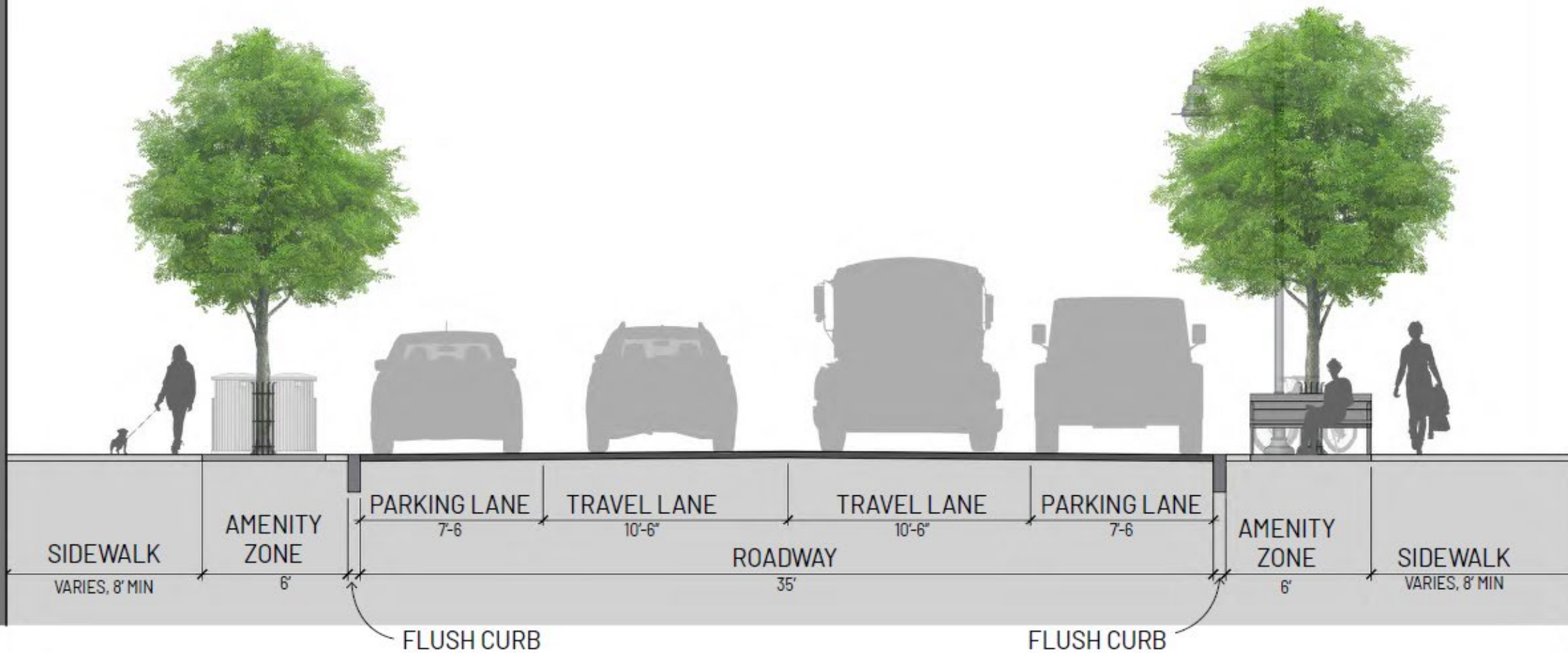
Cherry Street



Bank Street 1

Commercial Slow Street
(66' ROW, 35' Roadway)

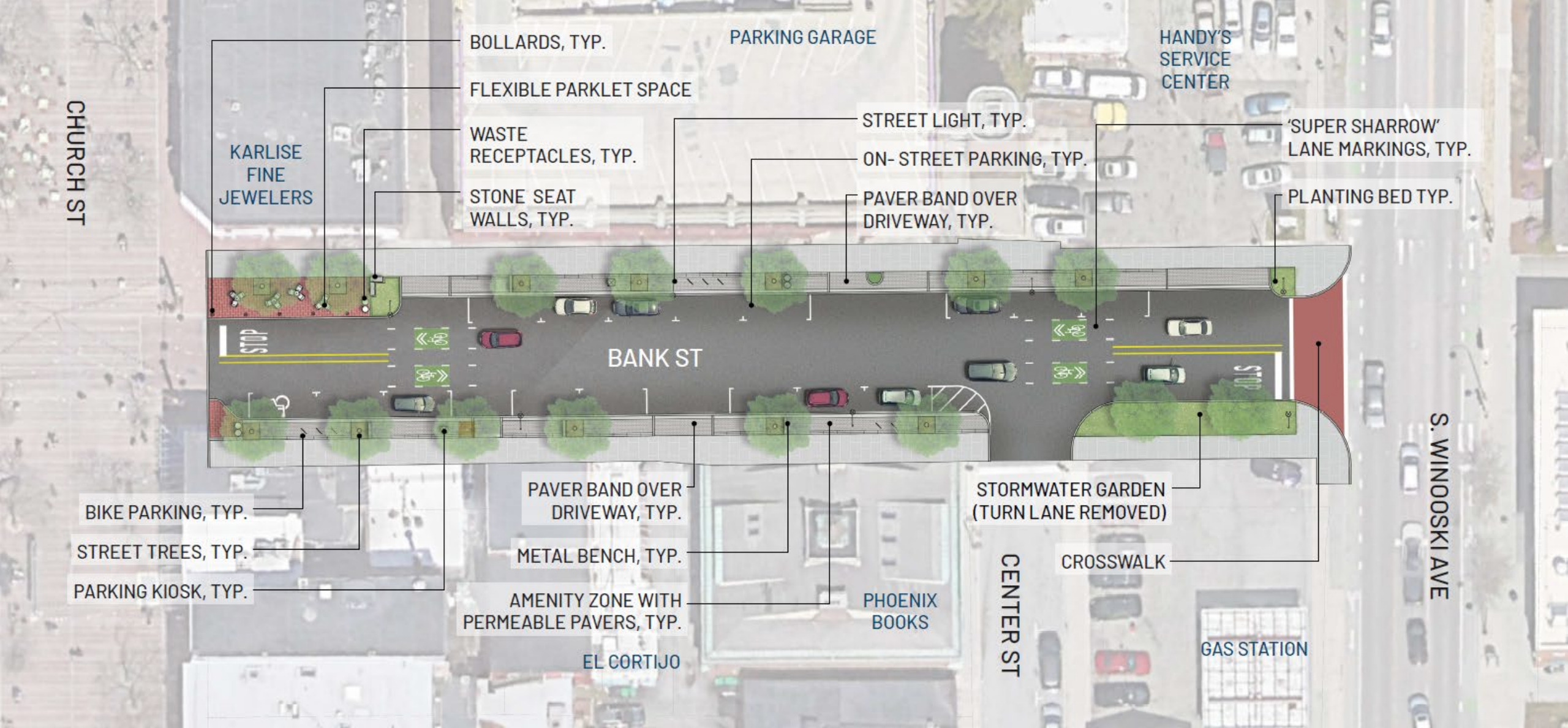
Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks



Bank Street 2

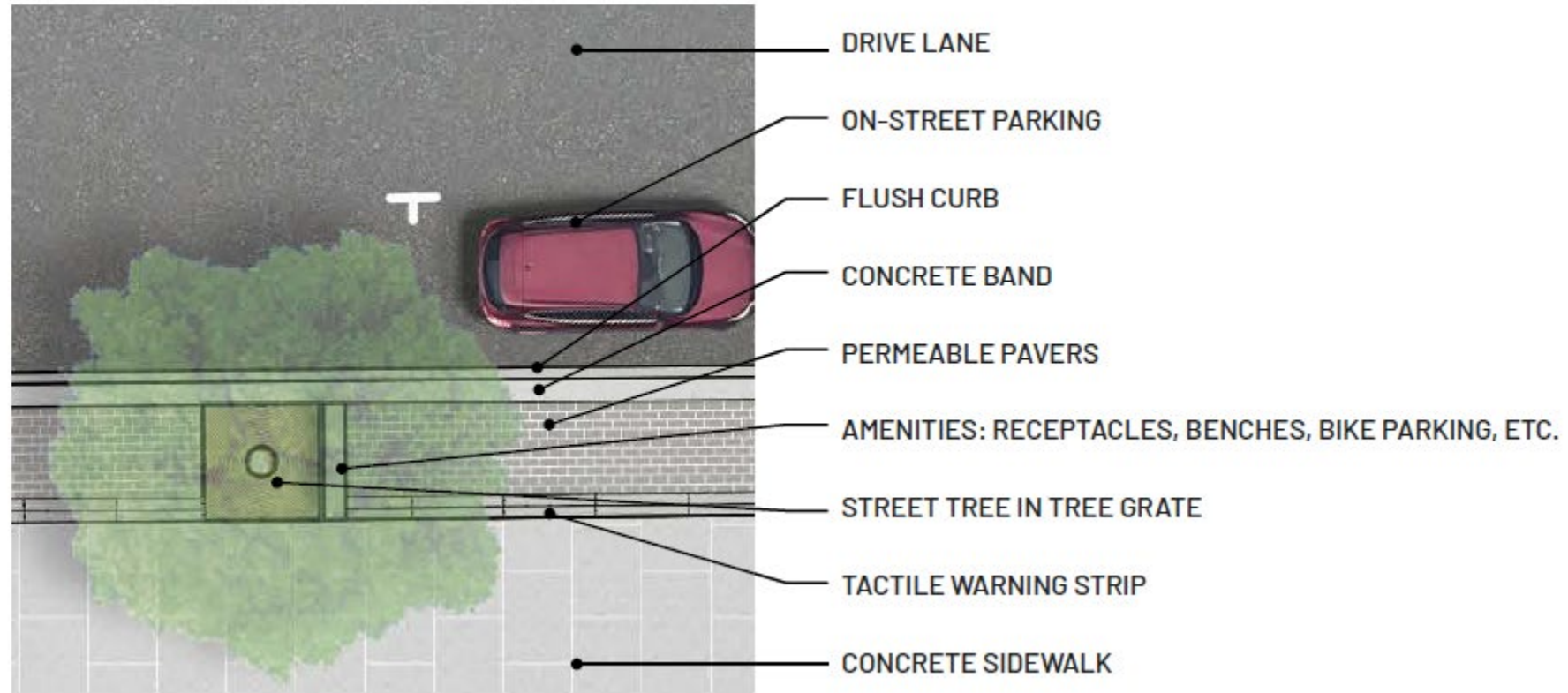
Commercial Slow Street
(66' ROW, 35' Roadway)

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks



Bank Street

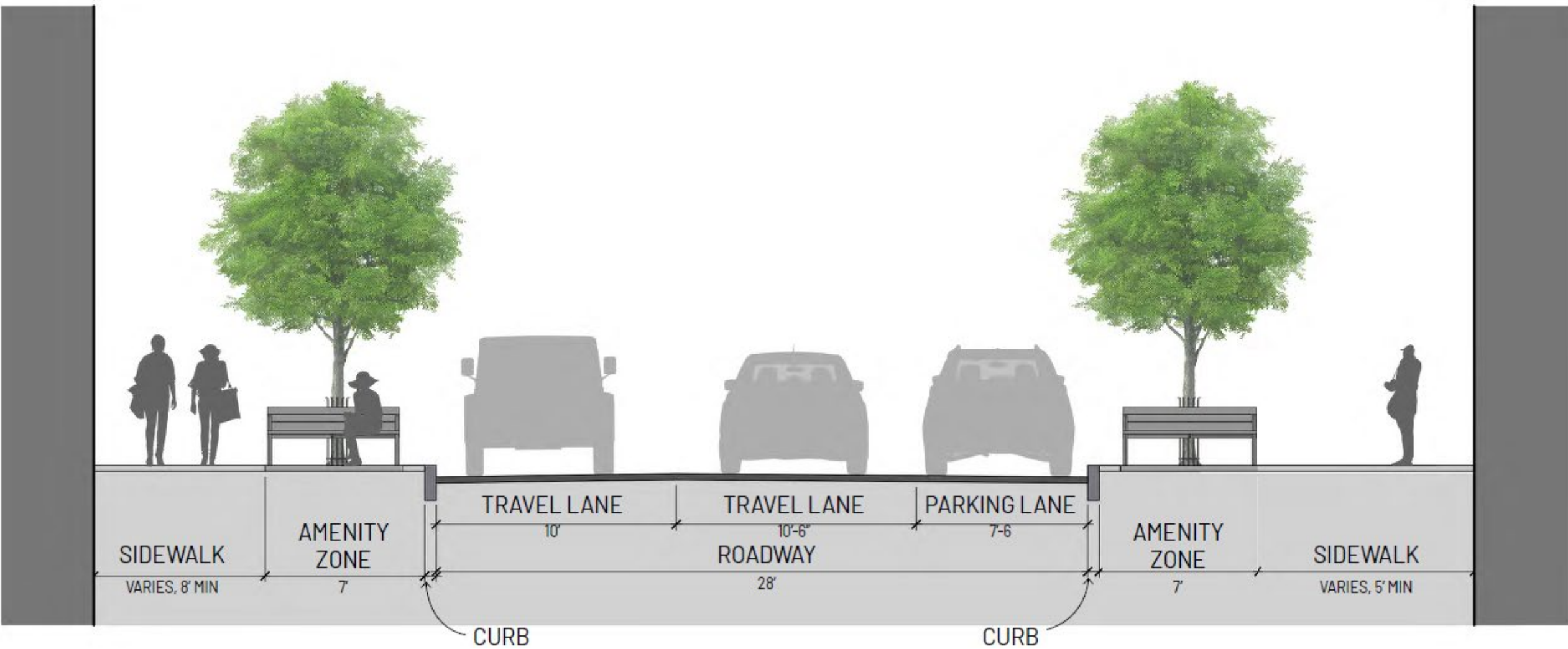
BANK STREET AMENITY ZONE ENLARGEMENT



Bank Street

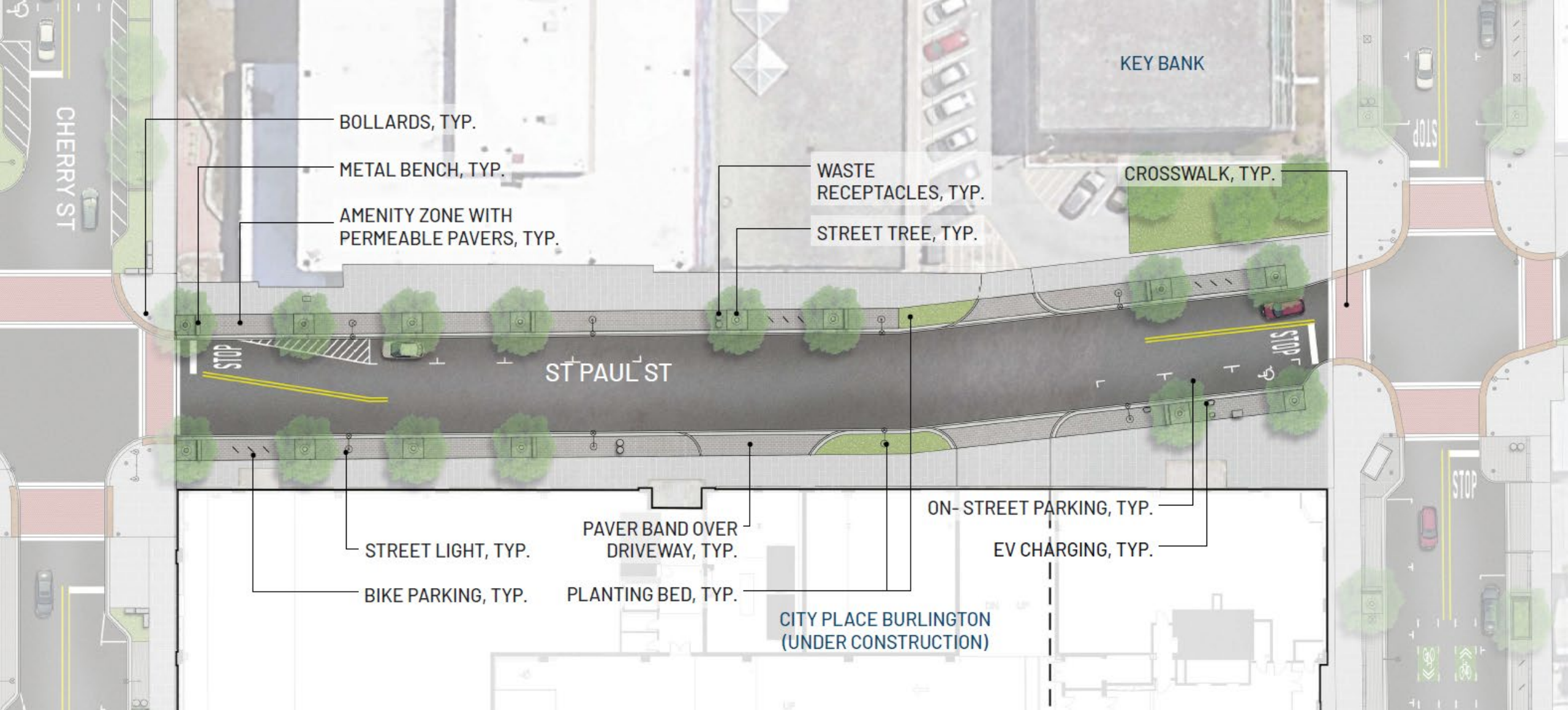


Bank Street

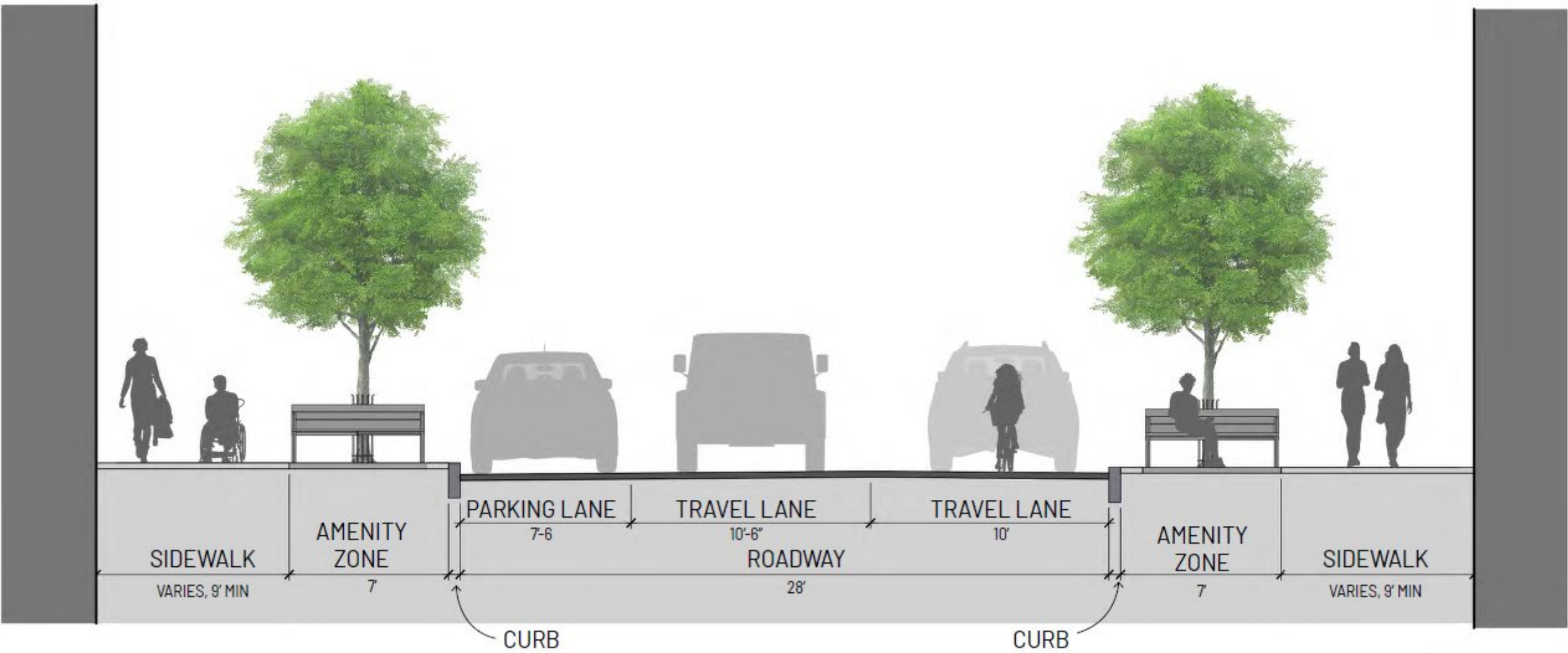


St Paul Street

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks

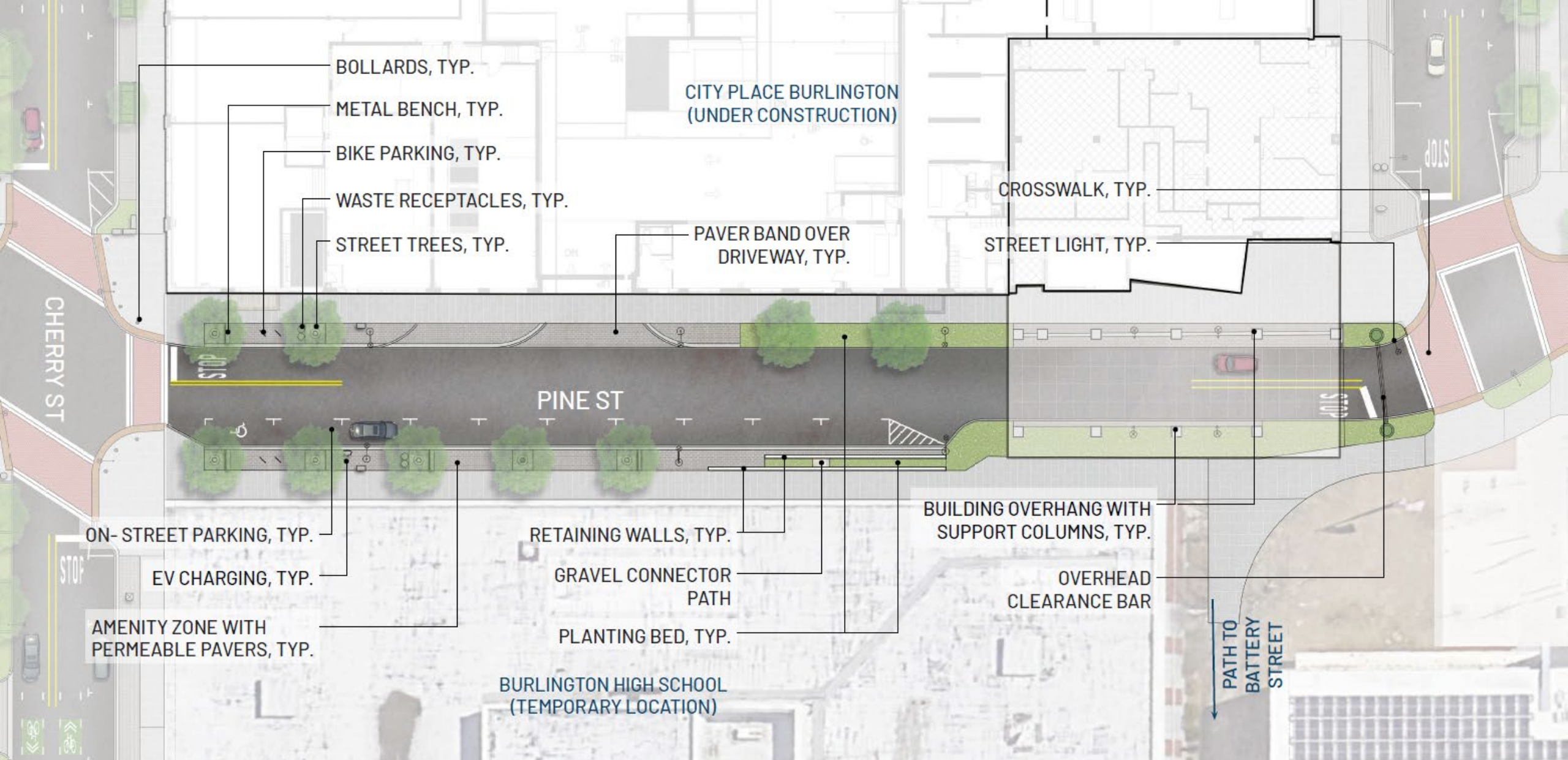


Saint Paul Street



Pine Street

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks



Pine Street

Next Steps

Public Meetings

Church Street Commission | June 12 at 9am

Public Works Commission | TBD – likely June 26 at 6pm

City Council for Approval | June 24

Design Development | June – October 2024

National Environmental Protection Act (NEPA) review | October 2024 – April 2025

Final Design, Permitting and Right of Way | April 2025 – May 2026

Construction

Cherry Street: 2026 start

Bank Street, Pine St, St Paul St: 2027 start



Image Credit: Suisman Urban Design

Thank You

Project Website

greatstreetsbtv.com/gs-initiative/reconnecting-bank-cherry/

Reconnecting Bank and Cherry

Project/File: Great Streets BTV – Community Meeting
 Date/Time: May 23, 2024 / 7:00 PM
 Location: Burlington City Hall / Zoom
 Next Meeting: NA
 Attendees: Chapin Spencer (BTV), Julia Ursaki (BTV), Laura Wheelock (BTV), Kara Alnasrawi (BTV), Greg Goyette (Stantec), Israel Maynard (Stantec), Patrick Olstead (SE Group), and members of the community in person and on Zoom.
 Absentees: [Absentees]
 Distribution: Attendees

Item	Action
Chapin Spencer (BTV) welcomes everyone and introduces the project. Julia Ursaki (BTV) introduces herself and goes over the agenda for the meeting. Julia presents the project history. Kara Alnasrawi (BTV) discusses the workforce development for the project. Julia Ursaki presents the design concept building blocks including the Great Streets BTV guidelines and Plan BTV Walk-Bike. Patrick Olstead (SE Group) shares the typical sections and the aerial color plans. Q: With a flush curb between the pedestrian space and roadway, how will pedestrians know when they are entering vehicular traffic? A: There are features such as the permeable pavers and the detectable warning surfaces and midblock there is a tactile border. There are also cars and visual cues. Patrick hands it over to Israel Maynard (Stantec). Q: How are we going to treat the driveway across from Bank Street (UPS)	

A: The UPS driveway at Bank Street and South Winooski Avenue will be evaluated. We will potentially look into putting a signal for that approach. Q: Would we be putting in signals near Cherry Street with the Champlain Parkway Project? A: There will be an all-way stop at Pine Street and Cherry Street. Q: Has a flush curb been used around here before? A: The advantage of a flush curb is the potential for closing off the entire corridor for events and not have a vertical barrier (curb). An example of a flush curb would be at University Place on UVM campus. There are tactile warning surfaces as cues for visually impaired people and there will also be visual cues. Q: How will this curb-less street impact bicyclists? Will it promote aggression in bicyclists? A: We are confident bicyclists will feel more comfortable riding in the vehicle lane instead of riding in the pedestrian zone and having to dodge objects and people. Vehicular traffic on these streets is calm. Q: Is the lighting going to be just for the street or the entire roadway? A: The lighting will be everywhere, and we will do a full analysis and thorough lighting design. The current graphics show a general idea of the lighting design and is not complete. Q: How do we make the on-street parking functional? A: The city is doing a parking analysis. The project is parking neutral right now. Q: Is there a possibility for a reduction of parking or no parking? A: There are places where we are adding parking. When we asked the community about parking in 2018, it was very important. It is a great point, and we should look if parking is still as important as it was in 2018. Q: Could parking be removed for a rain garden or public space? A: We have looked into multiple spaces for this. We will need to take some space to meet our stormwater requirements. Q: Would the city consider making Pine Street and St Paul Street alternating one-way streets with separated bike lanes? A: St Paul Street needs to be two ways for buses. It is possible for other streets to be one-way.	Intersection Analysis at Bank Street and UPS drive Guage the importance of maintaining parking to the community.
---	--

Q: When will Pine Street and St Paul Street construction be happening? A: The entire streetscape won't be finished until 2026 and 2027. Q: Will all utilities be undergrounded? A: Bank Street and Cherry Street will be. Q: The downtown parking garage is difficult to locate, will there be any improvements for drivers? A: Noted. There should be efforts to make it easier to locate. Q: Have we considered compost receptacles with the trash receptacles? A: There are some functional issues. DPW is working on a solution to this. Compost is a different nature than garbage. We are working on it, but I don't have a solution right now. These facilities would have space for these potential improvements. Q: What is the reason for the different types of trees? A: Some locations are tree grates, and some are soil boxes. The reason for the difference is the planters help with stormwater, the tree grates do not have that benefit. Q: How is the city integrating public safety into the design? A: We engaged the BPD for their input on ways to create spaces that do not encourage unattractive behaviors. We are repopulating benches. We are aware of these issues. Q: Is GMTA planning to use St Paul Street after construction? A: Yes. Q: Are public toilets and drinking fountains being considered? A: There are none currently planned. We welcome comments or suggestions. Management of toilets is extensive. I am not sure the city will be ready to integrate that with the current resources, but we will definitely consider it for the future. Q: At the Battery Street and Cherry Street crossing, are we looking into a potential path connecting to the other side of Battery Street?	Look into wayfinding for parking garage. Consider public toilets and drinking fountains.
---	--

A: DPW is doing a study right now to look into different stairway or path options to access the waterfront. So that is a possibility. There is no funding as of right now. Q: How are art spaces being addressed? Is there an application process? A: Burlington City Arts, 1% of the project budget goes to art. People submit proposals that are submitted to a council and chosen as seen fit. C: The retaining wall along Pine Street could be a great place for a mural. Q: Does vertical granite curb damage tires? Can we look into other options? A: Great comment, we will look into alternatives that are less harsh on tires. Q: Will winter storm events reduce parking? A: Not much of a comment. Snow can be stored on the amenity belt. Israel concludes the meeting.	Consider vertical curb alternatives.
--	---

The meeting adjourned at 8:03 PM.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Regards,

STANTEC CONSULTING SERVICES INC.



Office of Mayor Emma Mulvaney-Stanak

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
Date: June 4, 2024
Re: Seasonal Health Response to Encampments

This memo outlines my administration's proposed temporary response to seasonal camping. The goal of the immediate response is to mitigate health and safety concerns in encampments while we work proactively and collaboratively toward longer-term solutions to homelessness.

Background

The State of Vermont and the City of Burlington have seen sharp increases in unsheltered homelessness in recent years. And, in the most recent legislative biennium, the state legislature has dramatically shifted state policy and resources away from the General Assistance Emergency Housing Program ("motel program"). These shifts have already left hundreds of Vermonters without stable shelter, with hundreds more anticipated to lose shelter in September.

At a recent statewide convening of homeless service providers, the group reviewed data related to the emergency shelter capacity required to meet the need given recent and upcoming changes to the motel program. In Chittenden County alone, it is estimated that we need a minimum of 228 low barrier shelter beds, 20 family shelter placements, 27-50 beds for people in recovery, and an additional 100 seasonal beds (winter). Should the Chittenden County motel capacity be further reduced in September, shelter capacity would need to be further increased.

In addition to the changes to the motel program, funding from the State for homeless prevention (e.g. back rent to maintain housing; security deposits to move into housing) has been reduced by 70%. In FY24, Chittenden County had access to nearly \$2 million in state funding to enable households to exit homelessness and prevent losing their housing, compared to \$300,000 for upcoming FY25. This will undoubtedly have a significant negative impact on our ability to make progress toward ending homelessness.

The Mulvaney-Stanak administration rejects the idea that any Vermonter should live without safe decent shelter and does not view camping as a long-term solution to the housing crisis. In the immediate term, our goal is to mitigate negative public health and environmental concerns, while also advocating for shelter expansion and development of affordable housing. However, and as has been the case for a number of years, we know that camping is prevalent in our community during the warmer months due to lacking shelter capacity.

As a result, my administration is working on a proposal to that make available basic amenities to address the health and environmental concerns which arise when community members are forced to reside in unsheltered situations (tents, rough sleeping, living in vehicles, etc.).

Application of the Sheltering on Public Lands Policy

Approved by the ACLU, The City's *Sheltering on Public Lands Policy* is the City's standard operating procedure for managing encampments on City-owned land. The Policy provides for different and lengthier enforcement procedures for encampments occurring on City-owned land not defined as a park or land explicitly posted as no trespassing or camping prohibited. City staff continue to notice and remove camps from public parks and rights-of-way per the Policy.

The Policy presumes that individuals sheltering in official City Parks will be asked to relocate as soon as the City becomes aware of and can address those activities because camping in City Parks is specifically prohibited by Ordinance. Sheltering in these locations also has the tendency to create a high degree of conflict with recreational uses, such as summer and youth programs, etc.

For individuals sheltering on City property that is not located in a City Park or other areas where the City has specifically prohibited camping, the Policy permits staff to exercise some discretion in the timing for requiring individuals to relocate. The speed by which the City will seek to relocate individuals in these areas is evaluated based on numerous criteria involving the health, safety, and welfare of both the individuals sheltering in the space, as well as that of City staff entering the space and the public generally. These criteria are evaluated using a common assessment tool derived from the Policy as part of a collaborative, consistent, and equitable process between city staff, law enforcement, and the Administration. Per these criteria, the City may not immediately relocate individuals in these spaces unless there is an imminent threat to health or safety.

Any decision to relocate individuals sheltering on City property, regardless of location, includes an emphasis on equity, connecting individuals with social supports and services, and ensuring temporary storage of belongings. Outreach by CAIP and other community partners is built into the Policy as a required component throughout each step.

Overview of Seasonal Public Health Response to Unsheltered Homelessness

In the first week of my administration, I asked City staff to begin working on a proactive plan to address environmental and health concerns related to our unsheltered population, with a focus on making available basic amenities at a few key locations across the City. A cross-department working group led by CEDO, and including Parks, Recreation and Waterfront, Public Works, the City Attorney's Office, and Mayor's Office has met no fewer than seven times in recent weeks to identify strategies to support unsheltered Vermonters, while the administration advocates for long-term supportive shelter solutions at both the regional and state levels. This working group has identified several locations where access to resources should be available for the public.

City staff continue to work to strengthen coordination across departments to connect with individuals at campsites, identify where additional cross-departmental collaboration is necessary,

and conduct legal review of our temporary responses to seasonal camping. The group also met with the Chiefs of the Fire and Police Departments last week to ensure people who are living unsheltered have access to emergency services as needed.

Ultimately, the working group recommended the following strategies to help to mitigate the environmental and health concerns for those forced to live outside and ensure sense of safety for all community members and staff.

Strategy #1: Identify resources that could be strategically placed to help meet basic needs and mitigate health and environmental concerns. Resources may include:

- Portable toilets/handwashing stations
- Dumpsters for waste management
- Potable water
- Lighting

Resources will be located on City land in proximity to encampments, where they will be available to the general public.

Strategy #2: Engagement. Continue and expand the coordinated response by City staff and community partners to connect campers with supportive services, manage conflict, and utilize housing-focused and trauma-informed practices.

Strategy #3: Proactive Planning. Our City team is immediately beginning to examine options for shelter expansion in the fall. This includes exploring the City's role in building capacity for emergency shelter. The Mayor's Office is also in regular communication with the AHS Secretary to explore additional partnership opportunities and initiatives.

Only by using a multi-pronged approach can we work to end homelessness. The goal of the administration is to ensure community-wide safety and access to basic human resources while we develop permanent housing and shelter solutions.

Next Steps

At the May 29 Budget Presentation, the administration shared community safety funding proposals, which include \$50,000 dollars to support our response to unsheltered homelessness in the coming months. We will present a preliminary budget for the proposed resource allocations at the June 10 City Council meeting and be requesting a work session with the council to discuss the details of this proposed plan.

The City's cross-department working group will continue to meet weekly to discuss the status of encampments throughout the City and evaluate our collective response.

CITY OF BURLINGTON

SHELTERING ON PUBLIC LANDS: OUTREACH AND REMOVAL POLICY AND PROCEDURES

Section I – Purpose:

The City of Burlington is committed to supporting and maintaining a safe public environment for all residents and visitors of Burlington, both those who live in hard-wall-shelters and those who do not. To those ends, the City will take steps to ensure that individuals without hard-wall-shelters are provided with information on available resources and are given the assistance necessary to go through the Coordinated Entry process. The City also has an affirmative commitment to support the dignity of all people, including those without hard-wall shelters.

The City will try to ensure that individuals are not permitted to camp or set up residences in areas where camping is prohibited under Burlington’s Code of Ordinances or that are otherwise permanently posted, such as in the Urban Reserve. However, generally, an encampment that is on public property and not in a prohibited area and that does not present exigent circumstances will only be noticed for removal if certain criteria are met and outreach efforts are made consistent with the following policy and procedures.

Section II – Procedures for Areas Where Camping is Specifically Prohibited:

1. If the City learns of or receives a report of an active encampment on public property in a part of the City where camping is specifically prohibited through Burlington’s Code of Ordinances or permanent posting, the Community Affairs Liaison (for purposes of this policy, the term “Community Affairs Liaison” means the Community Affairs Liaison, their designee, or any City employee with appropriate training), and usually a uniformed police officer, shall attempt to make outreach to the encampment to provide information on available resources and written notice that camping in that area is prohibited and that if they continue camping in the specifically prohibited area beyond a specified date they may face ticketing, no trespass orders, other legal action, and removal of any remaining items not found to be refuse or hazardous.
2. The notice shall also briefly state the agency responsible for the clean-up, that remaining items will be stored for at least thirty days and if unclaimed within that time will be disposed of, the location and address where the collected items will be stored and how and when they may be reclaimed, and the Community Affairs Liaison’s contact information. The notice shall also provide contact information for local social service organizations serving unsheltered residents, the Coordinated Entry Screening Form with instructions, and information on other available community resources.
3. The Community Affairs Liaison shall ensure that each camping individual has been referred via receipt of the CCHA Coordinated Entry Screening Form or begun the Coordinated Entry process, including the completion of the Coordinated Entry assessment.
4. If there is no individual at the site with whom to speak, the Community Affairs Liaison shall post or securely place the written notice as described above in #1 on or near any items. If

possible, the notice should be provided to campers in person. The Community Affairs Liaison will take and file photographs demonstrating where and when the notices were posted.

5. If the campers have not left or removed their property by the date/time specified, they may be ticketed if they have violated an ordinance, and/or they may receive a notice of trespass if one is warranted. The City will dispose of any trash and remove any property left at the site. City staff will ensure the Community Affairs Liaison has attempted outreach and notice before enforcing the no-camping rules in these areas.

Section III – Procedures for Areas Where Camping is not Specifically Prohibited:

Sub-Section A – Outreach:

1. If the City learns of or receives a report of an active encampment in a part of the City where camping is not specifically prohibited, the Community Affairs Liaison, or designee, shall attempt to make outreach to the encampment to provide contact information for the Community Affairs Liaison, contact information for local social service organizations serving unsheltered residents, the Coordinated Entry Screening Form with instructions, and information on other available resources. . Generally, an appropriate City employee shall accompany the Community Affairs Liaison on this initial outreach attempt, and the use of a uniformed police officer should be limited.
2. If people are present during this initial outreach attempt, then appropriate social services agencies should be called and, if possible, immediately come to the encampment to provide additional information on available resources. The Community Affairs Liaison shall make sure that each camping individual has been referred via receipt of the CCHA Coordinated Entry Screening Form or begun the Coordinated Entry process, including the completion of the Coordinated Entry assessment
3. The Community Affairs Liaison should note where the encampment is located.
4. If no one is present during this initial outreach, then the Community Affairs Liaison should leave the Community Affairs Liaison's contact information, contact information for local social service organizations serving unsheltered residents, the Coordinated Entry Screening Form with instructions, information about other available resources, and make additional outreach attempts as necessary. If people are present during a subsequent outreach attempt, then appropriate social services agencies should be called and, where possible, immediately come to the encampment to provide additional information on what resources are available.
5. The BPD, Community and Economic Development Office (CEDO) and appropriate social services agencies will make every effort to consult and make sure all appropriate social service organizations have been contacted, social service providers have visited the encampment to assist where possible, the individual(s) have been referred via receipt of the Coordinated Entry Screening Form or begun the Coordinated Entry process, including the completion of the Coordinated Entry assessment, and efforts have been made to implement the City's Housing First Policy. The process described in Sub-Section A will happen whether or not the City believes that removal may be necessary.

Sub-Section B – Removal Criteria and Procedures:

1. If a City department determines that there is a reason to remove the items of individuals camping on public land based on one of the following criteria, that department should contact the City Attorney's Office for an initial review. The criteria that serve as a basis for removal are as follows:
 - a. Risks to health or safety related to living conditions;
 - b. Risks to the site's ecology;
 - c. The nature, quantity, and location of any structures on the site, as structures generally will be removed from public property, although temporary tents or lean-tos that are kept in good condition may not require removal;
 - d. The amount or nature of possessions or materials on the site, such as trash, furniture, or large numbers of bags, may warrant removal;
 - e. Interference with the ability of others to use the property;
 - f. Inconsistency with the intended public use of the site;
 - g. Repeated or serious legal or criminal violations at the site; and
 - h. Other severe or pervasive issues that may warrant removal.
2. The City Attorney's Office will first identify the property owner. If the encampment is not on City property, then the BPD should contact the property owner and provide assistance as needed. If the City Attorney's Office determines that the encampment is on City property, then the involved City department shall write a brief narrative describing the situation and reason(s) for removal in conjunction with other relevant City departments and the City Attorney's Office. If appropriate, the City department(s) should collect and preserve photographic documentation necessary to support the determination of need for removal.
3. If the City Attorney advises that the items may be removed under the circumstances and in accordance with this policy, and the removal is not an emergency, the Community Affairs Liaison shall provide or post an initial notice at the site notifying the campers that the City is considering removing their items from the site and the reasons therefor, that the decision will be made within the next three workdays, and that they should contact the Community Affairs Liaison with any questions about or objections to the removal. The initial notice shall advise the campers of the reasons for the potential removal, with at least a sentence describing the reasons for the removal with reasonable particularity. Before that notice is posted, the department requesting removal will ensure that the Mayor's Office has received a copy of the narrative justifying removal and the initial notice and will notify any other City department that may be affected by the potential removal. The Community Affairs Liaison will communicate with the Mayor's Office if any questions or objections are received within the three-workday initial posting period.
4. If no objection is received within the three work days, or the Mayor determines that removal is warranted despite an objection, the Mayor shall make a determination, based on the narrative requesting removal and advice from the City Attorney, BPD, and other departments, whether to proceed with removal, and the Mayor's Office shall notify the requesting department of the Mayor's decision.

5. Once the Mayor decides that an encampment can be removed from City property, the Community Affairs Liaison shall provide the encampment with a written notice to remove property by a specified date/time that explains that the City will remove any property remaining in the area on that specific date/time. The specified date/time shall, absent exigent circumstances or emergency, allow people a reasonable time to move, at least seven calendar days. The notice shall also briefly state the reasons for the removal, the agency responsible for the clean-up, that remaining items will be stored for at least thirty days and if unclaimed within that time will be disposed of, the location and address where the collected items will be stored and how they may be reclaimed, the hours and days of the week when items may be reclaimed, and the Community Affairs Liaison's contact information. The notice will be posted or securely placed on or near any campsite or items. If possible, the notice should be provided to campers in person. The Community Affairs Liaison will take photographs demonstrating where and when the notices were posted.
6. If the following steps have not been taken prior to posting of the notice, the BPD and CEDO shall solicit assistance from social service organizations to seek voluntary movement from those camping on the site prior to the date/time for removal. This assistance should include:
 - a. Sending the Community Affairs Liaison (or designee) and appropriate social services agencies to engage with the campers.
 - b. Confirming that relevant social service organizations are aware and engaged, and that opportunities for housing are offered if available. Ensuring that social services workers are available to work with campers to remove and, if possible, transport their items.
7. Before posting the notice, DPW and/or Parks shall confirm that there will be sufficient personnel and equipment necessary for the removal on the date/time included in the notice.

Sub-Section C. Emergencies or Exigent Circumstances

1. If a requesting department seeks immediate removal because of an emergency or exigent circumstances, the City Attorney's Office shall be consulted and shall advise whether the circumstances can warrant consideration of an emergency or exigent removal. Circumstances that may warrant emergency or exigent removal include, but are not limited to, any immediate health, safety, or ecological concern where significant harm has occurred or is likely to occur if the items are not removed immediately, or a current situation where the encampment is inhibiting the construction of a permitted project,
2. In an emergency or exigent circumstances, attempts should be made to receive direction from the Mayor's Office ahead of time, but if Mayor's Office direction cannot be received, the property may be moved to another location and trash, hazardous material, and unusable items may be discarded. Notice of the move shall be posted at the location for at least seven days after the move. If taken into storage, the notice of removal shall briefly state the reasons for the removal, the agency responsible for the clean-up, that remaining items will be stored for at least thirty days and if unclaimed within that time will be disposed of, the location and address where the collected items will be stored and how and when they may be reclaimed, and the Community Affairs Liaison's contact information. The notice will be posted or securely placed on or near any campsite or items. If posting of a notice before

removal is not possible, a post-removal notice with the information above shall be posted at the location for at least seven days after the removal.

Section IV – Removed Property

1. When the City removes an encampment, it will discard any item that reasonably appears, to the City employees conducting the removal, to be trash, presents a health or safety hazard, or will become a hazard during storage (for example, wet bedding materials).
2. Items that are not trash or hazardous will be tagged with the date, location of the removal, and any other available information related to the item owner. Such items include but are not limited to: radios, audio and video equipment, phones, bed rolls, tents, sleeping bags, tarps, canvas, mats, blankets, pillows, medication, personal papers, photographs, books, backpacks or other storage containers, clothing, towels, shoes, toiletries, clocks, bicycles, and eye glasses.
3. City employees may consolidate those items at the site for pick-up by the owner according to prior arrangement or will move them to a storage location for a period of thirty (30) days. Items not claimed within 30 days will be discarded.
4. The City will maintain a log or photos of removed items, catalogued by tag number, date, and location of removal.

Section V – Recovery of Stored Property:

1. People inquiring about lost, removed, or collected items should be referred to the Community Affairs Liaison.
2. The Community Affairs Liaison will work with people seeking to recover their items from City storage to arrange for delivery or pickup within a reasonable amount of time. If the person expresses an emergent health or safety need to recover their items, the Community Affairs Liaison will facilitate the recovery of their items as soon as possible.
3. To recover property, the person must describe the items with particularity. No identification is required to recover items, but a record of removed items will indicate who recovered the items.

Section VI - Limitations of Policy:

This policy is intended to address encampments where individuals without hard-wall-shelters are or recently have been living or sleeping. If a City employee discovers items on public property and there is no evidence that a person without hard-wall-shelter is currently or recently has been living or sleeping at that location, this policy shall not apply. Similarly, this policy does not address City policies on related topics such as trespasses on public land or regular removal of trash from public parks consistent with this policy.



Work Session – Plan for Unsheltered and Expanded Shelter Capacity

Burlington City Council Meeting

Presented by Sarah K. Russell, Special Asst. to End Homelessness

June 10, 2024



Chittenden County Homeless Data

April 2024 Coordinated Entry:

684 households including:

- **71 Families**
- **299 Chronically homeless (HUD designation)**
- **22 Veterans**
- **43 Youth**

May Unsheltered census: 288

Households housed during FY24: 260



Current Shelter Capacity – Chittenden County

Name of Shelter	Capacity	Operation	Barrier
Champlain Place	38 beds	Year-round	Low
Champlain Place	34 beds	Seasonal	Low
Waystation	36 beds	Year-round	Mid/High
Family Shelter (2)	15 rooms	Year-round	High
Waystation	6 beds	Seasonal	Mid
Smith House	7 rooms	Year-round	High
Youth Shelter (2)	18 beds	Year-round	Low
Elmwood	35 rooms	Year-round	Low
North Street	6 beds	Year-round	High
Safe House (Steps – DV)	21 rooms	Year-round	Mid
Harbor Place Med Respite	7 rooms	Year-round	Mid
Total Year-round	183		
Total Seasonal	40		
Total	223	Motel Capacity: 284	



Needed Shelter Capacity

Shelter Capacity Expansion by sub-population, based on demographic data:

- Low-barrier (mental health and SUD responsive): 228 beds
- Family units: 20 rooms
- Medical respite/elderly specialized: 25 beds/rooms
- Additional mid- high-barrier (recovery): 27 beds
- Seasonal (Dec 1 – Mar 31): 100 beds

Total Shelter Capacity Expansion Necessary: 400 beds/rooms



Work Session

June 10, 2023

Proposed Resources and Support for Response Efforts

Strategy #1: Identify resources that could be strategically placed to help meet basic needs and mitigate health and environmental concerns.

Strategy #2: Community Engagement

Strategy #3: Proactive Planning to Expand Shelter Capacity



Strategy 1: Identify resources that could be strategically placed to help meet basic needs and mitigate health and environmental concerns. Resources could include:

- Portable toilets/handwashing stations
- Dumpsters for waste management
- Potable water
- Lighting
- Sharps receptacles



Determining Locations for Resources

Presence of encampment combined with lack of available sanitation resources (bathrooms, waste removal)

Evaluation of health, safety, environmental factors

- Health and safety of City staff, campers, & broader community
- Impacts to water quality and ecology

***Important note:** City is not establishing sanctioned camping areas. Providing temporary seasonal sanitation resources to mitigate health and environmental impacts in response to the unprecedented number of people forced to live outside.



Camping on Public Lands Policy

- No changes to enforcement/removal from FY24
- Camps in parks and programmed areas are noticed for removal, typically within 24-48 hours upon identification
- City will exercise tolerance of camps on Public Lands and will continuously monitor and evaluate for safety, resources, conflict management, and may remove as necessary
- Continue to follow process detailed in *Sheltering on Public Lands Policy*
- Increase communication between departments, with a focus on community safety (including staff safety)



Strategy 2: Community Engagement

- Engage partners to coordinate outreach efforts
- Coordinate cross-department communication to increase collaboration
- Engage people with lived experience of unsheltered homelessness
- Ensure housing and service focus with emphasis on referrals to community providers
- Proactive mitigation of conflict
- Maintain trauma-informed practice



Strategy 3: Proactive Planning to Expand Shelter Capacity

- Extend permit for continued operating of Elmwood Community Shelter
- Identifying necessary capacity
- Communication with partner agencies that currently provide shelter
- Closely monitor the GA Emergency Housing Program (“motel program”) changes
- Engage neighboring town/city leadership
- Determine the City’s role in shelter expansion



Next Steps

- **Finalize and approve FY25 Community Safety Budget**
 - \$50,000 for community resources
- **Conduct feasibility assessment of City's role in expansion of shelter capacity**
- **Continue advocacy efforts for increased support and leadership from AHS and partners at the State**
- **Ensure clear and transparent communication with community partners, City Council, and members of the public**



Date: June 7, 2024
To: City Council
From: Katherine Schad, Chief Administrative Officer
CC: Mayor Emma Mulvaney-Stanak
Memo: FY25 General Fund Budget – Update to Grand List

Issue

The CT Office discovered an error while double-checking the budget before posting it ahead of Monday's City Council meeting. The error is that we used the wrong grand list rate when calculating the tax rate. The grand list rate directly affects how much the City receives in property tax revenue (which is 44% of the City's general fund revenue), and because there are many splinter taxes, there are ripple effects with any change to the grand list rate.

With new staff in both the Assessor and CT Offices, the value of the grand list used previously included the value of the TIF districts and was presented as \$58,838,672. However, setting the value of the grand list for tax setting the value of the TIF districts must be subtracted so the correct value of the grand list to use is \$56,331,627. The CT Office should have caught this error much earlier and I apologize that did not happen.

The specific effects of this error are:

- The new rate brings in \$1,152,990 less in property taxes than previously projected.
- The tax rate for GMT, county tax, retirement, and debt are increasing by an additional \$.0159 (in total) than previously presented. This means our total municipal increase is now \$.0803 over the FY24 rate (previously we thought it was \$.0644).

Proposed Solution

The following changes have been to the FY25 budget to make up for the \$1.1M less in revenue now expected.

- Increase gross receipts by \$525K – this is comprised of \$237K that will be paid by six businesses who fell behind on paying this tax during COVID and are now on payment plans to catch up – this represents a one-time increase. The other \$288K is comprised of the additional amount that those six businesses, plus the additional 17 businesses that became current on gross receipts in FY24, are expected to pay in FY25 budget (and in future years).

- Increase financial services by \$50K – originally budgeted at \$50K but increased to \$100K as FY24 revenues are \$96,945
- Increase bond premiums by \$200K – originally budgeted \$300K for this initially because actuals are highly variable but FY24 actuals were \$975K and FY23 actuals were \$2.1M but new \$500K budget is reasonable
- Increase recording fees by \$50K – increased from \$250K to \$300K, this is for land records transfer and revenue is variable – FY21-23 revenue average was \$350K but FY24 revenue closer to \$225K
- Reduce CT consulting \$50K – originally budgeted \$100K but only need \$50K with Director of Finance hired
- Increase collection of deferred accounts revenue \$198K – see attached a report showing City's overdue accounts receivable and the methodology used to arrive at this figure.
- Take out ambulance payment \$115K – originally included so that by the time a new ambulance is anticipated to arrive (in three years) the City would have saved up the money to pay for it in cash

The tax table is below so you can see what was previously presented alongside the corrected version Previously we had thought that the municipal increase would be \$.0644 (8.6%) but it is in fact \$.0803 (10.7%).

		FY24		FY25 PREVIOUS		FY25	
	Grand List / \$100		\$56,544,085		\$58,838,672		\$56,331,627
		Budget	Projected	Budget	Projected	Budget	Projected
		Tax Rate	Taxes	Tax Rate	Taxes	Tax Rate	Taxes
REVENUE NEUTRAL RATES:							
	General City	0.1952	\$ 11,037,405	0.1952	\$ 11,485,309	0.1952	\$10,995,934
	Police/Fire	0.0785	4,438,711	0.0985	5,795,609	0.0985	5,548,665
RATES CAPPED BY VOTERS:							
	Parks	0.0450	2,544,484	0.0450	2,647,740	0.0450	2,534,923
	Penny for Parks	0.0100	565,441	0.0100	588,387	0.0100	563,316
	Highway	0.0312	1,764,175	0.0312	1,835,767	0.0312	1,757,547
	Street Capital and Greenbelt	0.0550	3,109,925	0.0550	3,236,127	0.0550	3,098,239
	Library Tax	0.0050	282,720	0.0050	294,193	0.0050	281,658
	Housing Trust	0.0100	565,441	0.0100	588,387	0.0100	563,316
	Open Space - Conservation Legacy	0.0100	565,441	0.0100	588,387	0.0100	563,316
BUDGET DRIVEN RATES:							
	GMT	0.0328	1,852,861	0.0328	1,928,561	0.0342	1,928,561
	County Tax	0.0041	231,831	0.0039	231,940	0.0041	231,940
	Retirement	0.1578	8,925,470	0.1846	10,861,619	0.1928	10,861,619
	Debt Service	0.1177	6,654,154	0.1355	7,970,125	0.1415	7,970,125
		=====	=====	=====	=====	=====	=====
TOTAL		0.7523	\$ 42,538,059	0.8167	\$ 48,052,150	0.8326	\$46,899,160

Preventing this From Happening Again

The Assessor's Office and the CT Office met and agreed on what is needed by both parties. No written instructions or guidance exists about how to complete this critical task with this knowledge previously passed

down from employees. The CT Office will oversee creation of both a policy and accompanying procedure for calculating the tax rate with a draft containing clear guidelines and deadlines ready by September 30.



Presentation of FY25 Mayor's General Fund Budget

June 3, 2024



Principles

- Committing to **affordability** for Burlington taxpayers
- Identifying **sustainable** financial practices that move us away from relying on one-time funds
- Working to **right-size** city government by providing what the community needs most now and into the future
- Being **fair** in raising new revenue across the entire community
- Reflecting the **priorities** of our city: community safety, maintaining city services, creating a good process for city employees, unions, and the public to engage in larger questions on how to right-size city government



General Fund Overview

FY22 Actuals	FY23 Actuals	Y over Y Increase	FY24 Amended Budget	Y over Y Increase	FY25 Proposed Budget	Y over Y \$ Increase
\$86.1M	\$92.4M	\$6.3M 7.3%	\$100.8M	\$8.4M 9.1%	\$107.8M	\$7.0M 6.9%



Major Elements of \$13.1 Million Challenge

Increased Expenses totaling \$6.6M

- \$3M benefit costs
- \$2.3M salary costs (includes overtime)
- \$1.3M operational costs

Unsustainable Revenues to Replace totaling \$6.5M

- \$4.6M use of fund balance
- \$1.4M ARPA
- \$0.5M less in capital money used for general fund salaries

Increased Expenses of \$6.6M + Revenues to Replace of \$6.5M = \$13.1M



Major Elements of Solution

Increase tax revenue - \$5.8M

Increase user fees - \$0.7M

Strategic use of one-time funds - \$2.9M

Budget savings - \$3.1M

Increase other revenues - \$1.0M

Total \$13.5M



Major Elements of Solution

Tax Revenue	
Implement voter-approved public safety tax \$.02 increase	\$ 1,350,000
Raise non-lodging gross receipts from 2% to 2.5%	\$ 770,000
Raise hotel tax from 2% to 4%	\$ 950,000
Retirement Tax	\$ 1,930,000
Debt Service Tax	\$ 800,000
Subtotal	\$ 5,800,000
Increase Fees (including credit card)	
Fire Dept fee increase per report	\$ 289,428
BCA fee increase per report	\$ 150,700
BPRW fee increase per report	\$ 218,759
Increased vacant buildings & inspection fees for rental units	\$ 20,000
Subtotal	\$ 678,887



Major Elements of Solution

Strategic Use of One-Time Funds	
Repurpose unused ARPA funds	\$ 2,100,000
Using HTF \$ to free up more ARPA	\$ 300,000
Opioid Settlement Funds (State and City)	\$ 256,000
BRPW one-time fund use	\$ 42,000
REIB assigned fund balance unused from FY23	\$ 264,000
Subtotal	\$ 2,962,000
Budget Savings	
Vacancy savings from 22 FTEs	\$ 1,400,000
Cut expenses from various programs	\$ 900,000
Offer early retirement	TBD
Additional funds from Water to GF	\$ 122,000
Additional funds from Airport for additional police	\$ 210,000
Use capital money to pay for capital salaries	\$ 500,000
Subtotal	\$ 3,132,000



Major Elements of Solution

Increase Other Revenues	
PILOT-related	\$ 690,000
Increase gross receipts collection	\$ 150,000
Increase investment income	\$ 100,000
Updated interest on taxes	\$ 50,000
Subtotal	\$ 990,000
Tentative Total	\$ 13,562,887



Investments in Community Safety

Department	Position	Amount	Rationale and Notes
BFD	Continue CRT Program	\$250,000	This program was not included in the original FY25 BFD budget in April. We identified opioid settlement dollars to continue this program for the full FY25
Mayor's Office	Senior Advisor on Community Safety	\$125,000	Temporary 2 year position. Request in at Rep. Balint's office for Congressionally Directed Spending to support this position, so might not need money from GF
Library	Security and Social Worker	\$150,000	More security and a social worker for library
Cross-Departmental	Services	\$50,000	Estimate of need from GF to support basic necessities of dumpsters, port-a-potties, and water.
	TOTAL	\$575,000	\$250,000 from opioid funds; \$325K from general fund revenues (partially hotel tax and gross receipt tax AND general fund overall as police/fire budgets grew beyond all new taxes (GR, hotel, public safety) revenue - \$3.07M new revenue and police + fire roughly \$4.6M for operating increases)



FY25 Municipal Tax Rate – Previously Shared

		FY24		FY25 PREVIOUS	
	Grand List / \$100		\$56,544,085		\$58,838,672
		Budget	Projected	Budget	Projected
		Tax Rate	Taxes	Tax Rate	Taxes
REVENUE NEUTRAL RATES:					
	General City	0.1952	\$ 11,037,405	0.1952	\$ 11,485,309
	Police/Fire	0.0785	4,438,711	0.0985	5,795,609
RATES CAPPED BY VOTERS:					
	Parks	0.0450	2,544,484	0.0450	2,647,740
	Penny for Parks	0.0100	565,441	0.0100	588,387
	Highway	0.0312	1,764,175	0.0312	1,835,767
	Street Capital and Greenbelt	0.0550	3,109,925	0.0550	3,236,127
	Library Tax	0.0050	282,720	0.0050	294,193
	Housing Trust	0.0100	565,441	0.0100	588,387
	Open Space - Conservation Legacy	0.0100	565,441	0.0100	588,387
BUDGET DRIVEN RATES:					
	GMT	0.0328	1,852,861	0.0328	1,928,561
	County Tax	0.0041	231,831	0.0039	231,940
	Retirement	0.1578	8,925,470	0.1846	10,861,619
	Debt Service	0.1177	6,654,154	0.1355	7,970,125
		=====	=====	=====	=====
TOTAL		0.7523	\$ 42,538,059	0.8167	\$ 48,052,150

- FY24 \$.7523
- FY25 \$.8167
- \$0.06 or 8.6% increase
- Includes \$.02 increase to police and fire tax as approved by voters.
- Also includes Charter-required increases, specifically \$.0178 for debt tax and \$.0268 for retirement tax.



FY25 Municipal Tax Rate – Corrected Grand List Value

		FY24		FY25	
	Grand List / \$100		\$56,544,085		\$56,331,627
		Budget	Projected	Budget	Projected
		Tax Rate	Taxes	Tax Rate	Taxes
REVENUE NEUTRAL RATES:					
	General City	0.1952	\$ 11,037,405	0.1952	\$10,995,934
	Police/Fire	0.0785	4,438,711	0.0985	5,548,665
RATES CAPPED BY VOTERS:					
	Parks	0.0450	2,544,484	0.0450	2,534,923
	Penny for Parks	0.0100	565,441	0.0100	563,316
	Highway	0.0312	1,764,175	0.0312	1,757,547
	Street Capital and Greenbelt	0.0550	3,109,925	0.0550	3,098,239
	Library Tax	0.0050	282,720	0.0050	281,658
	Housing Trust	0.0100	565,441	0.0100	563,316
	Open Space - Conservation Legacy	0.0100	565,441	0.0100	563,316
BUDGET DRIVEN RATES:					
	GMT	0.0328	1,852,861	0.0342	1,928,561
	County Tax	0.0041	231,831	0.0041	231,940
	Retirement	0.1578	8,925,470	0.1928	10,861,619
	Debt Service	0.1177	6,654,154	0.1415	7,970,125
		=====	=====	=====	=====
TOTAL		0.7523	\$ 42,538,059	0.8326	\$46,899,160

- FY24 \$.7523
- FY25 \$.8326
- \$0.08 or 10.7% increase
- Includes \$.02 increase to police and fire tax as approved by voters.
- Also includes Charter-required increases, specifically \$.0238 for debt tax and \$.0350 for retirement tax.



Estimated Impact of FY25 Increases

Type of Tax or Fee	FY25 Monthly Increase \$300,000 home	FY25 Monthly Increase \$500,000 home	FY25 Monthly Increase \$700,000 home
Property Tax – Education *	\$34.92	\$58.08	\$81.29
Property Tax – Municipal	\$20.08	\$33.46	\$46.84
Electricity – Avg Consumer **	\$4.51	\$4.51	\$4.51
Water – Avg Consumer ***	\$4.24	\$4.24	\$4.24
Recycling	\$1.24	\$1.24	\$1.24
Total Monthly Increase	\$64.99	\$101.53	\$138.12

* Qualifying taxpayers will actually pay less than this rate through the Vermont Property Tax Credit.

** Those electricity consumers who qualify for the energy income assistance program, pay an average of \$3.95/month instead of \$4.51/month.

*** Those water consumers who qualify for the water income assistance program, pay an average of \$3.56/month instead of \$4.24/month.



Grand List Correction

The corrected grand list value correction means we expect \$1.1M less in tax revenue than previously forecast. Those will be made up as follows:

- Increase gross receipts by \$500K – this is a one-year increase reflecting payment agreements with a small number of businesses who got behind paying the gross receipts tax during COVID.
- Increase financial services by \$50K – originally budgeted at \$50K but increased to \$100K as FY24 revenues are \$96,945.
- Increase bond premiums by \$200K – originally budgeted \$300K for this initially because actuals are highly variable but FY24 actuals were \$975K and FY23 actuals were \$2.1M showing new \$500K budget is reasonable.



Grand List Correction

- Increase recording fees by \$50K – increased from \$250K to \$300K, revenue is variable – FY21-23 revenue average was \$350K but FY24 revenue closer to \$225K
- Reduce CT consulting \$50K – originally budgeted \$100K but only need \$50K with Director of Finance hired
- Increase collection of deferred accounts revenue \$198K – City is owed payments for ambulance fees, parking tickets, and permits
- Take out ambulance payment \$115K – originally included so that by the time a new ambulance is anticipated to arrive (in three years) the City would have saved up the money to pay for it in cash



Looking Ahead to FY26 and Beyond

- Many of the FY25 budget challenges are likely to intensify in future years.
- Finalize operational efficiency analysis in June and begin robust community discussions rightsizing government to make it affordable. Report on progress quarterly.
- Continue to implement user fee study, monitoring effects of increased fees, and providing regular updates.
- Develop Capital Financing Plan to meet City's needs as current bond funds are fully expended.
- Actively investigate increasing non-property tax sources of revenue including franchise fees and payment in lieu of taxes/fee for service agreements.
- Budget is tight and will require strict monitoring of personnel expenses throughout the year to ensure balanced budget – will report regularly to BOF on revenues and expenses.



Questions and Discussion

		FY24		FY25	
	Grand List / \$100		\$56,544,085		\$56,331,627
		Budget	Projected	Budget	Projected
		Tax Rate	Taxes	Tax Rate	Taxes
REVENUE NEUTRAL RATES:					
	General City	0.1952	\$11,037,405	0.1952	\$10,995,934
	Police/Fire	0.0785	4,438,711	0.0985	5,548,665
RATES CAPPED BY VOTERS:					
	Parks	0.0450	2,544,484	0.0450	2,534,923
	Penny for Parks	0.0100	565,441	0.0100	563,316
	Highway	0.0312	1,764,175	0.0312	1,757,547
	Street Capital and Greenbelt	0.0550	3,109,925	0.0550	3,098,239
	Library Tax	0.0050	282,720	0.0050	281,658
	Housing Trust	0.0100	565,441	0.0100	563,316
	Open Space - Conservation Legacy	0.0100	565,441	0.0100	563,316
BUDGET DRIVEN RATES:					
	GMT	0.0328	1,852,861	0.0342	1,928,561
	County Tax	0.0041	231,831	0.0041	231,940
	Retirement	0.1578	8,925,470	0.1928	10,861,619
	Debt Service	0.1177	6,654,154	0.1415	7,970,125
		=====	=====	=====	=====
TOTAL		0.7523	\$42,538,059	0.8326	\$46,899,160



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Fund 101 - General Fund							
REVENUE							
Department 00 - Non-Departmental							
Taxes							
4000_100	Property Taxes General City	10,317,808.67	11,082,089.45	10,586,575.82	10,754,685.00	9,709,063.37	10,714,276.00
4000_110	Property Taxes Capital Street	2,339,377.44	2,447,649.70	2,791,005.99	3,109,925.00	2,591,600.00	3,098,239.00
4000_120	Property Taxes Police/Fire	3,059,769.20	4,356,927.47	4,381,879.41	4,438,711.00	3,698,930.00	5,548,665.00
4000_130	Property Taxes Open Space	204,742.92	216,458.82	558,201.20	565,441.00	471,200.00	563,316.00
4000_150	Property Taxes Housing Trust	204,742.92	216,458.82	558,201.20	565,441.00	471,200.00	563,316.00
4000_160	Property Taxes Parks	947,883.89	943,538.43	1,395,503.00	2,544,484.00	2,120,400.00	2,534,923.00
4000_165	Property Taxes Penny for Parks	379,153.56	444,018.09	558,201.20	565,441.00	471,200.00	563,316.00
4000_167	Property Taxes Bike Path Maint and Improvement	.00	.00	258,159.00	282,720.00	235,600.00	281,658.00
4000_170	Property Taxes Highway / Streets	1,182,959.09	1,237,700.41	1,741,587.74	1,764,175.00	1,470,150.00	1,757,547.00
4000_180	Property Taxes Library Tax	189,576.78	199,808.14	279,100.60	282,720.00	235,600.00	281,658.00
4000_190	Property Taxes CCTA	1,687,233.32	1,731,670.53	1,646,693.54	1,852,861.00	1,544,050.00	1,928,561.00
4000_200	Property Taxes County	216,117.53	227,559.27	228,862.49	200,000.00	166,670.00	231,940.00
4000_210	Property Taxes Retirement	8,113,834.46	8,880,361.72	8,562,806.39	8,925,470.00	7,437,890.00	10,861,619.00
4000_220	Property Taxes Debt Service	5,230,759.65	5,455,872.23	5,933,678.74	6,654,154.00	5,545,130.00	7,970,125.00
4002	Commercial Tax Assessment	1,262,936.11	1,168,351.32	1,233,163.95	1,101,484.00	917,900.00	1,600,125.00
4005	DID Taxes	154,652.06	152,540.56	113,479.26	159,733.00	133,110.00	163,733.00
4010	Local Option Sales Tax	2,472,926.30	2,878,649.96	3,031,483.89	3,210,000.00	2,313,642.62	3,400,000.00
4015	Tax Increment Financing Waterfront	2,521,765.80	2,261,280.08	2,358,186.67	2,191,205.00	1,826,000.00	2,685,017.00
4016	Tax Increment Financing Downtown	1,233,743.00	2,178,955.94	2,164,319.48	2,078,963.00	1,732,470.00	2,255,939.00
4020	Gross Receipts	2,226,387.66	4,205,988.06	4,560,310.88	4,900,000.00	3,928,733.46	7,270,000.00
4715	Interest Gross Receipts	6,227.89	1,765.41	9,520.77	8,000.00	23,754.79	8,000.00
Taxes Totals		\$43,952,598.25	\$50,287,644.41	\$52,950,921.22	\$56,155,613.00	\$47,044,294.24	\$64,281,973.00
Payments in Lieu of Taxes							
4025_100	PILOT Pilot State	814,908.00	941,048.00	1,053,791.00	1,078,791.00	1,112,453.00	1,100,000.00
4027_102	PILOT Howard Health	65,870.60	80,115.08	76,976.44	78,365.00	60,497.43	80,663.00
4027_104	PILOT Degoesbriand Unit	96,053.58	103,668.72	166,606.28	178,446.00	85,287.36	187,502.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4027_107	PILOT Burl Housing Authority	79,880.45	65,181.48	79,611.68	65,000.00	74,642.00	70,000.00
4027_110	PILOT Champlain Housing Trust	14,311.36	15,470.67	19,138.50	19,339.00	18,841.81	19,905.00
Payments in Lieu of Taxes Totals		\$1,071,023.99	\$1,205,483.95	\$1,396,123.90	\$1,419,941.00	\$1,351,721.60	\$1,458,070.00
Intergovernmental Revenues							
4027_100	PILOT Water	472,484.00	481,934.00	423,060.01	463,094.00	423,060.01	511,551.00
4027_101	PILOT Wastewater	1,177,655.00	1,201,208.00	464,769.73	564,156.00	464,769.73	769,689.00
4027_103	PILOT Burlington Electric	2,715,766.44	2,290,227.60	2,149,928.20	2,214,591.00	1,711,395.96	2,192,927.00
4027_108	PILOT VPPSA (BED)	281,098.84	312,106.20	299,202.24	304,378.00	235,238.88	313,652.00
4027_111	PILOT Traffic	64,400.00	64,400.00	64,400.00	64,400.00	64,400.00	64,400.00
4027_114	PILOT Stormwater	23,870.00	24,586.00	33,577.27	44,261.00	33,577.27	58,141.00
4825_155	Interdepartmental Interest on Pooled Cash	107,157.86	73,026.53	74,238.22	40,000.00	49,903.71	40,000.00
4875_175	Grants Miscellaneous	29,703.25	.00	.00	500,000.00	.00	40,000.00
4990_120	Interfund Transfer Proceeds ARPA	.00	1,533,500.00	.00	.00	.00	.00
Intergovernmental Revenues Totals		\$4,872,135.39	\$5,980,988.33	\$3,509,175.67	\$4,194,880.00	\$2,982,345.56	\$3,990,360.00
Charges for Services							
4230	Street Franchise Fees	2,076,347.05	2,076,281.27	2,505,164.73	2,340,000.00	1,940,330.31	2,605,165.00
4600_101	Fees For Services Fletcher Allen Hospital	492,583.00	502,444.00	512,494.00	522,744.00	392,058.00	533,199.00
4600_102	Fees For Services UVM	1,426,153.86	1,422,019.00	1,497,160.66	1,479,468.00	1,522,112.25	1,509,058.00
4600_103	Fees For Services Champlain College	8,037.04	.00	.00	129,696.00	134,933.00	132,290.00
4600_104	Fees For Services Burl Housing Authority	19,113.64	22,566.36	25,698.68	26,567.00	20,343.81	27,125.00
4600_121	Fees For Services Community Sailing Center	14,506.20	12,883.50	18,154.72	19,031.00	14,463.93	19,285.00
4600_200	Fees For Services Sustainable Infrastructure UVM	386,000.00	.00	386,000.00	386,000.00	386,000.00	386,000.00
4600_210	Fees For Services Sustainable Infrastructure Champ	61,890.00	447,890.00	61,890.00	61,890.00	61,890.00	61,890.00
4600_215	Fees For Services Eagles Landing - CC	33,108.12	.00	41,278.44	43,271.00	32,894.58	43,859.00
Charges for Services Totals		\$4,517,738.91	\$4,484,084.13	\$5,047,841.23	\$5,008,667.00	\$4,505,025.88	\$5,317,871.00
Investment Income							
4700	Interest / Investment Income	267,002.00	190,585.49	451,121.48	300,000.00	222,780.97	.00
4700_300	Interest / Investment Income KB Analysis Earned Credits	183,661.38	191,337.93	195,524.94	195,000.00	151,700.74	195,000.00
Investment Income Totals		\$450,663.38	\$381,923.42	\$646,646.42	\$495,000.00	\$374,481.71	\$195,000.00
Other Revenue							



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4259_100	Development Fees Browns Court	260,000.00	260,000.00	.00	260,000.00	.00	.00
4259_200	Development Fees Marina	50,505.00	55,000.00	55,000.00	55,000.00	27,500.00	55,000.00
4275_100	Rent & Lease CSC	11,058.87	19,349.03	15,316.03	18,155.00	17,612.73	18,155.00
4720	Use of Fund Balance	.00	.00	.00	590,059.00	.00	.00
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	500,000.00	.00	.00
4937	Bond - Premium Amortization	.00	289,791.73	2,114,541.83	300,000.00	974,598.92	500,000.00
Other Revenue Totals		\$321,563.87	\$624,140.76	\$2,184,857.86	\$1,723,214.00	\$1,019,711.65	\$573,155.00
Miscellaneous							
4535	Misc Rev	.00	144,064.99	1,811.03	350,000.00	1,780.34	.00
4705	Unrealized Gain/Loss-Invest	(206,576.95)	(968,124.16)	358,573.39	300,000.00	289,102.00	300,000.00
Miscellaneous Totals		(\$206,576.95)	(\$824,059.17)	\$360,384.42	\$650,000.00	\$290,882.34	\$300,000.00
Division 003 - Rent Payment for Land/Buildings							
Charges for Services							
4275_200	Rent & Lease 200 Church Street	126,604.56	150,136.56	152,719.32	120,000.00	139,956.45	120,000.00
Charges for Services Totals		\$126,604.56	\$150,136.56	\$152,719.32	\$120,000.00	\$139,956.45	\$120,000.00
Division 003 - Rent Payment for Land/Buildings Totals		\$126,604.56	\$150,136.56	\$152,719.32	\$120,000.00	\$139,956.45	\$120,000.00
Department 00 - Non-Departmental Totals		\$55,105,751.40	\$62,290,342.39	\$66,248,670.04	\$69,767,315.00	\$57,708,419.43	\$76,236,429.00
Department 01 - Regional Programs							
Division 000 - Admin							
Miscellaneous							
4535	Misc Rev	.00	(350.00)	.00	.00	.00	.00
Miscellaneous Totals		\$0.00	(\$350.00)	\$0.00	\$0.00	\$0.00	\$0.00
Division 000 - Admin Totals		\$0.00	(\$350.00)	\$0.00	\$0.00	\$0.00	\$0.00
Division 001 - Regional Programs							
Intergovernmental Revenues							
4890_100	Grant Federal - Non Operating Cares Act Relief	1,196,220.06	5,152,922.00	.00	.00	.00	.00
4990_115	Interfund Transfer Proceeds Reserved/Committed	586,603.00	.00	.00	.00	.00	.00
Intergovernmental Revenues Totals		\$1,782,823.06	\$5,152,922.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue							
4258	Emergency Service	(2,852.80)	.00	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4950_123	Donations General	590.00	.00	.00	.00	.00	.00
	Other Revenue Totals	(\$2,262.80)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Division 001 - Regional Programs Totals	\$1,780,560.26	\$5,152,922.00	\$0.00	\$0.00	\$0.00	\$0.00
	Department 01 - Regional Programs Totals	\$1,780,560.26	\$5,152,572.00	\$0.00	\$0.00	\$0.00	\$0.00
	Department 02 - Mayor's Office						
	Division 000 - Admin						
	Other Revenue						
4952	Revenue - Other	.00	2,426.28	1,144.24	.00	799.78	.00
	Other Revenue Totals	\$0.00	\$2,426.28	\$1,144.24	\$0.00	\$799.78	\$0.00
	Division 000 - Admin Totals	\$0.00	\$2,426.28	\$1,144.24	\$0.00	\$799.78	\$0.00
	Department 02 - Mayor's Office Totals	\$0.00	\$2,426.28	\$1,144.24	\$0.00	\$799.78	\$0.00
	Department 04 - Clerk/Treasurer						
	Division 000 - Admin						
	Taxes						
4710	Interest On Taxes	588,181.52	460,388.40	521,059.52	500,000.00	410,041.20	550,000.00
	Taxes Totals	\$588,181.52	\$460,388.40	\$521,059.52	\$500,000.00	\$410,041.20	\$550,000.00
	Intergovernmental Revenues						
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	.00	125,000.00	.00	.00
4990_115	Interfund Transfer Proceeds Reserved/Committed	77,583.74	.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	\$77,583.74	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00
	Charges for Services						
4080	Recording Fees	445,709.91	407,090.16	216,193.45	300,000.00	170,335.94	300,000.00
4094	Financial Services	10,000.00	24,346.52	61,338.25	50,000.00	96,945.84	100,000.00
4285_100	Indirect cost Admin	1,616,502.04	1,526,592.96	1,833,800.96	2,062,569.00	1,944,696.50	2,082,993.00
4440	Taxi Fees	47,334.00	56,464.25	80,254.00	125,000.00	100,684.00	125,000.00
4600_100	Fees For Services General Government	26,317.65	19,675.27	19,648.26	20,000.00	13,966.56	20,000.00
	Charges for Services Totals	\$2,145,863.60	\$2,034,169.16	\$2,211,234.92	\$2,557,569.00	\$2,326,628.84	\$2,627,993.00
	Fines and Forfeits						
4030_100	Late Fees General Government	596.00	336.00	318.00	.00	10.00	.00
4055_100	Fines Misc General Government	300.00	150.00	.00	.00	75.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4065	Rebates	.00	.00	3,616.62	.00	.00	.00
4075	Penalties & Interest	22,921.24	35,150.10	44,804.08	20,000.00	.00	20,000.00
	<i>Fines and Forfeits Totals</i>	\$23,817.24	\$35,636.10	\$48,738.70	\$20,000.00	\$85.00	\$20,000.00
	<i>Licenses and Permits</i>						
4100_100	Licenses And Certificates General Government	92,329.00	117,381.01	117,080.00	125,000.00	106,311.00	125,000.00
	<i>Licenses and Permits Totals</i>	\$92,329.00	\$117,381.01	\$117,080.00	\$125,000.00	\$106,311.00	\$125,000.00
	<i>Investment Income</i>						
4700	Interest / Investment Income	.00	.00	.00	150,000.00	150,000.00	200,000.00
4700_300	Interest / Investment Income KB Analysis Earned Credits	45,711.00	31,439.14	20,159.14	30,000.00	14,633.57	30,000.00
	<i>Investment Income Totals</i>	\$45,711.00	\$31,439.14	\$20,159.14	\$180,000.00	\$164,633.57	\$230,000.00
	<i>Other Revenue</i>						
4095_100	Purchasing Savings Procurement Card	93,296.76	48,649.13	158,447.63	95,000.00	45,266.42	95,000.00
4095_105	Purchasing Savings Rebate Programs	4,797.53	1,465.62	475.00	2,000.00	6,480.79	2,384.00
4566	State ED Tax Admin Fee	155,918.20	163,872.35	152,674.40	160,000.00	.00	160,000.00
4725	Use of Assigned Fund Balance	.00	.00	.00	225,000.00	.00	.00
4850	Cash Over	.00	1.75	.00	.00	(2.00)	.00
4956	Capital Contribution	.00	.00	.00	101,000.00	.00	100,000.00
	<i>Other Revenue Totals</i>	\$254,012.49	\$213,988.85	\$311,597.03	\$583,000.00	\$51,745.21	\$357,384.00
	<i>Miscellaneous</i>						
4535	Misc Rev	7,083.05	1,875.48	17,942.12	.00	31,125.48	.00
	<i>Miscellaneous Totals</i>	\$7,083.05	\$1,875.48	\$17,942.12	\$0.00	\$31,125.48	\$0.00
	Division 000 - Admin Totals	\$3,234,581.64	\$2,894,878.14	\$3,247,811.43	\$4,090,569.00	\$3,090,570.30	\$3,910,377.00
	Department 04 - Clerk/Treasurer Totals	\$3,234,581.64	\$2,894,878.14	\$3,247,811.43	\$4,090,569.00	\$3,090,570.30	\$3,910,377.00
	Department 05 - City Attorney						
	Division 000 - Admin						
	<i>Intergovernmental Revenues</i>						
4825	Interdepartmental	191,423.96	198,229.96	256,972.04	235,760.00	233,992.00	266,862.00
	<i>Intergovernmental Revenues Totals</i>	\$191,423.96	\$198,229.96	\$256,972.04	\$235,760.00	\$233,992.00	\$266,862.00
	<i>Charges for Services</i>						
4600_107	Fees For Services City Attorney	711.60	1,908.67	1,192.00	.00	387.00	687.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	Charges for Services Totals	\$711.60	\$1,908.67	\$1,192.00	\$0.00	\$387.00	\$687.00
	Fines and Forfeits						
4055_105	Fines Misc Public Safety	.00	.00	27.00	.00	.00	.00
	Fines and Forfeits Totals	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00
	Division 000 - Admin Totals	\$192,135.56	\$200,138.63	\$258,191.04	\$235,760.00	\$234,379.00	\$267,549.00
	Department 05 - City Attorney Totals	\$192,135.56	\$200,138.63	\$258,191.04	\$235,760.00	\$234,379.00	\$267,549.00
	Department 06 - Planning						
	Division 000 - Admin						
	Intergovernmental Revenues						
4875_140	Grants State Operating	.00	10,000.00	7,500.00	32,500.00	.00	14,000.00
4890_100	Grant Federal - Non Operating Cares Act Relief	1,000.00	.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	\$1,000.00	\$10,000.00	\$7,500.00	\$32,500.00	\$0.00	\$14,000.00
	Charges for Services						
4600_130	Fees For Services Miscellaneous	.00	.00	.00	.00	15.00	.00
	Charges for Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00
	Division 000 - Admin Totals	\$1,000.00	\$10,000.00	\$7,500.00	\$32,500.00	\$15.00	\$14,000.00
	Department 06 - Planning Totals	\$1,000.00	\$10,000.00	\$7,500.00	\$32,500.00	\$15.00	\$14,000.00
	Department 07 - City Assessor						
	Division 000 - Admin						
	Intergovernmental Revenues						
4875_160	Grants Act 60 Maintenance	11,226.00	10,833.00	10,831.00	105,000.00	10,849.00	10,000.00
	Intergovernmental Revenues Totals	\$11,226.00	\$10,833.00	\$10,831.00	\$105,000.00	\$10,849.00	\$10,000.00
	Charges for Services						
4600_100	Fees For Services General Government	.00	132.00	132.00	132.00	66.00	.00
	Charges for Services Totals	\$0.00	\$132.00	\$132.00	\$132.00	\$66.00	\$0.00
	Division 000 - Admin Totals	\$11,226.00	\$10,965.00	\$10,963.00	\$105,132.00	\$10,915.00	\$10,000.00
	Department 07 - City Assessor Totals	\$11,226.00	\$10,965.00	\$10,963.00	\$105,132.00	\$10,915.00	\$10,000.00
	Department 08 - Human Resources						
	Division 000 - Admin						
	Other Revenue						



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	.00	.00	30,000.00
	Other Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
	Division 000 - Admin Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
	Department 08 - Human Resources Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
	Department 09 - REIB						
	Division 000 - Admin						
	Intergovernmental Revenues						
4875_175	Grants Miscellaneous	217,000.00	.00	.00	.00	.00	.00
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	852,042.75	800,000.00	.00	.00
	Intergovernmental Revenues Totals	\$217,000.00	\$0.00	\$852,042.75	\$800,000.00	\$0.00	\$0.00
	Other Revenue						
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	.00	.00	264,000.00
4950_123	Donations General	127,247.19	.00	.00	.00	.00	.00
4950_130	Donations Special Events	.00	103,019.19	69,832.00	.00	20,150.00	40,000.00
	Other Revenue Totals	\$127,247.19	\$103,019.19	\$69,832.00	\$0.00	\$20,150.00	\$304,000.00
	Miscellaneous						
4535_110	Misc Rev Celebration-Events	3,901.55	2,078.05	.00	.00	.00	.00
	Miscellaneous Totals	\$3,901.55	\$2,078.05	\$0.00	\$0.00	\$0.00	\$0.00
	Division 000 - Admin Totals	\$348,148.74	\$105,097.24	\$921,874.75	\$800,000.00	\$20,150.00	\$304,000.00
	Department 09 - REIB Totals	\$348,148.74	\$105,097.24	\$921,874.75	\$800,000.00	\$20,150.00	\$304,000.00
	Department 10 - Information Technology						
	Division 000 - Admin						
	Charges for Services						
4565	Reimbursement For Services	.00	.00	.00	.00	9,861.04	.00
	Charges for Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$9,861.04	\$0.00
	Fines and Forfeits						
4065	Rebates	.00	.00	.00	.00	12,222.55	.00
	Fines and Forfeits Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$12,222.55	\$0.00
	Division 000 - Admin Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$22,083.59	\$0.00
	Department 10 - Information Technology Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$22,083.59	\$0.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Department 12 - Dpt. of Business & Workforce Dev							
Division 000 - Admin							
Intergovernmental Revenues							
4875_140	Grants State Operating	.00	.00	.00	22,500.00	22,500.00	10,000.00
4875_175	Grants Miscellaneous	.00	.00	5,000.00	.00	.00	.00
4890_107	Grant Federal - Non Operating American Rescue Plan	.00	.00	.00	250,000.00	.00	.00
4990_110	Interfund Transfer Proceeds Enterprise/Special Revenue	.00	.00	.00	.00	.00	250,000.00
Intergovernmental Revenues Totals		\$0.00	\$0.00	\$5,000.00	\$272,500.00	\$22,500.00	\$260,000.00
Charges for Services							
4600_120	Fees For Services Culture & Recreation	.00	1,299.50	18,125.13	35,000.00	19,974.00	35,000.00
Charges for Services Totals		\$0.00	\$1,299.50	\$18,125.13	\$35,000.00	\$19,974.00	\$35,000.00
Investment Income							
4936	Loan Repayment Proceeds	.00	.00	.00	4,000.00	.00	4,000.00
Investment Income Totals		\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Other Revenue							
4870	Loan Proceeds	.00	.00	200.00	3,000.00	6,019.00	12,000.00
4950_115	Donations Corporate	.00	.00	.00	50,000.00	50,000.00	50,000.00
4952	Revenue - Other	.00	.00	1,364.32	.00	.00	.00
Other Revenue Totals		\$0.00	\$0.00	\$1,564.32	\$53,000.00	\$56,019.00	\$62,000.00
Division 000 - Admin Totals		\$0.00	\$1,299.50	\$24,689.45	\$364,500.00	\$98,493.00	\$361,000.00
Division 007 - Early Learning Initiative							
Intergovernmental Revenues							
4990	Interfund Transfer Proceeds	.00	.00	8,750.00	.00	.00	.00
4990_100	Interfund Transfer Proceeds General Fund	.00	.00	500,000.00	400,000.00	400,000.00	149,070.00
Intergovernmental Revenues Totals		\$0.00	\$0.00	\$508,750.00	\$400,000.00	\$400,000.00	\$149,070.00
Other Revenue							
4720	Use of Fund Balance	.00	.00	.00	600,000.00	.00	.00
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	.00	.00	440,000.00
Other Revenue Totals		\$0.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$440,000.00
Division 007 - Early Learning Initiative Totals		\$0.00	\$0.00	\$508,750.00	\$1,000,000.00	\$400,000.00	\$589,070.00



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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Department 12 - Dpt. of Business & Workforce Dev Totals		\$0.00	\$1,299.50	\$533,439.45	\$1,364,500.00	\$498,493.00	\$950,070.00
Department 15 - Fire							
Division 000 - Admin							
Intergovernmental Revenues							
4890_100	Grant Federal - Non Operating Cares Act Relief	357,867.50	250,672.50	25,187.50	.00	.00	.00
4990_115	Interfund Transfer Proceeds Reserved/Committed	.00	.00	.00	120,461.00	.00	.00
4990_120	Interfund Transfer Proceeds ARPA	.00	.00	.00	.00	.00	1,200,000.00
4990_200	Interfund Transfer Proceeds Impact Fees	.00	.00	41,023.00	27,342.00	8,596.45	.00
Intergovernmental Revenues Totals		\$357,867.50	\$250,672.50	\$66,210.50	\$147,803.00	\$8,596.45	\$1,200,000.00
Charges for Services							
4280	Outside Duty Reimbursement	4,635.00	14,287.50	34,708.98	38,000.00	54,143.81	50,000.00
4430	Ambulance Fees	1,536,226.59	1,932,794.38	2,385,413.21	2,141,267.00	2,107,804.90	2,505,769.00
4565	Reimbursement For Services	.00	.00	.00	7,414.00	7,413.64	.00
4600_105	Fees For Services Public Safety	406,414.15	406,934.40	428,576.50	530,000.00	380,526.42	530,000.00
Charges for Services Totals		\$1,947,275.74	\$2,354,016.28	\$2,848,698.69	\$2,716,681.00	\$2,549,888.77	\$3,085,769.00
Other Revenue							
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	950,000.00	.00	.00
4950	Donations	143.00	449.00	1,177.00	.00	3,361.00	.00
Other Revenue Totals		\$143.00	\$449.00	\$1,177.00	\$950,000.00	\$3,361.00	\$0.00
Miscellaneous							
4535	Misc Rev	.00	.00	.00	.00	.00	251,000.00
Miscellaneous Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251,000.00
Division 000 - Admin Totals		\$2,305,286.24	\$2,605,137.78	\$2,916,086.19	\$3,814,484.00	\$2,561,846.22	\$4,536,769.00
Division 044 - Grants							
Intergovernmental Revenues							
4875_100	Grants Federal Operating Direct	(5,748.75)	80,273.91	63,228.13	37,907.00	3,666.50	.00
4875_115	Grants Public Safety Operating	26,712.75	24,320.00	42,453.79	63,014.00	855.47	.00
4875_125	Grants Federal Capital Direct	162,272.72	.00	.00	.00	.00	.00
Intergovernmental Revenues Totals		\$183,236.72	\$104,593.91	\$105,681.92	\$100,921.00	\$4,521.97	\$0.00
Division 044 - Grants Totals		\$183,236.72	\$104,593.91	\$105,681.92	\$100,921.00	\$4,521.97	\$0.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	Department 15 - Fire Totals	\$2,488,522.96	\$2,709,731.69	\$3,021,768.11	\$3,915,405.00	\$2,566,368.19	\$4,536,769.00
	Department 17 - Police						
	Division 000 - Admin						
	Intergovernmental Revenues						
4990_120	Interfund Transfer Proceeds ARPA	.00	.00	.00	.00	.00	1,200,000.00
	Intergovernmental Revenues Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00
	Other Revenue						
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	1,300,000.00	.00	.00
	Other Revenue Totals	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$0.00
	Division 000 - Admin Totals	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$1,200,000.00
	Division 044 - Grants						
	Intergovernmental Revenues						
4875_115	Grants Public Safety Operating	2,568.71	2,867.52	431.77	.00	8,271.36	.00
	Intergovernmental Revenues Totals	\$2,568.71	\$2,867.52	\$431.77	\$0.00	\$8,271.36	\$0.00
	Division 044 - Grants Totals	\$2,568.71	\$2,867.52	\$431.77	\$0.00	\$8,271.36	\$0.00
	Division 050 - Police Uniform Services						
	Intergovernmental Revenues						
4825_200	Interdepartmental Traffic Meter Enforcement	55,000.00	.00	.00	.00	.00	.00
4875_100	Grants Federal Operating Direct	35,083.82	147,770.77	.00	.00	.00	.00
4875_105	Grants DEA Reimbursement	8,628.45	17,519.39	9,202.71	.00	6,086.04	.00
4875_123	Grants Federal - Operating Equipment	14,254.40	1,898.10	6,008.63	.00	8,400.39	.00
4875_140	Grants State Operating	14,474.52	15,041.97	330.74	.00	7,116.24	.00
4990_120	Interfund Transfer Proceeds ARPA	.00	.00	1,000,000.00	.00	.00	.00
	Intergovernmental Revenues Totals	\$127,441.19	\$182,230.23	\$1,015,542.08	\$0.00	\$21,602.67	\$0.00
	Charges for Services						
4280	Outside Duty Reimbursement	20,194.80	49,782.80	70,256.30	80,000.00	55,884.20	82,400.00
4600_105	Fees For Services Public Safety	1,238,346.25	1,252,817.60	13,966.01	10,000.00	12,196.60	13,000.00
	Charges for Services Totals	\$1,258,541.05	\$1,302,600.40	\$84,222.31	\$90,000.00	\$68,080.80	\$95,400.00
	Fines and Forfeits						
4040	Motor Vehicle Fines	9,687.39	28,109.17	36,203.06	20,000.00	46,913.41	40,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	<i>Fines and Forfeits Totals</i>	\$9,687.39	\$28,109.17	\$36,203.06	\$20,000.00	\$46,913.41	\$40,000.00
	<i>Other Revenue</i>						
4950	Donations	35.00	.00	.00	.00	.00	.00
4952	Revenue - Other	3,807.39	5,116.09	397.20	.00	7,000.00	.00
	<i>Other Revenue Totals</i>	\$3,842.39	\$5,116.09	\$397.20	\$0.00	\$7,000.00	\$0.00
	Division 050 - Police Uniform Services Totals	\$1,399,512.02	\$1,518,055.89	\$1,136,364.65	\$110,000.00	\$143,596.88	\$135,400.00
	Division 051 - Airport Division						
	<i>Charges for Services</i>						
4600_135	Fees For Services Airport	.00	.00	1,091,250.00	1,100,000.00	1,100,000.00	1,474,397.00
	<i>Charges for Services Totals</i>	\$0.00	\$0.00	\$1,091,250.00	\$1,100,000.00	\$1,100,000.00	\$1,474,397.00
	Division 051 - Airport Division Totals	\$0.00	\$0.00	\$1,091,250.00	\$1,100,000.00	\$1,100,000.00	\$1,474,397.00
	Division 052 - Dispatch and Communications						
	<i>Charges for Services</i>						
4435	Alarm Replacement Surcharge	60.00	.00	.00	.00	.00	.00
4600_105	Fees For Services Public Safety	41,331.84	33,946.00	29,251.00	35,000.00	35,477.00	45,000.00
	<i>Charges for Services Totals</i>	\$41,391.84	\$33,946.00	\$29,251.00	\$35,000.00	\$35,477.00	\$45,000.00
	Division 052 - Dispatch and Communications Totals	\$41,391.84	\$33,946.00	\$29,251.00	\$35,000.00	\$35,477.00	\$45,000.00
	Division 055 - CAIP						
	Program 170 - Cares						
	<i>Intergovernmental Revenues</i>						
4875_175	Grants Miscellaneous	.00	.00	.00	.00	.00	363,955.00
	<i>Intergovernmental Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$363,955.00
	Program 170 - Cares Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$363,955.00
	Division 055 - CAIP Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$363,955.00
	Department 17 - Police Totals	\$1,443,472.57	\$1,554,869.41	\$2,257,297.42	\$2,545,000.00	\$1,287,345.24	\$3,218,752.00
	Department 19 - Public Works						
	Division 000 - Admin						
	<i>Intergovernmental Revenues</i>						
4600_112	Fees For Services Capital Projects	.00	49,756.00	50,219.00	.00	.00	.00
4600_113	Fees For Services Interfund	174,208.00	179,773.00	175,818.90	210,000.00	182,880.71	232,000.00



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	<i>Intergovernmental Revenues Totals</i>	\$174,208.00	\$229,529.00	\$226,037.90	\$210,000.00	\$182,880.71	\$232,000.00
	<i>Charges for Services</i>						
4275	Rent & Lease	.00	(829.68)	(165.93)	.00	.00	.00
4600_110	Fees For Services Public Works	68.00	33.00	.00	.00	.00	.00
	<i>Charges for Services Totals</i>	\$68.00	(\$796.68)	(\$165.93)	\$0.00	\$0.00	\$0.00
	<i>Miscellaneous</i>						
4535	Misc Rev	1,425.65	1,621.09	2,155.57	.00	2,178.35	.00
	<i>Miscellaneous Totals</i>	\$1,425.65	\$1,621.09	\$2,155.57	\$0.00	\$2,178.35	\$0.00
	Division 000 - Admin Totals	\$175,701.65	\$230,353.41	\$228,027.54	\$210,000.00	\$185,059.06	\$232,000.00
	Division 053 - Parking Services						
	<i>Charges for Services</i>						
4265	Towing Fees	122,563.95	129,892.00	107,321.50	100,000.00	70,952.50	100,000.00
4320	Parking Permits / Leases	150,925.00	158,720.00	47,701.00	40,000.00	28,970.00	50,000.00
	<i>Charges for Services Totals</i>	\$273,488.95	\$288,612.00	\$155,022.50	\$140,000.00	\$99,922.50	\$150,000.00
	<i>Fines and Forfeits</i>						
4040	Motor Vehicle Fines	16,198.39	11,773.70	.00	.00	.00	.00
4050	Parking Fines	906,691.02	900,927.89	990,434.70	1,200,000.00	1,130,765.94	1,474,851.00
4055_105	Fines Misc Public Safety	6,107.00	5,602.00	.00	.00	.00	.00
	<i>Fines and Forfeits Totals</i>	\$928,996.41	\$918,303.59	\$990,434.70	\$1,200,000.00	\$1,130,765.94	\$1,474,851.00
	<i>Licenses and Permits</i>						
4320_100	Parking Permits / Leases Residential Permit Fee	29,055.75	27,640.00	.00	.00	.00	.00
	<i>Licenses and Permits Totals</i>	\$29,055.75	\$27,640.00	\$0.00	\$0.00	\$0.00	\$0.00
	Division 053 - Parking Services Totals	\$1,231,541.11	\$1,234,555.59	\$1,145,457.20	\$1,340,000.00	\$1,230,688.44	\$1,624,851.00
	Division 150 - Engineering						
	<i>Intergovernmental Revenues</i>						
4600_112	Fees For Services Capital Projects	124,517.65	148,492.99	178,491.69	263,834.81	.00	375,897.00
4600_113	Fees For Services Interfund	447,441.28	283,338.31	388,059.89	622,437.00	.00	645,352.00
4825_115	Interdepartmental Engineering Charges	503,159.86	335,557.46	262,777.47	258,384.77	.00	252,000.00
	<i>Intergovernmental Revenues Totals</i>	\$1,075,118.79	\$767,388.76	\$829,329.05	\$1,144,656.58	\$0.00	\$1,273,249.00
	Division 150 - Engineering Totals	\$1,075,118.79	\$767,388.76	\$829,329.05	\$1,144,656.58	\$0.00	\$1,273,249.00



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Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Division 151 - Equipment Maintenance						
		<i>Intergovernmental Revenues</i>						
4825_100		Interdepartmental Equipment Repair	207,270.76	220,413.55	210,757.18	230,000.00	143,127.31	198,000.00
4825_105		Interdepartmental Equipment Fuel	50,067.00	80,868.45	91,923.90	82,000.00	55,985.78	70,000.00
		<i>Intergovernmental Revenues Totals</i>	\$257,337.76	\$301,282.00	\$302,681.08	\$312,000.00	\$199,113.09	\$268,000.00
		<i>Charges for Services</i>						
4600_110		Fees For Services Public Works	180,251.15	157,245.76	187,447.97	162,000.00	198,892.59	168,000.00
		<i>Charges for Services Totals</i>	\$180,251.15	\$157,245.76	\$187,447.97	\$162,000.00	\$198,892.59	\$168,000.00
		<i>Miscellaneous</i>						
4535		Misc Rev	96.00	4,251.36	1,038.96	.00	558.47	.00
4560		Fuel Reimb Outside City	157,843.71	176,356.97	196,897.26	205,000.00	164,437.92	170,000.00
		<i>Miscellaneous Totals</i>	\$157,939.71	\$180,608.33	\$197,936.22	\$205,000.00	\$164,996.39	\$170,000.00
		Division 151 - Equipment Maintenance Totals	\$595,528.62	\$639,136.09	\$688,065.27	\$679,000.00	\$563,002.07	\$606,000.00
		Division 152 - Streets						
		Program 481 - Street Maintenance						
		<i>Intergovernmental Revenues</i>						
4825_130		Interdepartmental Material, Labor & Equipment	374,861.50	473,937.09	561,254.59	552,000.00	534,753.66	625,000.00
4875_150		Grants State Aid	374,023.65	332,774.79	309,393.01	290,326.36	442,612.87	324,999.00
		<i>Intergovernmental Revenues Totals</i>	\$748,885.15	\$806,711.88	\$870,647.60	\$842,326.36	\$977,366.53	\$949,999.00
		<i>Charges for Services</i>						
4600_110		Fees For Services Public Works	876,749.67	623,639.19	728,345.63	981,000.00	592,618.75	825,000.00
		<i>Charges for Services Totals</i>	\$876,749.67	\$623,639.19	\$728,345.63	\$981,000.00	\$592,618.75	\$825,000.00
		<i>Licenses and Permits</i>						
4247		Fees and Permits	4,894.00	6,364.00	5,983.00	3,500.00	5,124.00	5,000.00
		<i>Licenses and Permits Totals</i>	\$4,894.00	\$6,364.00	\$5,983.00	\$3,500.00	\$5,124.00	\$5,000.00
		<i>Miscellaneous</i>						
4535		Misc Rev	.00	5,848.92	.00	.00	1.00	.00
		<i>Miscellaneous Totals</i>	\$0.00	\$5,848.92	\$0.00	\$0.00	\$1.00	\$0.00
		Program 481 - Street Maintenance Totals	\$1,630,528.82	\$1,442,563.99	\$1,604,976.23	\$1,826,826.36	\$1,575,110.28	\$1,779,999.00
		Program 482 - Street Concrete						



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Charges for Services</i>							
4600_110	Fees For Services Public Works	200.00	425.00	325.00	.00	450.00	.00
<i>Charges for Services Totals</i>		\$200.00	\$425.00	\$325.00	\$0.00	\$450.00	\$0.00
Program 482 - Street Concrete Totals		\$200.00	\$425.00	\$325.00	\$0.00	\$450.00	\$0.00
Division 152 - Streets Totals		\$1,630,728.82	\$1,442,988.99	\$1,605,301.23	\$1,826,826.36	\$1,575,560.28	\$1,779,999.00
Division 153 - Recycling							
<i>Charges for Services</i>							
4350	Recycling Fees	716,242.16	761,218.29	778,337.83	821,832.00	743,101.32	1,000,632.00
<i>Charges for Services Totals</i>		\$716,242.16	\$761,218.29	\$778,337.83	\$821,832.00	\$743,101.32	\$1,000,632.00
<i>Other Revenue</i>							
4515	Recycling Containers	14,832.50	13,035.00	82,055.00	25,000.00	19,355.00	25,000.00
4720	Use of Fund Balance	.00	.00	.00	179,365.00	.00	.00
<i>Other Revenue Totals</i>		\$14,832.50	\$13,035.00	\$82,055.00	\$204,365.00	\$19,355.00	\$25,000.00
Division 153 - Recycling Totals		\$731,074.66	\$774,253.29	\$860,392.83	\$1,026,197.00	\$762,456.32	\$1,025,632.00
Division 154 - Inspection Services							
<i>Licenses and Permits</i>							
4225	Building Trade Permits	138.58	.00	.00	.00	.00	.00
<i>Licenses and Permits Totals</i>		\$138.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Division 154 - Inspection Services Totals		\$138.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department 19 - Public Works Totals		\$5,439,832.23	\$5,088,676.13	\$5,356,573.12	\$6,226,679.94	\$4,316,766.17	\$6,541,731.00
Department 20 - Permitting and Inspections							
Division 000 - Admin							
<i>Intergovernmental Revenues</i>							
4875_140	Grants State Operating	.00	.00	.00	.00	(750.00)	.00
4875_175	Grants Miscellaneous	.00	4,207.00	.00	.00	.00	.00
<i>Intergovernmental Revenues Totals</i>		\$0.00	\$4,207.00	\$0.00	\$0.00	(\$750.00)	\$0.00
<i>Charges for Services</i>							
4210	Rental Prop Transfer Fee	2,400.00	2,350.00	(1,152.00)	3,500.00	2,600.00	2,500.00
4215	Reinspection Fees	11,483.00	12,428.00	18,530.00	21,000.00	11,535.00	15,000.00
4220	Rental Registration Fees	1,071,694.02	1,005,715.50	1,036,707.70	1,145,540.00	1,026,474.50	1,163,811.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	Charges for Services Totals	\$1,085,577.02	\$1,020,493.50	\$1,054,085.70	\$1,170,040.00	\$1,040,609.50	\$1,181,311.00
	Fines and Forfeits						
4035	Late Filing Penalty	4,981.60	7,083.00	7,045.00	5,000.00	4,108.00	3,000.00
4252	Stipulation Fee	19,456.00	45,500.00	9,500.00	20,000.00	8,200.00	40,000.00
	Fines and Forfeits Totals	\$24,437.60	\$52,583.00	\$16,545.00	\$25,000.00	\$12,308.00	\$43,000.00
	Licenses and Permits						
4247	Fees and Permits	8,555.00	2,899.99	3,955.00	18,000.00	11,320.00	9,000.00
4255_001	Certificates Of Occupancy Certificate of Occupancy	23,009.96	9,703.16	16,460.74	45,000.00	7,541.66	25,000.00
4255_002	Certificates Of Occupancy Temp Certificates	1,800.00	1,200.00	1,172.00	3,500.00	1,350.00	1,800.00
4255_003	Certificates Of Occupancy After the Fact	15,299.20	10,596.00	11,191.00	17,000.00	9,223.00	12,000.00
	Licenses and Permits Totals	\$48,664.16	\$24,399.15	\$32,778.74	\$83,500.00	\$29,434.66	\$47,800.00
	Other Revenue						
4950_123	Donations General	1,850.00	4,000.00	4,750.00	4,000.00	2,500.00	3,000.00
	Other Revenue Totals	\$1,850.00	\$4,000.00	\$4,750.00	\$4,000.00	\$2,500.00	\$3,000.00
	Miscellaneous						
4535	Misc Rev	10,500.00	13,164.60	11,589.74	11,000.00	12,925.09	16,000.00
4535_100	Misc Rev Zoning Compliance Request	21,866.00	23,712.00	16,520.00	20,000.00	12,320.00	14,000.00
	Miscellaneous Totals	\$32,366.00	\$36,876.60	\$28,109.74	\$31,000.00	\$25,245.09	\$30,000.00
	Division 000 - Admin Totals	\$1,192,894.78	\$1,142,559.25	\$1,136,269.18	\$1,313,540.00	\$1,109,347.25	\$1,305,111.00
	Division 154 - Inspection Services						
	Licenses and Permits						
4225	Building Trade Permits	975,356.14	1,047,955.77	1,416,249.90	1,610,000.00	975,795.29	1,620,122.00
4247_100	Fees and Permits Bianchi Research	21,708.00	21,204.00	14,760.00	18,000.00	10,656.00	12,200.00
	Licenses and Permits Totals	\$997,064.14	\$1,069,159.77	\$1,431,009.90	\$1,628,000.00	\$986,451.29	\$1,632,322.00
	Division 154 - Inspection Services Totals	\$997,064.14	\$1,069,159.77	\$1,431,009.90	\$1,628,000.00	\$986,451.29	\$1,632,322.00
	Division 157 - Zoning						
	Charges for Services						
4600_125	Fees For Services Housing & Development	161,642.64	240,429.12	164,881.35	500,000.00	230,474.02	503,143.00
4600_130	Fees For Services Miscellaneous	24.70	.00	2.00	.00	.00	.00
	Charges for Services Totals	\$161,667.34	\$240,429.12	\$164,883.35	\$500,000.00	\$230,474.02	\$503,143.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Licenses and Permits</i>							
4100_125	Licenses And Certificates Housing & Development	300,568.39	254,279.65	484,710.26	330,000.00	176,511.11	332,075.00
	<i>Licenses and Permits Totals</i>	\$300,568.39	\$254,279.65	\$484,710.26	\$330,000.00	\$176,511.11	\$332,075.00
	Division 157 - Zoning Totals	\$462,235.73	\$494,708.77	\$649,593.61	\$830,000.00	\$406,985.13	\$835,218.00
	Department 20 - Permitting and Inspections Totals	\$2,652,194.65	\$2,706,427.79	\$3,216,872.69	\$3,771,540.00	\$2,502,783.67	\$3,772,651.00
Department 21 - Fletcher Free Library							
Division 060 - General Services							
<i>Intergovernmental Revenues</i>							
4875_140	Grants State Operating	2,782.50	68,418.75	21,983.75	636.00	636.48	.00
4875_175	Grants Miscellaneous	30,859.00	70,522.79	42,418.03	20,193.00	13,768.96	.00
4890_100	Grant Federal - Non Operating Cares Act Relief	6,727.00	.00	.00	.00	.00	.00
4990_200	Interfund Transfer Proceeds Impact Fees	.00	.00	.00	44,000.00	4,390.50	.00
	<i>Intergovernmental Revenues Totals</i>	\$40,368.50	\$138,941.54	\$64,401.78	\$64,829.00	\$18,795.94	\$0.00
<i>Charges for Services</i>							
4600_100	Fees For Services General Government	10,263.36	17,208.82	19,494.36	15,000.00	17,262.98	23,000.00
	<i>Charges for Services Totals</i>	\$10,263.36	\$17,208.82	\$19,494.36	\$15,000.00	\$17,262.98	\$23,000.00
<i>Fines and Forfeits</i>							
4055_100	Fines Misc General Government	949.87	16.99	.00	.00	.00	.00
	<i>Fines and Forfeits Totals</i>	\$949.87	\$16.99	\$0.00	\$0.00	\$0.00	\$0.00
<i>Other Revenue</i>							
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	26,250.00	.00	.00
4950_123	Donations General	25,020.00	20,109.01	20,036.07	15,000.00	.00	10,000.00
	<i>Other Revenue Totals</i>	\$25,020.00	\$20,109.01	\$20,036.07	\$41,250.00	\$0.00	\$10,000.00
	Division 060 - General Services Totals	\$76,601.73	\$176,276.36	\$103,932.21	\$121,079.00	\$36,058.92	\$33,000.00
Division 061 - Summer Reading Program							
<i>Intergovernmental Revenues</i>							
4990_110	Interfund Transfer Proceeds Enterprise/Special Revenue	.00	9,406.00	.00	.00	.00	.00
	<i>Intergovernmental Revenues Totals</i>	\$0.00	\$9,406.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Other Revenue</i>							
4950	Donations	6,427.36	4,780.00	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Other Revenue Totals	\$6,427.36	\$4,780.00	\$0.00	\$0.00	\$0.00	\$0.00
		Division 061 - Summer Reading Program Totals	\$6,427.36	\$14,186.00	\$0.00	\$0.00	\$0.00	\$0.00
		Department 21 - Fletcher Free Library Totals	\$83,029.09	\$190,462.36	\$103,932.21	\$121,079.00	\$36,058.92	\$33,000.00
		Department 23 - Parks and Recreation						
		Division 000 - Admin						
		Program 000 - Administration						
		Intergovernmental Revenues						
4990_709		Interfund Transfer Proceeds CIP	.00	.00	.00	511,219.00	.00	218,000.00
		Intergovernmental Revenues Totals	\$0.00	\$0.00	\$0.00	\$511,219.00	\$0.00	\$218,000.00
		Other Revenue						
4380_109		Third Party Gateway CC surcharge	.00	.00	.00	.00	1,164.11	56,485.00
4955		Contributions	.00	.00	3,292.10	5,250.00	2,524.00	3,000.00
		Other Revenue Totals	\$0.00	\$0.00	\$3,292.10	\$5,250.00	\$3,688.11	\$59,485.00
		Miscellaneous						
4535		Misc Rev	1,491.99	.00	8,910.68	19,710.00	14,046.59	12,000.00
		Miscellaneous Totals	\$1,491.99	\$0.00	\$8,910.68	\$19,710.00	\$14,046.59	\$12,000.00
		Program 000 - Administration Totals	\$1,491.99	\$0.00	\$12,202.78	\$536,179.00	\$17,734.70	\$289,485.00
		Program 050 - Marketing						
		Charges for Services						
4600_130		Fees For Services Miscellaneous	14,174.00	6,300.00	8,960.00	10,000.00	15,450.00	10,000.00
		Charges for Services Totals	\$14,174.00	\$6,300.00	\$8,960.00	\$10,000.00	\$15,450.00	\$10,000.00
		Program 050 - Marketing Totals	\$14,174.00	\$6,300.00	\$8,960.00	\$10,000.00	\$15,450.00	\$10,000.00
		Program 230 - Parks Planning						
		Intergovernmental Revenues						
4600_112		Fees For Services Capital Projects	37,000.00	37,000.00	37,000.00	43,341.00	43,341.00	43,341.00
		Intergovernmental Revenues Totals	\$37,000.00	\$37,000.00	\$37,000.00	\$43,341.00	\$43,341.00	\$43,341.00
		Program 230 - Parks Planning Totals	\$37,000.00	\$37,000.00	\$37,000.00	\$43,341.00	\$43,341.00	\$43,341.00
		Division 000 - Admin Totals	\$52,665.99	\$43,300.00	\$58,162.78	\$589,520.00	\$76,525.70	\$342,826.00
		Division 044 - Grants						
		Intergovernmental Revenues						



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4875_000	Grants Proceeds	.00	.00	35,380.82	68,000.00	77,224.93	.00
4875_140	Grants State Operating	.00	.00	.00	121,501.00	.00	102,000.00
4875_175	Grants Miscellaneous	152,861.75	.00	.00	.00	.00	.00
Intergovernmental Revenues Totals		\$152,861.75	\$0.00	\$35,380.82	\$189,501.00	\$77,224.93	\$102,000.00
Division 044 - Grants Totals		\$152,861.75	\$0.00	\$35,380.82	\$189,501.00	\$77,224.93	\$102,000.00
Division 100 - Parks							
Program 000 - Administration							
Charges for Services							
4345	Advertising Revenues	.00	.00	985.00	.00	.00	.00
4375	Recreation Fees	10,507.95	20,784.57	24,295.00	21,000.00	24,215.00	28,500.00
4600_120	Fees For Services Culture & Recreation	6,443.28	8,470.76	10,350.82	7,000.00	3,700.00	7,000.00
Charges for Services Totals		\$16,951.23	\$29,255.33	\$35,630.82	\$28,000.00	\$27,915.00	\$35,500.00
Other Revenue							
4950	Donations	.00	.00	1,300.00	.00	.00	.00
Other Revenue Totals		\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$0.00
Program 000 - Administration Totals		\$16,951.23	\$29,255.33	\$36,930.82	\$28,000.00	\$27,915.00	\$35,500.00
Program 235 - Grounds Maintenance							
Charges for Services							
4600_120	Fees For Services Culture & Recreation	9,506.65	7,417.00	8,044.75	10,000.00	.00	10,000.00
Charges for Services Totals		\$9,506.65	\$7,417.00	\$8,044.75	\$10,000.00	\$0.00	\$10,000.00
Program 235 - Grounds Maintenance Totals		\$9,506.65	\$7,417.00	\$8,044.75	\$10,000.00	\$0.00	\$10,000.00
Program 236 - Buildings Maintenance							
Charges for Services							
4600_120	Fees For Services Culture & Recreation	14,494.07	9,291.25	6,694.38	7,500.00	8,858.01	6,000.00
Charges for Services Totals		\$14,494.07	\$9,291.25	\$6,694.38	\$7,500.00	\$8,858.01	\$6,000.00
Miscellaneous							
4535	Misc Rev	.00	.00	.00	.00	6,400.00	.00
Miscellaneous Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$6,400.00	\$0.00
Program 236 - Buildings Maintenance Totals		\$14,494.07	\$9,291.25	\$6,694.38	\$7,500.00	\$15,258.01	\$6,000.00
Program 237 - Trees & Greenways							



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Intergovernmental Revenues</i>							
4990_832	Interfund Transfer Proceeds Greenbelt	.00	.00	.00	.00	.00	123,674.00
	<i>Intergovernmental Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,674.00
<i>Charges for Services</i>							
4365	Material, Labor And Equipment	111,783.26	124,862.00	111,266.66	100,000.00	106,813.27	105,000.00
4425	Billing Services	.00	2,116.62	.00	5,000.00	620.00	5,000.00
	<i>Charges for Services Totals</i>	\$111,783.26	\$126,978.62	\$111,266.66	\$105,000.00	\$107,433.27	\$110,000.00
	Program 237 - Trees & Greenways Totals	\$111,783.26	\$126,978.62	\$111,266.66	\$105,000.00	\$107,433.27	\$233,674.00
<i>Program 238 - Conservation</i>							
<i>Intergovernmental Revenues</i>							
4990_833	Interfund Transfer Proceeds Conservation Legacy	.00	.00	.00	.00	.00	164,117.00
4990_834	Interfund Transfer Proceeds Bike Path Improvements	.00	.00	.00	.00	.00	144,256.00
	<i>Intergovernmental Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$308,373.00
<i>Charges for Services</i>							
4375	Recreation Fees	40,336.50	40,215.50	50,769.00	44,000.00	45,395.00	48,000.00
	<i>Charges for Services Totals</i>	\$40,336.50	\$40,215.50	\$50,769.00	\$44,000.00	\$45,395.00	\$48,000.00
<i>Other Revenue</i>							
4950	Donations	(1,298.90)	.00	5,720.00	5,000.00	5,625.00	5,000.00
	<i>Other Revenue Totals</i>	(\$1,298.90)	\$0.00	\$5,720.00	\$5,000.00	\$5,625.00	\$5,000.00
<i>Miscellaneous</i>							
4535	Misc Rev	.00	4,080.00	300.00	.00	.00	.00
	<i>Miscellaneous Totals</i>	\$0.00	\$4,080.00	\$300.00	\$0.00	\$0.00	\$0.00
	Program 238 - Conservation Totals	\$39,037.60	\$44,295.50	\$56,789.00	\$49,000.00	\$51,020.00	\$361,373.00
<i>Program 239 - Cemeteries</i>							
<i>Intergovernmental Revenues</i>							
4990	Interfund Transfer Proceeds	60,398.94	23,811.35	20,000.00	20,000.00	.00	25,000.00
	<i>Intergovernmental Revenues Totals</i>	\$60,398.94	\$23,811.35	\$20,000.00	\$20,000.00	\$0.00	\$25,000.00
<i>Charges for Services</i>							
4275	Rent & Lease	1,400.00	3,163.00	5,235.00	4,000.00	2,404.00	4,000.00
4310	Sales Of Cemetary Lots	118,518.00	56,000.00	105,970.75	78,000.00	57,910.75	78,000.00



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4315	Burials	71,618.00	60,650.50	70,168.00	70,000.00	66,336.00	70,000.00
4600_130	Fees For Services Miscellaneous	50.00	50.00	220.00	2,000.00	.00	2,000.00
	<i>Charges for Services Totals</i>	\$191,586.00	\$119,863.50	\$181,593.75	\$154,000.00	\$126,650.75	\$154,000.00
	<i>Other Revenue</i>						
4950	Donations	.00	.00	.00	.00	150.00	.00
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00
	<i>Miscellaneous</i>						
4330	Foundations	1,560.00	350.00	1,095.00	350.00	1,830.00	2,000.00
	<i>Miscellaneous Totals</i>	\$1,560.00	\$350.00	\$1,095.00	\$350.00	\$1,830.00	\$2,000.00
	Program 239 - Cemeteries Totals	\$253,544.94	\$144,024.85	\$202,688.75	\$174,350.00	\$128,630.75	\$181,000.00
	Program 240 - Central Facilities						
	<i>Intergovernmental Revenues</i>						
4600_111	Fees For Services Interdepartmental	.00	.00	56,995.00	63,000.00	63,000.00	48,839.00
4600_112	Fees For Services Capital Projects	.00	.00	.00	86,000.00	.00	.00
4825_145	Interdepartmental Facility Charges	.00	83,407.98	82,105.00	82,105.00	82,105.01	82,105.00
	<i>Intergovernmental Revenues Totals</i>	\$0.00	\$83,407.98	\$139,100.00	\$231,105.00	\$145,105.01	\$130,944.00
	<i>Charges for Services</i>						
4600_120	Fees For Services Culture & Recreation	.00	.00	3,200.00	.00	.00	.00
	<i>Charges for Services Totals</i>	\$0.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$0.00
	<i>Miscellaneous</i>						
4535_130	Misc Rev Reimbursements	.00	8,338.50	.08	18,108.00	18,108.27	.00
	<i>Miscellaneous Totals</i>	\$0.00	\$8,338.50	\$0.08	\$18,108.00	\$18,108.27	\$0.00
	Program 240 - Central Facilities Totals	\$0.00	\$91,746.48	\$142,300.08	\$249,213.00	\$163,213.28	\$130,944.00
	Division 100 - Parks Totals	\$445,317.75	\$453,009.03	\$564,714.44	\$623,063.00	\$493,470.31	\$958,491.00
	Division 101 - Recreation						
	Program 000 - Administration						
	<i>Other Revenue</i>						
4950	Donations	3,075.00	60.00	1,800.00	10,000.00	2,000.00	8,000.00
4955	Contributions	3,047.00	4,148.00	.00	.00	.00	.00
	<i>Other Revenue Totals</i>	\$6,122.00	\$4,208.00	\$1,800.00	\$10,000.00	\$2,000.00	\$8,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	Program 000 - Administration Totals	\$6,122.00	\$4,208.00	\$1,800.00	\$10,000.00	\$2,000.00	\$8,000.00
	Program 244 - Senior Services						
	Intergovernmental Revenues						
4875_000	Grants Proceeds	3,636.00	.00	.00	.00	.00	.00
4875_175	Grants Miscellaneous	.00	2,000.00	.00	5,000.00	.00	5,000.00
4990_100	Interfund Transfer Proceeds General Fund	.00	40,000.00	45,000.00	47,272.00	47,271.00	48,690.00
	Intergovernmental Revenues Totals	\$3,636.00	\$42,000.00	\$45,000.00	\$52,272.00	\$47,271.00	\$53,690.00
	Charges for Services						
4375	Recreation Fees	260.00	5,858.35	4,493.50	7,000.00	9,946.50	10,000.00
	Charges for Services Totals	\$260.00	\$5,858.35	\$4,493.50	\$7,000.00	\$9,946.50	\$10,000.00
	Other Revenue						
4950	Donations	11,859.72	1,494.61	605.88	5,000.00	342.50	42,000.00
	Other Revenue Totals	\$11,859.72	\$1,494.61	\$605.88	\$5,000.00	\$342.50	\$42,000.00
	Program 244 - Senior Services Totals	\$15,755.72	\$49,352.96	\$50,099.38	\$64,272.00	\$57,560.00	\$105,690.00
	Program 245 - Recreation Programs						
	Intergovernmental Revenues						
4875_150	Grants State Aid	36,265.13	33,538.48	53,127.10	55,000.00	54,174.70	60,000.00
4875_175	Grants Miscellaneous	18,259.27	72,343.79	130,451.88	100,000.00	98,919.56	95,000.00
	Intergovernmental Revenues Totals	\$54,524.40	\$105,882.27	\$183,578.98	\$155,000.00	\$153,094.26	\$155,000.00
	Charges for Services						
4340	Child Care	.00	.00	.00	.00	160.54	.00
4375	Recreation Fees	60,049.34	72,893.57	128,970.50	135,000.00	152,549.00	175,000.00
	Charges for Services Totals	\$60,049.34	\$72,893.57	\$128,970.50	\$135,000.00	\$152,709.54	\$175,000.00
	Other Revenue						
4950	Donations	300.00	.00	1,500.00	7,500.00	.00	7,500.00
	Other Revenue Totals	\$300.00	\$0.00	\$1,500.00	\$7,500.00	\$0.00	\$7,500.00
	Program 245 - Recreation Programs Totals	\$114,873.74	\$178,775.84	\$314,049.48	\$297,500.00	\$305,803.80	\$337,500.00
	Program 246 - Events						
	Charges for Services						
4375	Recreation Fees	235.00	11,771.57	17,145.41	25,000.00	20,564.40	42,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	<i>Charges for Services Totals</i>	\$235.00	\$11,771.57	\$17,145.41	\$25,000.00	\$20,564.40	\$42,000.00
	<i>Other Revenue</i>						
4950	Donations	24,316.74	53,804.01	56,284.13	80,000.00	86,851.31	65,000.00
	<i>Other Revenue Totals</i>	\$24,316.74	\$53,804.01	\$56,284.13	\$80,000.00	\$86,851.31	\$65,000.00
	Program 246 - Events Totals	\$24,551.74	\$65,575.58	\$73,429.54	\$105,000.00	\$107,415.71	\$107,000.00
	Program 247 - Bus Operations						
	<i>Charges for Services</i>						
4600_120	Fees For Services Culture & Recreation	4,680.00	70,000.00	35,840.00	20,500.00	20,480.00	20,500.00
	<i>Charges for Services Totals</i>	\$4,680.00	\$70,000.00	\$35,840.00	\$20,500.00	\$20,480.00	\$20,500.00
	Program 247 - Bus Operations Totals	\$4,680.00	\$70,000.00	\$35,840.00	\$20,500.00	\$20,480.00	\$20,500.00
	Program 248 - Athletic Programs						
	<i>Intergovernmental Revenues</i>						
4875_175	Grants Miscellaneous	.00	12,000.00	12,000.00	12,000.00	10,000.00	12,000.00
	<i>Intergovernmental Revenues Totals</i>	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00	\$10,000.00	\$12,000.00
	<i>Charges for Services</i>						
4375	Recreation Fees	97,184.50	168,436.00	156,941.25	175,000.00	185,767.80	190,000.00
	<i>Charges for Services Totals</i>	\$97,184.50	\$168,436.00	\$156,941.25	\$175,000.00	\$185,767.80	\$190,000.00
	<i>Other Revenue</i>						
4950	Donations	.00	10.00	374.00	10,000.00	1,150.00	10,000.00
	<i>Other Revenue Totals</i>	\$0.00	\$10.00	\$374.00	\$10,000.00	\$1,150.00	\$10,000.00
	Program 248 - Athletic Programs Totals	\$97,184.50	\$180,446.00	\$169,315.25	\$197,000.00	\$196,917.80	\$212,000.00
	Program 249 - O.N.E. Center						
	<i>Charges for Services</i>						
4275	Rent & Lease	49,784.95	11,428.83	.00	.00	.00	.00
4375	Recreation Fees	14,185.00	53,517.50	.00	.00	.00	.00
	<i>Charges for Services Totals</i>	\$63,969.95	\$64,946.33	\$0.00	\$0.00	\$0.00	\$0.00
	Program 249 - O.N.E. Center Totals	\$63,969.95	\$64,946.33	\$0.00	\$0.00	\$0.00	\$0.00
	Division 101 - Recreation Totals	\$327,137.65	\$613,304.71	\$644,533.65	\$694,272.00	\$690,177.31	\$790,690.00
	Division 102 - Waterfront						
	Program 000 - Administration						



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Charges for Services								
4295		Parking Fees	.00	.00	.00	.00	.00	620,000.00
		Charges for Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$620,000.00
Other Revenue								
4380_100		Third Party Gateway ParkMobile	.00	.00	.00	.00	.00	17,053.00
4470		Rent Buildings	.00	.00	.00	500.00	.00	.00
		Other Revenue Totals	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$17,053.00
		Program 000 - Administration Totals	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$637,053.00
		Program 246 - Events						
Charges for Services								
4300		Parks Event Rental	15,297.00	37,745.25	71,131.75	88,124.00	78,993.00	92,530.00
4375		Recreation Fees	.00	.00	.00	.00	.00	3,000.00
		Charges for Services Totals	\$15,297.00	\$37,745.25	\$71,131.75	\$88,124.00	\$78,993.00	\$95,530.00
		Program 246 - Events Totals	\$15,297.00	\$37,745.25	\$71,131.75	\$88,124.00	\$78,993.00	\$95,530.00
		Program 257 - North Beach						
Charges for Services								
4295		Parking Fees	127,884.70	127,348.26	92,540.89	58,000.00	13,603.30	.00
4400		Campsite Revenues	161,992.05	698,004.98	659,551.45	710,000.00	655,597.22	710,000.00
4600_120		Fees For Services Culture & Recreation	1,290.00	4,215.00	680.00	1,000.00	1,640.00	1,500.00
		Charges for Services Totals	\$291,166.75	\$829,568.24	\$752,772.34	\$769,000.00	\$670,840.52	\$711,500.00
Other Revenue								
4380_101		Third Party Gateway Firefly	.00	.00	10,583.99	.00	10,557.81	12,467.00
4380_102		Third Party Gateway Stripe or Basys	.00	.00	7,024.51	.00	20,125.75	26,933.00
4390_100		Concessions Taxable	7,184.00	24,683.22	26,283.79	23,710.00	16,673.04	30,000.00
4390_110		Concessions Non-Taxable	30.00	218.40	175.23	.00	117.00	.00
4470		Rent Buildings	26,751.78	50,832.47	53,552.46	49,585.00	47,049.73	55,000.00
4850		Cash Over	(76.52)	(1,692.55)	(3,327.65)	.00	279.61	.00
		Other Revenue Totals	\$33,889.26	\$74,041.54	\$94,292.33	\$73,295.00	\$94,802.94	\$124,400.00
		Program 257 - North Beach Totals	\$325,056.01	\$903,609.78	\$847,064.67	\$842,295.00	\$765,643.46	\$835,900.00
		Program 258 - Waterfront Operations						



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Charges for Services								
4295		Parking Fees	330,920.90	416,260.10	529,362.99	550,000.00	483,084.75	.00
4415_100		Boat Rental Slips Commercial	496,218.39	609,918.74	673,160.83	535,000.00	532,841.57	196,000.00
4415_110		Boat Rental Slips Seasonal	.00	.00	.00	.00	.00	392,700.00
4415_120		Boat Rental Slips Transient	.00	.00	.00	175,000.00	117,507.70	175,000.00
4600_120		Fees For Services Culture & Recreation	7,952.84	11,796.80	8,148.71	5,000.00	.00	.00
Charges for Services Totals			\$835,092.13	\$1,037,975.64	\$1,210,672.53	\$1,265,000.00	\$1,133,434.02	\$763,700.00
Other Revenue								
4380_100		Third Party Gateway ParkMobile	.00	.00	10,502.00	15,884.00	12,249.25	.00
4380_109		Third Party Gateway CC surcharge	.00	.00	.00	.00	.00	9,360.00
4390_100		Concessions Taxable	166,005.00	199,229.00	239,147.51	215,000.00	215,388.15	260,000.00
4470		Rent Buildings	1,765.00	13,130.00	42,430.00	42,000.00	38,047.50	42,000.00
4850		Cash Over	45.00	157.75	20.00	.00	(29.50)	.00
4950		Donations	.00	.00	.00	2,000.00	5,000.00	.00
Other Revenue Totals			\$167,815.00	\$212,516.75	\$292,099.51	\$274,884.00	\$270,655.40	\$311,360.00
Program 258 - Waterfront Operations Totals			\$1,002,907.13	\$1,250,492.39	\$1,502,772.04	\$1,539,884.00	\$1,404,089.42	\$1,075,060.00
Division 102 - Waterfront Totals			\$1,343,260.14	\$2,191,847.42	\$2,420,968.46	\$2,470,803.00	\$2,248,725.88	\$2,643,543.00
Division 103 - Rec Facilities								
Program 249 - O.N.E. Center								
Charges for Services								
4275		Rent & Lease	.00	45,467.00	76,905.50	70,000.00	83,882.55	80,000.00
4375		Recreation Fees	.00	6,175.00	73,928.50	95,000.00	101,094.75	105,000.00
Charges for Services Totals			\$0.00	\$51,642.00	\$150,834.00	\$165,000.00	\$184,977.30	\$185,000.00
Program 249 - O.N.E. Center Totals			\$0.00	\$51,642.00	\$150,834.00	\$165,000.00	\$184,977.30	\$185,000.00
Program 255 - Ledy Arena								
Charges for Services								
4275		Rent & Lease	195,971.91	381,699.99	480,371.46	470,000.00	520,249.59	525,000.00
4345		Advertising Revenues	.00	16,302.50	10,056.04	20,000.00	11,800.00	20,000.00
4375		Recreation Fees	88,107.67	152,138.43	159,152.73	168,000.00	176,163.65	175,000.00
4600_120		Fees For Services Culture & Recreation	.00	125.50	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	<i>Charges for Services Totals</i>	\$284,079.58	\$550,266.42	\$649,580.23	\$658,000.00	\$708,213.24	\$720,000.00
	<i>Other Revenue</i>						
4390_110	Concessions Non-Taxable	480.46	1,284.47	.00	.00	.00	.00
4405_100	Pro Shop Sales Taxable	501.12	9,238.88	13,258.21	13,000.00	16,815.13	15,000.00
4405_110	Pro Shop Sales Non-Taxable	45.00	863.82	1,622.70	1,700.00	4,901.59	3,000.00
4420	Public Skating	360.00	21,521.50	25,335.00	25,000.00	28,571.00	27,000.00
4850	Cash Over	31.00	.25	.00	.00	.00	.00
	<i>Other Revenue Totals</i>	\$1,417.58	\$32,908.92	\$40,215.91	\$39,700.00	\$50,287.72	\$45,000.00
	Program 255 - Leddy Arena Totals	\$285,497.16	\$583,175.34	\$689,796.14	\$697,700.00	\$758,500.96	\$765,000.00
	Program 259 - Miller Center						
	<i>Intergovernmental Revenues</i>						
4875_000	Grants Proceeds	4,010.00	.00	.00	.00	.00	.00
	<i>Intergovernmental Revenues Totals</i>	\$4,010.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Charges for Services</i>						
4275	Rent & Lease	70,153.52	109,661.90	81,941.89	96,000.00	109,477.50	110,000.00
4375	Recreation Fees	21,384.00	24,271.00	43,946.80	50,000.00	38,380.00	40,000.00
	<i>Charges for Services Totals</i>	\$91,537.52	\$133,932.90	\$125,888.69	\$146,000.00	\$147,857.50	\$150,000.00
	Program 259 - Miller Center Totals	\$95,547.52	\$133,932.90	\$125,888.69	\$146,000.00	\$147,857.50	\$150,000.00
	Division 103 - Rec Facilities Totals	\$381,044.68	\$768,750.24	\$966,518.83	\$1,008,700.00	\$1,091,335.76	\$1,100,000.00
	Department 23 - Parks and Recreation Totals	\$2,702,287.96	\$4,070,211.40	\$4,690,278.98	\$5,575,859.00	\$4,677,459.89	\$5,937,550.00
	Department 27 - Burlington City Arts						
	Division 000 - Admin						
	Program 000 - Administration						
	<i>Intergovernmental Revenues</i>						
4890_100	Grant Federal - Non Operating Cares Act Relief	43,999.59	.00	.00	.00	.00	.00
	<i>Intergovernmental Revenues Totals</i>	\$43,999.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Other Revenue</i>						
4380_109	Third Party Gateway CC surcharge	.00	.00	.00	.00	61.66	17,000.00
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$61.66	\$17,000.00
	Program 000 - Administration Totals	\$43,999.59	\$0.00	\$0.00	\$0.00	\$61.66	\$17,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Program 051 - Development								
Intergovernmental Revenues								
4875_100		Grants Federal Operating Direct	.00	20,000.00	100,000.00	25,000.00	25,000.00	45,000.00
4875_140		Grants State Operating	128,962.87	76,948.49	49,100.00	123,100.00	113,474.07	89,000.00
4890_100		Grant Federal - Non Operating Cares Act Relief	43,505.00	.00	.00	.00	.00	.00
Intergovernmental Revenues Totals			\$172,467.87	\$96,948.49	\$149,100.00	\$148,100.00	\$138,474.07	\$134,000.00
Other Revenue								
4950_115		Donations Corporate	91,335.09	58,353.26	303,492.34	323,500.00	232,203.00	323,500.00
4950_120		Donations Board	91,619.59	105,148.29	116,525.00	100,000.00	61,354.50	100,000.00
4950_123		Donations General	23,860.15	20,465.11	29,784.39	33,000.00	27,452.18	33,000.00
4950_125		Donations Major Gifts	253,986.00	248,554.57	219,200.00	262,500.00	194,716.74	262,500.00
4950_130		Donations Special Events	58,488.57	53,136.12	63,730.30	73,970.00	87,871.50	65,000.00
Other Revenue Totals			\$519,289.40	\$485,657.35	\$732,732.03	\$792,970.00	\$603,597.92	\$784,000.00
Miscellaneous								
4330		Foundations	131,280.00	87,619.00	129,950.00	125,000.00	110,000.00	125,000.00
4953		Memberships	3,025.00	25.00	.00	.00	.00	.00
Miscellaneous Totals			\$134,305.00	\$87,644.00	\$129,950.00	\$125,000.00	\$110,000.00	\$125,000.00
Program 051 - Development Totals			\$826,062.27	\$670,249.84	\$1,011,782.03	\$1,066,070.00	\$852,071.99	\$1,043,000.00
Division 000 - Admin Totals			\$870,061.86	\$670,249.84	\$1,011,782.03	\$1,066,070.00	\$852,133.65	\$1,060,000.00
Division 175 - BCA Center								
Charges for Services								
4275		Rent & Lease	9,111.90	10,137.50	19,803.13	23,000.00	21,330.00	23,000.00
4390		Concessions	780.00	.00	.00	.00	.00	.00
4600_120		Fees For Services Culture & Recreation	21,320.00	22,100.00	43,550.00	43,800.00	30,916.00	64,000.00
Charges for Services Totals			\$31,211.90	\$32,237.50	\$63,353.13	\$66,800.00	\$52,246.00	\$87,000.00
Other Revenue								
4950_115		Donations Corporate	99.16	.00	.00	.00	.00	.00
4950_123		Donations General	792.00	3,581.88	.00	.00	.00	.00
Other Revenue Totals			\$891.16	\$3,581.88	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous								



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
4395	Art & Merchandise Sales	58,616.56	51,766.40	67,226.60	50,000.00	25,059.33	110,000.00
4397	Class Registration	2,795.00	3,415.00	9,365.00	5,000.00	17,011.25	16,000.00
	Miscellaneous Totals	\$61,411.56	\$55,181.40	\$76,591.60	\$55,000.00	\$42,070.58	\$126,000.00
	Division 175 - BCA Center Totals	\$93,514.62	\$91,000.78	\$139,944.73	\$121,800.00	\$94,316.58	\$213,000.00
	Division 176 - Arts Education						
	Program 055 - Print Studio						
	Charges for Services						
4275	Rent & Lease	325.00	150.00	.00	.00	.00	.00
	Charges for Services Totals	\$325.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 055 - Print Studio Totals	\$325.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 056 - Clay Studio						
	Miscellaneous						
4397	Class Registration	.00	.00	7.91	.00	.00	.00
	Miscellaneous Totals	\$0.00	\$0.00	\$7.91	\$0.00	\$0.00	\$0.00
	Program 056 - Clay Studio Totals	\$0.00	\$0.00	\$7.91	\$0.00	\$0.00	\$0.00
	Program 058 - Visual Arts						
	Charges for Services						
4275	Rent & Lease	19,995.65	52,111.50	46,092.00	50,000.00	63,010.10	95,000.00
4600_120	Fees For Services Culture & Recreation	.00	15,705.00	12,135.00	.00	.00	.00
	Charges for Services Totals	\$19,995.65	\$67,816.50	\$58,227.00	\$50,000.00	\$63,010.10	\$95,000.00
	Miscellaneous						
4395	Art & Merchandise Sales	7,005.25	12,931.82	14,852.58	15,000.00	16,820.88	20,500.00
4397	Class Registration	124,746.83	205,118.95	251,816.98	255,000.00	271,958.75	360,000.00
	Miscellaneous Totals	\$131,752.08	\$218,050.77	\$266,669.56	\$270,000.00	\$288,779.63	\$380,500.00
	Program 058 - Visual Arts Totals	\$151,747.73	\$285,867.27	\$324,896.56	\$320,000.00	\$351,789.73	\$475,500.00
	Division 176 - Arts Education Totals	\$152,072.73	\$286,017.27	\$324,904.47	\$320,000.00	\$351,789.73	\$475,500.00
	Division 177 - Festivals/Events						
	Intergovernmental Revenues						
4990_100	Interfund Transfer Proceeds General Fund	.00	.00	.00	30,000.00	.00	.00
	Intergovernmental Revenues Totals	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Charges for Services</i>							
4275	Rent & Lease	1,518.48	13,395.35	35,748.86	26,400.00	41,140.40	52,000.00
4295	Parking Fees	.00	.00	.00	15,000.00	20,421.00	.00
4465	Rent Grounds	.00	.00	.00	15,000.00	.00	.00
<i>Charges for Services Totals</i>		\$1,518.48	\$13,395.35	\$35,748.86	\$56,400.00	\$61,561.40	\$52,000.00
<i>Other Revenue</i>							
4720	Use of Fund Balance	.00	.00	.00	120,000.00	.00	.00
4950_115	Donations Corporate	58,210.00	164,700.00	13,100.00	60,000.00	32,000.00	.00
4950_123	Donations General	.00	890.00	.00	.00	.00	.00
4950_125	Donations Major Gifts	.00	1,400.00	.00	.00	.00	.00
<i>Other Revenue Totals</i>		\$58,210.00	\$166,990.00	\$13,100.00	\$180,000.00	\$32,000.00	\$0.00
<i>Miscellaneous</i>							
4387	Admissions	.00	24,191.00	57,597.33	52,500.00	73,043.19	75,000.00
4395	Art & Merchandise Sales	.00	.00	.00	60,000.00	66,415.89	.00
<i>Miscellaneous Totals</i>		\$0.00	\$24,191.00	\$57,597.33	\$112,500.00	\$139,459.08	\$75,000.00
Division 177 - Festivals/Events Totals		\$59,728.48	\$204,576.35	\$106,446.19	\$378,900.00	\$233,020.48	\$127,000.00
Division 178 - Public Art							
<i>Charges for Services</i>							
4600_120	Fees For Services Culture & Recreation	19,360.00	16,550.00	19,299.00	12,000.00	10,000.00	12,000.00
<i>Charges for Services Totals</i>		\$19,360.00	\$16,550.00	\$19,299.00	\$12,000.00	\$10,000.00	\$12,000.00
<i>Miscellaneous</i>							
4395	Art & Merchandise Sales	3,918.00	.00	80.75	.00	.00	.00
4535_130	Misc Rev Reimbursements	11,137.53	.00	.00	.00	.00	.00
<i>Miscellaneous Totals</i>		\$15,055.53	\$0.00	\$80.75	\$0.00	\$0.00	\$0.00
Division 178 - Public Art Totals		\$34,415.53	\$16,550.00	\$19,379.75	\$12,000.00	\$10,000.00	\$12,000.00
Division 179 - BCA Grant							
<i>Other Revenue</i>							
4950_123	Donations General	5,000.00	7,500.00	.00	.00	.00	.00
<i>Other Revenue Totals</i>		\$5,000.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Division 179 - BCA Grant Totals		\$5,000.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Department 27 - Burlington City Arts Totals	\$1,214,793.22	\$1,275,894.24	\$1,602,457.17	\$1,898,770.00	\$1,541,260.44	\$1,887,500.00
		Department 38 - CEDO General Fund						
		Division 000 - Admin						
		Program 000 - Administration						
		Intergovernmental Revenues						
4600_112		Fees For Services Capital Projects	100,000.00	100,000.00	.00	.00	.00	.00
4875_165		Grants Other Operating	.00	5,000.00	.00	.00	.00	.00
4875_175		Grants Miscellaneous	.00	.00	220,652.50	.00	.00	.00
4890_100		Grant Federal - Non Operating Cares Act Relief	220,217.41	.00	.00	.00	.00	.00
4990		Interfund Transfer Proceeds	.00	.00	250,000.00	.00	.00	.00
4990_100		Interfund Transfer Proceeds General Fund	.00	748.08	.00	113,792.00	.00	.00
4990_115		Interfund Transfer Proceeds Reserved/Committed	.00	.00	.00	.00	60,381.13	.00
		Intergovernmental Revenues Totals	\$320,217.41	\$105,748.08	\$470,652.50	\$113,792.00	\$60,381.13	\$0.00
		Charges for Services						
4275		Rent & Lease	47,095.62	51,326.98	50,436.28	48,506.00	49,910.93	48,506.00
		Charges for Services Totals	\$47,095.62	\$51,326.98	\$50,436.28	\$48,506.00	\$49,910.93	\$48,506.00
		Other Revenue						
4720		Use of Fund Balance	.00	.00	3,725.00	.00	.00	.00
4725_109		Use of Assigned Fund Balance Jobs and People Study	.00	.00	.00	100,000.00	.00	.00
		Other Revenue Totals	\$0.00	\$0.00	\$3,725.00	\$100,000.00	\$0.00	\$0.00
		Miscellaneous						
4535		Misc Rev	1,310.30	62.95	.00	.00	.00	118,149.00
		Miscellaneous Totals	\$1,310.30	\$62.95	\$0.00	\$0.00	\$0.00	\$118,149.00
		Program 000 - Administration Totals	\$368,623.33	\$157,138.01	\$524,813.78	\$262,298.00	\$110,292.06	\$166,655.00
		Program 301 - Neighborhood Projects						
		Charges for Services						
4600_130		Fees For Services Miscellaneous	60,000.00	732.93	.00	.00	.00	.00
		Charges for Services Totals	\$60,000.00	\$732.93	\$0.00	\$0.00	\$0.00	\$0.00
		Miscellaneous						
4535		Misc Rev	.00	500.00	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	Miscellaneous Totals	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 301 - Neighborhood Projects Totals	\$60,000.00	\$1,232.93	\$0.00	\$0.00	\$0.00	\$0.00
	Program 330 - TIF						
	Sub-program 1 - Downtown - VA						
	Intergovernmental Revenues						
4990_235	Interfund Transfer Proceeds Waterfront TIF	26,237.33	.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	\$26,237.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sub-program 1 - Downtown - VA Totals	\$26,237.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sub-program 2 - Waterfront - VA						
	Intergovernmental Revenues						
4990_235	Interfund Transfer Proceeds Waterfront TIF	185,120.98	.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	\$185,120.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sub-program 2 - Waterfront - VA Totals	\$185,120.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 330 - TIF Totals	\$211,358.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 380 - Business Support						
	Intergovernmental Revenues						
4990_110	Interfund Transfer Proceeds Enterprise/Special Revenue	.00	40,000.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	Charges for Services						
4600_120	Fees For Services Culture & Recreation	.00	4,525.00	.00	.00	.00	.00
	Charges for Services Totals	\$0.00	\$4,525.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 380 - Business Support Totals	\$0.00	\$44,525.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program 385 - RRC						
	Intergovernmental Revenues						
4875_165	Grants Other Operating	.00	67,368.68	.00	.00	.00	.00
4990_120	Interfund Transfer Proceeds ARPA	.00	113,345.22	216,352.85	259,803.00	.00	.00
	Intergovernmental Revenues Totals	\$0.00	\$180,713.90	\$216,352.85	\$259,803.00	\$0.00	\$0.00
	Program 385 - RRC Totals	\$0.00	\$180,713.90	\$216,352.85	\$259,803.00	\$0.00	\$0.00
	Division 000 - Admin Totals	\$639,981.64	\$383,609.84	\$741,166.63	\$522,101.00	\$110,292.06	\$166,655.00
	Department 38 - CEDO General Fund Totals	\$639,981.64	\$383,609.84	\$741,166.63	\$522,101.00	\$110,292.06	\$166,655.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
REVENUE TOTALS		\$77,337,517.92	\$88,647,602.04	\$92,219,940.28	\$100,972,209.94	\$78,624,159.68	\$107,817,033.00
EXPENSE							
Department 00 - Non-Departmental							
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	.00	11,388.00	.00
5300_116	Employer Contributions SOV Childcare Tax	.00	.00	.00	.00	.00	160,000.00
5400_100	Employee Benefits FICA	.00	.00	.00	.00	871.19	.00
Personnel Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$12,259.19	\$160,000.00
General Operating							
6017	Computer Licensing and Maint.	4,192.96	2,461.39	.00	.00	.00	.00
6212	Fuel	.00	70.00	126.00	.00	.00	.00
6400_100	Utilities Electricity	646,016.78	693,548.13	719,101.47	620,000.00	633,226.94	750,000.00
6500_103	Professional and Consultant Svs Security Contracts	76,134.67	173,130.91	193,146.70	183,750.00	177,794.35	220,000.00
6500_114	Professional and Consultant Svs Union Negotiator	.00	.00	50,000.00	.00	.00	.00
6500_115	Professional and Consultant Svs Legal/Arbitration	69,276.51	4,942.64	30,936.87	50,000.00	35,171.44	100,000.00
6500_118	Professional and Consultant Svs Contractual Services	27,693.00	85,027.88	20,229.43	.00	14,000.00	33,377.00
6800_105	Fees for Services BT Data Charges	593,880.94	643,370.37	543,396.93	600,000.00	542,003.99	600,000.00
7002	Interest Expense	.00	31.78	.00	.00	.00	.00
7200_115	Capital Leases Equipment	11,611.25	11,802.43	11,996.79	9,200.00	12,095.97	12,396.00
7250	Capital Lease Interest	936.59	745.39	551.03	370.00	451.85	153.00
7303	Regulatory and Bank Fees	45,314.76	22,512.81	4,073.68	9,000.00	4,129.33	9,000.00
7303_300	Regulatory and Bank Fees KB Analysis	183,661.38	190,770.81	195,524.94	200,000.00	151,700.74	200,000.00
7312	Real Estate Taxes	.00	32,860.96	19,274.28	.00	20,198.16	24,077.00
7318	Abatements	7,287.91	26,612.54	.00	.00	13,494.95	10,316.00
7850	Contingency	30,352.60	3,787.50	500.00	204,312.00	.00	100,000.00
8400_220	Special Events/Projects Emerging needs	.00	.00	.00	25,000.00	8,550.22	50,000.00
9999_100	Expenditure Control General Fund	.00	.00	.00	.00	21,259.07	.00
General Operating Totals		\$1,696,359.35	\$1,891,675.54	\$1,788,858.12	\$1,901,632.00	\$1,634,077.01	\$2,109,319.00
Regional Programs							
7710	Project Subsidies	206,999.50	200,567.50	207,500.00	214,000.00	.00	214,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Regional Programs Totals			\$206,999.50	\$200,567.50	\$207,500.00	\$214,000.00	\$0.00	\$214,000.00
Debt Service								
7400_115		Debt Service Principal G O Bond	2,060,000.00	2,190,000.00	2,295,000.00	2,810,000.00	2,875,000.00	3,325,000.00
7400_135		Debt Service Principal COPS	25,578.00	.00	.00	.00	.00	.00
7400_180		Debt Service Principal Vermont Municipal Bank	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
7400_200		Debt Service Principal Sustainable Infrastructure Bond	910,000.00	945,000.00	985,000.00	1,025,000.00	1,025,000.00	1,065,000.00
7450_180		Debt Service Interest Vermont Municipal Bank	96,480.30	47,500.50	(1,749.30)	41,695.00	41,694.50	38,532.00
7450_200		Debt Service Interest Sustainable Infrastructure Bond	950,516.50	917,949.00	880,105.25	839,594.00	702,444.50	796,557.00
7450_215		Debt Service Interest G.O. Bond	1,517,302.04	1,474,693.73	1,915,324.15	2,280,821.00	2,492,670.57	2,581,508.00
7450_235		Debt Service Interest COPS	639.45	.00	.00	.00	.00	.00
7475_130		Debt Paying Agent Fees Bond Issue Costs	.00	25,871.73	90,463.47	.00	40,161.61	63,528.00
Debt Service Totals			\$5,660,516.29	\$5,701,014.96	\$6,264,143.57	\$7,097,110.00	\$7,276,971.18	\$7,970,125.00
Interfund								
7900_117		Interfund Transfer Transfer to Liability Insurance	1,145,935.00	1,334,007.00	1,410,216.00	1,486,190.00	1,486,190.00	1,701,052.00
7900_130		Interfund Transfer To Housing Trust	204,742.92	216,458.82	558,201.20	565,441.00	471,200.00	563,316.00
7900_131		Interfund Transfer Americorps	35,000.00	.00	.00	.00	.00	.00
7900_132		Interfund Transfer Open Space	204,742.92	216,458.82	558,201.20	565,441.00	471,200.00	563,316.00
7900_134		Interfund Transfer Greenbelt	151,708.60	164,808.00	280,690.00	157,758.00	168,070.00	164,159.00
7900_135		Interfund Transfer To CEDO	.00	.00	.00	10,000.00	10,000.00	.00
7900_139		Interfund Transfer CEDO ELI	.00	.00	500,000.00	400,000.00	400,000.00	250,000.00
7900_150		Interfund Transfer To Church Street Marketplace	21,000.00	21,000.00	54,000.00	21,000.00	78,579.00	137,274.00
7900_155		Interfund Transfer Pennies for Parks	287,849.83	444,018.09	558,201.20	565,441.00	471,200.00	563,316.00
7900_157		Interfund Transfer Bike Path Maint. & Improvement	187,279.00	188,000.00	258,159.00	185,047.00	.00	281,658.00
7900_160		Interfund Transfer Tax Increment Finance Waterfront	2,617,995.43	2,261,280.08	2,358,186.67	2,191,205.00	1,826,000.00	2,685,017.00
7900_161		Interfund Transfer Tax Increment Finance Downtown	1,233,743.00	2,178,955.94	2,164,319.48	2,078,963.00	1,732,470.00	2,255,939.00
7900_190		Interfund Transfer Capital Street	2,182,742.84	2,282,841.70	2,510,315.99	2,952,167.00	2,423,540.00	3,098,239.00
7900_405		Interfund Transfer DID	154,652.06	152,540.56	113,479.26	159,733.00	133,110.00	159,733.00
7900_700		Interfund Transfer to Capital Project	260,000.00	260,000.00	.00	.00	.00	.00
7900_800		Interfund Transfer TRANSFER TO CAPITAL PROJECTS	.00	1,533,500.00	.00	.00	.00	.00
8095		Interest On Pooled Cash	25,938.85	19,539.71	25,524.36	20,000.00	13,779.31	20,000.00



Budget Worksheet Report

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Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Interfund Totals			\$8,713,330.45	\$11,273,408.72	\$11,349,494.36	\$11,358,386.00	\$9,685,338.31	\$12,443,019.00
Division 003 - Rent Payment for Land/Buildings								
General Operating								
7200_101		Capital Leases Property BCA	77,828.22	80,554.42	82,771.92	83,460.00	85,050.00	83,460.00
7200_103		Capital Leases Property P & R	115,986.66	119,469.00	112,480.00	.00	.00	.00
General Operating Totals			\$193,814.88	\$200,023.42	\$195,251.92	\$83,460.00	\$85,050.00	\$83,460.00
Division 003 - Rent Payment for Land/Buildings Totals			\$193,814.88	\$200,023.42	\$195,251.92	\$83,460.00	\$85,050.00	\$83,460.00
Department 00 - Non-Departmental Totals			\$16,471,020.47	\$19,266,690.14	\$19,805,247.97	\$20,654,588.00	\$18,693,695.69	\$22,979,923.00
Department 01 - Regional Programs								
Division 000 - Admin								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	59,583.80	.00	.00	.00	.00	.00
5000_115		Salaries and Wages Seasonal/Temporary	514.68	.00	(2,580.00)	.00	(12,852.75)	.00
5400_100		Employee Benefits FICA	4,597.51	(242.65)	(411.15)	.00	(983.27)	.00
Personnel Services Totals			\$64,695.99	(\$242.65)	(\$2,991.15)	\$0.00	(\$13,836.02)	\$0.00
General Operating								
6505_101		Councilor Ward 1 - Neubieser	3,074.76	.00	.00	.00	.00	.00
6505_107		Councilor East District - Doherty	4,733.93	.00	.00	.00	.00	.00
6505_201		Councilor Central District - Grant	4,031.49	.00	.00	.00	.00	.00
6505_205		Councilor Ward 2 - Tracy	3,614.43	.00	.00	.00	.00	.00
6505_303		Councilor Ward 3 - Brian Pine	3,662.87	.00	.00	.00	.00	.00
6505_500		Councilor South District - Shannon	259.81	.00	.00	.00	.00	.00
6505_605		Councilor Ward 6 - Brown-McKnight	1,377.08	.00	.00	.00	.00	.00
6505_701		Councilor Ward 7 - Litwin	1,405.42	.00	.00	.00	.00	.00
6505_801		Councilor Ward 8 - Stromberg	1,727.77	.00	.00	.00	.00	.00
6520		Initiative	2,000.00	.00	.00	.00	.00	.00
7825		Board and Commission Compensation	.00	2,600.00	1,300.00	.00	.00	.00
General Operating Totals			\$25,887.56	\$2,600.00	\$1,300.00	\$0.00	\$0.00	\$0.00
Division 000 - Admin Totals			\$90,583.55	\$2,357.35	(\$1,691.15)	\$0.00	(\$13,836.02)	\$0.00
Division 001 - Regional Programs								



Budget Worksheet Report

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Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Personnel Services</i>								
5000_100		Salaries and Wages Regular, Full Time	16,120.15	1,658.65	.00	.00	.00	.00
5000_115		Salaries and Wages Seasonal/Temporary	12,771.41	.00	.00	.00	.00	.00
5100		Overtime	1,185.79	.00	.00	.00	.00	.00
5400_100		Employee Benefits FICA	2,277.65	711.22	.00	.00	.00	.00
<i>Personnel Services Totals</i>			\$32,355.00	\$2,369.87	\$0.00	\$0.00	\$0.00	\$0.00
<i>General Operating</i>								
7600_777		Regional Services Emergency Services	919,608.15	55,153.28	.00	.00	.00	.00
7600_778		Regional Services Business Support	42,952.65	42.00	.00	.00	.00	.00
7650_355		Regional Programs Public Safety Transformation Fd.	41,847.52	55,214.09	.00	.00	.00	.00
7650_370		Regional Programs Expanded Mental Health	.00	.00	22,439.00	15,000.00	.00	.00
7650_385		Regional Programs Indigenous People's Study	.00	.00	50,000.00	.00	.00	.00
7709		Accessiblity Committee	.00	.00	1,228.68	15,000.00	4,000.00	5,000.00
7825		Board and Commission Compensation	.00	39,550.00	50,900.00	100,000.00	36,950.00	54,000.00
<i>General Operating Totals</i>			\$1,004,408.32	\$149,959.37	\$124,567.68	\$130,000.00	\$40,950.00	\$59,000.00
<i>Regional Programs</i>								
7600_100		Regional Services GMT	1,683,010.00	1,662,093.00	1,660,845.00	1,852,861.00	1,852,861.00	1,928,561.00
7600_105		Regional Services WINOOSKI VALLEY PARK DIST	109,300.00	114,117.00	122,248.00	127,316.00	127,316.00	133,682.00
7600_110		Regional Services County Tax	217,028.92	219,888.69	222,567.00	229,245.00	229,554.00	231,940.00
7600_115		Regional Services Visiting Nurse Association	116,699.00	116,699.00	125,000.00	125,000.00	125,000.00	121,250.00
7600_120		Regional Services G B I C	.00	20,000.00	20,000.00	20,000.00	20,000.00	19,600.00
7600_125		Regional Services Senior Cable TV Assistance	1,524.00	1,276.00	1,284.00	1,500.00	1,048.00	1,500.00
7600_330		Regional Services Howard Cener St Outreach	77,500.00	.00	155,000.00	77,500.00	77,500.00	77,500.00
7610_130		Sister Cities OTHER	1,000.00	.00	.00	2,000.00	.00	2,000.00
7610_140		Sister Cities Puerto Cabezas	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
7610_145		Sister Cities Bethlehem/Ard	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
7610_150		Sister Cities Yaroslavl	2,000.00	2,000.00	2,000.00	2,000.00	.00	2,000.00
7610_155		Sister Cities Honfleur	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
7610_165		Sister Cities Kuyalnick	.00	.00	.00	.00	.00	2,000.00
7610_170		Sister Cities Thies-East	.00	.00	.00	.00	.00	2,000.00



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
7650_165	Regional Programs Generator	.00	7,500.00	.00	7,500.00	7,500.00	7,350.00
7650_170	Regional Programs Local Motion - Bike Ferry	.00	9,000.00	4,500.00	4,500.00	.00	4,410.00
7650_185	Regional Programs Steps to End Domestic Violence	.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
7650_190	Regional Programs Rape Crisis Center	10,000.00	.00	10,000.00	10,000.00	10,000.00	10,000.00
7650_195	Regional Programs Burlington Concert Band	.00	5,000.00	5,000.00	5,000.00	5,000.00	4,900.00
7650_210	Regional Programs Chamber Of Commerce	1,915.00	1,970.00	2,050.00	2,200.00	2,110.00	2,156.00
7650_215	Regional Programs Martin Luther King Day	5,000.00	8,000.00	8,500.00	8,500.00	8,500.00	.00
7650_220	Regional Programs Special Projects -Emerging Needs	6,709.30	8,599.00	12,090.08	15,000.00	250.00	.00
7650_225	Regional Programs Highlight	.00	.00	19,998.14	20,000.00	19,999.17	.00
7650_230	Regional Programs American Red Cross	.00	2,500.00	2,000.00	2,500.00	.00	2,450.00
7650_235	Regional Programs Seaba-Art Hop	.00	5,000.00	.00	5,000.00	5,000.00	4,900.00
7650_240	Regional Programs Hands - Senior Holiday Dinner	500.00	500.00	1,500.00	1,500.00	1,500.00	1,500.00
7650_255	Regional Programs VT & Natl League Of City	54,081.00	54,081.00	57,894.00	58,000.00	60,156.00	56,260.00
7650_260	Regional Programs Chitenden City Reg Plan Comm	53,279.00	53,530.00	54,827.00	55,000.00	54,410.00	53,350.00
7650_270	Regional Programs Sara Holbrook	.00	6,000.00	6,000.00	6,000.00	6,000.00	5,880.00
7650_275	Regional Programs Boys And Girls Club	.00	6,000.00	6,000.00	6,000.00	6,000.00	5,880.00
7650_280	Regional Programs King Street Center	.00	6,000.00	6,000.00	6,000.00	6,000.00	5,880.00
7650_295	Regional Programs Us Conference Of Mayors	3,489.00	3,244.50	5,475.90	4,000.00	3,663.50	.00
7650_300	Regional Programs Jazz Fest Commitment	.00	7,500.00	20,000.00	7,500.00	.00	.00
7650_305	Regional Programs Turning Point Center	.00	4,500.00	17,950.00	17,950.00	17,950.00	.00
7650_310	Regional Programs CATMA	4,875.00	9,750.00	16,250.00	9,750.00	9,750.00	9,555.00
7650_315	Regional Programs VT Interntional Film Festival	.00	13,000.00	13,000.00	13,000.00	13,000.00	12,740.00
7650_320	Regional Programs Arts	26,140.00	35,000.00	8,750.00	61,250.00	61,250.00	.00
7650_325	Regional Programs Heineberg Sr Ctr	78,000.00	78,000.00	88,000.00	88,000.00	88,000.00	85,360.00
7650_340	Regional Programs ANEW	.00	110,000.00	110,000.00	.00	.00	.00
7650_360	Regional Programs Vermont City Marathon	.00	5,000.00	5,000.00	5,000.00	5,000.00	4,900.00
7650_365	Regional Programs JUMP	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
7650_375	Regional Programs United Way	.00	15,000.00	.00	.00	.00	.00
Regional Programs Totals		\$2,456,050.22	\$2,612,248.19	\$2,811,229.12	\$2,878,072.00	\$2,845,817.67	\$2,821,004.00
Interfund							



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
7900_138	Interfund Transfer Champlain Sr Center	.00	40,000.00	45,000.00	47,272.00	47,271.00	47,272.00
	<i>Interfund Totals</i>	\$0.00	\$40,000.00	\$45,000.00	\$47,272.00	\$47,271.00	\$47,272.00
	Division 001 - Regional Programs Totals	\$3,492,813.54	\$2,804,577.43	\$2,980,796.80	\$3,055,344.00	\$2,934,038.67	\$2,927,276.00
	Department 01 - Regional Programs Totals	\$3,583,397.09	\$2,806,934.78	\$2,979,105.65	\$3,055,344.00	\$2,920,202.65	\$2,927,276.00
	Department 02 - Mayor's Office						
	Division 000 - Admin						
	<i>Personnel Services</i>						
5000_100	Salaries and Wages Regular, Full Time	262,598.54	289,371.26	352,216.16	382,813.00	383,232.55	399,018.00
5000_115	Salaries and Wages Seasonal/Temporary	17,596.06	.00	3,220.00	4,293.00	26,325.31	5,000.00
5100	Overtime	.00	410.47	1,214.48	1,516.00	2,711.94	1,516.00
5200_106	Other Personnel Services Staffing	.00	.00	12.55	.00	.00	.00
5200_115	Other Personnel Services Other Compensation	550.00	150.00	7,344.14	1,000.00	.00	1,600.00
5200_130	Other Personnel Services Allowance Taxable	82.81	923.04	153.84	205.00	538.44	2,000.00
5400_100	Employee Benefits FICA	20,427.08	21,210.11	26,435.85	29,822.00	30,240.82	31,299.00
5400_115	Employee Benefits Retirement B	25,339.54	27,710.53	24,671.00	31,312.00	31,312.00	37,859.00
5400_120	Employee Benefits Workers Compensation	16,401.94	15,008.78	13,106.00	10,915.00	10,788.81	13,453.00
5400_125	Employee Benefits Health Insurance	35,117.00	54,533.00	46,760.00	61,924.00	61,924.00	38,889.00
5400_130	Employee Benefits Dental Insurance	2,666.00	2,821.00	2,665.00	2,849.00	2,849.00	452.00
5400_135	Employee Benefits Life Insurance	781.00	729.00	769.00	654.00	654.00	642.00
	<i>Personnel Services Totals</i>	\$381,559.97	\$412,867.19	\$478,568.02	\$527,303.00	\$550,576.87	\$531,728.00
	<i>General Operating</i>						
6000	Office Supplies	422.15	871.12	1,085.55	1,295.00	1,072.38	650.00
6005	Postage	30.00	.00	25.15	34.00	13.20	34.00
6010	Computer Equipment	.00	1,122.44	.00	.00	.00	.00
6020	Office Equipment	.00	977.14	.00	.00	.00	.00
6200	Medical Fees And Supplies	115.00	345.00	.00	.00	500.00	.00
6202	Printing/Copying/Paper Mgt	93.14	1.27	16.52	12.00	18.17	12.00
6203	Dues/Subscriptions	4,136.44	5,701.82	1,950.99	1,999.00	1,370.36	1,500.00
6400_125	Utilities Telecommunications	1,460.09	2,254.87	2,104.33	2,088.00	1,974.40	2,088.00
6400_127	Utilities Cellular Communications	568.18	565.68	553.32	565.00	753.00	565.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	.00	.00	.00	125,000.00
6500_142	Professional and Consultant Svs Marketing and Promotion	(3,300.00)	.00	.00	.00	.00	.00
6700_110	Travel & Training Travel Expense	255.77	9,755.65	5,054.09	3,000.00	1,625.75	2,000.00
7200_115	Capital Leases Equipment	.00	.00	.00	.00	104.94	.00
7652	Discretionary Spending	4,493.35	2,630.96	9,526.74	8,000.00	8,303.46	8,000.00
General Operating Totals		\$8,274.12	\$24,225.95	\$20,316.69	\$16,993.00	\$15,735.66	\$139,849.00
Regional Programs							
7650_220	Regional Programs Special Projects -Emerging Needs	.00	.00	2,681.10	1,152.00	774.83	10,000.00
7650_295	Regional Programs Us Conference Of Mayors	.00	.00	.00	2,649.00	2,000.00	4,500.00
Regional Programs Totals		\$0.00	\$0.00	\$2,681.10	\$3,801.00	\$2,774.83	\$14,500.00
Division 000 - Admin Totals		\$389,834.09	\$437,093.14	\$501,565.81	\$548,097.00	\$569,087.36	\$686,077.00
Department 02 - Mayor's Office Totals		\$389,834.09	\$437,093.14	\$501,565.81	\$548,097.00	\$569,087.36	\$686,077.00
Department 03 - City Council							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	54,167.10	56,667.08	45,000.00	60,000.47	59,603.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	4,344.00	.00	23,485.12	.00
5400_100	Employee Benefits FICA	.00	4,386.39	4,881.08	3,443.00	6,386.59	4,560.00
Personnel Services Totals		\$0.00	\$58,553.49	\$65,892.16	\$48,443.00	\$89,872.18	\$64,163.00
General Operating							
6505_101	Councilor Ward 1 - Neubieser	.00	1,893.72	2,323.86	5,000.00	5,910.61	5,000.00
6505_107	Councilor East District - Doherty	.00	1,814.65	752.10	5,000.00	.00	5,000.00
6505_201	Councilor Central District - Grant	.00	457.52	228.84	5,000.00	838.82	5,000.00
6505_202	Councilor Ward 2- Bergman	.00	.00	2,807.45	5,000.00	1,217.79	5,000.00
6505_304	Councilor Ward 3 - Kane	.00	1,292.51	2,056.15	5,000.00	6,207.09	5,000.00
6505_401	Councilor North District - Barlow	.00	.00	.00	5,000.00	.00	5,000.00
6505_402	Councilor Ward 4 - Carpenter	.00	.00	.00	5,000.00	.00	5,000.00
6505_500	Councilor South District - Shannon	.00	1,683.75	.00	5,000.00	52.01	5,000.00
6505_501	Councilor Ward 5 - Traverse	.00	.00	.00	5,000.00	41.63	5,000.00
6505_605	Councilor Ward 6 - Brown-McKnight	.00	1,331.40	1,536.05	5,000.00	4,987.36	5,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6505_701		Councilor Ward 7 - Litwin	.00	320.78	.00	5,000.00	4,308.26	5,000.00
6505_802		Councilor Ward 8 - Broderick	.00	.00	.00	5,000.00	.00	5,000.00
6520		Initiative	.00	10,397.17	29,003.41	80,000.00	35,955.75	50,000.00
General Operating Totals			\$0.00	\$19,191.50	\$38,707.86	\$140,000.00	\$59,519.32	\$110,000.00
Division 000 - Admin Totals			\$0.00	\$77,744.99	\$104,600.02	\$188,443.00	\$149,391.50	\$174,163.00
Department 03 - City Council Totals			\$0.00	\$77,744.99	\$104,600.02	\$188,443.00	\$149,391.50	\$174,163.00
Department 04 - Clerk/Treasurer								
Division 000 - Admin								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	1,243,232.26	1,368,223.10	1,674,368.03	1,922,169.00	1,582,442.75	1,945,595.00
5000_110		Salaries and Wages Regular Part Time	35,069.95	25,688.05	272.53	.00	.00	.00
5000_115		Salaries and Wages Seasonal/Temporary	87,419.46	86,390.98	104,406.59	115,000.00	22,057.79	115,000.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(200,000.00)	.00	(145,735.00)
5100		Overtime	21,968.70	38,505.51	51,459.88	50,000.00	17,301.08	50,000.00
5200_106		Other Personnel Services Staffing	.00	1,748.03	.00	.00	.00	.00
5200_115		Other Personnel Services Other Compensation	9,535.08	6,071.01	6,005.79	8,000.00	7,085.92	8,351.00
5200_116		Other Personnel Services Longevity Pay	3,633.11	3,322.48	2,940.00	2,940.00	2,860.42	3,045.00
5200_120		Other Personnel Services Shift Differential	89.47	93.31	156.89	150.00	65.53	150.00
5200_130		Other Personnel Services Allowance Taxable	7,462.38	7,298.73	8,416.03	9,000.00	6,617.04	13,500.00
5400_100		Employee Benefits FICA	103,197.26	113,672.69	133,909.25	161,206.00	117,362.02	163,377.00
5400_115		Employee Benefits Retirement B	128,368.35	130,625.75	152,627.00	164,819.00	164,819.00	182,992.00
5400_120		Employee Benefits Workers Compensation	81,810.25	80,635.91	83,106.00	57,456.00	56,791.74	70,786.00
5400_125		Employee Benefits Health Insurance	240,346.00	229,735.66	316,769.00	313,781.00	313,781.00	362,284.00
5400_130		Employee Benefits Dental Insurance	16,410.00	17,649.95	19,864.00	15,626.00	15,626.00	18,115.00
5400_135		Employee Benefits Life Insurance	4,577.00	4,414.87	5,098.00	4,085.00	4,085.00	3,532.00
5400_145		Employee Benefits Employee Parking	3,600.00	3,385.03	3,580.00	2,100.00	3,400.00	2,956.00
5400_150		Employee Benefits Recognition	.00	4,281.86	7,300.52	5,100.00	2,843.61	5,100.00
Personnel Services Totals			\$1,986,719.27	\$2,121,742.92	\$2,570,279.51	\$2,631,432.00	\$2,317,138.90	\$2,799,048.00
General Operating								
6000		Office Supplies	9,377.47	12,624.44	19,786.54	14,000.00	13,908.01	14,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6005	Postage	17,621.50	32,233.28	23,828.38	15,000.00	16,030.50	15,000.00
6007	Shipping and Moving	.00	.00	.00	.00	35.55	85.00
6010	Computer Equipment	691.38	3,098.33	824.36	1,000.00	315.92	1,000.00
6020	Office Equipment	229.98	249.99	175.23	500.00	.00	500.00
6025	Furnishings	109.95	.00	.00	2,500.00	267.48	2,500.00
6200	Medical Fees And Supplies	205.00	1,695.31	466.00	350.00	354.00	350.00
6202	Printing/Copying/Paper Mgt	19,533.77	21,795.88	35,605.03	23,000.00	20,499.38	23,000.00
6203	Dues/Subscriptions	3,450.43	4,690.59	4,314.62	4,500.00	1,012.00	4,500.00
6208	Special Supplies	2,274.18	6,840.58	2,942.53	3,000.00	5,459.84	4,203.00
6238_500	Elections Wages & Compensation	74,515.33	70,687.90	78,902.24	61,500.00	30,280.79	85,000.00
6238_600	Elections Supplies & Postage	32,272.22	53,040.89	51,011.12	35,000.00	69,319.84	55,000.00
6238_620	Elections Ballots/Tabulators	15,989.65	106,792.81	65,860.29	70,000.00	19,025.20	75,000.00
6238_635	Elections Legal Notices & Advertising	2,728.40	1,463.44	1,330.00	8,500.00	785.00	8,500.00
6238_650	Elections AVS/Translations	6,728.00	11,159.27	23,660.15	18,000.00	5,329.25	18,000.00
6238_653	Elections Facility & Equipment Rentals	12,865.36	4,086.84	12,431.24	7,000.00	10,086.47	14,000.00
6300	Repair & Maintenance	.00	.00	14,399.00	.00	280.00	.00
6350	Legal Notice & Advertising	24,929.92	22,171.32	33,418.48	25,000.00	24,000.00	25,000.00
6400_125	Utilities Telecommunications	7,015.52	6,772.89	5,683.32	6,000.00	3,989.52	6,000.00
6400_127	Utilities Cellular Communications	9,494.94	6,400.99	9,960.44	7,000.00	7,175.97	8,113.00
6500_112	Professional and Consultant Svs Audits - Melanson	27,041.25	56,100.00	87,509.00	200,000.00	85,610.00	200,000.00
6500_114	Professional and Consultant Svs Union Negotiator	.00	15,959.73	.00	.00	.00	.00
6500_115	Professional and Consultant Svs Legal/Arbitration	333.50	453.50	.00	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	109,258.57	68,450.54	160,827.77	100,000.00	105,431.77	50,000.00
6500_136	Professional and Consultant Svs Meeting Video	43,999.92	58,999.92	80,199.96	85,000.00	82,359.96	90,000.00
6530_115	Rentals Equipment	7,620.54	6,984.76	.00	.00	.00	.00
6700_100	Travel & Training Education	209.25	7,745.32	3,040.03	5,000.00	3,551.96	5,000.00
6700_105	Travel & Training Special Training	.00	235.00	.00	.00	.00	.00
6700_110	Travel & Training Travel Expense	.00	.00	2,672.61	.00	.00	.00
6700_115	Travel & Training Mileage	.00	.00	287.41	.00	.00	.00
7000	Bad Debt Expense	10.00	(30.00)	2,520.00	.00	173.00	.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
7200_115		Capital Leases Equipment	4,048.77	4,002.35	10,605.49	9,000.00	10,964.96	9,000.00
7303		Regulatory and Bank Fees	2,978.82	651.12	728.67	1,000.00	(81.78)	1,000.00
General Operating Totals			\$435,533.62	\$585,356.99	\$732,989.91	\$701,850.00	\$516,164.59	\$714,751.00
Interfund								
8022		Franchise Admin Fee - BD	12,506.41	12,954.05	31,572.17	14,000.00	.00	14,000.00
Interfund Totals			\$12,506.41	\$12,954.05	\$31,572.17	\$14,000.00	\$0.00	\$14,000.00
Division 000 - Admin Totals			\$2,434,759.30	\$2,720,053.96	\$3,334,841.59	\$3,347,282.00	\$2,833,303.49	\$3,527,799.00
Department 04 - Clerk/Treasurer Totals			\$2,434,759.30	\$2,720,053.96	\$3,334,841.59	\$3,347,282.00	\$2,833,303.49	\$3,527,799.00
Department 05 - City Attorney								
Division 000 - Admin								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	662,483.51	713,367.09	586,050.52	726,697.00	543,700.06	895,874.00
5000_105		Salaries and Wages Limited Service	25,912.20	.00	.00	.00	.00	.00
5000_110		Salaries and Wages Regular Part Time	32,070.27	.00	.00	.00	.00	.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(178,000.00)	.00	(67,024.00)
5100		Overtime	27.67	.00	77.90	.00	675.63	353.00
5200_115		Other Personnel Services Other Compensation	1,230.00	1,325.00	450.00	500.00	800.00	1,311.00
5200_116		Other Personnel Services Longevity Pay	1,995.00	.00	.00	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	1,961.46	2,692.20	502.91	1,000.00	.00	1,000.00
5400_100		Employee Benefits FICA	52,485.26	52,932.25	43,088.71	55,707.00	38,803.68	68,738.00
5400_115		Employee Benefits Retirement B	56,779.33	61,528.80	66,805.00	70,836.00	70,836.00	52,887.00
5400_120		Employee Benefits Workers Compensation	45,035.08	34,572.06	31,526.00	24,692.00	24,406.53	30,315.00
5400_125		Employee Benefits Health Insurance	122,999.00	111,026.00	92,598.00	97,046.00	97,046.00	165,791.00
5400_130		Employee Benefits Dental Insurance	7,444.00	6,529.00	6,373.00	4,890.00	4,890.00	7,318.00
5400_135		Employee Benefits Life Insurance	1,952.00	1,549.00	1,731.00	1,471.00	1,471.00	963.00
5400_145		Employee Benefits Employee Parking	1,620.00	2,000.00	1,740.00	1,000.00	1,500.00	1,335.00
5400_150		Employee Benefits Recognition	.00	217.66	298.47	500.00	339.73	500.00
Personnel Services Totals			\$1,013,994.78	\$987,739.06	\$831,241.51	\$806,339.00	\$784,468.63	\$1,159,361.00
General Operating								
6000		Office Supplies	399.33	1,508.34	1,326.56	1,600.00	1,549.97	1,550.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6005	Postage	558.26	624.01	467.34	500.00	535.85	500.00
6010	Computer Equipment	.00	1,363.11	.00	.00	.00	.00
6020	Office Equipment	.00	172.80	13.79	.00	.00	200.00
6200	Medical Fees And Supplies	32.00	660.00	115.00	118.00	118.00	370.00
6202	Printing/Copying/Paper Mgt	284.54	1,002.90	331.21	800.00	361.12	500.00
6203	Dues/Subscriptions	3,315.13	4,843.08	3,047.15	5,000.00	4,499.21	6,500.00
6204	Books	26,401.52	29,728.99	34,933.23	29,982.00	22,713.01	30,000.00
6208	Special Supplies	.00	61.58	44.16	.00	.00	.00
6350	Legal Notice & Advertising	65.00	.00	.00	.00	.00	.00
6400_125	Utilities Telecommunications	3,901.49	4,636.65	3,805.93	3,500.00	2,632.06	2,500.00
6500_106	Professional and Consultant Svs City Attorney	379,276.77	145,446.35	204,404.24	270,000.00	141,961.38	193,130.00
6700_100	Travel & Training Education	571.25	4,725.82	2,592.84	5,277.00	3,270.55	5,000.00
6700_140	Travel & Training Airfare	.00	.00	208.91	700.00	612.99	.00
7200_115	Capital Leases Equipment	1,611.63	1,593.55	1,594.80	1,600.00	1,048.32	1,600.00
General Operating Totals		\$416,416.92	\$196,367.18	\$252,885.16	\$319,077.00	\$179,302.46	\$241,850.00
Division 000 - Admin Totals		\$1,430,411.70	\$1,184,106.24	\$1,084,126.67	\$1,125,416.00	\$963,771.09	\$1,401,211.00
Department 05 - City Attorney Totals		\$1,430,411.70	\$1,184,106.24	\$1,084,126.67	\$1,125,416.00	\$963,771.09	\$1,401,211.00
Department 06 - Planning							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	187,776.12	317,162.96	373,254.75	451,981.00	406,379.50	474,386.00
5000_115	Salaries and Wages Seasonal/Temporary	4,903.50	.00	30,577.20	89,999.00	45,682.35	30,000.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(25,000.00)	.00	(35,579.00)
5100	Overtime	.00	772.37	.00	.00	28.80	.00
5200_106	Other Personnel Services Staffing	.00	.00	567.47	.00	.00	.00
5200_115	Other Personnel Services Other Compensation	100.00	1,050.00	450.00	1,000.00	100.00	1,000.00
5400_100	Employee Benefits FICA	13,990.35	23,068.62	29,227.25	39,626.00	32,585.04	38,662.00
5400_115	Employee Benefits Retirement B	15,936.49	16,821.28	34,494.00	36,969.00	36,969.00	46,328.00
5400_120	Employee Benefits Workers Compensation	9,974.55	13,805.18	12,966.00	12,732.00	12,584.80	16,076.00
5400_125	Employee Benefits Health Insurance	29,886.00	65,838.00	80,648.00	97,046.00	97,046.00	108,378.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_130		Employee Benefits Dental Insurance	1,625.00	3,530.00	4,044.00	4,465.00	4,465.00	4,784.00
5400_135		Employee Benefits Life Insurance	420.00	729.00	962.00	833.00	833.00	819.00
5400_145		Employee Benefits Employee Parking	260.00	20.00	.00	.00	.00	2,000.00
Personnel Services Totals			\$264,872.01	\$442,797.41	\$567,190.67	\$709,651.00	\$636,673.49	\$686,854.00
General Operating								
6000		Office Supplies	12.00	69.67	1,135.07	1,000.00	613.24	1,000.00
6005		Postage	1.00	.40	.00	50.00	18.50	.00
6007		Shipping and Moving	.00	.00	151.54	150.00	48.47	.00
6010		Computer Equipment	3,415.48	219.97	232.78	1,000.00	.00	1,000.00
6015		Computer Software	(23.37)	3,394.52	4,755.22	5,500.00	706.07	2,000.00
6020		Office Equipment	.00	2,483.96	.00	1,500.00	.00	1,000.00
6025		Furnishings	.00	538.00	3,577.66	2,000.00	.00	500.00
6200		Medical Fees And Supplies	.00	.00	233.00	125.00	.00	250.00
6202		Printing/Copying/Paper Mgt	78.92	289.38	646.65	3,000.00	278.01	2,000.00
6203		Dues/Subscriptions	3,181.74	3,821.16	2,912.24	5,000.00	2,630.21	5,250.00
6208		Special Supplies	.00	531.96	3,853.96	3,500.00	.00	2,000.00
6350		Legal Notice & Advertising	1,466.16	2,092.36	838.24	2,000.00	2,000.00	2,000.00
6400_125		Utilities Telecommunications	1,070.65	2,018.84	2,568.93	2,800.00	1,896.30	2,200.00
6500_118		Professional and Consultant Svs Contractual Services	.00	.00	40,441.77	50,001.00	309.00	50,000.00
6530_100		Rentals Property	.00	.00	550.00	1,000.00	291.50	1,000.00
6700_100		Travel & Training Education	1,124.99	3,567.34	3,352.90	5,000.00	1,268.29	5,250.00
6700_107		Travel & Training Training Materials	71.45	.00	76.00	100.00	.00	100.00
6700_110		Travel & Training Travel Expense	.00	1,621.39	2,661.39	8,400.00	3,564.83	6,000.00
6700_115		Travel & Training Mileage	.00	.00	.00	1,000.00	139.45	500.00
6800_140		Fees for Services Hospitality Expense	.00	.00	.00	2,500.00	494.60	1,000.00
7200_115		Capital Leases Equipment	2,062.51	2,038.34	2,039.94	2,200.00	1,290.18	2,200.00
7250		Capital Lease Interest	.00	.00	.00	20.00	.00	20.00
General Operating Totals			\$12,461.53	\$22,687.29	\$70,027.29	\$97,846.00	\$15,548.65	\$85,270.00
Division 000 - Admin Totals			\$277,333.54	\$465,484.70	\$637,217.96	\$807,497.00	\$652,222.14	\$772,124.00
Department 06 - Planning Totals			\$277,333.54	\$465,484.70	\$637,217.96	\$807,497.00	\$652,222.14	\$772,124.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Department 07 - City Assessor						
		Division 000 - Admin						
		<i>Personnel Services</i>						
5000_100		Salaries and Wages Regular, Full Time	291,500.46	206,179.79	280,516.72	278,315.00	238,467.54	239,969.00
5000_105		Salaries and Wages Limited Service	.00	.00	.00	58,079.00	.00	.00
5000_115		Salaries and Wages Seasonal/Temporary	9,064.75	12,968.50	7,946.71	.00	.00	.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(25,000.00)	.00	(24,544.00)
5000_910		Salaries and Wages Total Compensation Contingency	.00	.00	.00	.00	.00	50,000.00
5100		Overtime	1,079.09	3,423.26	514.51	425.00	101.04	425.00
5200_115		Other Personnel Services Other Compensation	887.63	550.00	100.00	100.00	450.00	596.00
5200_116		Other Personnel Services Longevity Pay	.00	.00	91.53	150.00	250.00	500.00
5200_120		Other Personnel Services Shift Differential	.00	1.20	9.45	20.00	.00	20.00
5200_130		Other Personnel Services Allowance Taxable	425.00	425.00	637.50	650.00	850.00	2,026.00
5400_100		Employee Benefits FICA	22,475.83	17,001.27	22,570.79	25,837.00	18,520.68	22,455.00
5400_115		Employee Benefits Retirement B	16,495.77	18,701.10	18,798.00	26,563.00	26,563.00	23,435.00
5400_120		Employee Benefits Workers Compensation	12,850.76	14,634.61	12,904.00	10,915.00	10,788.81	13,311.00
5400_125		Employee Benefits Health Insurance	35,848.00	61,913.00	83,710.00	86,879.00	86,879.00	49,123.00
5400_130		Employee Benefits Dental Insurance	1,552.00	3,215.00	3,876.00	3,997.00	3,997.00	2,168.00
5400_135		Employee Benefits Life Insurance	781.00	911.00	962.00	817.00	817.00	482.00
5400_145		Employee Benefits Employee Parking	940.00	660.00	820.00	2,600.00	680.00	1,000.00
<i>Personnel Services Totals</i>			\$393,900.29	\$340,583.73	\$433,457.21	\$470,347.00	\$388,364.07	\$380,966.00
		<i>General Operating</i>						
6000		Office Supplies	.00	344.92	(74.40)	200.00	.00	200.00
6005		Postage	433.59	1,960.39	1,026.61	700.00	313.40	1,000.00
6020		Office Equipment	425.65	533.48	399.83	225.00	.00	400.00
6200		Medical Fees And Supplies	.00	.00	115.00	.00	118.00	.00
6202		Printing/Copying/Paper Mgt	22.79	44.70	32.58	.00	15.27	.00
6203		Dues/Subscriptions	2,846.94	2,665.34	2,376.34	3,400.00	3,820.00	3,400.00
6214		Clothing And Uniforms	.00	.00	.00	850.00	.00	500.00
6315		Reappraisal	1,500.00	5,022.50	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6350	Legal Notice & Advertising	.00	165.00	354.00	500.00	.00	1,600.00
6400_125	Utilities Telecommunications	3,029.26	3,104.08	2,124.38	1,800.00	1,634.23	1,800.00
6500_118	Professional and Consultant Svs Contractual Services	250.00	27,015.00	9,440.05	7,000.00	1,496.66	7,000.00
6600	Maintenance Contracts	.00	.00	.00	6,100.00	.00	4,000.00
6700_100	Travel & Training Education	399.00	.00	400.00	1,000.00	568.31	3,000.00
6700_110	Travel & Training Travel Expense	.00	.00	99.98	220.00	.00	.00
General Operating Totals		\$8,907.23	\$40,855.41	\$16,294.37	\$21,995.00	\$7,965.87	\$22,900.00
Division 000 - Admin Totals		\$402,807.52	\$381,439.14	\$449,751.58	\$492,342.00	\$396,329.94	\$403,866.00
Department 07 - City Assessor Totals		\$402,807.52	\$381,439.14	\$449,751.58	\$492,342.00	\$396,329.94	\$403,866.00
Department 08 - Human Resources							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	384,507.25	534,677.85	622,071.84	933,798.00	837,123.76	721,057.00
5000_115	Salaries and Wages Seasonal/Temporary	1,120.17	.00	.00	.00	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(50,000.00)	.00	(70,000.00)
5100	Overtime	6,323.96	5,211.55	2,705.78	1,500.00	7,683.85	1,500.00
5200_115	Other Personnel Services Other Compensation	1,600.00	2,350.00	3,068.19	5,300.00	5,491.20	9,172.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	.00	402.91	.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.00	.25	1.00
5200_125	Other Personnel Services Taxable Reimbursements	.00	.00	4,200.00	.00	.00	.00
5200_130	Other Personnel Services Allowance Taxable	.00	923.04	1,212.46	1,000.00	2,024.00	2,441.00
5400_100	Employee Benefits FICA	28,478.69	39,214.86	45,641.43	71,879.00	61,116.30	56,164.00
5400_115	Employee Benefits Retirement B	49,805.59	41,762.43	53,102.00	76,379.00	76,379.00	95,767.00
5400_120	Employee Benefits Workers Compensation	30,899.85	25,865.55	24,945.00	29,025.00	28,689.44	33,034.00
5400_125	Employee Benefits Health Insurance	91,570.00	114,990.00	111,740.00	152,038.00	152,038.00	168,350.00
5400_130	Employee Benefits Dental Insurance	5,649.00	6,133.00	5,832.00	8,185.00	8,185.00	8,696.00
5400_135	Employee Benefits Life Insurance	1,367.00	1,276.00	1,539.00	1,838.00	1,838.00	1,806.00
5400_150	Employee Benefits Recognition	.00	200.00	.00	.00	.00	.00
Personnel Services Totals		\$601,321.51	\$772,604.28	\$876,057.70	\$1,230,942.00	\$1,180,971.71	\$1,027,988.00
Capital Equipment							



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6211_110	Specialized Equipment Safety Equipment	.00	.00	147.08	.00	.00	.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$147.08	\$0.00	\$0.00	\$0.00
	<i>General Operating</i>						
6000	Office Supplies	840.67	2,424.26	2,087.40	2,200.00	1,029.69	3,000.00
6005	Postage	.00	13.58	592.47	1,700.00	1,423.35	217.00
6010	Computer Equipment	.00	632.62	29.35	100.00	.00	100.00
6017	Computer Licensing and Maint.	.00	24,902.12	.00	.00	.00	.00
6020	Office Equipment	.00	.00	.00	1,000.00	.00	1,000.00
6200	Medical Fees And Supplies	.00	.00	.00	200.00	.00	200.00
6202	Printing/Copying/Paper Mgt	40.18	303.80	3,106.79	1,000.00	195.60	1,000.00
6203	Dues/Subscriptions	1,780.79	4,273.14	2,436.72	2,600.00	244.00	2,600.00
6208	Special Supplies	.00	29.88	.00	.00	.00	.00
6350	Legal Notice & Advertising	1,975.50	24,130.27	33,619.01	500.00	.00	500.00
6355	Recruitment	.00	.00	39,586.57	55,000.00	35,418.20	25,000.00
6400_125	Utilities Telecommunications	4,622.67	4,625.14	4,724.34	5,000.00	3,951.06	5,000.00
6500_118	Professional and Consultant Svs Contractual Services	9,678.38	59,601.32	40,896.88	68,500.00	61,401.50	68,500.00
6500_125	Professional and Consultant Svs Employee Assistance / Counseling	25,376.25	24,353.25	28,210.00	31,500.00	19,710.00	31,500.00
6700_100	Travel & Training Education	337.61	2,706.66	11,492.09	15,000.00	3,040.23	15,000.00
6700_105	Travel & Training Special Training	5,445.00	6,280.00	14,980.00	12,900.00	.00	12,900.00
6800_160	Fees for Services Background Check	.00	2,585.00	7,745.00	10,000.00	5,745.00	10,000.00
7200_115	Capital Leases Equipment	1,611.64	1,593.55	1,594.80	1,700.00	1,048.32	1,700.00
7709	Accessiblity Committee	.00	1,052.60	.00	.00	.00	15,000.00
	<i>General Operating Totals</i>	\$51,708.69	\$159,507.19	\$191,101.42	\$208,900.00	\$133,206.95	\$193,217.00
	<i>Fringe Benefits</i>						
5400_155	Employee Benefits Public Transportation	.00	.00	.00	.00	.00	10,000.00
	<i>Fringe Benefits Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
	Division 000 - Admin Totals	\$653,030.20	\$932,111.47	\$1,067,306.20	\$1,439,842.00	\$1,314,178.66	\$1,231,205.00
	Division 012 - Payroll						
	<i>Personnel Services</i>						
5000_100	Salaries and Wages Regular, Full Time	.00	.00	90,153.67	.00	(700.53)	259,563.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5100	Overtime	.00	.00	3,841.36	10,000.00	81.04	10,000.00
5200_115	Other Personnel Services Other Compensation	.00	.00	1,398.33	2,100.00	175.00	2,100.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	182.50	880.00	.00	403.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.07	.00	.00	.00
5200_125	Other Personnel Services Taxable Reimbursements	.00	.00	.00	1,000.00	.00	1,000.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	403.83	1,483.00	.00	1,483.00
5400_100	Employee Benefits FICA	.00	.00	6,971.32	1,183.00	(56.66)	21,003.00
5400_145	Employee Benefits Employee Parking	.00	.00	.00	460.00	240.00	460.00
Personnel Services Totals		\$0.00	\$0.00	\$102,951.08	\$17,106.00	(\$261.15)	\$296,012.00
General Operating							
6000	Office Supplies	.00	.00	1,051.40	2,500.00	3,349.74	2,500.00
6010	Computer Equipment	.00	.00	.00	200.00	100.00	200.00
6020	Office Equipment	.00	.00	.00	200.00	17.88	200.00
6202	Printing/Copying/Paper Mgt	.00	.00	.00	910.00	904.02	100.00
6350	Legal Notice & Advertising	.00	.00	.00	.00	.00	100.00
6400_125	Utilities Telecommunications	.00	.00	.00	1,500.00	961.05	1,500.00
6400_127	Utilities Cellular Communications	.00	.00	27.45	2,220.00	1,013.11	2,220.00
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	1,300.00	65,000.00	63,239.50	.00
6700_100	Travel & Training Education	.00	.00	.00	1,690.00	1,689.47	4,028.00
6700_115	Travel & Training Mileage	.00	.00	.00	.00	.00	400.00
7200_115	Capital Leases Equipment	.00	.00	.00	800.00	750.90	805.00
General Operating Totals		\$0.00	\$0.00	\$2,378.85	\$75,020.00	\$72,025.67	\$12,053.00
Division 012 - Payroll Totals		\$0.00	\$0.00	\$105,329.93	\$92,126.00	\$71,764.52	\$308,065.00
Department 08 - Human Resources Totals		\$653,030.20	\$932,111.47	\$1,172,636.13	\$1,531,968.00	\$1,385,943.18	\$1,539,270.00
Department 09 - REIB							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	144,509.39	611,452.80	497,711.19	642,305.00	350,773.21	258,514.00
5000_105	Salaries and Wages Limited Service	.00	.00	.00	.00	.00	61,162.00
5000_115	Salaries and Wages Seasonal/Temporary	47,336.28	94,255.50	50,727.72	.00	(485.10)	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(75,000.00)	.00	.00
5100	Overtime	.00	12,306.60	5,930.37	.00	1,225.06	2,000.00
5200_115	Other Personnel Services Other Compensation	100.00	900.00	1,751.72	.00	900.00	2,000.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.00	176.45	.00
5200_130	Other Personnel Services Allowance Taxable	900.02	36,876.04	1,386.50	.00	35,207.53	1,200.00
5400_100	Employee Benefits FICA	14,445.26	55,841.08	41,061.09	49,136.00	27,803.07	24,853.00
5400_115	Employee Benefits Retirement B	.00	18,076.91	76,757.00	67,733.00	67,733.00	25,246.00
5400_120	Employee Benefits Workers Compensation	.00	48,095.89	31,597.00	23,610.00	23,337.04	28,949.00
5400_125	Employee Benefits Health Insurance	5,000.00	150,156.00	155,680.00	78,561.00	78,561.00	77,779.00
5400_130	Employee Benefits Dental Insurance	398.00	8,954.00	9,578.00	4,039.00	4,039.00	3,433.00
5400_135	Employee Benefits Life Insurance	195.00	2,185.00	2,886.00	1,634.00	1,634.00	482.00
5400_145	Employee Benefits Employee Parking	.00	600.00	820.00	800.00	1,120.00	200.00
5400_150	Employee Benefits Recognition	.00	745.71	1,685.02	12,000.00	687.41	1,500.00
Personnel Services Totals		\$212,883.95	\$1,040,445.53	\$877,571.61	\$804,818.00	\$592,711.67	\$487,318.00
General Operating							
6000	Office Supplies	4,298.69	6,563.06	4,769.18	10,000.00	1,072.40	2,200.00
6005	Postage	.00	.00	394.66	500.00	.00	200.00
6010	Computer Equipment	.00	15,704.87	152.73	5,000.00	193.98	1,200.00
6015	Computer Software	59,569.48	36,192.47	2,847.70	4,800.00	3,763.00	1,200.00
6025	Furnishings	.00	14,038.96	19,343.58	7,700.00	.00	500.00
6200	Medical Fees And Supplies	.00	.00	.00	2,000.00	.00	150.00
6200_105	Medical Fees And Supplies Medical Exams	.00	.00	.00	.00	118.00	.00
6203	Dues/Subscriptions	8,091.96	5,122.64	4,913.57	4,000.00	3,868.36	3,000.00
6208	Special Supplies	2,161.00	2,295.51	1,316.03	1,000.00	.00	.00
6248	Community Support	170,500.00	.00	.00	.00	.00	.00
6294	Donations	.00	.00	1,246.46	.00	.00	.00
6350	Legal Notice & Advertising	.00	2,253.44	5,380.00	4,000.00	1,107.25	2,000.00
6400_127	Utilities Cellular Communications	377.77	2,577.43	3,668.31	7,500.00	2,352.65	3,600.00
6500_118	Professional and Consultant Svs Contractual Services	60,132.00	166,125.59	182,382.52	180,000.00	57,483.75	20,000.00
6510_140	Artist Services BIPOC Mural Artist	19,729.90	6,798.38	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6700_100	Travel & Training Education	6,711.60	11,896.96	717.88	30,000.00	2,887.75	12,000.00
6800_140	Fees for Services Hospitality Expense	.00	.00	698.45	8,000.00	1,446.63	2,400.00
7303	Regulatory and Bank Fees	.00	338.55	60.43	.00	.00	.00
7651	Community Celebrations (formerly Juneteenth)	231,938.32	414,677.03	291,639.17	190,000.00	84,443.62	70,000.00
7652	Discretionary Spending	.00	389.23	.00	.00	.00	.00
7653	Empowerment Fund	.00	153,288.06	81,225.40	190,000.00	129,733.20	90,000.00
7654	Racism as a Public Health Emergency	.00	.00	.00	50,000.00	20,923.75	20,000.00
General Operating Totals		\$563,510.72	\$838,262.18	\$600,756.07	\$694,500.00	\$309,394.34	\$228,450.00
Interfund							
7900_807	Interfund Transfer Public Art	.00	157,000.00	.00	.00	.00	.00
Interfund Totals		\$0.00	\$157,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Division 000 - Admin Totals		\$776,394.67	\$2,035,707.71	\$1,478,327.68	\$1,499,318.00	\$902,106.01	\$715,768.00
Department 09 - REIB Totals		\$776,394.67	\$2,035,707.71	\$1,478,327.68	\$1,499,318.00	\$902,106.01	\$715,768.00
Department 10 - Information Technology							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	660,337.45	511,718.28	665,898.20	734,983.00	607,854.39	679,091.00
5000_115	Salaries and Wages Seasonal/Temporary	3,828.75	737.50	.00	.00	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(50,000.00)	.00	(57,682.00)
5100	Overtime	286.56	403.70	660.72	1,500.00	146.06	.00
5200_115	Other Personnel Services Other Compensation	1,300.00	800.00	1,100.00	1,800.00	1,400.00	.00
5200_120	Other Personnel Services Shift Differential	.00	.00	7.58	.00	.00	.00
5200_130	Other Personnel Services Allowance Taxable	576.90	153.84	1,239.58	1,500.00	1,273.06	.00
5400_100	Employee Benefits FICA	48,053.67	37,216.37	48,364.89	56,593.00	43,758.03	51,950.00
5400_115	Employee Benefits Retirement B	55,054.70	64,319.75	57,696.00	60,117.00	60,117.00	57,999.00
5400_120	Employee Benefits Workers Compensation	30,597.62	27,083.79	23,699.00	20,955.00	20,712.74	25,880.00
5400_125	Employee Benefits Health Insurance	151,439.00	108,654.00	115,147.00	165,440.00	165,440.00	144,300.00
5400_130	Employee Benefits Dental Insurance	8,235.00	5,779.00	6,336.00	7,611.00	7,611.00	7,635.00
5400_135	Employee Benefits Life Insurance	1,757.00	1,275.00	1,539.00	1,307.00	1,307.00	963.00
5400_145	Employee Benefits Employee Parking	1,000.00	720.00	240.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Personnel Services Totals		\$962,466.65	\$758,861.23	\$921,927.97	\$1,001,806.00	\$909,619.28	\$910,136.00
General Operating							
6000	Office Supplies	.00	238.92	50.83	250.00	194.89	250.00
6005	Postage	.00	63.52	11.85	50.00	.00	50.00
6010	Computer Equipment	333.84	10,976.17	6,172.07	7,500.00	1,675.97	7,500.00
6015	Computer Software	2,353.49	505.53	2,403.85	2,500.00	95.23	2,500.00
6017	Computer Licensing and Maint.	504,252.52	546,450.53	781,074.55	823,320.00	781,749.56	940,000.00
6025	Furnishings	.00	1,410.29	.00	750.00	.00	250.00
6200	Medical Fees And Supplies	.00	.00	230.00	110.00	.00	110.00
6202	Printing/Copying/Paper Mgt	1.08	2.77	1.98	145.00	3.23	250.00
6203	Dues/Subscriptions	6,040.97	.00	10,000.00	21,680.00	14,760.00	21,680.00
6210	Small Tools and Equipment	413.92	367.72	246.89	250.00	35.70	250.00
6400_125	Utilities Telecommunications	.00	.00	.00	2,000.00	.00	1,500.00
6400_127	Utilities Cellular Communications	889.62	666.40	2,308.29	2,500.00	1,483.89	2,500.00
6500_118	Professional and Consultant Svs Contractual Services	91,849.08	61,306.80	77,416.51	120,000.00	106,953.00	105,000.00
6700_100	Travel & Training Education	477.50	.00	885.92	1,500.00	1,221.05	1,500.00
6700_105	Travel & Training Special Training	.00	733.00	1,312.29	1,500.00	425.00	1,500.00
6700_110	Travel & Training Travel Expense	79.35	.00	215.92	500.00	358.94	500.00
6800_140	Fees for Services Hospitality Expense	33.43	.00	.00	100.00	.00	100.00
7200_115	Capital Leases Equipment	.00	.00	.00	105.00	105.00	.00
General Operating Totals		\$606,724.80	\$622,721.65	\$882,330.95	\$984,760.00	\$909,061.46	\$1,085,440.00
Division 000 - Admin Totals		\$1,569,191.45	\$1,381,582.88	\$1,804,258.92	\$1,986,566.00	\$1,818,680.74	\$1,995,576.00
Department 10 - Information Technology Totals		\$1,569,191.45	\$1,381,582.88	\$1,804,258.92	\$1,986,566.00	\$1,818,680.74	\$1,995,576.00
Department 12 - Dpt. of Business & Workforce Dev							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	179,254.19	306,660.00	228,069.76	369,818.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	8,552.70	13,000.00	4,229.80	10,000.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(25,000.00)	.00	(44,598.00)
5100	Overtime	.00	.00	2,459.42	5,000.00	2,993.01	5,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5200_106	Other Personnel Services Staffing	.00	.00	.98	.00	.00	.00
5200_115	Other Personnel Services Other Compensation	.00	.00	628.72	.00	1,411.18	2,200.00
5200_120	Other Personnel Services Shift Differential	.00	.00	104.64	.00	116.03	120.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	1,278.46	.00	1,360.41	2,000.00
5400_100	Employee Benefits FICA	.00	.00	14,026.32	24,944.00	17,149.00	29,769.00
5400_115	Employee Benefits Retirement B	.00	.00	14,943.71	25,198.00	25,198.00	33,237.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	17,601.00	17,397.51	10,907.00
5400_125	Employee Benefits Health Insurance	.00	.00	64,708.21	53,144.00	53,144.00	106,434.00
5400_130	Employee Benefits Dental Insurance	.00	.00	3,443.46	2,657.00	2,657.00	4,292.00
5400_135	Employee Benefits Life Insurance	.00	.00	706.35	735.00	735.00	722.00
5400_145	Employee Benefits Employee Parking	.00	.00	2,125.50	2,200.00	2,440.00	1,680.00
5400_150	Employee Benefits Recognition	.00	.00	675.79	1,000.00	230.88	1,000.00
Personnel Services Totals		\$0.00	\$0.00	\$292,908.45	\$427,139.00	\$357,131.58	\$532,581.00
Capital Equipment							
6211	Specialized Equipment	.00	.00	2,609.96	3,525.00	997.93	3,500.00
Capital Equipment Totals		\$0.00	\$0.00	\$2,609.96	\$3,525.00	\$997.93	\$3,500.00
General Operating							
6000	Office Supplies	.00	.00	1,859.15	1,500.00	1,384.81	1,500.00
6005	Postage	.00	.00	72.00	570.00	568.72	50.00
6010	Computer Equipment	.00	.00	46.70	25.00	23.99	.00
6025	Furnishings	.00	.00	3,479.47	.00	.00	.00
6202	Printing/Copying/Paper Mgt	.00	.00	883.50	2,400.00	1,104.69	2,500.00
6203	Dues/Subscriptions	.00	.00	1,582.50	800.00	148.40	6,200.00
6208	Special Supplies	.00	.00	7,405.64	8,600.00	8,163.29	8,600.00
6246	Outreach	.00	.00	1,100.00	1,000.00	750.00	1,000.00
6248	Community Support	.00	.00	.00	2,500.00	.00	.00
6325	Items For Resale	.00	.00	2,236.08	90.00	86.00	2,000.00
6350	Legal Notice & Advertising	.00	.00	5,598.17	28,000.00	6,526.51	15,000.00
6400_127	Utilities Cellular Communications	.00	.00	1,127.73	1,200.00	1,334.43	1,200.00
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	22,823.20	24,000.00	5,250.00	24,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	.00	5,941.17	20,000.00	3,168.49	8,000.00
6700_100	Travel & Training Education	.00	.00	.00	.00	.00	3,000.00
6700_110	Travel & Training Travel Expense	.00	.00	1,197.78	4,000.00	262.39	.00
7200_100	Capital Leases Property	.00	.00	18,720.00	21,000.00	19,284.00	21,000.00
7225_100	Provisioning Internet	.00	.00	7,056.51	7,200.00	7,097.93	2,500.00
7303	Regulatory and Bank Fees	.00	.00	.00	300.00	245.00	300.00
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	568.61	1,000.00	459.43	1,000.00
General Operating Totals		\$0.00	\$0.00	\$81,698.21	\$124,185.00	\$55,858.08	\$97,850.00
Division 000 - Admin Totals		\$0.00	\$0.00	\$377,216.62	\$554,849.00	\$413,987.59	\$633,931.00
Division 007 - Early Learning Initiative							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	72,693.32	169,266.00	150,848.02	178,307.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	2,000.00	1,886.00	4,000.00
5200_115	Other Personnel Services Other Compensation	.00	.00	350.00	.00	150.00	358.00
5400_100	Employee Benefits FICA	.00	.00	5,018.92	12,949.00	10,827.21	13,974.00
5400_115	Employee Benefits Retirement B	.00	.00	5,856.00	13,845.00	13,845.00	17,413.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	6,003.00
5400_125	Employee Benefits Health Insurance	.00	.00	20,743.00	46,582.00	46,582.00	51,579.00
5400_130	Employee Benefits Dental Insurance	.00	.00	1,044.00	2,143.00	2,143.00	2,277.00
5400_135	Employee Benefits Life Insurance	.00	.00	191.00	294.00	294.00	289.00
Personnel Services Totals		\$0.00	\$0.00	\$105,896.24	\$247,079.00	\$226,575.23	\$274,200.00
General Operating							
6000	Office Supplies	.00	.00	130.10	400.00	201.34	400.00
6005	Postage	.00	.00	10.08	110.00	110.94	150.00
6025	Furnishings	.00	.00	109.67	.00	.00	.00
6202	Printing/Copying/Paper Mgt	.00	.00	420.60	600.00	.00	400.00
6203	Dues/Subscriptions	.00	.00	.00	.00	.00	320.00
6350	Legal Notice & Advertising	.00	.00	.00	100.00	62.76	100.00
6400_125	Utilities Telecommunications	.00	.00	483.82	500.00	446.29	.00
6400_127	Utilities Cellular Communications	.00	.00	.00	.00	.00	500.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	.00	3,361.30	2,000.00	1,874.73	2,000.00
6500_148	Professional and Consultant Svs Interpreter Services	.00	.00	210.00	3,400.00	2,070.00	2,500.00
6700_100	Travel & Training Education	.00	.00	.00	.00	.00	1,000.00
6700_110	Travel & Training Travel Expense	.00	.00	300.00	1,300.00	1,295.00	.00
6700_115	Travel & Training Mileage	.00	.00	.00	90.00	50.92	.00
7225_100	Provisioning Internet	.00	.00	.00	2,500.00	2,286.64	2,500.00
General Operating Totals		\$0.00	\$0.00	\$5,025.57	\$11,000.00	\$8,398.62	\$9,870.00
Regional Programs							
7710	Project Subsidies	.00	.00	28,000.00	63,500.00	41,000.00	55,000.00
7712	Capacity Grants	.00	.00	35,699.96	497,200.00	117,983.54	150,000.00
7730	Scholarships	.00	.00	240,211.98	298,500.00	250,000.00	100,000.00
Regional Programs Totals		\$0.00	\$0.00	\$303,911.94	\$859,200.00	\$408,983.54	\$305,000.00
Division 007 - Early Learning Initiative Totals		\$0.00	\$0.00	\$414,833.75	\$1,117,279.00	\$643,957.39	\$589,070.00
Department 12 - Dpt. of Business & Workforce Dev Totals		\$0.00	\$0.00	\$792,050.37	\$1,672,128.00	\$1,057,944.98	\$1,223,001.00
Department 15 - Fire							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	711,357.52	732,396.22	776,299.16	1,052,879.00	981,031.09	1,100,129.00
5000_105	Salaries and Wages Limited Service	.00	.00	63.33	.00	(63.33)	.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	423.71	540.00	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(125,000.00)	.00	.00
5100	Overtime	4,757.24	1,269.88	5,397.35	7,403.00	8,011.67	7,681.00
5200_105	Other Personnel Services Special Duty	4,725.00	13,747.50	36,217.70	40,185.00	61,386.39	50,000.00
5200_106	Other Personnel Services Staffing	.00	.00	1,923.70	.00	(1,923.70)	.00
5200_115	Other Personnel Services Other Compensation	24,918.41	231,443.62	13,442.70	4,300.00	3,383.93	4,550.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	500.00	.00	500.00	500.00
5200_117	Other Personnel Services Retention	1,000.00	2,400.00	.00	4,308.00	10,000.00	12,500.00
5200_120	Other Personnel Services Shift Differential	.00	1.70	4.05	.00	2.07	.00
5200_130	Other Personnel Services Allowance Taxable	2,639.94	2,339.92	2,624.96	3,225.00	2,548.04	4,025.00
5400_100	Employee Benefits FICA	12,883.51	16,264.21	15,714.48	15,369.00	17,249.75	17,101.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_110		Employee Benefits Retirement A	2,507,398.00	.00	2,989,186.00	3,142,091.00	3,142,091.00	3,723,857.00
5400_115		Employee Benefits Retirement B	3,528.56	339,248.99	4,747.00	4,956.00	4,956.00	6,145.00
5400_120		Employee Benefits Workers Compensation	344,714.85	321,882.23	278,704.00	236,494.00	233,759.86	36,780.00
5400_125		Employee Benefits Health Insurance	1,347,148.00	1,373,159.00	1,448,730.00	1,692,293.00	1,692,293.00	1,980,284.00
5400_130		Employee Benefits Dental Insurance	77,463.00	77,566.00	76,213.00	82,743.00	82,743.00	90,893.00
5400_135		Employee Benefits Life Insurance	31,743.04	33,352.85	63,416.42	36,581.00	36,925.42	36,293.00
5400_150		Employee Benefits Recognition	.00	.00	.00	.00	428.98	586.00
Personnel Services Totals			\$5,074,277.07	\$3,145,072.12	\$5,713,607.56	\$6,198,367.00	\$6,275,323.17	\$7,071,324.00
Capital Equipment								
6211		Specialized Equipment	8,217.08	1,971.81	118.80	1,520.00	792.42	1,520.00
9500_110		Capital Outlay Capital Expenditures	51,161.84	2,533.37	.00	.00	.00	.00
9500_200		Capital Outlay Impact Fees Exp	.00	.00	28,733.36	.00	.00	.00
Capital Equipment Totals			\$59,378.92	\$4,505.18	\$28,852.16	\$1,520.00	\$792.42	\$1,520.00
General Operating								
6000		Office Supplies	2,388.28	2,358.02	2,400.99	2,746.00	2,546.99	2,500.00
6005		Postage	1,018.41	580.50	1,033.12	1,300.00	966.14	1,200.00
6010		Computer Equipment	.00	2,233.22	10,526.31	2,500.00	2,138.94	3,500.00
6015		Computer Software	.00	28,000.00	.00	.00	.00	.00
6017		Computer Licensing and Maint.	.00	.00	2,223.99	3,424.00	3,424.00	2,300.00
6020		Office Equipment	657.36	1,202.04	.00	.00	.00	500.00
6025		Furnishings	15,881.05	7,424.54	12,154.07	18,150.00	9,712.12	8,000.00
6200		Medical Fees And Supplies	16,665.00	14,343.00	12,033.26	8,500.00	7,503.87	9,500.00
6202		Printing/Copying/Paper Mgt	2,040.18	2,728.71	2,208.79	2,000.00	1,301.69	2,000.00
6203		Dues/Subscriptions	5,109.01	5,317.35	9,135.35	12,216.00	11,975.51	13,500.00
6206		Custodian Supplies	8,153.12	8,810.61	7,385.78	8,000.00	7,647.66	8,500.00
6208		Special Supplies	1,741.48	3,363.37	4,414.63	4,315.00	3,477.07	12,000.00
6210		Small Tools and Equipment	.00	325.31	3,881.78	.00	.00	4,000.00
6215		Uniform Laundering	445.10	273.16	223.92	500.00	337.96	400.00
6276		Field Supplies&Materials	788.41	.00	639.85	725.00	320.38	3,000.00
6300_100		Repair & Maintenance Equipment Parts	1,755.03	748.98	1,133.36	2,000.00	1,652.55	1,750.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6300_105	Repair & Maintenance Vehicle Maint Supplies	9,442.91	46,658.78	5,435.93	7,656.00	2,124.12	12,500.00
6300_170	Repair & Maintenance Buildings	51,319.07	52,241.72	47,727.59	70,745.00	66,051.29	70,000.00
6350	Legal Notice & Advertising	484.00	.00	.00	.00	.00	.00
6355	Recruitment	492.75	4,974.60	2,257.71	2,163.00	2,163.00	3,000.00
6400_100	Utilities Electricity	41,881.67	45,123.53	46,527.69	46,000.00	45,500.00	51,297.00
6400_105	Utilities Gas	19,270.61	24,648.75	25,570.76	29,800.00	22,795.43	29,000.00
6400_115	Utilities Water/Wastewater	9,935.38	13,248.03	14,545.58	13,000.00	14,070.33	17,000.00
6400_117	Utilities Stormwater	1,707.24	1,903.48	1,955.47	1,900.00	2,007.47	2,250.00
6400_120	Utilities Rubbish Removal	8,248.17	8,605.36	10,577.27	10,880.00	9,939.41	11,250.00
6400_125	Utilities Telecommunications	10,747.99	11,438.10	10,949.45	11,500.00	9,679.36	13,000.00
6400_127	Utilities Cellular Communications	17,730.75	18,360.07	17,476.13	20,449.00	18,630.15	19,000.00
6500_118	Professional and Consultant Svs Contractual Services	16,686.14	22,660.71	30,657.56	20,517.00	20,516.38	20,500.00
6500_122	Professional and Consultant Svs Alarms	19,825.00	20,038.20	26,075.00	33,598.00	22,000.00	29,000.00
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	1,847.70	.00	800.00	173.65	.00
6530_125	Rentals Vehicle	.00	.00	81.33	.00	.00	.00
6600	Maintenance Contracts	11,557.80	11,557.80	11,557.80	12,400.00	11,557.80	22,500.00
6605	Radio Maintenance	43,339.09	4,156.80	5,469.99	7,500.00	5,259.19	7,500.00
6700_100	Travel & Training Education	.00	.00	.00	.00	.00	30,000.00
6700_105	Travel & Training Special Training	48,031.71	56,191.31	54,212.58	53,000.00	49,384.01	72,000.00
6700_110	Travel & Training Travel Expense	.00	.00	5.50	1,080.00	1,079.34	1,850.00
6800_140	Fees for Services Hospitality Expense	732.34	1,170.56	1,787.74	1,504.00	383.98	1,750.00
6860_100	State Health Insurance Tax Ambulance Assessment	52,252.04	47,204.27	63,932.06	77,267.00	77,266.59	80,212.00
7000	Bad Debt Expense	.00	144.00	.00	.00	.00	.00
7005	Refunds	933.24	89.10	.00	.00	.00	.00
7200_115	Capital Leases Equipment	3,166.96	3,132.25	3,134.63	3,428.00	3,104.22	3,165.00
8000	Billing Services	53,671.13	91,555.82	68,732.87	72,200.00	72,785.06	91,242.00
General Operating Totals		\$478,098.42	\$564,659.75	\$518,065.84	\$563,763.00	\$509,475.66	\$660,666.00
Fringe Benefits							
5400_144	Employee Benefits OPEB-Post Employment Benefit	40,959.60	41,704.11	50,872.89	2,090.00	1,969.80	2,170.00
Fringe Benefits Totals		\$40,959.60	\$41,704.11	\$50,872.89	\$2,090.00	\$1,969.80	\$2,170.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Division 000 - Admin Totals	\$5,652,714.01	\$3,755,941.16	\$6,311,398.45	\$6,765,740.00	\$6,787,561.05	\$7,735,680.00
		Division 040 - Fire & Medical Services						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	5,259,542.23	5,618,750.58	6,408,948.82	7,241,839.00	6,207,263.44	7,360,758.00
5100		Overtime	98,982.74	177,789.36	176,188.14	272,532.00	306,456.11	148,117.00
5200_105		Other Personnel Services Special Duty	44,184.52	49,171.10	65,882.18	80,596.00	80,830.56	111,694.00
5200_106		Other Personnel Services Staffing	579,146.55	965,882.63	548,080.95	403,977.00	443,093.99	411,434.00
5200_115		Other Personnel Services Other Compensation	260,290.50	193,420.05	116,604.17	211,640.00	158,287.93	219,000.00
5200_117		Other Personnel Services Retention	59,000.00	61,200.00	.00	107,692.00	284,000.00	103,000.00
5200_130		Other Personnel Services Allowance Taxable	3,515.30	55,152.89	86,147.97	119,670.00	87,120.02	64,803.00
5400_100		Employee Benefits FICA	87,825.07	99,858.17	105,935.65	120,361.00	107,246.66	122,073.00
5400_110		Employee Benefits Retirement A	.00	2,716,949.18	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	257,029.00
5400_135		Employee Benefits Life Insurance	4,288.51	4,201.57	4,632.86	.00	5,286.49	5,341.00
5400_150		Employee Benefits Recognition	.00	.00	.00	246.00	.00	.00
		Personnel Services Totals	\$6,396,775.42	\$9,942,375.53	\$7,512,420.74	\$8,558,553.00	\$7,679,585.20	\$8,803,249.00
		Capital Equipment						
6211_100		Specialized Equipment Fire Hose	9,666.80	4,763.63	.00	14,593.00	10,000.00	13,000.00
6211_105		Specialized Equipment Air Packs	28,279.95	46,314.03	16,185.86	28,500.00	15,422.67	140,000.00
6211_110		Specialized Equipment Safety Equipment	19,043.16	15,981.34	28,101.61	19,189.00	6,634.15	27,500.00
6211_115		Specialized Equipment Turnout Gear	80,080.77	82,997.62	82,927.41	83,000.00	79,054.24	95,000.00
6211_130		Specialized Equipment Extinguishers	1,380.00	1,250.49	705.00	1,410.00	1,362.00	1,400.00
		Capital Equipment Totals	\$138,450.68	\$151,307.11	\$127,919.88	\$146,692.00	\$112,473.06	\$276,900.00
		General Operating						
6200_100		Medical Fees And Supplies General Medical	113,440.87	72,501.07	84,280.82	110,650.00	97,013.59	101,000.00
6200_110		Medical Fees And Supplies Oxygen	3,614.18	5,367.63	4,857.61	5,600.00	5,174.85	7,250.00
6203		Dues/Subscriptions	935.10	14.99	.00	650.00	95.00	250.00
6208		Special Supplies	.00	.00	7.96	74.00	73.82	.00
6210		Small Tools and Equipment	1,872.78	5,793.08	3,762.79	2,400.00	1,392.67	2,500.00
6212_100		Fuel Unleaded	1,705.68	2,093.24	2,595.01	2,500.00	2,313.52	2,650.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6214_110	Clothing And Uniforms Regular	44,269.25	45,000.00	46,914.84	45,000.00	37,223.26	52,000.00
6300_100	Repair & Maintenance Equipment Parts	3,997.91	1,784.12	3,861.29	4,994.00	4,966.58	5,000.00
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	.00	.00	.00	25,000.00
General Operating Totals		\$169,835.77	\$132,554.13	\$146,280.32	\$171,868.00	\$148,253.29	\$195,650.00
Fringe Benefits							
5400_144	Employee Benefits OPEB-Post Employment Benefit	.00	.00	.00	.00	56,889.29	102,549.00
Fringe Benefits Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$56,889.29	\$102,549.00
Division 040 - Fire & Medical Services Totals		\$6,705,061.87	\$10,226,236.77	\$7,786,620.94	\$8,877,113.00	\$7,997,200.84	\$9,378,348.00
Division 044 - Grants							
Personnel Services							
5200_106	Other Personnel Services Staffing	.00	11,656.08	13,007.69	9,000.00	9,777.64	.00
5400_100	Employee Benefits FICA	77.96	57.03	183.40	291.00	174.63	.00
5400_135	Employee Benefits Life Insurance	1.75	1.92	7.21	.00	.00	.00
Personnel Services Totals		\$79.71	\$11,715.03	\$13,198.30	\$9,291.00	\$9,952.27	\$0.00
Capital Equipment							
6211	Specialized Equipment	21,112.75	26,488.79	5,255.47	.00	.00	.00
6211_110	Specialized Equipment Safety Equipment	.00	.00	.00	63,014.00	60,655.00	.00
6211_120	Specialized Equipment Communications Equipment	.00	.00	11,565.00	.00	.00	.00
9500_155	Capital Outlay Vehicle Equipment	178,500.00	.00	.00	.00	.00	.00
Capital Equipment Totals		\$199,612.75	\$26,488.79	\$16,820.47	\$63,014.00	\$60,655.00	\$0.00
General Operating							
6700_105	Travel & Training Special Training	29,920.00	68,617.83	50,220.44	30,000.00	12,101.04	.00
General Operating Totals		\$29,920.00	\$68,617.83	\$50,220.44	\$30,000.00	\$12,101.04	\$0.00
Division 044 - Grants Totals		\$229,612.46	\$106,821.65	\$80,239.21	\$102,305.00	\$82,708.31	\$0.00
Department 15 - Fire Totals		\$12,587,388.34	\$14,088,999.58	\$14,178,258.60	\$15,745,158.00	\$14,867,470.20	\$17,114,028.00
Department 17 - Police							
Division 000 - Admin							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	804,359.58	1,206,397.00	989,127.41	1,245,678.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	861.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(150,000.00)	.00	(85,000.00)
5100	Overtime	.00	.00	42,396.65	20,000.00	39,325.32	45,000.00
5200_110	Other Personnel Services On-Call	.00	.00	5,240.00	6,300.00	7,306.00	6,300.00
5200_115	Other Personnel Services Other Compensation	.00	.00	4,365.82	5,400.00	9,717.03	5,400.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	3,607.99	3,700.00	2,651.92	3,881.00
5200_120	Other Personnel Services Shift Differential	.00	.00	773.73	1,000.00	925.96	1,000.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	8,938.20	9,250.00	7,967.09	7,250.00
5400_100	Employee Benefits FICA	.00	.00	64,843.93	91,574.00	77,345.38	100,560.00
Personnel Services Totals		\$0.00	\$0.00	\$935,386.90	\$1,193,621.00	\$1,134,366.11	\$1,330,069.00
General Operating							
7000	Bad Debt Expense	.00	.00	.00	.00	(126.00)	.00
General Operating Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$126.00)	\$0.00
Division 000 - Admin Totals		\$0.00	\$0.00	\$935,386.90	\$1,193,621.00	\$1,134,240.11	\$1,330,069.00
Division 044 - Grants							
Personnel Services							
5100	Overtime	3,005.70	3,253.74	3,315.11	.00	5,702.65	.00
5400_100	Employee Benefits FICA	41.70	78.23	46.88	.00	80.24	.00
5400_135	Employee Benefits Life Insurance	1.51	2.80	1.33	.00	3.13	.00
Personnel Services Totals		\$3,048.91	\$3,334.77	\$3,363.32	\$0.00	\$5,786.02	\$0.00
General Operating							
6700_105	Travel & Training Special Training	.00	.00	685.23	.00	.00	.00
General Operating Totals		\$0.00	\$0.00	\$685.23	\$0.00	\$0.00	\$0.00
Division 044 - Grants Totals		\$3,048.91	\$3,334.77	\$4,048.55	\$0.00	\$5,786.02	\$0.00
Division 050 - Police Uniform Services							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	7,128,024.53	6,383,867.59	4,835,979.67	7,106,911.00	4,917,927.00	6,321,434.00
5000_110	Salaries and Wages Regular Part Time	22,527.08	31,089.32	90,781.95	75,000.00	73,661.18	77,250.00
5000_115	Salaries and Wages Seasonal/Temporary	52,788.18	52,050.56	101,697.80	70,000.00	51,945.12	72,100.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(1,500,000.00)	.00	(499,000.00)
5100	Overtime	862,228.86	1,099,471.96	989,032.02	850,000.00	1,035,993.64	900,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5200_105	Other Personnel Services Special Duty	45,374.61	79,256.79	68,551.63	80,000.00	112,292.99	82,400.00
5200_110	Other Personnel Services On-Call	21,482.84	21,200.00	15,196.66	22,000.00	13,400.00	22,660.00
5200_115	Other Personnel Services Other Compensation	444,591.65	280,203.06	239,067.17	305,000.00	270,714.35	304,400.00
5200_116	Other Personnel Services Longevity Pay	3,390.00	3,442.34	.00	.00	.00	.00
5200_117	Other Personnel Services Retention	38,400.00	27,600.00	16,800.00	18,000.00	.00	14,400.00
5200_120	Other Personnel Services Shift Differential	97,283.57	72,748.41	47,670.70	67,000.00	51,420.58	67,000.00
5200_130	Other Personnel Services Allowance Taxable	193,341.81	75,473.59	58,489.44	58,600.00	52,750.97	62,200.00
5400_100	Employee Benefits FICA	186,722.40	189,719.17	108,348.05	555,188.00	97,886.27	114,896.00
5400_110	Employee Benefits Retirement A	2,971,466.00	2,997,739.63	3,022,316.00	2,932,738.00	2,932,738.00	3,108,925.00
5400_115	Employee Benefits Retirement B	153,874.86	.00	211,369.00	301,682.00	301,682.00	377,861.00
5400_120	Employee Benefits Workers Compensation	525,610.73	388,992.36	383,304.00	324,284.00	320,534.90	387,580.00
5400_125	Employee Benefits Health Insurance	1,515,573.69	1,395,557.00	1,609,312.00	1,319,822.00	1,319,822.00	2,116,396.00
5400_130	Employee Benefits Dental Insurance	95,927.81	86,021.00	91,640.00	70,582.00	70,582.00	101,238.00
5400_135	Employee Benefits Life Insurance	35,808.63	30,739.45	2,166.20	31,583.00	33,785.59	25,904.00
Personnel Services Totals		\$14,394,417.25	\$13,215,172.23	\$11,891,722.29	\$12,688,390.00	\$11,657,136.59	\$13,657,644.00
Capital Equipment							
6211	Specialized Equipment	27,737.05	71,446.16	81,764.16	83,000.00	50,787.35	160,000.00
Capital Equipment Totals		\$27,737.05	\$71,446.16	\$81,764.16	\$83,000.00	\$50,787.35	\$160,000.00
General Operating							
6000	Office Supplies	4,584.81	4,593.46	6,209.74	6,000.00	4,454.31	7,000.00
6005	Postage	4,987.38	3,628.30	2,706.16	5,000.00	2,809.50	6,000.00
6010	Computer Equipment	11,095.56	21,529.17	42,644.52	40,000.00	12,101.18	30,000.00
6015	Computer Software	55,193.17	11,158.38	12,720.47	15,000.00	11,693.73	25,000.00
6017	Computer Licensing and Maint.	60,294.67	86,819.42	116,693.60	120,000.00	113,898.09	132,000.00
6020	Office Equipment	3,061.87	6,911.67	6,978.06	6,000.00	4,592.04	9,000.00
6025	Furnishings	.00	.00	.00	.00	.00	2,000.00
6200	Medical Fees And Supplies	8,900.16	2,561.86	6,830.91	8,600.00	6,061.19	9,000.00
6202	Printing/Copying/Paper Mgt	3,527.04	3,223.10	5,268.55	8,000.00	6,434.99	6,000.00
6203	Dues/Subscriptions	1,520.36	1,818.82	3,074.38	3,800.00	3,746.55	7,000.00
6206	Custodian Supplies	.00	.00	.00	.00	.00	1,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6208	Special Supplies	18,495.95	27,930.05	34,694.11	53,000.00	45,840.95	53,000.00
6210	Small Tools and Equipment	1,872.30	2,584.02	2,175.44	1,500.00	980.85	2,000.00
6212_100	Fuel Unleaded	77.26	207.05	483.58	900.00	557.28	1,200.00
6214	Clothing And Uniforms	15,240.12	12,851.08	21,358.61	26,500.00	25,354.36	32,000.00
6215	Uniform Laundering	10,494.10	8,850.20	8,108.45	10,500.00	9,000.00	14,000.00
6248	Community Support	.00	.00	.00	1,000.00	362.84	1,000.00
6276	Field Supplies&Materials	7,655.00	32,236.00	19,968.69	28,000.00	27,005.16	28,000.00
6292	Other Charges	23,952.00	23,952.00	24,256.00	30,290.00	29,250.00	34,000.00
6300_100	Repair & Maintenance Equipment Parts	5,174.85	2,288.53	3,491.28	4,000.00	1,377.14	4,000.00
6300_105	Repair & Maintenance Vehicle Maint Supplies	6,997.44	5,119.85	7,330.25	12,000.00	5,209.77	12,000.00
6300_170	Repair & Maintenance Buildings	5,287.66	8,431.71	9,841.30	10,000.00	7,168.19	50,000.00
6355	Recruitment	770.32	35,282.35	33,365.60	35,000.00	31,637.97	35,000.00
6400_100	Utilities Electricity	42,033.29	43,290.96	45,048.09	53,000.00	48,300.00	57,000.00
6400_105	Utilities Gas	10,059.47	12,276.49	12,271.46	10,500.00	9,645.52	13,000.00
6400_115	Utilities Water/Wastewater	3,854.33	4,563.06	5,291.02	6,500.00	5,841.45	6,500.00
6400_117	Utilities Stormwater	1,594.08	1,670.97	1,731.20	2,000.00	1,779.57	2,000.00
6400_125	Utilities Telecommunications	52,420.17	53,166.84	54,581.31	57,300.00	56,013.53	76,000.00
6400_127	Utilities Cellular Communications	36,564.91	38,146.16	40,088.41	44,000.00	43,206.84	47,500.00
6500_118	Professional and Consultant Svs Contractual Services	14,868.97	63,314.41	79,713.68	170,000.00	141,801.05	80,000.00
6500_119	Professional and Consultant Svs Health and Wellness	19,999.92	19,999.92	19,999.92	22,000.00	22,000.00	25,000.00
6500_120	Professional and Consultant Svs Information Technology	24,100.90	26,984.63	25,193.55	35,000.00	27,876.34	48,500.00
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	3,352.03	3,187.62	2,000.00	1,397.10	2,000.00
6500_148	Professional and Consultant Svs Interpreter Services	3,768.90	6,233.75	5,764.00	6,000.00	5,000.00	6,000.00
6500_154	Professional and Consultant Svs Laboratory Analysis	2,185.00	4,841.00	2,885.00	.00	.00	12,000.00
6530_115	Rentals Equipment	2,289.12	872.37	1,832.52	1,900.00	1,832.52	1,900.00
6600	Maintenance Contracts	48,716.97	28,437.33	19,452.64	29,200.00	26,650.60	31,000.00
6605	Radio Maintenance	2,252.00	1,312.98	2,534.90	2,600.00	421.30	2,600.00
6625	Equipment Maintenance Repairs	.00	.00	.00	.00	.00	2,000.00
6700_105	Travel & Training Special Training	38,583.61	102,262.58	119,377.76	110,500.00	89,611.58	160,000.00
6800_140	Fees for Services Hospitality Expense	211.94	994.31	2,812.10	3,000.00	1,980.48	3,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
7000	Bad Debt Expense	.00	.00	.00	.00	93.00	.00
7005	Refunds	.00	.00	.00	2,710.00	2,766.70	.00
7200_115	Capital Leases Equipment	10,370.05	10,297.44	10,302.47	11,000.00	7,884.06	311,000.00
General Operating Totals		\$563,055.65	\$723,994.25	\$820,267.35	\$994,300.00	\$843,637.73	\$1,387,200.00
Fringe Benefits							
5400_144	Employee Benefits OPEB-Post Employment Benefit	42,858.96	35,055.81	28,278.34	49,500.00	27,251.55	40,910.00
Fringe Benefits Totals		\$42,858.96	\$35,055.81	\$28,278.34	\$49,500.00	\$27,251.55	\$40,910.00
Interfund							
8005	Vehicle/Equipment Repairs	1,800.00	1,398.83	4,901.75	2,000.00	1,500.00	2,000.00
Interfund Totals		\$1,800.00	\$1,398.83	\$4,901.75	\$2,000.00	\$1,500.00	\$2,000.00
Division 050 - Police Uniform Services Totals		\$15,029,868.91	\$14,047,067.28	\$12,826,933.89	\$13,817,190.00	\$12,580,313.22	\$15,247,754.00
Division 051 - Airport Division							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	612,488.25	578,592.00	588,129.10	689,751.00
5100	Overtime	.00	.00	86,814.78	.00	126,172.39	60,000.00
5200_115	Other Personnel Services Other Compensation	.00	.00	41,450.54	39,800.00	37,086.90	42,100.00
5200_117	Other Personnel Services Retention	.00	.00	6,000.00	7,200.00	.00	7,200.00
5200_120	Other Personnel Services Shift Differential	.00	.00	6,555.74	10,000.00	7,466.74	10,000.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	653.78	4,000.00	3,692.28	4,000.00
5400_100	Employee Benefits FICA	.00	38.66	10,005.51	52,754.00	10,519.00	11,789.00
5400_135	Employee Benefits Life Insurance	.00	2.46	672.65	.00	615.41	592.00
Personnel Services Totals		\$0.00	\$41.12	\$764,641.25	\$692,346.00	\$773,681.82	\$825,432.00
Fringe Benefits							
5400_144	Employee Benefits OPEB-Post Employment Benefit	.00	.00	5,533.11	5,800.00	5,959.00	6,898.00
Fringe Benefits Totals		\$0.00	\$0.00	\$5,533.11	\$5,800.00	\$5,959.00	\$6,898.00
Division 051 - Airport Division Totals		\$0.00	\$41.12	\$770,174.36	\$698,146.00	\$779,640.82	\$832,330.00
Division 052 - Dispatch and Communications							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	571,577.07	529,551.75	566,023.56	1,133,490.00	706,534.92	1,050,295.00
5000_115	Salaries and Wages Seasonal/Temporary	7,848.71	16,774.45	46,674.75	23,000.00	9,953.61	25,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(400,000.00)	.00	(150,000.00)
5100	Overtime	320,179.04	298,734.16	658,554.00	300,000.00	576,134.25	380,000.00
5200_115	Other Personnel Services Other Compensation	49,383.12	42,705.83	42,174.71	76,500.00	65,133.15	76,500.00
5200_116	Other Personnel Services Longevity Pay	2,722.19	3,468.55	1,994.23	800.00	283.28	500.00
5200_117	Other Personnel Services Retention	.00	7,472.00	46,416.80	20,000.00	3,448.80	.00
5200_120	Other Personnel Services Shift Differential	16,425.33	15,263.32	13,238.52	31,000.00	20,244.60	31,000.00
5200_130	Other Personnel Services Allowance Taxable	4,250.00	3,623.70	2,768.30	7,950.00	4,928.73	7,950.00
5400_100	Employee Benefits FICA	62,382.65	59,031.69	72,528.49	118,019.00	90,452.09	120,200.00
5400_115	Employee Benefits Retirement B	.00	63,242.09	.00	.00	.00	.00
5400_135	Employee Benefits Life Insurance	34.24	25.30	70.82	.00	9.95	15.00
Personnel Services Totals		\$1,034,802.35	\$1,039,892.84	\$1,450,444.18	\$1,310,759.00	\$1,477,123.38	\$1,541,460.00
Division 052 - Dispatch and Communications Totals		\$1,034,802.35	\$1,039,892.84	\$1,450,444.18	\$1,310,759.00	\$1,477,123.38	\$1,541,460.00
Division 053 - Parking Services							
Personnel Services							
5400_100	Employee Benefits FICA	.00	69.30	.00	.00	.00	.00
Personnel Services Totals		\$0.00	\$69.30	\$0.00	\$0.00	\$0.00	\$0.00
General Operating							
7303	Regulatory and Bank Fees	.00	1.00	.00	.00	.00	.00
General Operating Totals		\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00
Division 053 - Parking Services Totals		\$0.00	\$70.30	\$0.00	\$0.00	\$0.00	\$0.00
Division 054 - Community Support							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	89,135.32	750,487.20	1,348,449.00	824,819.05	656,426.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	565.71	.00	.00	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(350,000.00)	.00	(87,000.00)
5100	Overtime	.00	3,291.40	124,179.39	100,000.00	97,111.97	70,000.00
5200_115	Other Personnel Services Other Compensation	.00	1,651.63	12,168.08	102,300.00	10,139.44	58,000.00
5200_120	Other Personnel Services Shift Differential	.00	872.57	13,029.57	15,000.00	12,226.37	15,000.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	6,213.27	11,225.00	6,812.04	11,525.00
5400_100	Employee Benefits FICA	.00	7,128.46	65,316.79	97,688.00	66,804.69	62,038.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
	Personnel Services Totals	\$0.00	\$102,645.09	\$971,394.30	\$1,324,662.00	\$1,017,913.56	\$785,989.00
	Capital Equipment						
6211	Specialized Equipment	.00	325.00	1,345.65	.00	.00	.00
	Capital Equipment Totals	\$0.00	\$325.00	\$1,345.65	\$0.00	\$0.00	\$0.00
	General Operating						
6200_105	Medical Fees And Supplies Medical Exams	.00	565.00	385.00	.00	.00	.00
6202	Printing/Copying/Paper Mgt	.00	.00	28.99	.00	.00	.00
6208	Special Supplies	.00	.00	569.81	.00	.00	.00
6214	Clothing And Uniforms	.00	.00	1,332.94	.00	.00	.00
6400_127	Utilities Cellular Communications	.00	605.97	2,613.96	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	928.30	.00	.00	.00
6700_105	Travel & Training Special Training	.00	1,011.26	10,586.22	.00	.00	.00
7650_370	Regional Programs Expanded Mental Health	.00	.00	.00	365,000.00	100,621.57	.00
	General Operating Totals	\$0.00	\$2,182.23	\$16,445.22	\$365,000.00	\$100,621.57	\$0.00
	Division 054 - Community Support Totals	\$0.00	\$105,152.32	\$989,185.17	\$1,689,662.00	\$1,118,535.13	\$785,989.00
	Division 055 - CAIP						
	Program 000 - Administration						
	Personnel Services						
5000_100	Salaries and Wages Regular, Full Time	.00	.00	.00	.00	.00	682,598.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	.00	.00	(101,000.00)
5100	Overtime	.00	.00	.00	.00	.00	40,000.00
5200_115	Other Personnel Services Other Compensation	.00	.00	.00	.00	.00	43,000.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.00	.00	3,000.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	.00	.00	.00	7,050.00
5400_100	Employee Benefits FICA	.00	.00	.00	.00	.00	59,337.00
	Personnel Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$733,985.00
	General Operating						
6248	Community Support	.00	.00	.00	.00	.00	1,000.00
	General Operating Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
	Program 000 - Administration Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$734,985.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Program 170 - Cares								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	.00	.00	.00	.00	13,800.60	234,177.00
5200_115		Other Personnel Services Other Compensation	.00	.00	.00	.00	.00	14,500.00
5200_120		Other Personnel Services Shift Differential	.00	.00	.00	.00	.00	2,000.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	.00	.00	.00	3,850.00
5400_100		Employee Benefits FICA	.00	.00	.00	.00	1,011.83	19,471.00
Personnel Services Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$14,812.43	\$273,998.00
General Operating								
7650_370		Regional Programs Expanded Mental Health	.00	.00	.00	.00	.00	70,380.00
General Operating Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,380.00
Program 170 - Cares Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$14,812.43	\$344,378.00
Division 055 - CAIP Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$14,812.43	\$1,079,363.00
Department 17 - Police Totals			\$16,067,720.17	\$15,195,558.63	\$16,976,173.05	\$18,709,378.00	\$17,110,451.11	\$20,816,965.00
Department 19 - Public Works								
Division 000 - Admin								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	327,959.18	324,379.75	434,258.76	462,212.00	419,754.40	481,240.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(390,000.00)	.00	(297,762.00)
5100		Overtime	9,193.40	11,546.91	12,900.40	9,000.00	9,314.25	9,500.00
5200_110		Other Personnel Services On-Call	.00	.00	40.00	.00	.00	.00
5200_115		Other Personnel Services Other Compensation	5,849.07	3,646.24	1,838.13	.00	2,461.38	3,100.00
5200_116		Other Personnel Services Longevity Pay	2,210.00	2,210.00	2,210.00	2,210.00	2,334.59	2,334.00
5200_130		Other Personnel Services Allowance Taxable	1,849.96	1,849.96	2,811.46	.00	1,830.73	3,081.00
5400_100		Employee Benefits FICA	28,952.81	25,225.80	33,569.75	36,217.00	31,724.30	38,193.00
5400_115		Employee Benefits Retirement B	261,295.53	29,700.66	287,196.00	319,091.00	319,091.00	348,660.00
5400_120		Employee Benefits Workers Compensation	166,554.13	159,420.51	145,474.00	104,179.00	102,974.57	16,171.00
5400_125		Employee Benefits Health Insurance	604,293.00	691,308.00	686,542.00	771,237.00	771,237.00	984,974.00
5400_130		Employee Benefits Dental Insurance	38,068.00	41,252.00	38,383.00	41,263.00	41,263.00	46,400.00
5400_135		Employee Benefits Life Insurance	9,826.00	10,267.00	9,760.00	9,093.00	9,093.00	7,971.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_145	Employee Benefits Employee Parking	1,300.00	600.00	.00	600.00	.00	500.00
5400_150	Employee Benefits Recognition	500.00	1,859.03	2,051.27	4,000.00	3,981.94	5,000.00
Personnel Services Totals		\$1,457,851.08	\$1,303,265.86	\$1,657,034.77	\$1,369,102.00	\$1,715,060.16	\$1,649,362.00
Capital Equipment							
6211_110	Specialized Equipment Safety Equipment	11,395.15	12,139.74	.00	2,000.00	(39.95)	2,000.00
Capital Equipment Totals		\$11,395.15	\$12,139.74	\$0.00	\$2,000.00	(\$39.95)	\$2,000.00
General Operating							
6000	Office Supplies	2,724.32	4,307.98	5,610.05	5,500.00	4,784.91	5,500.00
6005	Postage	1,524.46	2,456.73	4,830.88	5,000.00	4,670.87	5,000.00
6020	Office Equipment	.00	142.60	810.78	1,000.00	421.99	1,000.00
6025	Furnishings	.00	.00	.00	2,000.00	.00	1,500.00
6200	Medical Fees And Supplies	330.00	230.00	230.00	300.00	.00	300.00
6202	Printing/Copying/Paper Mgt	1,831.88	1,911.64	2,130.53	3,000.00	2,547.24	3,000.00
6203	Dues/Subscriptions	1,109.48	2,358.80	2,199.48	2,800.00	2,009.50	2,500.00
6214	Clothing And Uniforms	.00	.00	.00	1,500.00	.00	1,500.00
6350	Legal Notice & Advertising	.00	.00	.00	500.00	.00	1,000.00
6400_125	Utilities Telecommunications	11,319.90	11,656.39	7,942.16	9,000.00	8,033.22	8,200.00
6400_127	Utilities Cellular Communications	2,661.06	2,693.98	2,213.17	2,750.00	980.43	2,750.00
6500_118	Professional and Consultant Svs Contractual Services	22,208.00	21,727.00	22,070.00	25,540.00	25,538.50	24,500.00
6500_142	Professional and Consultant Svs Marketing and Promotion	145.80	.00	.00	460.00	.00	2,500.00
6700_105	Travel & Training Special Training	.00	80.00	375.00	2,000.00	781.85	2,000.00
6700_110	Travel & Training Travel Expense	.00	.00	.00	1,250.00	.00	1,000.00
7000	Bad Debt Expense	89.00	(2,072.00)	(48.00)	.00	.00	.00
7200_115	Capital Leases Equipment	3,344.02	3,302.72	4,537.10	3,900.00	4,508.40	4,569.00
General Operating Totals		\$47,287.92	\$48,795.84	\$52,901.15	\$66,500.00	\$54,276.91	\$66,819.00
Division 000 - Admin Totals		\$1,516,534.15	\$1,364,201.44	\$1,709,935.92	\$1,437,602.00	\$1,769,297.12	\$1,718,181.00
Division 053 - Parking Services							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	375,484.01	355,322.15	188,688.87	259,817.00	251,342.57	269,195.00
5000_110	Salaries and Wages Regular Part Time	.00	271.07	8,869.74	27,434.00	15,378.66	34,501.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5000_115	Salaries and Wages Seasonal/Temporary	.00	847.50	.00	.00	.00	.00
5100	Overtime	25,069.55	32,218.32	16,461.20	10,000.00	7,125.55	9,000.00
5200_106	Other Personnel Services Staffing	.00	.00	251.31	.00	34.88	.00
5200_110	Other Personnel Services On-Call	.00	2,440.00	1,010.00	20,000.00	577.50	9,000.00
5200_115	Other Personnel Services Other Compensation	10,700.00	1,364.19	2,979.35	2,000.00	1,732.09	2,225.00
5200_116	Other Personnel Services Longevity Pay	2,490.00	2,416.67	1,954.99	2,000.00	2,058.28	1,906.00
5200_120	Other Personnel Services Shift Differential	2,174.05	2,029.46	2,965.27	3,000.00	2,796.80	3,000.00
5200_130	Other Personnel Services Allowance Taxable	2,792.86	2,832.26	1,782.19	3,000.00	2,010.45	4,500.00
5400_100	Employee Benefits FICA	30,432.21	29,096.66	16,493.47	21,133.00	20,031.78	26,590.00
5400_115	Employee Benefits Retirement B	28,703.26	33,803.71	.00	.00	.00	.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	8,646.00
5400_125	Employee Benefits Health Insurance	169,729.31	.00	.00	.00	.00	.00
5400_130	Employee Benefits Dental Insurance	40,825.19	.00	.00	.00	.00	.00
5400_135	Employee Benefits Life Insurance	3,123.16	.00	.00	.00	.00	.00
5400_150	Employee Benefits Recognition	.00	.00	.00	243.00	240.84	400.00
Personnel Services Totals		\$691,523.60	\$462,641.99	\$241,456.39	\$348,627.00	\$303,329.40	\$368,963.00
Capital Equipment							
6211	Specialized Equipment	33,849.15	30,325.11	48,957.56	31,500.00	30,112.10	90,000.00
Capital Equipment Totals		\$33,849.15	\$30,325.11	\$48,957.56	\$31,500.00	\$30,112.10	\$90,000.00
General Operating							
6000	Office Supplies	.00	3,339.77	2,886.96	5,000.00	4,795.82	6,500.00
6005	Postage	4,000.00	9,730.80	17,333.52	25,000.00	15,000.00	25,000.00
6010	Computer Equipment	.00	588.05	1,241.50	.00	.00	2,000.00
6020	Office Equipment	.00	11,232.11	.00	1,000.00	.00	1,000.00
6200	Medical Fees And Supplies	.00	90.00	.00	.00	.00	.00
6202	Printing/Copying/Paper Mgt	6,618.68	3,310.02	15,052.20	25,175.00	23,393.40	25,000.00
6203	Dues/Subscriptions	.00	.00	347.50	909.00	500.00	800.00
6210	Small Tools and Equipment	.00	314.31	.00	.00	.00	.00
6214	Clothing And Uniforms	.00	4,373.88	1,164.00	.00	.00	2,000.00
6294	Donations	.00	39,638.50	37,003.13	43,201.00	33,253.25	50,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6400_125	Utilities Telecommunications	.00	1,684.46	5,247.77	8,500.00	8,102.31	8,400.00
6500	Professional and Consultant Svs	.00	.00	.00	5,500.00	5,281.46	.00
6500_118	Professional and Consultant Svs Contractual Services	49,560.00	88,219.04	134,484.40	79,972.00	60,000.00	100,000.00
6605	Radio Maintenance	.00	.00	936.00	1,000.00	230.00	1,000.00
6700_100	Travel & Training Education	.00	3,553.39	1,522.56	6,000.00	7,048.77	6,792.00
7000	Bad Debt Expense	512.15	430.00	180.00	1,000.00	150.00	1,000.00
7005	Refunds	88.00	.00	.00	.00	.00	.00
7200_115	Capital Leases Equipment	.00	.00	1,547.75	4,000.00	2,022.68	4,000.00
7303	Regulatory and Bank Fees	2,008.11	2,537.49	15,159.15	36,000.00	28,882.58	40,000.00
General Operating Totals		\$62,786.94	\$169,041.82	\$234,106.44	\$242,257.00	\$188,660.27	\$273,492.00
Division 053 - Parking Services Totals		\$788,159.69	\$662,008.92	\$524,520.39	\$622,384.00	\$522,101.77	\$732,455.00
Division 150 - Engineering							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	946,717.66	847,664.18	884,733.01	1,034,590.00	797,603.10	1,079,436.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	10,786.72	30,632.79	155,360.00	39,071.74	84,744.00
5000_910	Salaries and Wages Total Compensation Contingency	.00	.00	.00	.00	.00	55,641.00
5100	Overtime	7,637.89	7,647.94	12,588.07	13,050.73	1,704.74	13,000.00
5200_110	Other Personnel Services On-Call	.00	5,200.00	(5,200.00)	.00	.00	.00
5200_115	Other Personnel Services Other Compensation	7,800.00	3,354.12	2,291.81	2,300.00	1,500.00	2,300.00
5200_116	Other Personnel Services Longevity Pay	730.00	769.97	880.00	750.00	105.92	.00
5200_120	Other Personnel Services Shift Differential	.00	2.15	10.80	.00	2.70	.00
5200_130	Other Personnel Services Allowance Taxable	4,055.86	3,863.56	3,925.10	4,250.00	3,477.00	5,750.00
5400_100	Employee Benefits FICA	70,621.74	64,367.82	69,470.80	92,588.00	61,788.86	79,463.00
5400_105	Employee Benefits Unemployment Insurance	275.14	.00	.00	.00	.00	.00
5400_115	Employee Benefits Retirement B	.00	77,041.84	.00	.00	.00	.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	36,355.00
5400_150	Employee Benefits Recognition	.00	.00	.00	750.00	783.93	750.00
Personnel Services Totals		\$1,037,838.29	\$1,020,698.30	\$999,332.38	\$1,303,638.73	\$906,037.99	\$1,357,439.00
General Operating							
6010	Computer Equipment	.00	113.46	1,973.22	1,950.00	1,044.53	1,000.00



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6015	Computer Software	.00	.00	1,452.12	2,400.00	.00	.00
6020	Office Equipment	.00	628.74	539.98	750.00	341.14	750.00
6025	Furnishings	.00	129.97	664.98	700.00	.00	700.00
6200	Medical Fees And Supplies	215.00	230.00	345.00	350.00	.00	1,000.00
6202	Printing/Copying/Paper Mgt	274.59	338.45	18.39	2,000.00	46.79	2,500.00
6203	Dues/Subscriptions	1,498.14	4,851.18	9,570.71	13,000.00	2,440.49	13,000.00
6204	Books	.00	.00	.00	800.00	800.00	800.00
6208	Special Supplies	74.50	138.30	150.36	500.00	.00	750.00
6210	Small Tools and Equipment	.00	.00	.00	5,500.00	.00	750.00
6214	Clothing And Uniforms	.00	.00	.00	400.00	.00	500.00
6350	Legal Notice & Advertising	1,099.00	649.00	.00	1,000.00	590.00	1,000.00
6400_125	Utilities Telecommunications	2,123.98	848.46	393.20	1,000.00	234.97	750.00
6400_127	Utilities Cellular Communications	7,814.93	7,668.23	6,298.89	8,000.00	4,983.97	7,000.00
6500_118	Professional and Consultant Svs Contractual Services	.00	239.48	.00	.00	.00	.00
6600	Maintenance Contracts	.00	.00	333.22	.00	.00	.00
6700_100	Travel & Training Education	.00	.00	.00	.00	520.00	.00
6700_105	Travel & Training Special Training	2,453.04	4,566.20	6,723.60	13,000.00	4,120.00	13,000.00
6700_110	Travel & Training Travel Expense	.00	.00	.00	.00	.00	6,100.00
6700_115	Travel & Training Mileage	1,048.23	.00	.00	2,200.00	1,000.00	2,500.00
6800_140	Fees for Services Hospitality Expense	.00	.00	373.36	1,500.00	630.60	1,000.00
7200_115	Capital Leases Equipment	.00	.00	915.35	1,300.00	1,054.90	1,120.00
General Operating Totals		\$16,601.41	\$20,401.47	\$29,752.38	\$56,350.00	\$17,807.39	\$54,220.00
Division 150 - Engineering Totals		\$1,054,439.70	\$1,041,099.77	\$1,029,084.76	\$1,359,988.73	\$923,845.38	\$1,411,659.00
Division 151 - Equipment Maintenance							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	487,977.35	472,898.77	563,884.04	707,469.00	622,547.42	740,838.00
5100	Overtime	37,263.27	54,531.07	45,019.61	28,000.00	37,777.84	44,000.00
5200_110	Other Personnel Services On-Call	23,160.00	24,560.00	22,720.00	21,374.00	21,672.00	25,470.00
5200_115	Other Personnel Services Other Compensation	22,945.04	10,949.62	13,003.18	22,000.00	14,270.17	19,375.00
5200_116	Other Personnel Services Longevity Pay	972.62	1,545.00	2,060.00	2,060.00	2,139.10	2,139.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5200_120		Other Personnel Services Shift Differential	.00	.00	.00	1,500.00	9.39	1,500.00
5200_130		Other Personnel Services Allowance Taxable	3,739.54	3,452.74	4,009.50	4,000.00	4,127.45	7,082.00
5400_100		Employee Benefits FICA	42,167.60	41,556.33	47,725.58	60,160.00	50,851.99	64,291.00
5400_115		Employee Benefits Retirement B	.00	47,530.77	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	24,844.00
Personnel Services Totals			\$618,225.42	\$657,024.30	\$698,421.91	\$846,563.00	\$753,395.36	\$929,539.00
General Operating								
6000		Office Supplies	50.90	146.93	122.26	350.00	164.41	350.00
6007		Shipping and Moving	200.97	45.65	.00	.00	200.00	.00
6010		Computer Equipment	79.14	103.92	142.99	150.00	233.07	150.00
6200		Medical Fees And Supplies	915.00	835.00	736.00	750.00	431.00	750.00
6202		Printing/Copying/Paper Mgt	55.41	22.47	22.42	150.00	19.11	150.00
6203		Dues/Subscriptions	6,674.47	3,437.17	5,529.95	7,500.00	7,913.00	2,000.00
6208		Special Supplies	13,527.43	12,534.76	14,333.34	18,000.00	16,999.58	16,000.00
6210		Small Tools and Equipment	14,042.60	60,064.32	27,315.48	29,000.00	27,949.97	23,000.00
6212		Fuel	154.20	.00	.00	.00	(451.88)	.00
6212_100		Fuel Unleaded	189,675.13	274,721.87	286,804.01	343,334.00	338,847.95	316,868.00
6212_110		Fuel Diesel	168,761.67	309,097.69	380,007.83	354,883.00	350,848.82	303,670.00
6212_115		Fuel Propane	202.22	.00	(103.67)	300.00	.00	300.00
6214		Clothing And Uniforms	4,661.68	5,055.22	7,042.75	5,600.00	5,569.27	7,000.00
6216		Oil & Grease & Antifreeze	28,184.61	27,768.14	32,853.05	35,000.00	33,223.40	35,000.00
6300_100		Repair & Maintenance Equipment Parts	357,786.45	329,370.02	412,998.08	443,400.00	414,826.59	451,900.00
6300_120		Repair & Maintenance Tires	63,381.45	57,815.63	50,399.45	74,000.00	73,113.18	60,000.00
6350		Legal Notice & Advertising	259.00	.00	.00	.00	.00	.00
6400_100		Utilities Electricity	44,047.00	45,500.39	43,316.86	39,000.00	39,908.44	44,845.00
6400_105		Utilities Gas	27,880.34	27,874.87	32,068.93	30,000.00	28,933.19	30,000.00
6400_125		Utilities Telecommunications	2,688.06	2,735.41	1,682.36	3,000.00	1,157.02	3,000.00
6400_127		Utilities Cellular Communications	509.21	484.68	816.74	2,250.00	2,108.01	2,250.00
6500_118		Professional and Consultant Svs Contractual Services	3,119.43	11,213.06	10,087.37	20,900.00	20,494.91	5,900.00
6620		Contractual Vehicle Repair	71,314.85	184,220.69	71,970.42	115,000.00	106,179.20	80,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6700_100		Travel & Training Education	2,039.00	83.81	2,730.87	5,500.00	3,749.62	5,000.00
6700_110		Travel & Training Travel Expense	.00	.00	.00	1,500.00	1,898.78	1,500.00
7200_115		Capital Leases Equipment	191.98	189.89	190.03	180.00	285.06	180.00
General Operating Totals			\$1,000,402.20	\$1,353,321.59	\$1,381,067.52	\$1,529,747.00	\$1,474,601.70	\$1,389,813.00
Interfund								
7900_116		Interfund Transfer Fleet	561,722.00	561,712.00	751,000.00	400,000.00	.00	902,425.00
Interfund Totals			\$561,722.00	\$561,712.00	\$751,000.00	\$400,000.00	\$0.00	\$902,425.00
Division 151 - Equipment Maintenance Totals			\$2,180,349.62	\$2,572,057.89	\$2,830,489.43	\$2,776,310.00	\$2,227,997.06	\$3,221,777.00
Division 152 - Streets								
Program 480 - Snow Removal								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	211.59	.00	.00	.00	.00	.00
5400_100		Employee Benefits FICA	15.50	.00	.00	.00	.00	.00
Personnel Services Totals			\$227.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 480 - Snow Removal Totals			\$227.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 481 - Street Maintenance								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	921,711.06	921,515.98	1,096,601.14	1,232,064.00	999,157.85	1,250,483.00
5000_115		Salaries and Wages Seasonal/Temporary	74,949.48	65,476.69	32,656.61	107,205.00	32,603.99	107,205.00
5100		Overtime	214,484.56	296,810.97	314,461.38	225,000.00	256,919.80	261,385.00
5200_110		Other Personnel Services On-Call	53,760.00	54,300.00	51,440.00	52,000.00	39,140.00	57,600.00
5200_115		Other Personnel Services Other Compensation	35,916.16	23,275.65	24,082.94	35,000.00	41,607.13	35,000.00
5200_116		Other Personnel Services Longevity Pay	3,220.00	3,220.00	5,114.14	4,302.00	6,204.40	5,681.00
5200_120		Other Personnel Services Shift Differential	1,131.48	1,246.42	1,148.38	1,500.00	745.55	1,500.00
5200_130		Other Personnel Services Allowance Taxable	12,199.96	10,412.65	12,310.33	11,000.00	33,576.71	15,000.00
5400_100		Employee Benefits FICA	97,262.18	101,088.84	111,880.88	127,607.00	104,124.34	132,640.00
5400_105		Employee Benefits Unemployment Insurance	275.14	.00	.00	.00	.00	.00
5400_115		Employee Benefits Retirement B	.00	88,142.16	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	43,050.00
5400_150		Employee Benefits Recognition	.00	704.51	306.51	.00	410.36	452.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Personnel Services Totals			\$1,414,910.02	\$1,566,193.87	\$1,650,002.31	\$1,795,678.00	\$1,514,490.13	\$1,909,996.00
General Operating								
6000		Office Supplies	490.61	.00	44.03	500.00	.00	500.00
6010		Computer Equipment	.00	.00	120.00	.00	.00	.00
6200		Medical Fees And Supplies	3,225.75	1,255.00	2,763.06	1,250.00	985.00	1,407.00
6202		Printing/Copying/Paper Mgt	209.41	.00	.00	250.00	52.77	250.00
6203		Dues/Subscriptions	78.00	39.00	6.00	50.00	124.00	186.00
6208		Special Supplies	14,387.89	16,945.21	15,713.84	26,000.00	25,334.81	21,000.00
6210		Small Tools and Equipment	10,356.64	5,828.00	11,939.97	14,000.00	9,500.00	8,000.00
6212_115		Fuel Propane	.00	.00	.00	250.00	.00	250.00
6214		Clothing And Uniforms	1,926.34	640.00	1,437.60	6,500.00	800.00	3,000.00
6276		Field Supplies&Materials	2,660.38	53.30	428.16	3,100.00	1,500.00	3,100.00
6300_100		Repair & Maintenance Equipment Parts	.00	.00	2,329.22	1,000.00	.00	.00
6300_125		Repair & Maintenance Gravel	33,009.93	40,222.25	38,301.96	70,000.00	67,027.26	63,000.00
6300_140		Repair & Maintenance Salt	200,199.46	283,466.01	292,972.21	248,000.00	126,972.56	285,000.00
6300_145		Repair & Maintenance Concrete	88,468.06	56,304.40	68,187.27	89,048.00	62,736.50	89,000.00
6300_175		Repair & Maintenance Landscape materials	3,327.49	1,693.92	2,509.79	7,000.00	6,000.00	5,000.00
6300_180		Repair & Maintenance Asphalt	39,888.12	49,068.91	68,376.58	75,000.00	53,500.00	73,000.00
6300_182		Repair & Maintenance Drainage and Catch Basins	32,569.87	35,981.37	40,710.04	60,000.00	45,000.00	60,000.00
6350		Legal Notice & Advertising	1,480.00	2,975.00	1,120.00	1,500.00	1,970.00	2,050.00
6400_120		Utilities Rubbish Removal	57,042.63	(1,282.80)	10,269.61	8,000.00	7,585.00	8,000.00
6400_125		Utilities Telecommunications	2,995.48	3,151.95	3,648.45	2,750.00	3,316.82	3,163.00
6400_127		Utilities Cellular Communications	7,786.31	9,047.75	9,799.67	10,000.00	6,875.73	10,000.00
6500_118		Professional and Consultant Svs Contractual Services	10,767.02	12,494.07	11,220.00	15,000.00	10,560.00	15,000.00
6530_115		Rentals Equipment	17,589.79	13,190.00	10,023.77	10,000.00	1,000.00	20,000.00
6700_100		Travel & Training Education	.00	405.00	4,443.57	3,000.00	39.95	3,000.00
6700_110		Travel & Training Travel Expense	.00	607.00	360.00	700.00	.00	700.00
7200_115		Capital Leases Equipment	.00	.00	.00	.00	105.00	.00
General Operating Totals			\$528,459.18	\$532,085.34	\$596,724.80	\$652,898.00	\$430,985.40	\$674,606.00
Program 481 - Street Maintenance Totals			\$1,943,369.20	\$2,098,279.21	\$2,246,727.11	\$2,448,576.00	\$1,945,475.53	\$2,584,602.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Division 152 - Streets Totals	\$1,943,596.29	\$2,098,279.21	\$2,246,727.11	\$2,448,576.00	\$1,945,475.53	\$2,584,602.00
		Division 153 - Recycling						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	128,392.44	132,909.04	164,429.29	217,595.00	130,027.83	226,118.00
5100		Overtime	53,996.56	28,928.78	22,823.79	20,000.00	14,192.49	20,000.00
5200_110		Other Personnel Services On-Call	4,920.00	3,040.00	2,640.00	5,000.00	2,058.00	3,500.00
5200_115		Other Personnel Services Other Compensation	10,910.22	9,231.92	9,652.56	10,000.00	8,338.33	10,000.00
5200_120		Other Personnel Services Shift Differential	40.44	3.80	.00	100.00	4.95	100.00
5200_125		Other Personnel Services Taxable Reimbursements	.00	.00	.00	1,500.00	.00	1,500.00
5200_130		Other Personnel Services Allowance Taxable	1,400.00	1,578.55	2,425.33	3,000.00	1,600.00	3,000.00
5400_100		Employee Benefits FICA	14,747.58	12,881.45	14,730.16	19,675.00	11,340.29	20,213.00
5400_115		Employee Benefits Retirement B	.00	13,324.63	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	7,581.00
		Personnel Services Totals	\$214,407.24	\$201,898.17	\$216,701.13	\$276,870.00	\$167,561.89	\$292,012.00
		Capital Equipment						
9500_110		Capital Outlay Capital Expenditures	.00	80,000.00	118,657.00	159,657.00	.00	159,657.00
		Capital Equipment Totals	\$0.00	\$80,000.00	\$118,657.00	\$159,657.00	\$0.00	\$159,657.00
		General Operating						
6200		Medical Fees And Supplies	185.00	720.00	328.00	500.00	231.00	500.00
6208		Special Supplies	31,125.00	46,699.30	215,577.99	176,000.00	.00	65,000.00
6210		Small Tools and Equipment	6,140.00	3,315.00	.00	500.00	.00	500.00
6214		Clothing And Uniforms	780.00	.00	.00	750.00	.00	750.00
6350		Legal Notice & Advertising	.00	.00	8,638.68	3,000.00	269.78	1,500.00
6400_127		Utilities Cellular Communications	211.40	279.57	69.88	400.00	.00	400.00
6500_118		Professional and Consultant Svs Contractual Services	276,068.75	246,626.40	213,151.20	272,000.00	177,525.05	270,000.00
		General Operating Totals	\$314,510.15	\$297,640.27	\$437,765.75	\$453,150.00	\$178,025.83	\$338,650.00
		Division 153 - Recycling Totals	\$528,917.39	\$579,538.44	\$773,123.88	\$889,677.00	\$345,587.72	\$790,319.00
		Department 19 - Public Works Totals	\$8,011,996.84	\$8,317,185.67	\$9,113,881.49	\$9,534,537.73	\$7,734,304.58	\$10,458,993.00
		Department 20 - Permitting and Inspections						
		Division 000 - Admin						



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Personnel Services</i>								
5000_100		Salaries and Wages Regular, Full Time	679,386.56	621,452.00	598,869.42	659,836.00	577,710.74	627,368.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(75,000.00)	.00	(117,705.00)
5100		Overtime	1,110.52	704.65	387.83	500.00	1,438.13	500.00
5200_110		Other Personnel Services On-Call	.00	80.00	.00	.00	294.00	.00
5200_115		Other Personnel Services Other Compensation	5,850.00	2,200.00	1,600.00	6,000.00	1,150.00	3,000.00
5200_116		Other Personnel Services Longevity Pay	4,400.00	4,596.98	3,942.69	3,500.00	3,970.89	2,860.00
5200_120		Other Personnel Services Shift Differential	.00	.00	1.80	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	20,465.00	20,040.00	21,591.39	20,500.00	19,434.80	20,000.00
5400_100		Employee Benefits FICA	51,678.09	47,207.96	45,158.56	52,811.00	43,188.36	50,010.00
5400_115		Employee Benefits Retirement B	108,961.35	63,481.69	122,551.00	124,117.00	124,117.00	134,583.00
5400_120		Employee Benefits Workers Compensation	69,989.08	34,307.31	27,770.00	18,843.00	18,625.15	22,985.00
5400_125		Employee Benefits Health Insurance	283,125.00	271,750.00	305,165.00	305,925.00	305,925.00	368,425.00
5400_130		Employee Benefits Dental Insurance	16,548.00	16,232.00	16,342.00	14,882.00	14,882.00	17,121.00
5400_135		Employee Benefits Life Insurance	4,099.00	3,644.00	3,511.00	3,268.00	3,268.00	2,729.00
5400_145		Employee Benefits Employee Parking	1,260.00	700.00	360.00	.00	.00	.00
<i>Personnel Services Totals</i>			\$1,246,872.60	\$1,086,396.59	\$1,147,250.69	\$1,135,182.00	\$1,114,004.07	\$1,131,876.00
<i>General Operating</i>								
6000		Office Supplies	107.25	692.13	562.35	1,500.00	364.19	1,500.00
6005		Postage	5,652.37	4,824.39	4,771.11	3,700.00	3,817.02	3,700.00
6010		Computer Equipment	.00	.00	38.99	.00	.00	.00
6025		Furnishings	.00	834.97	200.00	700.00	159.99	250.00
6200		Medical Fees And Supplies	.00	115.00	584.00	250.00	.00	250.00
6202		Printing/Copying/Paper Mgt	2,694.68	3,279.39	1,037.62	3,000.00	659.04	1,500.00
6203		Dues/Subscriptions	60.00	16.44	250.00	250.00	220.00	250.00
6208		Special Supplies	.00	43.70	328.26	250.00	204.80	250.00
6210		Small Tools and Equipment	1,507.70	339.96	1,033.44	1,650.00	242.00	1,000.00
6214		Clothing And Uniforms	.00	.00	.00	1,500.00	.00	1,500.00
6300_100		Repair & Maintenance Equipment Parts	163.00	.00	.00	.00	.00	.00
6350		Legal Notice & Advertising	.00	.00	.00	250.00	.00	250.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6400_120	Utilities Rubbish Removal	810.68	6,230.18	4,222.21	4,500.00	703.00	2,500.00
6400_125	Utilities Telecommunications	4,684.33	4,508.01	3,745.38	7,000.00	2,446.46	7,000.00
6400_127	Utilities Cellular Communications	5,682.79	7,862.90	8,283.19	6,500.00	5,146.42	6,500.00
6500_118	Professional and Consultant Svs Contractual Services	32,620.00	34,280.00	42,816.10	34,600.00	34,086.00	34,600.00
6500_133	Professional and Consultant Svs Board Of Health Expense	500.00	1,700.00	2,440.00	3,000.00	928.75	3,000.00
6500_139	Professional and Consultant Svs Relocation Clearing	.00	.00	10,534.14	18,500.00	13,659.70	10,000.00
6700_100	Travel & Training Education	.00	2,544.50	1,256.50	3,500.00	2,325.00	3,500.00
6700_110	Travel & Training Travel Expense	.00	1,876.78	1,965.57	9,000.00	4,783.39	9,000.00
6800_155	Fees for Services Special Events	.00	.00	3,895.37	1,000.00	.00	1,000.00
7000	Bad Debt Expense	152.00	2,128.27	.00	1,200.00	.00	1,200.00
7200_115	Capital Leases Equipment	191.98	189.89	822.43	600.00	1,274.44	681.00
7303	Regulatory and Bank Fees	(26.00)	.00	.00	.00	.00	.00
General Operating Totals		\$54,800.78	\$71,466.51	\$88,786.66	\$102,450.00	\$71,020.20	\$89,431.00
Division 000 - Admin Totals		\$1,301,673.38	\$1,157,863.10	\$1,236,037.35	\$1,237,632.00	\$1,185,024.27	\$1,221,307.00
Division 154 - Inspection Services							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	284,195.59	316,460.66	392,500.58	464,116.00	441,038.11	501,001.00
5100	Overtime	909.34	2,950.49	4,120.03	2,000.00	1,076.71	1,000.00
5200_115	Other Personnel Services Other Compensation	2,800.00	200.00	200.00	3,000.00	800.00	3,000.00
5200_116	Other Personnel Services Longevity Pay	730.00	880.00	1,462.42	1,461.00	1,880.00	1,880.00
5200_130	Other Personnel Services Allowance Taxable	14,964.96	15,864.19	20,893.23	17,500.00	19,942.27	21,000.00
5400_100	Employee Benefits FICA	22,029.31	24,492.10	31,583.00	38,562.00	34,410.36	40,383.00
5400_115	Employee Benefits Retirement B	.00	25,705.56	.00	.00	.00	.00
5400_120	Employee Benefits Workers Compensation	.00	13,889.20	15,324.00	13,690.00	13,531.73	16,921.00
Personnel Services Totals		\$325,629.20	\$400,442.20	\$466,083.26	\$540,329.00	\$512,679.18	\$585,185.00
General Operating							
6000	Office Supplies	.00	89.96	246.46	500.00	.00	500.00
6005	Postage	.00	.00	.00	2,500.00	.00	2,500.00
6010	Computer Equipment	.00	103.47	.00	1,000.00	29.26	1,000.00
6200	Medical Fees And Supplies	.00	.00	.00	500.00	.00	500.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6202		Printing/Copying/Paper Mgt	672.63	1,619.94	.00	2,500.00	425.00	.00
6203		Dues/Subscriptions	500.00	770.96	997.10	1,200.00	825.00	1,200.00
6204		Books	.00	.00	569.14	1,500.00	.00	1,500.00
6208		Special Supplies	428.30	1,025.08	318.83	500.00	480.90	500.00
6210		Small Tools and Equipment	.00	.00	.00	500.00	.00	500.00
6214		Clothing And Uniforms	.00	.00	.00	500.00	.00	500.00
6350		Legal Notice & Advertising	604.50	.00	.00	1,000.00	.00	500.00
6400_125		Utilities Telecommunications	5,029.69	4,505.89	4,142.97	4,700.00	2,732.28	4,700.00
6400_127		Utilities Cellular Communications	5,035.79	6,695.75	3,960.51	4,200.00	2,900.82	4,200.00
6500_118		Professional and Consultant Svs Contractual Services	.00	.00	500.00	5,000.00	.00	5,000.00
6700_105		Travel & Training Special Training	.00	425.00	150.00	7,000.00	2,110.39	7,000.00
6700_110		Travel & Training Travel Expense	.00	.00	2,672.54	5,000.00	1,632.42	5,000.00
6700_115		Travel & Training Mileage	.00	.00	157.20	1,000.00	318.34	1,000.00
General Operating Totals			\$12,270.91	\$15,236.05	\$13,714.75	\$39,100.00	\$11,454.41	\$36,100.00
Division 154 - Inspection Services Totals			\$337,900.11	\$415,678.25	\$479,798.01	\$579,429.00	\$524,133.59	\$621,285.00
Division 157 - Zoning								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	277,525.99	292,206.53	365,405.70	377,495.00	282,435.00	384,434.00
5100		Overtime	332.25	250.23	317.51	500.00	191.20	500.00
5200_115		Other Personnel Services Other Compensation	1,750.00	.00	300.00	2,000.00	200.00	1,000.00
5200_120		Other Personnel Services Shift Differential	.17	2.55	15.08	100.00	.00	50.00
5200_130		Other Personnel Services Allowance Taxable	1,424.96	192.30	751.96	1,400.00	850.00	1,400.00
5400_100		Employee Benefits FICA	20,355.89	21,011.88	26,443.30	29,184.00	20,174.90	29,635.00
5400_115		Employee Benefits Retirement B	.00	24,581.33	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	13,314.76	14,587.00	10,731.00	10,606.94	13,182.00
Personnel Services Totals			\$301,389.26	\$351,559.58	\$407,820.55	\$421,410.00	\$314,458.04	\$430,201.00
General Operating								
6000		Office Supplies	1,763.02	14.35	197.12	1,500.00	.00	500.00
6005		Postage	.00	.00	.00	2,000.00	.00	1,000.00
6020		Office Equipment	.00	210.79	.00	1,500.00	.00	1,500.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6202	Printing/Copying/Paper Mgt	109.45	475.00	1,454.55	2,500.00	1,065.35	2,000.00
6203	Dues/Subscriptions	801.42	67.41	455.47	700.00	266.10	700.00
6208	Special Supplies	107.44	84.00	96.99	500.00	100.00	500.00
6327	Customer Credits & Refunds	2,207.60	.00	.00	4,500.00	.00	3,500.00
6350	Legal Notice & Advertising	2,789.00	2,797.60	2,699.84	5,000.00	2,000.00	4,000.00
6400_125	Utilities Telecommunications	989.64	1,113.03	967.64	1,375.00	815.26	1,375.00
6500_118	Professional and Consultant Svs Contractual Services	2,380.00	1,000.00	2,587.50	4,250.00	100.00	4,250.00
6700_100	Travel & Training Education	675.00	2,366.01	1,538.76	5,000.00	1,015.00	5,000.00
6700_107	Travel & Training Training Materials	.00	.00	.00	300.00	.00	300.00
6700_110	Travel & Training Travel Expense	(641.89)	2,648.18	2,774.86	5,000.00	.00	5,000.00
6700_115	Travel & Training Mileage	.00	.00	.00	1,000.00	.00	1,000.00
General Operating Totals		\$11,180.68	\$10,776.37	\$12,772.73	\$35,125.00	\$5,361.71	\$30,625.00
Division 157 - Zoning Totals		\$312,569.94	\$362,335.95	\$420,593.28	\$456,535.00	\$319,819.75	\$460,826.00
Department 20 - Permitting and Inspections Totals		\$1,952,143.43	\$1,935,877.30	\$2,136,428.64	\$2,273,596.00	\$2,028,977.61	\$2,303,418.00
Department 21 - Fletcher Free Library							
Division 060 - General Services							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,054,142.25	1,115,042.06	1,232,566.02	1,225,819.00	1,285,504.75	1,278,197.00
5000_110	Salaries and Wages Regular Part Time	143,424.79	163,248.03	168,883.74	327,391.00	95,339.57	338,393.00
5000_115	Salaries and Wages Seasonal/Temporary	11,911.39	47,247.36	46,687.32	9,635.00	23,236.60	10,000.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(100,000.00)	.00	(93,624.00)
5100	Overtime	2,057.94	11,264.39	3,832.68	8,000.00	3,632.13	7,000.00
5200_106	Other Personnel Services Staffing	.00	2,192.29	6,746.14	.00	5,368.46	7,000.00
5200_115	Other Personnel Services Other Compensation	29,010.91	8,462.58	9,541.51	30,000.00	7,038.30	30,000.00
5200_116	Other Personnel Services Longevity Pay	4,503.25	4,074.47	3,580.89	3,810.00	2,200.00	2,640.00
5200_120	Other Personnel Services Shift Differential	12,013.16	13,384.42	13,583.94	12,000.00	13,356.66	15,000.00
5200_130	Other Personnel Services Allowance Taxable	9,777.59	10,051.69	11,258.17	10,000.00	11,826.00	15,000.00
5400_100	Employee Benefits FICA	91,709.96	98,800.24	109,033.45	124,359.00	104,423.91	130,297.00
5400_115	Employee Benefits Retirement B	94,696.61	99,229.16	95,352.00	127,042.00	127,042.00	157,875.00
5400_120	Employee Benefits Workers Compensation	69,565.96	62,644.52	54,728.00	44,284.00	43,772.03	54,643.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_125		Employee Benefits Health Insurance	260,351.00	261,905.00	242,334.00	263,410.00	263,410.00	286,553.00
5400_130		Employee Benefits Dental Insurance	17,069.00	16,999.00	14,207.00	16,625.00	16,625.00	18,251.00
5400_135		Employee Benefits Life Insurance	5,465.00	4,920.00	4,739.00	4,739.00	4,739.00	4,656.00
5400_145		Employee Benefits Employee Parking	2,000.00	1,080.00	720.00	1,500.00	660.00	700.00
Personnel Services Totals			\$1,807,698.81	\$1,920,545.21	\$2,017,793.86	\$2,108,614.00	\$2,008,174.41	\$2,262,581.00
General Operating								
6000		Office Supplies	6,464.60	7,351.83	7,048.92	8,000.00	5,872.70	6,000.00
6005		Postage	2,965.11	2,641.09	5,878.98	6,800.00	6,300.00	7,200.00
6010		Computer Equipment	.00	11,621.50	62.67	70.00	120.71	200.00
6015		Computer Software	.00	.00	237.23	.00	.00	.00
6017		Computer Licensing and Maint.	3,108.24	3,000.00	.00	13,480.00	10,000.00	4,500.00
6020		Office Equipment	.00	.00	.00	7,272.00	2,786.04	750.00
6025		Furnishings	.00	.00	16,083.98	33,900.00	35,180.36	750.00
6200		Medical Fees And Supplies	.00	958.39	792.58	400.00	236.00	500.00
6202		Printing/Copying/Paper Mgt	2,970.37	2,834.48	7,121.44	2,500.00	2,765.56	2,500.00
6203		Dues/Subscriptions	1,425.49	886.64	507.01	.00	.00	1,500.00
6204		Books	184,587.42	.00	.00	.00	.00	.00
6207		Collection	.00	183,939.90	231,878.60	281,624.00	258,063.11	281,624.00
6208		Special Supplies	5,397.37	74,459.58	6,946.91	2,000.00	2,007.32	4,000.00
6210		Small Tools and Equipment	.00	1,727.50	1,941.79	.00	.00	.00
6300_170		Repair & Maintenance Buildings	1,547.18	3,371.00	1,495.75	9,600.00	2,460.33	11,600.00
6350		Legal Notice & Advertising	1,312.58	527.05	388.98	500.00	81.51	500.00
6400_100		Utilities Electricity	49,103.08	61,020.85	54,579.76	61,480.00	42,416.62	62,000.00
6400_105		Utilities Gas	17,641.72	28,413.91	22,481.62	25,200.00	27,587.52	26,500.00
6400_112		Utilities Other	.00	.00	.00	2,175.00	2,167.27	.00
6400_115		Utilities Water/Wastewater	4,847.42	7,499.76	9,223.71	9,450.00	9,520.62	10,200.00
6400_120		Utilities Rubbish Removal	6,150.23	6,732.66	6,578.74	6,542.00	.00	.00
6400_125		Utilities Telecommunications	11,275.38	12,030.70	10,326.42	12,000.00	6,892.30	8,000.00
6400_127		Utilities Cellular Communications	120.24	120.24	120.24	4,450.00	(6,314.58)	150.00
6500_103		Professional and Consultant Svs Security Contracts	45,300.00	64,775.62	109,017.95	128,180.00	128,180.00	293,260.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6500_117	Professional and Consultant Svs Instructors and Lecturers	250.00	.00	.00	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	2,244.24	3,292.93	6,512.44	.00	.00	.00
6500_142	Professional and Consultant Svs Marketing and Promotion	660.00	1,220.00	1,780.00	1,500.00	1,500.00	1,500.00
6600	Maintenance Contracts	10,235.80	11,118.50	16,106.04	20,000.00	11,262.72	18,000.00
6700_100	Travel & Training Education	.00	734.00	1,643.50	.00	.00	.00
6700_110	Travel & Training Travel Expense	.00	150.70	788.42	.00	.00	.00
7200_100	Capital Leases Property	.00	.00	18,540.00	.00	.00	.00
7200_115	Capital Leases Equipment	2,602.00	2,675.12	2,677.21	2,602.00	3,032.79	3,200.00
General Operating Totals		\$360,208.47	\$493,103.95	\$540,760.89	\$639,725.00	\$552,118.90	\$744,434.00
Division 060 - General Services Totals		\$2,167,907.28	\$2,413,649.16	\$2,558,554.75	\$2,748,339.00	\$2,560,293.31	\$3,007,015.00
Division 061 - Summer Reading Program							
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	5,730.00	3,873.45	.00	5,000.00	.00	5,000.00
5400_100	Employee Benefits FICA	438.34	296.32	.00	383.00	.00	383.00
Personnel Services Totals		\$6,168.34	\$4,169.77	\$0.00	\$5,383.00	\$0.00	\$5,383.00
General Operating							
6208	Special Supplies	.00	5,183.17	.00	.00	.00	.00
6350	Legal Notice & Advertising	.00	4,143.25	.00	.00	.00	.00
6700_105	Travel & Training Special Training	.00	61.72	.00	.00	.00	.00
General Operating Totals		\$0.00	\$9,388.14	\$0.00	\$0.00	\$0.00	\$0.00
Division 061 - Summer Reading Program Totals		\$6,168.34	\$13,557.91	\$0.00	\$5,383.00	\$0.00	\$5,383.00
Division 063 - FFL New North End Branch							
General Operating							
6020	Office Equipment	.00	.00	.00	2,000.00	.00	.00
6208	Special Supplies	.00	.00	4,000.00	2,000.00	1,125.02	2,000.00
6400_100	Utilities Electricity	.00	.00	710.45	1,300.00	575.71	1,400.00
6400_105	Utilities Gas	.00	.00	858.63	1,100.00	1,100.00	1,200.00
6400_112	Utilities Other	.00	.00	.00	.00	59.79	.00
7200_100	Capital Leases Property	.00	.00	.00	18,600.00	18,540.00	19,380.00
7200_115	Capital Leases Equipment	.00	.00	.00	.00	136.41	550.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
General Operating Totals			\$0.00	\$0.00	\$5,569.08	\$25,000.00	\$21,536.93	\$24,530.00
Division 063 - FFL New North End Branch Totals			\$0.00	\$0.00	\$5,569.08	\$25,000.00	\$21,536.93	\$24,530.00
Department 21 - Fletcher Free Library Totals			\$2,174,075.62	\$2,427,207.07	\$2,564,123.83	\$2,778,722.00	\$2,581,830.24	\$3,036,928.00
Department 23 - Parks and Recreation								
Division 000 - Admin								
Program 000 - Administration								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	330,104.79	337,916.29	345,793.01	693,821.00	330,213.42	338,525.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(250,000.00)	.00	(321,873.00)
5100		Overtime	62.98	370.46	2,123.13	1,000.00	2,041.08	1,000.00
5200_115		Other Personnel Services Other Compensation	4,574.98	1,600.00	1,474.64	3,200.00	1,976.82	1,800.00
5200_116		Other Personnel Services Longevity Pay	2,210.00	2,210.00	1,330.00	1,330.00	1,330.00	1,330.00
5200_120		Other Personnel Services Shift Differential	.00	4.50	4.65	100.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	2,274.96	1,774.98	1,201.31	1,275.00	1,712.85	1,850.00
5400_100		Employee Benefits FICA	24,787.37	24,853.64	25,509.56	54,484.00	24,245.48	26,355.00
5400_115		Employee Benefits Retirement B	257,438.52	252,900.44	270,975.00	326,667.00	326,667.00	432,809.00
5400_120		Employee Benefits Workers Compensation	151,377.22	138,748.39	138,116.00	115,959.00	114,618.38	13,426.00
5400_125		Employee Benefits Health Insurance	611,894.00	661,937.00	702,913.00	911,306.00	911,306.00	1,154,398.00
5400_130		Employee Benefits Dental Insurance	38,123.00	40,550.00	40,873.00	47,844.00	47,844.00	58,592.00
5400_135		Employee Benefits Life Insurance	10,050.00	9,656.00	9,572.00	10,232.00	10,232.00	10,435.00
5400_150		Employee Benefits Recognition	2,829.92	609.93	892.05	1,000.00	866.93	1,000.00
Personnel Services Totals			\$1,435,727.74	\$1,473,131.63	\$1,540,777.35	\$1,918,218.00	\$1,773,053.96	\$1,719,647.00
General Operating								
6000		Office Supplies	2,568.45	5,810.09	4,818.59	4,299.00	3,600.00	4,500.00
6005		Postage	292.18	443.02	329.77	350.00	159.39	700.00
6010		Computer Equipment	.00	172.25	.00	.00	74.89	.00
6200		Medical Fees And Supplies	565.00	1,121.38	1,885.00	2,000.00	1,525.00	2,000.00
6202		Printing/Copying/Paper Mgt	2,228.96	2,568.11	2,429.42	2,000.00	1,497.75	2,500.00
6203		Dues/Subscriptions	2,370.06	5,371.68	4,071.65	5,045.00	5,045.00	5,000.00
6208		Special Supplies	1,788.54	5,556.76	4,959.00	6,030.00	5,513.33	5,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6214	Clothing And Uniforms	1,245.89	1,433.65	2,726.78	3,599.00	3,369.65	4,000.00
6400_117	Utilities Stormwater	.00	.00	.00	.00	7,673.55	.00
6400_125	Utilities Telecommunications	11,127.97	11,633.06	7,924.70	6,000.00	5,405.48	4,000.00
6400_127	Utilities Cellular Communications	28,109.93	34,526.53	37,893.43	31,500.00	28,282.29	33,000.00
6500_118	Professional and Consultant Svs Contractual Services	22,199.89	30,462.50	5,000.00	600.00	600.00	5,000.00
6530_100	Rentals Property	1,409.14	.00	.00	300.00	80.00	.00
6530_115	Rentals Equipment	.00	.00	.00	.00	116.95	.00
6700_105	Travel & Training Special Training	4,469.00	23,128.35	11,385.85	10,500.00	8,505.25	15,000.00
6700_110	Travel & Training Travel Expense	.00	16,692.91	12,109.61	8,267.00	7,690.97	10,000.00
6700_135	Travel & Training Lodging	.00	.00	.00	.00	426.96	.00
6800_140	Fees for Services Hospitality Expense	.00	.00	.00	500.00	239.66	500.00
7000	Bad Debt Expense	(209.00)	(4,618.50)	.00	.00	218.00	.00
7200_100	Capital Leases Property	5,540.59	5,817.62	6,108.50	6,414.00	6,413.92	6,735.00
7200_115	Capital Leases Equipment	2,907.22	2,873.62	3,192.07	3,376.00	3,153.32	3,028.00
7303	Regulatory and Bank Fees	51,359.00	59,078.47	67,651.21	56,486.00	58,971.69	56,485.00
General Operating Totals		\$137,972.82	\$202,071.50	\$172,485.58	\$147,266.00	\$148,563.05	\$157,448.00
Regional Programs							
7730	Scholarships	.00	1,390.00	37,765.75	40,000.00	34,578.00	40,000.00
Regional Programs Totals		\$0.00	\$1,390.00	\$37,765.75	\$40,000.00	\$34,578.00	\$40,000.00
Program 000 - Administration Totals		\$1,573,700.56	\$1,676,593.13	\$1,751,028.68	\$2,105,484.00	\$1,956,195.01	\$1,917,095.00
Program 050 - Marketing							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	4,347.21	.00	4,060.44	.00
5000_105	Salaries and Wages Limited Service	.00	.00	.00	31,467.00	10,429.83	33,468.00
5000_110	Salaries and Wages Regular Part Time	.00	.00	.00	.00	8,021.07	.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	2,349.15	3,761.80	5,000.00	.00	5,000.00
5200_115	Other Personnel Services Other Compensation	.00	.00	.00	.00	522.62	600.00
5200_120	Other Personnel Services Shift Differential	.00	.00	2.25	.00	(2.25)	.00
5400_100	Employee Benefits FICA	.00	180.58	619.64	2,943.00	1,760.05	2,989.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	1,086.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Personnel Services Totals		\$0.00	\$2,529.73	\$8,730.90	\$39,410.00	\$24,791.76	\$43,143.00
General Operating							
6202	Printing/Copying/Paper Mgt	9,400.89	9,702.61	8,277.04	10,000.00	3,561.88	10,000.00
6203	Dues/Subscriptions	119.88	.00	.00	.00	.00	.00
6208	Special Supplies	715.74	2,549.95	4,060.44	7,500.00	2,692.00	7,500.00
6325	Items For Resale	.00	.00	28.50	.00	.00	.00
6350	Legal Notice & Advertising	27,172.00	25,434.37	29,722.25	36,000.00	23,302.01	28,000.00
6500_142	Professional and Consultant Svs Marketing and Promotion	14,295.01	32,402.45	13,561.74	24,000.00	18,187.98	32,000.00
General Operating Totals		\$51,703.52	\$70,089.38	\$55,649.97	\$77,500.00	\$47,743.87	\$77,500.00
Program 050 - Marketing Totals		\$51,703.52	\$72,619.11	\$64,380.87	\$116,910.00	\$72,535.63	\$120,643.00
Program 230 - Parks Planning							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	74,349.35	78,932.80	89,596.20	96,020.00	225,735.92	260,974.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	3,437.99	6,192.31	3,700.00	3,671.55	4,120.00
5200_115	Other Personnel Services Other Compensation	350.00	450.00	200.00	400.00	600.00	1,192.00
5200_130	Other Personnel Services Allowance Taxable	999.96	976.62	984.84	1,000.00	1,769.16	2,000.00
5400_100	Employee Benefits FICA	5,751.12	6,379.41	7,036.56	7,912.00	16,846.93	20,524.00
5400_115	Employee Benefits Retirement B	.00	.00	.00	7,854.00	7,854.00	7,854.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,061.00
5400_130	Employee Benefits Dental Insurance	.00	.00	.00	458.00	458.00	458.00
5400_135	Employee Benefits Life Insurance	.00	.00	.00	63.00	63.00	63.00
5400_150	Employee Benefits Recognition	.00	.00	75.41	300.00	165.32	500.00
Personnel Services Totals		\$81,450.43	\$90,176.82	\$104,085.32	\$117,707.00	\$257,163.88	\$299,746.00
General Operating							
6010	Computer Equipment	.00	.00	57.08	.00	.00	.00
6208	Special Supplies	2,655.94	1,823.66	3,469.02	2,500.00	2,464.77	3,000.00
6500_118	Professional and Consultant Svs Contractual Services	1,198.00	4,967.00	1,167.00	5,500.00	5,500.00	5,000.00
6700_110	Travel & Training Travel Expense	.00	44.54	.00	.00	.00	.00
General Operating Totals		\$3,853.94	\$6,835.20	\$4,693.10	\$8,000.00	\$7,964.77	\$8,000.00
Program 230 - Parks Planning Totals		\$85,304.37	\$97,012.02	\$108,778.42	\$125,707.00	\$265,128.65	\$307,746.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Division 000 - Admin Totals	\$1,710,708.45	\$1,846,224.26	\$1,924,187.97	\$2,348,101.00	\$2,293,859.29	\$2,345,484.00
		Division 044 - Grants						
		Personnel Services						
5000_115		Salaries and Wages Seasonal/Temporary	47,171.08	.00	.00	.00	.00	.00
5100		Overtime	100.50	.00	.00	.00	.00	.00
5400_100		Employee Benefits FICA	3,616.23	189.02	.00	.00	.00	.00
		Personnel Services Totals	\$50,887.81	\$189.02	\$0.00	\$0.00	\$0.00	\$0.00
		Capital Equipment						
6211		Specialized Equipment	.00	.00	15,234.78	57,135.00	35,563.30	20,000.00
9500_100		Capital Outlay Construction	.00	.00	.00	50,000.00	.00	.00
		Capital Equipment Totals	\$0.00	\$0.00	\$15,234.78	\$107,135.00	\$35,563.30	\$20,000.00
		General Operating						
6208		Special Supplies	13,869.41	.00	.00	22,500.00	13,829.88	24,000.00
6210		Small Tools and Equipment	.00	.00	.00	10,365.00	8,530.66	3,000.00
6500_118		Professional and Consultant Svs Contractual Services	.00	.00	6,999.25	19,500.00	6,557.00	5,000.00
6530_115		Rentals Equipment	10,800.00	.00	.00	.00	.00	.00
7390_100		Pass Through Sub Grantee Expense	.00	.00	19,999.79	30,001.00	30,001.00	50,000.00
		General Operating Totals	\$24,669.41	\$0.00	\$26,999.04	\$82,366.00	\$58,918.54	\$82,000.00
		Division 044 - Grants Totals	\$75,557.22	\$189.02	\$42,233.82	\$189,501.00	\$94,481.84	\$102,000.00
		Division 100 - Parks						
		Program 000 - Administration						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	87,544.17	93,639.74	100,995.32	105,412.00	95,883.55	170,607.00
5000_115		Salaries and Wages Seasonal/Temporary	.00	.00	.00	.00	.00	4,000.00
5200_115		Other Personnel Services Other Compensation	1,500.00	200.00	300.00	300.00	300.00	358.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	.00	.00	.00	500.00
5400_100		Employee Benefits FICA	6,400.30	6,760.86	7,296.94	8,087.00	6,852.92	13,423.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	3,639.00
		Personnel Services Totals	\$95,444.47	\$100,600.60	\$108,592.26	\$113,799.00	\$103,036.47	\$192,527.00
		Capital Equipment						



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6211	Specialized Equipment	39,402.86	7,455.76	2,596.96	1,588.00	1,587.29	1,588.00
	<i>Capital Equipment Totals</i>	\$39,402.86	\$7,455.76	\$2,596.96	\$1,588.00	\$1,587.29	\$1,588.00
	<i>General Operating</i>						
6208	Special Supplies	23,149.44	11,510.47	2,748.15	1,412.00	.00	3,000.00
6214	Clothing And Uniforms	2,038.51	4,902.30	1,377.46	3,000.00	2,999.15	3,000.00
6400_100	Utilities Electricity	45,059.25	52,697.39	54,826.38	55,131.00	53,146.15	58,163.00
6400_105	Utilities Gas	3,917.23	3,408.03	4,385.99	7,000.00	4,162.02	7,000.00
6400_115	Utilities Water/Wastewater	35,643.72	39,642.18	48,734.14	40,660.00	31,732.10	53,120.00
6400_117	Utilities Stormwater	69,095.28	74,580.65	79,538.83	61,537.00	75,723.97	86,697.00
6400_120	Utilities Rubbish Removal	157,721.51	221,508.11	133,294.18	140,000.00	108,463.92	110,000.00
6400_125	Utilities Telecommunications	.00	.00	.00	.00	.00	600.00
6400_127	Utilities Cellular Communications	.00	.00	.00	.00	.00	288.00
6500_118	Professional and Consultant Svs Contractual Services	20,712.32	25,115.46	21,170.00	31,500.00	29,675.10	.00
6530_100	Rentals Property	.00	3,746.25	.00	4,000.00	.00	.00
6530_115	Rentals Equipment	6,871.85	5,090.00	.00	5,090.00	4,985.00	34,681.00
6625	Equipment Maintenance Repairs	1,290.00	.00	.00	.00	.00	.00
6800_125	Fees for Services Fees & Permits	402.00	499.00	785.00	525.00	325.00	525.00
7200_115	Capital Leases Equipment	.00	.00	.00	850.00	426.18	850.00
	<i>General Operating Totals</i>	\$365,901.11	\$442,699.84	\$346,860.13	\$350,705.00	\$311,638.59	\$357,924.00
	Program 000 - Administration Totals	\$500,748.44	\$550,756.20	\$458,049.35	\$466,092.00	\$416,262.35	\$552,039.00
	Program 235 - Grounds Maintenance						
	<i>Personnel Services</i>						
5000_100	Salaries and Wages Regular, Full Time	240,690.73	221,310.79	259,316.38	279,129.00	256,703.35	289,841.00
5000_105	Salaries and Wages Limited Service	.00	.00	.00	56,745.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	24,512.75	54,828.00	42,235.73	55,000.00	45,539.49	62,000.00
5100	Overtime	5,460.33	8,698.01	9,819.49	7,800.00	6,361.97	7,500.00
5200_110	Other Personnel Services On-Call	2,040.00	1,800.00	1,920.00	2,300.00	2,016.00	2,300.00
5200_115	Other Personnel Services Other Compensation	7,534.76	2,350.94	2,303.24	4,000.00	1,830.01	4,000.00
5200_116	Other Personnel Services Longevity Pay	2,210.00	2,210.00	2,314.10	2,314.00	2,360.00	2,360.00
5200_120	Other Personnel Services Shift Differential	.00	44.55	316.61	300.00	49.34	300.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5200_130		Other Personnel Services Allowance Taxable	2,100.00	2,100.00	2,630.76	4,200.00	2,419.23	3,200.00
5400_100		Employee Benefits FICA	20,739.91	21,309.92	23,061.42	32,802.00	23,065.98	28,420.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	11,719.00
Personnel Services Totals			\$305,288.48	\$314,652.21	\$343,917.73	\$444,590.00	\$340,345.37	\$411,640.00
General Operating								
6208		Special Supplies	.00	68.00	.00	.00	.00	.00
6210		Small Tools and Equipment	8,293.49	2,357.68	1,184.89	1,500.00	1,337.95	1,500.00
6276		Field Supplies&Materials	4,040.86	5,323.56	5,350.63	4,479.00	4,283.24	6,200.00
6300_100		Repair & Maintenance Equipment Parts	2,230.44	525.83	1,722.18	2,299.00	1,496.80	2,300.00
6300_165		Repair & Maintenance Other Small Charges Not Capital	12,416.54	7,638.09	10,706.13	11,945.00	8,203.59	10,500.00
6300_175		Repair & Maintenance Landscape materials	25,328.36	24,180.58	24,657.29	23,125.00	22,840.90	25,000.00
6600		Maintenance Contracts	3,032.48	.00	.00	.00	.00	.00
General Operating Totals			\$55,342.17	\$40,093.74	\$43,621.12	\$43,348.00	\$38,162.48	\$45,500.00
Program 235 - Grounds Maintenance Totals			\$360,630.65	\$354,745.95	\$387,538.85	\$487,938.00	\$378,507.85	\$457,140.00
Program 236 - Buildings Maintenance								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	301,423.80	188,785.17	280,609.69	331,985.00	333,635.44	366,600.00
5000_115		Salaries and Wages Seasonal/Temporary	7,597.35	14,144.92	21,317.37	29,678.00	21,246.56	30,000.00
5100		Overtime	13,664.31	11,914.28	11,489.96	15,000.00	13,050.78	13,000.00
5200_110		Other Personnel Services On-Call	1,160.00	1,600.00	1,280.00	1,400.00	2,352.00	1,402.00
5200_115		Other Personnel Services Other Compensation	11,055.93	2,521.15	1,891.33	4,000.00	914.05	2,000.00
5200_116		Other Personnel Services Longevity Pay	1,920.00	.00	940.00	500.00	710.62	719.00
5200_120		Other Personnel Services Shift Differential	1,488.27	676.84	255.57	2,250.00	7.67	2,250.00
5200_130		Other Personnel Services Allowance Taxable	6,071.06	4,910.08	3,625.00	2,400.00	3,164.58	2,400.00
5400_100		Employee Benefits FICA	25,156.86	16,610.70	23,481.35	29,316.00	27,273.76	32,005.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	11,662.00
Personnel Services Totals			\$369,537.58	\$241,163.14	\$344,890.27	\$416,529.00	\$402,355.46	\$462,038.00
General Operating								
6206		Custodian Supplies	22,924.99	23,617.62	24,185.15	26,125.00	24,213.88	26,125.00
6208		Special Supplies	10,308.16	7,684.61	10,321.67	11,000.00	5,690.03	11,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6210	Small Tools and Equipment	178.86	703.24	1,275.89	1,500.00	727.20	1,500.00
6300_130	Repair & Maintenance Construction Supplies	12,351.27	12,518.80	18,597.21	37,945.00	24,912.93	26,000.00
6300_170	Repair & Maintenance Buildings	4,234.84	14,037.64	16,696.05	24,900.00	21,002.29	25,000.00
6500_118	Professional and Consultant Svs Contractual Services	9,582.97	13,840.32	6,631.25	10,450.00	9,053.27	10,000.00
6600	Maintenance Contracts	7,049.74	7,300.00	23,299.44	6,500.00	1,735.30	12,500.00
6625	Equipment Maintenance Repairs	139.00	.00	.00	200.00	.00	200.00
General Operating Totals		\$66,769.83	\$79,702.23	\$101,006.66	\$118,620.00	\$87,334.90	\$112,325.00
Program 236 - Buildings Maintenance Totals		\$436,307.41	\$320,865.37	\$445,896.93	\$535,149.00	\$489,690.36	\$574,363.00
Program 237 - Trees & Greenways							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	187,883.60	238,226.13	258,162.01	274,605.00	231,658.38	353,206.00
5000_115	Salaries and Wages Seasonal/Temporary	4,774.25	10,258.30	6,746.33	8,010.00	577.28	7,500.00
5100	Overtime	2,549.84	2,070.10	3,777.48	3,400.00	1,550.35	3,400.00
5200_110	Other Personnel Services On-Call	1,040.00	1,360.00	1,600.00	1,600.00	1,260.00	1,600.00
5200_115	Other Personnel Services Other Compensation	4,426.27	1,820.78	1,381.94	1,174.00	1,266.03	2,074.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	.00	.00	1,207.00
5200_120	Other Personnel Services Shift Differential	.00	.00	26.09	.00	38.11	.00
5200_130	Other Personnel Services Allowance Taxable	1,400.00	2,100.00	2,400.00	2,400.00	2,478.09	2,400.00
5400_100	Employee Benefits FICA	14,664.39	18,521.65	19,853.89	22,276.00	17,127.06	28,411.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	9,675.00
Personnel Services Totals		\$216,738.35	\$274,356.96	\$293,947.74	\$313,465.00	\$255,955.30	\$409,473.00
Capital Equipment							
6211	Specialized Equipment	284.03	.00	.00	.00	.00	.00
Capital Equipment Totals		\$284.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Operating							
6208	Special Supplies	.00	299.75	.00	.00	.00	.00
6210	Small Tools and Equipment	885.08	617.82	864.00	1,500.00	1,500.00	2,703.00
6300_175	Repair & Maintenance Landscape materials	18,313.20	18,824.88	9,434.39	20,000.00	18,780.54	20,000.00
6625	Equipment Maintenance Repairs	453.28	.00	137.05	.00	.00	.00
General Operating Totals		\$19,651.56	\$19,742.45	\$10,435.44	\$21,500.00	\$20,280.54	\$22,703.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Program 237 - Trees & Greenways Totals	\$236,673.94	\$294,099.41	\$304,383.18	\$334,965.00	\$276,235.84	\$432,176.00
		Program 238 - Conservation						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	.00	.00	.00	.00	.00	224,750.00
5000_115		Salaries and Wages Seasonal/Temporary	59,274.76	79,747.93	45,657.35	36,535.00	32,810.64	59,000.00
5100		Overtime	75.38	157.50	.00	.00	.00	1,800.00
5200_110		Other Personnel Services On-Call	.00	.00	.00	.00	.00	500.00
5200_115		Other Personnel Services Other Compensation	.00	.00	.00	.00	.00	800.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	.00	.00	.00	1,600.00
5400_100		Employee Benefits FICA	4,540.31	6,121.48	3,435.09	4,922.00	2,686.70	22,067.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	3,342.00
5400_150		Employee Benefits Recognition	.00	.00	.00	.00	228.00	250.00
		Personnel Services Totals	\$63,890.45	\$86,026.91	\$49,092.44	\$41,457.00	\$35,725.34	\$314,109.00
		General Operating						
6203		Dues/Subscriptions	.00	299.89	125.00	140.00	.00	140.00
6208		Special Supplies	897.62	536.83	510.64	2,000.00	640.65	800.00
6276		Field Supplies&Materials	4,218.48	3,889.83	3,349.41	31,000.00	24,391.13	4,000.00
6300_100		Repair & Maintenance Equipment Parts	38.95	.00	500.00	3,000.00	2,545.00	.00
6300_175		Repair & Maintenance Landscape materials	8,310.46	6,884.54	18,044.98	7,164.00	7,164.00	7,000.00
6400_115		Utilities Water/Wastewater	6,210.69	6,489.31	2,059.47	.00	147.57	.00
6500_118		Professional and Consultant Svs Contractual Services	16,237.50	18,135.00	13,789.00	16,250.00	15,895.00	15,000.00
6600		Maintenance Contracts	18,378.00	8,543.50	15,629.00	16,500.00	10,295.00	16,500.00
6700_105		Travel & Training Special Training	200.00	833.12	3,236.12	1,500.00	200.00	2,000.00
		General Operating Totals	\$54,491.70	\$45,612.02	\$57,243.62	\$77,554.00	\$61,278.35	\$45,440.00
		Program 238 - Conservation Totals	\$118,382.15	\$131,638.93	\$106,336.06	\$119,011.00	\$97,003.69	\$359,549.00
		Program 239 - Cemeteries						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	140,965.50	150,314.04	99,098.84	123,396.00	115,425.77	128,730.00
5000_110		Salaries and Wages Regular Part Time	.00	.00	.00	29,138.00	24,142.99	30,450.00
5000_115		Salaries and Wages Seasonal/Temporary	10,753.64	24,740.00	41,914.89	43,436.00	30,151.07	43,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5100	Overtime	5,923.58	7,071.00	2,436.71	6,400.00	5,139.26	6,400.00
5200_106	Other Personnel Services Staffing	.00	409.54	487.35	400.00	47.38	400.00
5200_110	Other Personnel Services On-Call	1,960.00	1,600.00	640.00	2,250.00	1,512.00	2,303.00
5200_115	Other Personnel Services Other Compensation	3,705.89	1,215.40	64.20	1,215.00	1,297.95	2,260.00
5200_116	Other Personnel Services Longevity Pay	1,712.87	1,859.23	.00	.00	.00	.00
5200_120	Other Personnel Services Shift Differential	.46	156.61	73.09	500.00	31.77	500.00
5200_130	Other Personnel Services Allowance Taxable	1,612.50	1,588.23	581.72	1,813.00	1,812.50	1,813.00
5400_100	Employee Benefits FICA	13,214.76	15,211.07	10,484.67	15,801.00	12,960.78	16,513.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	5,378.00
Personnel Services Totals		\$179,849.20	\$204,165.12	\$155,781.47	\$224,349.00	\$192,521.47	\$237,747.00
General Operating							
6005	Postage	39.73	74.63	52.71	160.00	11.92	160.00
6202	Printing/Copying/Paper Mgt	.00	.00	.00	.00	38.52	.00
6203	Dues/Subscriptions	47.39	429.74	.00	.00	.00	.00
6208	Special Supplies	2,707.10	109.90	226.70	1,250.00	1,211.90	1,750.00
6210	Small Tools and Equipment	.00	.00	240.86	250.00	250.00	250.00
6300_100	Repair & Maintenance Equipment Parts	1,412.23	2,679.11	3,253.51	4,911.00	3,696.33	3,700.00
6300_130	Repair & Maintenance Construction Supplies	220.08	.00	298.87	300.00	300.00	.00
6300_165	Repair & Maintenance Other Small Charges Not Capital	189.05	423.10	57.50	300.00	300.00	500.00
6300_175	Repair & Maintenance Landscape materials	166.46	3,882.58	2,927.77	3,000.00	2,820.03	3,100.00
6400_100	Utilities Electricity	5,023.44	5,339.96	8,211.61	6,300.00	6,509.25	8,664.00
6400_105	Utilities Gas	6,492.97	7,328.55	5,768.06	5,500.00	5,394.74	5,500.00
6400_115	Utilities Water/Wastewater	259.76	756.22	665.91	650.00	430.03	726.00
6400_125	Utilities Telecommunications	909.83	889.06	978.73	950.00	654.51	950.00
6500_118	Professional and Consultant Svs Contractual Services	8,739.82	.00	.00	.00	.00	.00
6615	Property Repairs	3,606.21	1,387.32	4,796.60	5,000.00	1,027.65	5,000.00
7200_115	Capital Leases Equipment	557.23	551.03	551.45	820.00	650.28	820.00
General Operating Totals		\$30,371.30	\$23,851.20	\$28,030.28	\$29,391.00	\$23,295.16	\$31,120.00
Program 239 - Cemeteries Totals		\$210,220.50	\$228,016.32	\$183,811.75	\$253,740.00	\$215,816.63	\$268,867.00
Program 240 - Central Facilities							



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Personnel Services</i>								
5000_100		Salaries and Wages Regular, Full Time	.00	374,500.87	570,694.62	647,730.00	706,662.08	819,276.00
5000_110		Salaries and Wages Regular Part Time	.00	15,115.03	303.80	.00	4,833.98	.00
5000_115		Salaries and Wages Seasonal/Temporary	.00	36,506.74	18,439.84	20,000.00	19,416.35	18,500.00
5100		Overtime	.00	26,077.60	37,364.56	28,000.00	27,204.28	28,000.00
5200_110		Other Personnel Services On-Call	.00	40.00	360.00	.00	1,134.00	1,602.00
5200_115		Other Personnel Services Other Compensation	.00	6,749.80	6,780.72	6,000.00	8,002.99	9,877.00
5200_116		Other Personnel Services Longevity Pay	.00	2,210.00	2,710.00	2,945.00	2,661.73	3,275.00
5200_120		Other Personnel Services Shift Differential	.00	6,063.65	5,169.86	4,000.00	5,665.47	4,860.00
5200_130		Other Personnel Services Allowance Taxable	.00	4,346.25	6,698.85	9,700.00	10,050.98	9,700.00
5400_100		Employee Benefits FICA	81.72	38,372.44	47,423.15	53,426.00	57,051.95	68,474.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	22,641.00
5400_145		Employee Benefits Employee Parking	.00	660.00	1,420.00	1,130.00	2,080.00	2,160.00
<i>Personnel Services Totals</i>			\$81.72	\$510,642.38	\$697,365.40	\$772,931.00	\$844,763.81	\$988,365.00
<i>General Operating</i>								
6010		Computer Equipment	.00	.00	22.99	50.00	290.80	.00
6200		Medical Fees And Supplies	.00	194.23	2,298.46	3,000.00	1,283.90	3,000.00
6206		Custodian Supplies	.00	27,434.43	44,454.89	37,600.00	34,153.31	37,600.00
6208		Special Supplies	.00	5,664.92	3,871.45	4,000.00	2,303.99	4,000.00
6300_100		Repair & Maintenance Equipment Parts	.00	22,919.54	29,427.03	25,000.00	24,964.97	30,000.00
6300_170		Repair & Maintenance Buildings	.00	58,811.99	52,183.56	54,950.00	46,967.90	65,000.00
6400_100		Utilities Electricity	.00	113,068.64	110,722.74	135,177.00	90,762.98	135,177.00
6400_105		Utilities Gas	.00	78,526.67	81,522.03	75,070.00	51,152.71	55,000.00
6400_115		Utilities Water/Wastewater	.00	29,265.44	27,333.26	30,000.00	26,478.60	32,700.00
6400_117		Utilities Stormwater	.00	12,692.70	13,150.16	13,515.00	13,685.76	14,731.00
6400_120		Utilities Rubbish Removal	.00	19,115.70	25,065.91	40,000.00	37,274.49	42,000.00
6400_125		Utilities Telecommunications	.00	5,765.88	2,751.74	2,900.00	551.85	1,000.00
6400_127		Utilities Cellular Communications	.00	8,053.03	.00	.00	.00	.00
6500_118		Professional and Consultant Svs Contractual Services	.00	3,707.67	917.50	14,500.00	1,968.75	36,350.00
6600		Maintenance Contracts	.00	101,243.09	140,511.52	100,870.00	81,133.59	95,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6615	Property Repairs	.00	.00	(70.43)	.00	.00	.00
6700_105	Travel & Training Special Training	.00	.00	395.00	80.00	80.00	.00
6700_110	Travel & Training Travel Expense	.00	.00	.00	900.00	408.71	.00
General Operating Totals		\$0.00	\$486,463.93	\$534,557.81	\$537,612.00	\$413,462.31	\$551,558.00
Interfund							
7900_830	Interfund Transfer Parks PFP	.00	65,150.00	.00	.00	.00	.00
Interfund Totals		\$0.00	\$65,150.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 240 - Central Facilities Totals		\$81.72	\$1,062,256.31	\$1,231,923.21	\$1,310,543.00	\$1,258,226.12	\$1,539,923.00
Division 100 - Parks Totals		\$1,863,044.81	\$2,942,378.49	\$3,117,939.33	\$3,507,438.00	\$3,131,742.84	\$4,184,057.00
Division 101 - Recreation							
Program 000 - Administration							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	80,329.27	83,517.39	90,346.55	94,888.00	86,498.90	99,775.00
5200_115	Other Personnel Services Other Compensation	1,300.00	100.00	.00	400.00	.00	400.00
5200_130	Other Personnel Services Allowance Taxable	999.96	976.62	1,023.30	1,000.00	884.58	1,000.00
5400_100	Employee Benefits FICA	6,321.13	6,475.27	6,989.80	7,366.00	6,684.84	7,740.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	3,303.00
Personnel Services Totals		\$88,950.36	\$91,069.28	\$98,359.65	\$103,654.00	\$94,068.32	\$112,218.00
General Operating							
6202	Printing/Copying/Paper Mgt	35.12	.00	.00	.00	.00	.00
6208	Special Supplies	184.64	.00	.00	.00	.00	.00
7200_115	Capital Leases Equipment	.00	.00	.00	1,700.00	826.56	1,700.00
General Operating Totals		\$219.76	\$0.00	\$0.00	\$1,700.00	\$826.56	\$1,700.00
Regional Programs							
7730	Scholarships	18,039.32	26,070.00	.00	.00	.00	.00
Regional Programs Totals		\$18,039.32	\$26,070.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 000 - Administration Totals		\$107,209.44	\$117,139.28	\$98,359.65	\$105,354.00	\$94,894.88	\$113,918.00
Program 243 - Support Services							
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	4,356.25	9,106.58	.00	2,000.00	.00	4,000.00



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_100	Employee Benefits FICA	333.25	696.67	.00	612.00	.00	306.00
	<i>Personnel Services Totals</i>	\$4,689.50	\$9,803.25	\$0.00	\$2,612.00	\$0.00	\$4,306.00
	Program 243 - Support Services Totals	\$4,689.50	\$9,803.25	\$0.00	\$2,612.00	\$0.00	\$4,306.00
	Program 244 - Senior Services						
	<i>Personnel Services</i>						
5000_100	Salaries and Wages Regular, Full Time	1,309.59	7,973.77	3,228.77	66,867.00	64,943.07	68,873.00
5000_110	Salaries and Wages Regular Part Time	21,020.11	20,039.96	24,094.68	28,164.00	25,081.70	29,248.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	1,045.63	1,230.63	1,000.00	736.60	1,000.00
5100	Overtime	.00	.00	211.16	.00	485.43	500.00
5200_106	Other Personnel Services Staffing	.00	479.41	482.70	.00	318.96	.00
5200_115	Other Personnel Services Other Compensation	960.00	180.00	319.96	400.00	1,140.13	800.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	1,180.00	1,180.00	1,180.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.00	10.13	.00
5200_130	Other Personnel Services Allowance Taxable	255.00	255.00	425.00	300.00	800.00	800.00
5400_100	Employee Benefits FICA	1,801.18	2,139.91	2,545.79	7,490.00	6,951.48	7,834.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	3,297.00
	<i>Personnel Services Totals</i>	\$25,345.88	\$32,113.68	\$32,538.69	\$105,401.00	\$101,647.50	\$113,532.00
	<i>General Operating</i>						
6025	Furnishings	.00	459.98	.00	.00	.00	.00
6200	Medical Fees And Supplies	.00	.00	.00	500.00	.00	500.00
6208	Special Supplies	10,231.29	6,339.17	4,162.66	5,000.00	3,160.79	4,000.00
6500_118	Professional and Consultant Svs Contractual Services	800.00	8,305.00	11,452.25	10,000.00	6,000.00	10,000.00
6530_115	Rentals Equipment	3,113.95	3,289.72	3,742.05	12,000.00	4,800.00	12,000.00
	<i>General Operating Totals</i>	\$14,145.24	\$18,393.87	\$19,356.96	\$27,500.00	\$13,960.79	\$26,500.00
	Program 244 - Senior Services Totals	\$39,491.12	\$50,507.55	\$51,895.65	\$132,901.00	\$115,608.29	\$140,032.00
	Program 245 - Recreation Programs						
	<i>Personnel Services</i>						
5000_100	Salaries and Wages Regular, Full Time	159,316.44	142,948.07	269,533.93	271,342.00	195,098.03	224,122.00
5000_115	Salaries and Wages Seasonal/Temporary	121,236.52	134,933.83	160,209.92	152,500.00	101,748.81	155,000.00
5100	Overtime	.00	1,977.53	1,511.69	1,000.00	1,985.35	2,500.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5200_115		Other Personnel Services Other Compensation	6,552.00	2,152.68	2,106.32	1,500.00	1,072.96	1,600.00
5200_116		Other Personnel Services Longevity Pay	2,360.00	2,360.00	2,360.00	1,180.00	1,180.00	1,180.00
5200_120		Other Personnel Services Shift Differential	10.50	9.65	42.75	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	1,811.50	850.00	1,275.00	1,500.00	1,000.00	1,000.00
5400_100		Employee Benefits FICA	20,670.43	21,269.93	31,828.96	33,394.00	22,902.98	29,483.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	9,513.00
5400_150		Employee Benefits Recognition	.00	.00	62.16	300.00	421.01	1,000.00
Personnel Services Totals			\$311,957.39	\$306,501.69	\$468,930.73	\$462,716.00	\$325,409.14	\$425,398.00
General Operating								
6010		Computer Equipment	3,434.85	53.34	22.99	.00	.00	.00
6025		Furnishings	.00	.00	684.44	.00	.00	.00
6203		Dues/Subscriptions	.00	205.89	39.98	200.00	.00	200.00
6208		Special Supplies	14,660.70	25,176.07	21,276.18	20,000.00	19,252.85	17,000.00
6212		Fuel	.00	.00	43.92	.00	.00	.00
6214		Clothing And Uniforms	183.94	.00	.00	.00	.00	.00
6500_118		Professional and Consultant Svs Contractual Services	11,721.88	27,904.79	47,268.37	60,700.00	55,684.62	38,376.00
6530_100		Rentals Property	.00	.00	.00	.00	.00	6,624.00
6530_115		Rentals Equipment	11,787.50	32,433.00	42,884.50	34,000.00	30,565.75	45,000.00
6530_125		Rentals Vehicle	.00	.00	1,090.02	.00	.00	.00
7702		Program Delivery - Other	.00	.00	.00	.00	.00	13,000.00
General Operating Totals			\$41,788.87	\$85,773.09	\$113,310.40	\$114,900.00	\$105,503.22	\$120,200.00
Program 245 - Recreation Programs Totals			\$353,746.26	\$392,274.78	\$582,241.13	\$577,616.00	\$430,912.36	\$545,598.00
Program 246 - Events								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	53,127.21	21,084.71	60,539.61	67,574.00	62,292.19	70,844.00
5000_115		Salaries and Wages Seasonal/Temporary	955.47	6,526.93	1,139.69	4,000.00	3,948.00	5,000.00
5100		Overtime	1,220.55	2,075.58	1,437.56	1,000.00	887.78	1,000.00
5200_115		Other Personnel Services Other Compensation	287.90	1,032.02	497.50	400.00	597.17	400.00
5200_120		Other Personnel Services Shift Differential	.00	30.00	66.75	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	425.00	425.00	425.00	425.00	500.00	500.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_100	Employee Benefits FICA	4,644.82	2,466.07	4,635.60	5,921.00	4,934.73	5,947.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,414.00
Personnel Services Totals		\$60,660.95	\$33,640.31	\$68,741.71	\$79,320.00	\$73,159.87	\$86,105.00
Capital Equipment							
6211	Specialized Equipment	.00	.00	840.00	.00	.00	.00
Capital Equipment Totals		\$0.00	\$0.00	\$840.00	\$0.00	\$0.00	\$0.00
General Operating							
6010	Computer Equipment	.00	.00	22.46	.00	.00	.00
6025	Furnishings	.00	164.56	654.02	.00	.00	.00
6202	Printing/Copying/Paper Mgt	.00	.00	.00	.00	567.93	.00
6203	Dues/Subscriptions	.00	.00	.00	.00	85.00	.00
6208	Special Supplies	17,258.41	15,714.34	19,746.20	18,000.00	15,035.51	18,000.00
6500_103	Professional and Consultant Svs Security Contracts	.00	.00	.00	.00	390.00	.00
6500_118	Professional and Consultant Svs Contractual Services	28,204.33	123,712.76	155,704.21	152,500.00	153,466.42	133,376.00
6530_100	Rentals Property	.00	.00	.00	.00	.00	6,624.00
6530_115	Rentals Equipment	.00	.00	77.88	.00	.00	.00
6530_120	Rentals Parking	.00	.00	.00	.00	500.00	.00
6530_125	Rentals Vehicle	.00	.00	.00	.00	90.38	.00
General Operating Totals		\$45,462.74	\$139,591.66	\$176,204.77	\$170,500.00	\$170,135.24	\$158,000.00
Program 246 - Events Totals		\$106,123.69	\$173,231.97	\$245,786.48	\$249,820.00	\$243,295.11	\$244,105.00
Program 247 - Bus Operations							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	136.50	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	4,323.75	16,983.72	28,916.15	25,000.00	23,172.95	24,000.00
5400_100	Employee Benefits FICA	330.80	1,299.24	2,062.41	1,454.00	1,932.83	1,836.00
Personnel Services Totals		\$4,654.55	\$18,282.96	\$31,115.06	\$26,454.00	\$25,105.78	\$25,836.00
Program 247 - Bus Operations Totals		\$4,654.55	\$18,282.96	\$31,115.06	\$26,454.00	\$25,105.78	\$25,836.00
Program 248 - Athletic Programs							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	56,647.38	60,260.60	67,488.68	72,725.00	65,994.10	76,463.00



Budget Worksheet Report

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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5000_115	Salaries and Wages Seasonal/Temporary	9,681.47	21,888.42	34,861.04	25,000.00	20,064.42	25,000.00
5200_115	Other Personnel Services Other Compensation	400.00	300.00	200.00	400.00	300.00	400.00
5400_100	Employee Benefits FICA	4,863.67	5,939.26	7,295.15	7,889.00	6,501.90	7,793.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,555.00
Personnel Services Totals		\$71,592.52	\$88,388.28	\$109,844.87	\$106,014.00	\$92,860.42	\$112,211.00
General Operating							
6010	Computer Equipment	.00	25.79	.00	.00	40.00	.00
6200	Medical Fees And Supplies	430.00	.00	88.00	500.00	86.00	500.00
6208	Special Supplies	12,539.56	20,703.94	12,089.77	17,000.00	14,161.77	12,000.00
6500_118	Professional and Consultant Svs Contractual Services	60,247.33	123,636.20	88,949.55	110,000.00	78,502.62	115,000.00
6530_100	Rentals Property	.00	4,435.00	4,657.50	6,000.00	5,697.50	6,000.00
General Operating Totals		\$73,216.89	\$148,800.93	\$105,784.82	\$133,500.00	\$98,487.89	\$133,500.00
Program 248 - Athletic Programs Totals		\$144,809.41	\$237,189.21	\$215,629.69	\$239,514.00	\$191,348.31	\$245,711.00
Program 249 - O.N.E. Center							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	47,870.54	1,309.24	.00	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	195.92	.00	.00	.00	.00	.00
5200_115	Other Personnel Services Other Compensation	2,257.37	304.93	.00	.00	.00	.00
5200_120	Other Personnel Services Shift Differential	.00	6.75	.00	.00	.00	.00
5200_130	Other Personnel Services Allowance Taxable	850.00	.00	.00	.00	.00	.00
5400_100	Employee Benefits FICA	4,821.15	179.35	.00	.00	.00	.00
Personnel Services Totals		\$55,994.98	\$1,800.27	\$0.00	\$0.00	\$0.00	\$0.00
General Operating							
6020	Office Equipment	197.61	.00	.00	.00	.00	.00
6208	Special Supplies	2,842.21	(1,435.00)	.00	.00	.00	.00
6300_170	Repair & Maintenance Buildings	489.72	.00	.00	.00	.00	.00
6400_125	Utilities Telecommunications	672.37	154.70	.00	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	5,900.00	.00	.00	.00	.00	.00
General Operating Totals		\$10,101.91	(\$1,280.30)	\$0.00	\$0.00	\$0.00	\$0.00
Program 249 - O.N.E. Center Totals		\$66,096.89	\$519.97	\$0.00	\$0.00	\$0.00	\$0.00



Budget Worksheet Report

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Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Division 101 - Recreation Totals	\$826,820.86	\$998,948.97	\$1,225,027.66	\$1,334,271.00	\$1,101,164.73	\$1,319,506.00
		Division 102 - Waterfront						
		Program 000 - Administration						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	.00	.00	.00	100,362.00	91,400.95	105,395.00
5200_115		Other Personnel Services Other Compensation	.00	.00	.00	150.00	.00	150.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	.00	1,000.00	884.58	1,000.00
5400_100		Employee Benefits FICA	.00	.00	.00	7,766.00	7,059.85	8,151.00
5400_115		Employee Benefits Retirement B	.00	.00	.00	8,209.00	8,209.00	10,293.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	3,493.00
5400_135		Employee Benefits Life Insurance	.00	.00	.00	163.00	163.00	161.00
5400_150		Employee Benefits Recognition	.00	.00	.00	500.00	466.87	500.00
		Personnel Services Totals	\$0.00	\$0.00	\$0.00	\$118,150.00	\$108,184.25	\$129,143.00
		General Operating						
6000		Office Supplies	.00	.00	.00	80.00	80.00	750.00
6202		Printing/Copying/Paper Mgt	.00	.00	.00	500.00	.00	500.00
6206		Custodian Supplies	.00	.00	.00	.00	.00	500.00
6208		Special Supplies	.00	.00	.00	970.00	903.80	1,000.00
6214		Clothing And Uniforms	.00	.00	.00	1,000.00	924.33	1,000.00
6500_118		Professional and Consultant Svs Contractual Services	.00	.00	.00	.00	.00	6,750.00
6800_140		Fees for Services Hospitality Expense	.00	.00	.00	.00	.00	750.00
7303		Regulatory and Bank Fees	.00	.00	.00	.00	.00	46,425.00
7303_100		Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	.00	.00	.00	17,550.00
		General Operating Totals	\$0.00	\$0.00	\$0.00	\$2,550.00	\$1,908.13	\$75,225.00
		Program 000 - Administration Totals	\$0.00	\$0.00	\$0.00	\$120,700.00	\$110,092.38	\$204,368.00
		Program 246 - Events						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	65,585.78	68,035.08	71,947.09	75,609.00	68,338.00	77,877.00
5200_115		Other Personnel Services Other Compensation	150.00	100.00	.00	150.00	100.00	238.00
5400_100		Employee Benefits FICA	4,748.70	4,877.45	5,241.61	5,796.00	4,902.74	5,976.00



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Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,610.00
	<i>Personnel Services Totals</i>	\$70,484.48	\$73,012.53	\$77,188.70	\$81,555.00	\$73,340.74	\$86,701.00
	<i>General Operating</i>						
6500_118	Professional and Consultant Svs Contractual Services	.00	7,276.21	4,800.00	9,300.00	9,075.00	11,600.00
	<i>General Operating Totals</i>	\$0.00	\$7,276.21	\$4,800.00	\$9,300.00	\$9,075.00	\$11,600.00
	<i>Program 246 - Events Totals</i>	\$70,484.48	\$80,288.74	\$81,988.70	\$90,855.00	\$82,415.74	\$98,301.00
	<i>Program 254 - Community Service</i>						
	<i>Personnel Services</i>						
5000_100	Salaries and Wages Regular, Full Time	.00	11,098.29	120,821.08	126,741.00	73,211.63	133,224.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	52,882.09	60,100.00	55,760.79	33,800.00
5100	Overtime	.00	998.64	3,905.34	3,500.00	1,113.88	3,500.00
5200_110	Other Personnel Services On-Call	.00	.00	.00	1,800.00	.00	1,800.00
5200_115	Other Personnel Services Other Compensation	.00	677.20	2,484.71	4,900.00	935.20	4,900.00
5200_120	Other Personnel Services Shift Differential	.00	85.96	396.82	3,000.00	.00	3,000.00
5200_130	Other Personnel Services Allowance Taxable	.00	76.92	2,599.96	2,600.00	1,876.84	2,600.00
5400_100	Employee Benefits FICA	.00	916.55	13,277.52	18,157.00	10,386.78	13,986.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	4,488.00
	<i>Personnel Services Totals</i>	\$0.00	\$13,853.56	\$196,367.52	\$220,798.00	\$143,285.12	\$201,298.00
	<i>Capital Equipment</i>						
6030	Vehicles and Trucks	.00	2,504.98	.00	.00	.00	.00
6211	Specialized Equipment	.00	25,250.35	.00	.00	.00	.00
	<i>Capital Equipment Totals</i>	\$0.00	\$27,755.33	\$0.00	\$0.00	\$0.00	\$0.00
	<i>General Operating</i>						
6025	Furnishings	.00	7,873.77	.00	.00	.00	5,000.00
6200	Medical Fees And Supplies	.00	824.08	549.78	1,000.00	700.00	1,000.00
6208	Special Supplies	.00	4,512.22	7,434.31	8,600.00	8,499.25	8,600.00
6210	Small Tools and Equipment	.00	1,681.73	1,587.17	1,400.00	400.00	2,000.00
6214	Clothing And Uniforms	.00	.00	2,266.79	2,000.00	1,891.90	2,101.00
6300	Repair & Maintenance	.00	.00	.00	.00	.00	2,500.00
6400_120	Utilities Rubbish Removal	.00	.00	.00	.00	.00	7,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6400_125		Utilities Telecommunications	.00	.00	825.61	600.00	234.97	600.00
6500_118		Professional and Consultant Svs Contractual Services	.00	.00	.00	1,000.00	.00	.00
6530_100		Rentals Property	.00	.00	.00	.00	.00	3,000.00
6530_115		Rentals Equipment	.00	.00	.00	.00	.00	3,000.00
6625		Equipment Maintenance Repairs	.00	.00	102.04	4,000.00	1,400.00	2,000.00
6700_105		Travel & Training Special Training	.00	1,050.00	3,415.00	2,000.00	600.00	10,000.00
6700_110		Travel & Training Travel Expense	.00	.00	688.63	.00	.00	.00
General Operating Totals			\$0.00	\$15,941.80	\$16,869.33	\$20,600.00	\$13,726.12	\$46,801.00
Program 254 - Community Service Totals			\$0.00	\$57,550.69	\$213,236.85	\$241,398.00	\$157,011.24	\$248,099.00
Program 257 - North Beach								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	63,010.16	71,273.81	80,446.89	83,355.00	74,856.90	86,900.00
5000_115		Salaries and Wages Seasonal/Temporary	146,668.65	307,342.65	268,275.49	246,912.00	182,848.81	269,147.00
5200_115		Other Personnel Services Other Compensation	1,300.00	150.00	.00	200.00	.00	200.00
5400_100		Employee Benefits FICA	15,874.01	30,559.08	23,068.96	26,664.00	20,449.45	27,253.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,984.00
Personnel Services Totals			\$226,852.82	\$409,325.54	\$371,791.34	\$357,131.00	\$278,155.16	\$386,484.00
Capital Equipment								
9500		Capital Outlay	.00	36,549.98	.00	.00	.00	.00
Capital Equipment Totals			\$0.00	\$36,549.98	\$0.00	\$0.00	\$0.00	\$0.00
General Operating								
6202		Printing/Copying/Paper Mgt	2,745.32	2,591.75	1,455.20	.00	.00	.00
6208		Special Supplies	10,016.63	2,621.12	3,115.26	6,000.00	5,497.01	10,000.00
6210		Small Tools and Equipment	1,819.47	2,126.85	49.96	3,000.00	2,865.00	3,000.00
6214		Clothing And Uniforms	3,394.40	9,483.48	4,898.97	6,000.00	5,700.00	6,000.00
6300_170		Repair & Maintenance Buildings	2,567.44	8,240.28	12,229.27	14,650.00	13,363.22	15,000.00
6325		Items For Resale	3,661.00	17,912.96	15,462.00	16,000.00	11,405.00	20,000.00
6400_100		Utilities Electricity	18,593.74	32,548.72	38,015.58	39,500.00	34,178.29	41,673.00
6400_105		Utilities Gas	1,744.62	4,591.33	6,009.26	7,100.00	7,000.00	6,500.00
6400_115		Utilities Water/Wastewater	6,629.52	15,610.96	23,879.40	19,939.00	1,113.01	26,029.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6400_125	Utilities Telecommunications	.00	.00	(647.02)	1,400.00	605.46	1,100.00
6500_103	Professional and Consultant Svs Security Contracts	.00	.00	.00	57,000.00	57,000.00	65,000.00
6500_118	Professional and Consultant Svs Contractual Services	9,115.89	12,175.52	23,545.75	3,000.00	2,720.00	11,000.00
6615	Property Repairs	1,428.83	3,097.35	1,786.51	.00	.00	.00
7200_115	Capital Leases Equipment	749.20	740.92	741.48	860.00	789.96	860.00
7303	Regulatory and Bank Fees	.00	.00	583.90	15,000.00	1,970.20	.00
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	33,569.14	.00	36,260.07	39,400.00
General Operating Totals		\$62,466.06	\$111,741.24	\$164,694.66	\$189,449.00	\$180,467.22	\$245,562.00
Interfund							
7900_701	Interfund Transfer Penny for Parks	20,300.00	.00	.00	.00	.00	.00
Interfund Totals		\$20,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 257 - North Beach Totals		\$309,618.88	\$557,616.76	\$536,486.00	\$546,580.00	\$458,622.38	\$632,046.00
Program 258 - Waterfront Operations							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	144,218.15	150,471.06	153,629.62	75,851.00	68,508.61	78,798.00
5000_115	Salaries and Wages Seasonal/Temporary	119,052.68	179,996.37	141,528.27	150,000.00	108,484.89	165,000.00
5100	Overtime	1,020.94	713.68	(618.77)	.00	.00	.00
5200_115	Other Personnel Services Other Compensation	1,400.00	250.00	.00	175.00	400.00	238.00
5200_130	Other Personnel Services Allowance Taxable	249.99	476.64	1,023.30	.00	.00	.00
5400_100	Employee Benefits FICA	19,851.79	24,965.56	21,715.47	17,291.00	13,794.26	18,669.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,663.00
Personnel Services Totals		\$285,793.55	\$356,873.31	\$317,277.89	\$243,317.00	\$191,187.76	\$265,368.00
Capital Equipment							
6211	Specialized Equipment	3,096.80	.00	.00	.00	.00	.00
9500	Capital Outlay	.00	.00	.00	.00	.00	16,000.00
Capital Equipment Totals		\$3,096.80	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00
General Operating							
6010	Computer Equipment	.00	2,500.00	.00	.00	.00	.00
6200	Medical Fees And Supplies	.00	499.76	.00	500.00	.00	400.00
6202	Printing/Copying/Paper Mgt	725.44	3,899.15	255.35	2,500.00	2,000.00	1,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6203		Dues/Subscriptions	.00	.00	.00	.00	25.00	.00
6208		Special Supplies	1,310.84	1,245.69	2,531.04	2,935.00	1,822.91	3,000.00
6210		Small Tools and Equipment	.00	.00	.00	1,500.00	1,189.20	1,000.00
6212		Fuel	586.95	798.75	955.36	1,700.00	893.22	1,870.00
6214		Clothing And Uniforms	5,427.99	5,600.25	5,596.75	6,065.00	6,064.77	6,300.00
6300		Repair & Maintenance	8,202.68	13,431.61	8,836.44	13,500.00	12,431.89	13,500.00
6400_100		Utilities Electricity	18,128.05	27,220.20	17,558.09	27,500.00	18,839.66	27,500.00
6400_105		Utilities Gas	6,728.58	16,253.61	13,425.54	17,150.00	8,252.76	13,500.00
6400_115		Utilities Water/Wastewater	9,601.10	11,652.90	13,716.08	12,300.00	13,109.30	14,500.00
6400_125		Utilities Telecommunications	1,877.02	2,136.14	3,319.57	1,600.00	1,109.63	1,600.00
6500_103		Professional and Consultant Svs Security Contracts	.00	.00	.00	50,705.00	50,705.00	60,000.00
6500_118		Professional and Consultant Svs Contractual Services	14,983.78	12,499.68	37,418.04	25,545.00	18,637.52	13,250.00
6625		Equipment Maintenance Repairs	6,493.43	11,420.51	11,252.26	11,975.00	12,087.12	12,000.00
6700_110		Travel & Training Travel Expense	.00	.00	.00	25.00	24.20	.00
7200_115		Capital Leases Equipment	557.23	551.03	551.45	475.00	504.90	529.00
7303		Regulatory and Bank Fees	.00	.00	20,542.87	18,000.00	46,373.52	13,065.00
7303_100		Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	10,456.00	15,706.00	10,524.50	.00
7312		Real Estate Taxes	.00	.00	.00	.00	.00	11,675.00
General Operating Totals			\$74,623.09	\$109,709.28	\$146,414.84	\$209,681.00	\$204,595.10	\$194,689.00
Program 258 - Waterfront Operations Totals			\$363,513.44	\$466,582.59	\$463,692.73	\$452,998.00	\$395,782.86	\$476,057.00
Division 102 - Waterfront Totals			\$743,616.80	\$1,162,038.78	\$1,295,404.28	\$1,452,531.00	\$1,203,924.60	\$1,658,871.00
Division 103 - Rec Facilities								
Program 249 - O.N.E. Center								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	.00	49,149.51	57,416.84	58,824.00	55,554.42	60,744.00
5000_110		Salaries and Wages Regular Part Time	.00	.00	816.07	.00	1,552.99	.00
5000_115		Salaries and Wages Seasonal/Temporary	.00	.00	4,665.75	11,000.00	7,310.82	8,500.00
5100		Overtime	.00	4,349.99	3,103.49	2,000.00	4,871.16	4,500.00
5200_115		Other Personnel Services Other Compensation	.00	.00	640.11	400.00	200.00	400.00
5200_116		Other Personnel Services Longevity Pay	.00	.00	383.88	500.00	500.00	500.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5200_120	Other Personnel Services Shift Differential	.00	5.25	64.70	100.00	112.61	150.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	425.00	500.00	500.00	500.00
5400_100	Employee Benefits FICA	.00	3,881.07	5,255.61	5,915.00	4,757.56	5,760.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,051.00
Personnel Services Totals		\$0.00	\$57,385.82	\$72,771.45	\$79,239.00	\$75,359.56	\$83,105.00
General Operating							
6020	Office Equipment	.00	800.00	.00	.00	.00	.00
6025	Furnishings	.00	.00	1,006.30	.00	.00	.00
6200	Medical Fees And Supplies	.00	.00	.00	500.00	500.00	500.00
6208	Special Supplies	.00	1,883.00	1,430.80	1,500.00	669.42	1,500.00
6300_170	Repair & Maintenance Buildings	.00	1,550.04	747.76	700.00	635.00	1,000.00
6400_125	Utilities Telecommunications	.00	437.72	333.99	500.00	235.45	500.00
6500_118	Professional and Consultant Svs Contractual Services	.00	46,193.00	62,782.48	75,000.00	71,169.61	85,000.00
6530_100	Rentals Property	.00	.00	10,280.00	138,168.00	136,934.00	142,313.00
General Operating Totals		\$0.00	\$50,863.76	\$76,581.33	\$216,368.00	\$210,143.48	\$230,813.00
Program 249 - O.N.E. Center Totals		\$0.00	\$108,249.58	\$149,352.78	\$295,607.00	\$285,503.04	\$313,918.00
Program 255 - Liddy Arena							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	295,438.08	342,137.89	366,303.45	401,724.00	420,459.91	478,253.00
5000_115	Salaries and Wages Seasonal/Temporary	36,020.72	77,494.24	81,310.93	83,000.00	68,821.66	80,000.00
5100	Overtime	6,391.25	12,372.52	27,077.28	15,000.00	15,230.40	20,000.00
5200_115	Other Personnel Services Other Compensation	10,293.84	11,221.05	10,614.67	12,000.00	9,844.74	12,000.00
5200_116	Other Personnel Services Longevity Pay	1,330.00	1,330.00	832.50	500.00	500.00	500.00
5200_120	Other Personnel Services Shift Differential	2,410.26	3,715.52	3,909.14	4,500.00	5,359.26	5,500.00
5200_130	Other Personnel Services Allowance Taxable	2,525.00	2,844.04	3,539.57	4,125.00	4,050.00	4,125.00
5400_100	Employee Benefits FICA	25,767.15	32,845.12	35,524.51	38,850.00	38,025.19	45,929.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	14,033.00
Personnel Services Totals		\$380,176.30	\$483,960.38	\$529,112.05	\$559,699.00	\$562,291.16	\$660,340.00
Capital Equipment							
6211	Specialized Equipment	738.39	433.42	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Capital Equipment Totals			\$738.39	\$433.42	\$0.00	\$0.00	\$0.00	\$0.00
General Operating								
6010		Computer Equipment	269.98	59.99	.00	.00	.00	.00
6020		Office Equipment	149.79	.00	.00	.00	.00	.00
6200		Medical Fees And Supplies	.00	.00	492.83	700.00	700.00	800.00
6200_100		Medical Fees And Supplies General Medical	283.12	400.77	.00	.00	.00	.00
6203		Dues/Subscriptions	250.00	250.00	250.00	350.00	345.00	500.00
6206		Custodian Supplies	255.04	.00	911.36	1,200.00	622.64	1,200.00
6208		Special Supplies	8,005.08	6,167.16	8,227.33	6,900.00	5,916.41	5,000.00
6210		Small Tools and Equipment	518.53	.00	.00	.00	.00	.00
6212_115		Fuel Propane	2,125.65	3,747.29	.00	100.00	68.80	100.00
6214		Clothing And Uniforms	228.39	437.76	.00	300.00	.00	300.00
6216		Oil & Grease & Antifreeze	1,800.00	995.20	1,859.55	2,000.00	.00	2,000.00
6300_170		Repair & Maintenance Buildings	8,362.34	12,427.80	10,755.44	12,000.00	11,135.51	15,000.00
6325		Items For Resale	402.14	6,243.21	(2,931.33)	848.00	430.28	1,000.00
6400_100		Utilities Electricity	83,916.38	89,657.53	103,930.44	108,000.00	96,404.65	122,000.00
6400_105		Utilities Gas	29,294.27	34,691.04	38,480.43	37,000.00	33,512.34	40,000.00
6400_115		Utilities Water/Wastewater	10,068.99	16,551.50	19,231.92	19,000.00	9,143.16	20,425.00
6400_125		Utilities Telecommunications	2,011.98	1,828.42	2,068.24	1,800.00	1,001.16	1,700.00
6500_118		Professional and Consultant Svs Contractual Services	397.00	391.00	421.00	10,200.00	10,200.00	13,000.00
6600		Maintenance Contracts	.00	.00	.00	.00	.00	25,000.00
6625		Equipment Maintenance Repairs	13,968.44	16,761.32	19,911.32	25,000.00	15,278.23	20,000.00
6700_105		Travel & Training Special Training	.00	.00	.00	.00	725.00	.00
6700_115		Travel & Training Mileage	173.01	178.21	197.87	300.00	118.93	300.00
6800_140		Fees for Services Hospitality Expense	.00	.00	.00	.00	51.62	.00
7200_115		Capital Leases Equipment	844.72	835.28	835.93	2,526.00	636.00	2,526.00
7303		Regulatory and Bank Fees	.00	.00	55.30	.00	.00	.00
General Operating Totals			\$163,324.85	\$191,623.48	\$204,697.63	\$228,224.00	\$186,289.73	\$270,851.00
Interfund								
7900_810		Interfund Transfer Facilities	9,090.00	.00	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
Interfund Totals			\$9,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 255 - Leddy Arena Totals			\$553,329.54	\$676,017.28	\$733,809.68	\$787,923.00	\$748,580.89	\$931,191.00
Program 259 - Miller Center								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	1,604.49	2,840.66	2,840.62	.00	3,564.29	.00
5000_110		Salaries and Wages Regular Part Time	20,187.97	19,542.87	21,914.10	25,871.00	22,037.57	27,099.00
5000_115		Salaries and Wages Seasonal/Temporary	14,525.49	32,329.25	19,325.03	20,000.00	16,739.34	17,000.00
5100		Overtime	.00	30.64	217.30	300.00	236.22	300.00
5200_106		Other Personnel Services Staffing	.00	1,929.57	1,405.55	1,500.00	467.17	1,500.00
5200_115		Other Personnel Services Other Compensation	1,334.61	401.24	711.36	1,000.00	1,248.46	1,000.00
5200_120		Other Personnel Services Shift Differential	844.39	873.67	1,085.28	1,000.00	1,054.18	1,000.00
5200_125		Other Personnel Services Taxable Reimbursements	.00	.00	.00	200.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	212.50	212.50	212.50	225.00	212.50	213.00
5400_100		Employee Benefits FICA	2,369.56	3,763.07	2,503.00	3,832.00	2,815.75	3,681.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	908.00
Personnel Services Totals			\$41,079.01	\$61,923.47	\$50,214.74	\$53,928.00	\$48,375.48	\$52,701.00
General Operating								
6200		Medical Fees And Supplies	416.64	486.39	425.60	500.00	500.00	600.00
6206		Custodian Supplies	585.97	599.85	245.88	1,500.00	652.29	500.00
6208		Special Supplies	2,499.77	1,447.24	1,129.07	1,750.00	1,799.62	2,000.00
6210		Small Tools and Equipment	75.99	.00	.00	.00	.00	.00
6300_170		Repair & Maintenance Buildings	1,484.40	3,499.52	3,326.93	6,300.00	4,011.38	5,000.00
6400_100		Utilities Electricity	12,732.16	16,542.09	15,749.24	17,000.00	12,897.70	17,000.00
6400_105		Utilities Gas	9,119.47	9,559.92	10,675.28	10,500.00	9,773.11	12,000.00
6400_115		Utilities Water/Wastewater	1,676.58	2,485.23	2,985.15	3,000.00	2,510.99	3,225.00
6400_125		Utilities Telecommunications	.00	99.52	336.34	400.00	237.31	300.00
6500_118		Professional and Consultant Svs Contractual Services	16,161.00	5,059.00	9,184.60	8,300.00	6,813.13	7,000.00
6625		Equipment Maintenance Repairs	1,460.00	650.00	467.86	1,500.00	1,213.48	3,000.00
6700_115		Travel & Training Mileage	.00	.00	.00	250.00	250.00	.00
General Operating Totals			\$46,211.98	\$40,428.76	\$44,525.95	\$51,000.00	\$40,659.01	\$50,625.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
		Program 259 - Miller Center Totals	\$87,290.99	\$102,352.23	\$94,740.69	\$104,928.00	\$89,034.49	\$103,326.00
		Division 103 - Rec Facilities Totals	\$640,620.53	\$886,619.09	\$977,903.15	\$1,188,458.00	\$1,123,118.42	\$1,348,435.00
		Department 23 - Parks and Recreation Totals	\$5,860,368.67	\$7,836,398.61	\$8,582,696.21	\$10,020,300.00	\$8,948,291.72	\$10,958,353.00
		Department 27 - Burlington City Arts						
		Division 000 - Admin						
		Program 000 - Administration						
		Personnel Services						
5000_100		Salaries and Wages Regular, Full Time	457,496.18	478,227.60	510,325.38	552,132.00	458,137.39	580,146.00
5000_115		Salaries and Wages Seasonal/Temporary	62,402.25	25,095.50	.00	26,000.00	5,968.73	.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	(59,000.00)	.00	.00
5100		Overtime	245.08	767.96	103.26	1,000.00	2,549.69	1,500.00
5200_115		Other Personnel Services Other Compensation	800.00	1,050.00	1,250.00	2,800.00	1,400.00	2,800.00
5200_120		Other Personnel Services Shift Differential	.00	.00	2.55	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	779.17	1,000.00	1,373.05	2,760.00
5400_100		Employee Benefits FICA	37,828.35	36,194.32	36,798.98	42,605.00	34,116.34	44,921.00
5400_115		Employee Benefits Retirement B	80,533.56	40,870.24	102,307.00	110,533.00	110,533.00	139,122.00
5400_120		Employee Benefits Workers Compensation	52,132.41	49,006.40	46,218.00	38,529.00	38,083.56	19,463.00
5400_125		Employee Benefits Health Insurance	179,986.00	182,054.00	196,489.00	239,380.00	239,380.00	274,272.00
5400_130		Employee Benefits Dental Insurance	12,143.00	12,175.00	12,076.00	14,201.00	14,201.00	16,760.00
5400_135		Employee Benefits Life Insurance	3,513.00	3,280.00	3,336.00	3,268.00	3,268.00	3,211.00
5400_145		Employee Benefits Employee Parking	2,180.00	2,260.00	2,660.00	2,580.00	2,860.00	2,580.00
5400_150		Employee Benefits Recognition	.00	178.35	180.82	1,000.00	766.00	.00
		Personnel Services Totals	\$889,259.83	\$831,159.37	\$912,526.16	\$976,028.00	\$912,636.76	\$1,087,535.00
		Capital Equipment						
9500_170		Capital Outlay Building Improvements	.00	.00	500,000.00	.00	.00	.00
		Capital Equipment Totals	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00
		General Operating						
6000		Office Supplies	2,529.12	4,955.76	4,708.16	5,000.00	4,163.11	5,000.00
6005		Postage	2,326.95	3,043.85	2,910.23	4,000.00	3,844.01	4,000.00
6010		Computer Equipment	1,200.00	63.59	48.36	300.00	1,226.25	300.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6017		Computer Licensing and Maint.	.00	.00	.00	.00	37.44	.00
6020		Office Equipment	.00	1,245.00	.00	.00	.00	.00
6025		Furnishings	.00	4,998.00	1,008.00	1,500.00	1,501.69	.00
6200		Medical Fees And Supplies	266.77	1,017.10	970.74	1,000.00	650.00	1,000.00
6202		Printing/Copying/Paper Mgt	29,198.37	51,592.63	52,588.50	73,025.00	58,823.15	23,000.00
6203		Dues/Subscriptions	2,069.25	1,242.38	1,096.08	1,100.00	1,318.48	1,500.00
6208		Special Supplies	4,269.16	2,341.03	4,504.65	5,000.00	4,541.99	5,000.00
6327		Customer Credits & Refunds	.00	.00	225.00	1,000.00	.00	500.00
6350		Legal Notice & Advertising	68,029.75	109,342.30	107,556.60	124,355.00	110,777.74	100,000.00
6400_100		Utilities Electricity	.00	.00	12,000.00	12,000.00	11,000.00	12,000.00
6400_125		Utilities Telecommunications	6,754.41	7,047.37	6,515.29	6,800.00	5,439.48	6,800.00
6400_127		Utilities Cellular Communications	1,087.42	1,247.49	2,131.15	1,920.00	2,923.81	2,255.00
6500_118		Professional and Consultant Svs Contractual Services	12,924.93	6,064.86	13,360.00	20,000.00	17,489.79	17,000.00
6530_125		Rentals Vehicle	.00	200.60	.00	.00	.00	.00
6700_100		Travel & Training Education	.00	.00	152.66	500.00	125.36	.00
6700_105		Travel & Training Special Training	.00	.00	.00	200.00	200.00	.00
6700_110		Travel & Training Travel Expense	210.99	72.24	427.07	1,270.00	769.22	.00
6800_140		Fees for Services Hospitality Expense	.00	50.71	65.53	500.00	140.94	500.00
7000		Bad Debt Expense	.00	.00	.00	.00	480.00	.00
7200_115		Capital Leases Equipment	2,187.62	2,163.14	2,164.82	2,200.00	1,539.84	2,200.00
7303		Regulatory and Bank Fees	.00	.00	.00	.00	2.50	.00
General Operating Totals			\$133,054.74	\$196,688.05	\$212,432.84	\$261,670.00	\$226,994.80	\$181,055.00
Program 000 - Administration Totals			\$1,022,314.57	\$1,027,847.42	\$1,624,959.00	\$1,237,698.00	\$1,139,631.56	\$1,268,590.00
Program 050 - Marketing								
General Operating								
6350		Legal Notice & Advertising	149.00	628.30	.00	.00	.00	.00
General Operating Totals			\$149.00	\$628.30	\$0.00	\$0.00	\$0.00	\$0.00
Program 050 - Marketing Totals			\$149.00	\$628.30	\$0.00	\$0.00	\$0.00	\$0.00
Division 000 - Admin Totals			\$1,022,463.57	\$1,028,475.72	\$1,624,959.00	\$1,237,698.00	\$1,139,631.56	\$1,268,590.00
Division 175 - BCA Center								



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
<i>Personnel Services</i>								
5000_100		Salaries and Wages Regular, Full Time	222,459.61	237,031.10	221,470.15	257,879.00	241,291.33	274,258.00
5000_115		Salaries and Wages Seasonal/Temporary	14,920.11	48,901.08	72,918.57	90,650.00	86,913.34	84,912.00
5100		Overtime	336.69	1,500.84	3,270.91	4,000.00	2,624.33	4,000.00
5200_106		Other Personnel Services Staffing	.00	1,160.04	1,764.00	.00	142.45	.00
5200_115		Other Personnel Services Other Compensation	525.00	1,000.00	894.63	1,600.00	600.00	1,600.00
5200_116		Other Personnel Services Longevity Pay	.00	.00	.00	.00	250.00	500.00
5200_120		Other Personnel Services Shift Differential	.00	.00	26.25	.00	11.27	.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	850.00	1,000.00	2,159.58	2,852.00
5400_100		Employee Benefits FICA	17,438.80	21,115.23	22,138.23	26,211.00	24,649.48	28,161.00
5400_115		Employee Benefits Retirement B	.00	19,240.64	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	8,979.00
5400_150		Employee Benefits Recognition	.00	.00	68.83	.00	.00	.00
<i>Personnel Services Totals</i>			\$255,680.21	\$329,948.93	\$323,401.57	\$381,340.00	\$358,641.78	\$405,262.00
<i>General Operating</i>								
6007		Shipping and Moving	7,790.74	12,869.05	4,345.70	18,700.00	17,315.75	12,000.00
6010		Computer Equipment	.00	359.94	247.05	100.00	94.99	500.00
6203		Dues/Subscriptions	708.00	720.00	604.01	1,200.00	1,055.00	1,500.00
6208		Special Supplies	11,375.55	8,626.61	10,585.69	19,800.00	17,320.41	11,500.00
6212		Fuel	.00	.00	.00	.00	.00	650.00
6294		Donations	.00	.00	899.99	.00	.00	.00
6500_103		Professional and Consultant Svs Security Contracts	.00	.00	.00	.00	.00	1,000.00
6500_118		Professional and Consultant Svs Contractual Services	24,299.63	17,153.53	21,901.70	15,050.00	14,303.79	22,750.00
6510_100		Artist Services non-salaried compensation	41,498.25	48,500.00	47,341.09	48,000.00	41,350.00	42,000.00
6510_110		Artist Services commissions	11,500.00	14,000.00	13,050.00	18,000.00	18,000.00	18,000.00
6510_120		Artist Services consignments	57,763.90	45,405.50	39,958.50	30,000.00	24,334.89	80,000.00
6510_130		Artist Services reimbursements	4,029.09	1,404.41	2,167.59	2,100.00	1,649.51	2,500.00
6530_125		Rentals Vehicle	769.08	1,888.24	.00	500.00	.00	500.00
6700_110		Travel & Training Travel Expense	542.14	1,097.39	2,497.72	4,800.00	3,365.85	6,500.00
6800_140		Fees for Services Hospitality Expense	.00	217.00	10,355.06	5,500.00	3,596.63	7,500.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	565.23	.00	424.44	1,000.00
General Operating Totals		\$160,276.38	\$152,241.67	\$154,519.33	\$163,750.00	\$142,811.26	\$207,900.00
Regional Programs							
7730	Scholarships	980.00	.00	1,690.00	7,500.00	6,475.00	10,500.00
Regional Programs Totals		\$980.00	\$0.00	\$1,690.00	\$7,500.00	\$6,475.00	\$10,500.00
Division 175 - BCA Center Totals		\$416,936.59	\$482,190.60	\$479,610.90	\$552,590.00	\$507,928.04	\$623,662.00
Division 176 - Arts Education							
Program 056 - Clay Studio							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	560.00	.00	87.50	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	8,303.75	12,818.82	722.94	.00	.00	.00
5400_100	Employee Benefits FICA	561.23	991.30	641.76	.00	.00	.00
Personnel Services Totals		\$9,424.98	\$13,810.12	\$1,452.20	\$0.00	\$0.00	\$0.00
Program 056 - Clay Studio Totals		\$9,424.98	\$13,810.12	\$1,452.20	\$0.00	\$0.00	\$0.00
Program 058 - Visual Arts							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	207,958.63	200,156.78	257,291.03	139,549.00	249,974.39	144,838.00
5000_110	Salaries and Wages Regular Part Time	.00	24,834.69	.00	130,151.00	.00	135,638.00
5000_115	Salaries and Wages Seasonal/Temporary	119,045.72	153,149.19	177,531.27	182,000.00	153,697.37	179,500.00
5100	Overtime	.00	1,600.41	125.35	.00	136.55	.00
5200_106	Other Personnel Services Staffing	.00	1,542.31	1,716.29	.00	4,306.38	3,000.00
5200_115	Other Personnel Services Other Compensation	849.10	1,075.00	1,737.42	.00	1,644.39	2,500.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	.00	.00	178.00
5200_120	Other Personnel Services Shift Differential	.00	.00	40.85	.00	.00	.00
5200_130	Other Personnel Services Allowance Taxable	2,000.18	2,000.18	3,931.00	.00	2,877.32	4,000.00
5400_100	Employee Benefits FICA	24,484.08	28,982.69	33,188.03	34,555.00	30,566.72	35,929.00
5400_115	Employee Benefits Retirement B	.00	18,219.57	.00	.00	.00	.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	9,448.00
Personnel Services Totals		\$354,337.71	\$431,560.82	\$475,561.24	\$486,255.00	\$443,203.12	\$515,031.00
General Operating							



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6010	Computer Equipment	9,166.98	1,578.99	.00	.00	.00	.00
6203	Dues/Subscriptions	.00	2,372.37	2,387.98	2,500.00	2,387.98	2,500.00
6208	Special Supplies	35,525.47	44,313.82	51,893.01	52,500.00	49,488.04	56,000.00
6300	Repair & Maintenance	.00	.00	.00	226.00	226.00	.00
6500_118	Professional and Consultant Svs Contractual Services	1,368.82	16,491.07	5,971.54	5,274.00	5,691.07	5,000.00
6510_100	Artist Services non-salaried compensation	.00	865.00	.00	.00	.00	.00
6700_110	Travel & Training Travel Expense	120.00	562.47	.00	.00	.00	.00
7303	Regulatory and Bank Fees	6,917.66	12,220.11	11,472.27	12,500.00	7,617.90	7,500.00
General Operating Totals		\$53,098.93	\$78,403.83	\$71,724.80	\$73,000.00	\$65,410.99	\$71,000.00
Regional Programs							
7730	Scholarships	13,001.00	25,755.00	55,000.00	67,500.00	67,500.00	75,000.00
Regional Programs Totals		\$13,001.00	\$25,755.00	\$55,000.00	\$67,500.00	\$67,500.00	\$75,000.00
Program 058 - Visual Arts Totals		\$420,437.64	\$535,719.65	\$602,286.04	\$626,755.00	\$576,114.11	\$661,031.00
Program 059 - Art from the Heart							
General Operating							
6208	Special Supplies	702.85	.00	.00	.00	.00	.00
General Operating Totals		\$702.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 059 - Art from the Heart Totals		\$702.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Division 176 - Arts Education Totals		\$430,565.47	\$549,529.77	\$603,738.24	\$626,755.00	\$576,114.11	\$661,031.00
Division 177 - Festivals/Events							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	94,469.21	125,673.99	190,359.80	202,599.00	191,107.00	217,204.00
5000_115	Salaries and Wages Seasonal/Temporary	6,039.87	40,401.87	41,679.91	73,341.00	51,721.67	43,500.00
5100	Overtime	.00	570.25	5,841.83	10,000.00	12,343.55	8,000.00
5200_110	Other Personnel Services On-Call	.00	.00	600.00	600.00	672.00	900.00
5200_115	Other Personnel Services Other Compensation	.00	650.00	750.00	.00	550.00	1,300.00
5200_120	Other Personnel Services Shift Differential	.00	.00	35.66	.00	.00	.00
5200_130	Other Personnel Services Allowance Taxable	999.96	999.96	1,849.96	1,500.00	1,734.58	2,852.00
5400_100	Employee Benefits FICA	7,765.41	12,565.27	17,919.09	19,817.00	18,724.30	20,942.00
5400_115	Employee Benefits Retirement B	.00	5,575.54	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	7,147.00
5400_150	Employee Benefits Recognition	.00	.00	153.50	.00	.00	.00
Personnel Services Totals		\$109,274.45	\$186,436.88	\$259,189.75	\$307,857.00	\$276,853.10	\$301,845.00
Capital Equipment							
6211	Specialized Equipment	36,758.07	28,084.11	12,670.14	24,000.00	16,737.15	11,253.00
Capital Equipment Totals		\$36,758.07	\$28,084.11	\$12,670.14	\$24,000.00	\$16,737.15	\$11,253.00
General Operating							
6203	Dues/Subscriptions	.00	.00	27.72	538.00	424.42	600.00
6208	Special Supplies	4,421.00	12,581.27	12,202.01	72,962.00	71,040.08	15,500.00
6212	Fuel	.00	.00	.00	100.00	56.35	200.00
6500_103	Professional and Consultant Svs Security Contracts	.00	.00	.00	18,130.00	17,905.43	20,000.00
6500_118	Professional and Consultant Svs Contractual Services	25,745.74	170,827.84	182,172.81	313,345.00	283,957.44	184,535.00
6510_100	Artist Services non-salaried compensation	43,878.12	132,375.00	191,640.00	203,350.00	185,725.00	176,400.00
6510_130	Artist Services reimbursements	.00	2,162.71	2,846.42	3,000.00	2,927.26	3,000.00
6530_125	Rentals Vehicle	.00	160.43	727.64	2,000.00	974.48	2,000.00
6700_140	Travel & Training Airfare	.00	.00	1,576.15	.00	.00	.00
6800_140	Fees for Services Hospitality Expense	.00	17,971.70	22,051.29	23,000.00	17,153.41	23,200.00
General Operating Totals		\$74,044.86	\$336,078.95	\$413,244.04	\$636,425.00	\$580,163.87	\$425,435.00
Division 177 - Festivals/Events Totals		\$220,077.38	\$550,599.94	\$685,103.93	\$968,282.00	\$873,754.12	\$738,533.00
Division 178 - Public Art							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	59,774.40	69,061.00	52,990.54	72,475.00
5000_115	Salaries and Wages Seasonal/Temporary	11,650.00	1,942.50	.00	.00	.00	.00
5400_100	Employee Benefits FICA	891.23	148.61	4,325.59	5,666.00	3,751.84	5,544.00
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	.00	2,429.00
Personnel Services Totals		\$12,541.23	\$2,091.11	\$64,099.99	\$74,727.00	\$56,742.38	\$80,448.00
General Operating							
6208	Special Supplies	.00	3,300.28	3,411.20	3,500.00	698.98	4,000.00
6300	Repair & Maintenance	.00	.00	.00	.00	.00	5,000.00
6500_118	Professional and Consultant Svs Contractual Services	20,500.00	24,977.58	25,800.00	29,000.00	25,050.00	10,000.00



Budget Worksheet Report

Budget Year 2025

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6510_100	Artist Services non-salaried compensation	528.67	.00	.00	.00	.00	.00
6510_110	Artist Services commissions	2,519.56	16,520.00	7,650.00	.00	.00	.00
6800_140	Fees for Services Hospitality Expense	.00	.00	226.10	500.00	.00	.00
General Operating Totals		\$23,548.23	\$44,797.86	\$37,087.30	\$33,000.00	\$25,748.98	\$19,000.00
Division 178 - Public Art Totals		\$36,089.46	\$46,888.97	\$101,187.29	\$107,727.00	\$82,491.36	\$99,448.00
Division 179 - BCA Grant							
General Operating							
6510_100	Artist Services non-salaried compensation	.00	.00	28,263.26	17,500.00	15,486.09	55,000.00
General Operating Totals		\$0.00	\$0.00	\$28,263.26	\$17,500.00	\$15,486.09	\$55,000.00
Division 179 - BCA Grant Totals		\$0.00	\$0.00	\$28,263.26	\$17,500.00	\$15,486.09	\$55,000.00
Department 27 - Burlington City Arts Totals		\$2,126,132.47	\$2,657,685.00	\$3,522,862.62	\$3,510,552.00	\$3,195,405.28	\$3,446,264.00
Department 38 - CEDO General Fund							
Division 000 - Admin							
Program 000 - Administration							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	317,490.82	422,703.97	476,555.20	587,925.00	535,920.11	629,399.00
5000_105	Salaries and Wages Limited Service	.00	.00	.00	3,081.00	.00	.00
5000_110	Salaries and Wages Regular Part Time	131.68	.00	.00	.00	.00	4,840.00
5000_115	Salaries and Wages Seasonal/Temporary	135,919.51	3,276.45	323.64	.00	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	(75,000.00)	.00	.00
5100	Overtime	7,521.22	1,618.56	722.76	2,000.00	2,585.84	.00
5200_115	Other Personnel Services Other Compensation	686.25	523.64	1,236.44	2,836.00	1,141.64	3,020.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	175.00	432.57	217.00
5200_130	Other Personnel Services Allowance Taxable	5,557.76	6,296.70	2,955.74	3,436.00	4,321.53	1,655.00
5400_100	Employee Benefits FICA	34,664.27	35,888.66	35,696.87	45,858.00	39,630.21	48,894.00
5400_105	Employee Benefits Unemployment Insurance	3,702.52	.00	.00	.00	.00	.00
5400_115	Employee Benefits Retirement B	24,875.97	34,567.41	37,755.67	48,387.00	48,387.00	60,182.00
5400_120	Employee Benefits Workers Compensation	20,871.00	5,885.34	18,544.16	6,382.00	5,318.30	8,876.00
5400_125	Employee Benefits Health Insurance	58,115.83	66,472.42	67,837.28	81,648.00	79,084.58	120,434.00
5400_130	Employee Benefits Dental Insurance	3,036.17	4,169.58	4,489.13	4,833.00	4,632.03	6,342.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_135		Employee Benefits Life Insurance	732.17	1,329.97	1,456.21	1,314.00	1,061.40	1,251.00
5400_145		Employee Benefits Employee Parking	464.00	1,039.64	940.08	3,154.00	1,578.84	3,187.00
5400_150		Employee Benefits Recognition	.00	2,321.58	1,333.52	3,615.00	1,087.36	1,000.00
Personnel Services Totals			\$613,769.17	\$586,093.92	\$649,846.70	\$719,644.00	\$725,181.41	\$889,297.00
General Operating								
6000		Office Supplies	54.80	1,122.64	1,140.50	3,000.00	2,011.65	3,000.00
6005		Postage	111.85	100.22	21.17	250.00	69.98	250.00
6007		Shipping and Moving	52.23	.00	.00	.00	.00	.00
6010		Computer Equipment	.00	.00	.00	50.00	31.84	.00
6020		Office Equipment	.00	1,057.73	.00	.00	.00	.00
6025		Furnishings	2,554.00	5,188.36	.00	213.00	.00	1,200.00
6200_105		Medical Fees And Supplies Medical Exams	.00	575.00	351.00	772.00	354.00	300.00
6202		Printing/Copying/Paper Mgt	71.58	27.79	.00	2,350.00	5.62	3,000.00
6203		Dues/Subscriptions	1,928.70	1,957.77	1,653.00	3,400.00	1,427.34	3,400.00
6208		Special Supplies	3,765.72	1,265.22	1,353.31	872.00	421.40	.00
6246		Outreach	.00	.00	.00	.00	111.96	.00
6350		Legal Notice & Advertising	.00	.00	.00	100.00	.00	100.00
6400_115		Utilities Water/Wastewater	869.88	911.90	944.76	820.00	971.15	820.00
6400_125		Utilities Telecommunications	3,224.60	2,178.73	1,062.16	2,140.00	727.64	2,640.00
6400_127		Utilities Cellular Communications	2,317.98	2,449.40	2,568.42	2,600.00	1,982.94	2,600.00
6500_112		Professional and Consultant Svs Audits - Melanson	5,200.00	3,200.00	5,400.00	5,000.00	4,500.00	5,000.00
6500_118		Professional and Consultant Svs Contractual Services	12,331.25	1,253.02	25,316.77	52,808.00	5,643.50	26,000.00
6500_126		Professional and Consultant Svs Jobs & People Study	.00	.00	.00	100,000.00	.00	.00
6500_148		Professional and Consultant Svs Interpreter Services	540.00	.00	.00	.00	.00	.00
6700_100		Travel & Training Education	950.00	13,824.44	1,628.00	4,800.00	190.00	1,500.00
6700_105		Travel & Training Special Training	.00	879.73	652.66	2,250.00	.00	2,400.00
6700_110		Travel & Training Travel Expense	.00	1,204.10	715.26	3,052.00	.00	3,052.00
6700_115		Travel & Training Mileage	.00	36.00	75.00	200.00	.00	200.00
6800_140		Fees for Services Hospitality Expense	.00	.00	366.34	178.00	177.60	.00
7200_115		Capital Leases Equipment	2,062.51	2,038.34	2,039.94	1,600.00	1,424.23	1,972.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
7702		Program Delivery - Other	5,000.00	.00	12,270.00	.00	5.14	.00
		<i>General Operating Totals</i>	\$41,035.10	\$39,270.39	\$57,558.29	\$186,455.00	\$20,055.99	\$57,434.00
		<i>Interfund</i>						
7900_136		Interfund Transfer To CJC	91,541.00	121,541.00	121,541.00	121,542.00	121,542.00	121,542.00
7900_139		Interfund Transfer CEDO ELI	250,000.00	500,000.00	.00	.00	.00	.00
		<i>Interfund Totals</i>	\$341,541.00	\$621,541.00	\$121,541.00	\$121,542.00	\$121,542.00	\$121,542.00
		Program 000 - Administration Totals	\$996,345.27	\$1,246,905.31	\$828,945.99	\$1,027,641.00	\$866,779.40	\$1,068,273.00
		Program 301 - Neighborhood Projects						
		<i>Personnel Services</i>						
5000_100		Salaries and Wages Regular, Full Time	57,751.76	42,347.40	73,823.67	86,360.00	67,729.87	5,018.00
5000_115		Salaries and Wages Seasonal/Temporary	8,084.82	18,509.25	23,496.20	21,840.00	10,553.82	43,680.00
5000_900		Salaries and Wages Attrition/reorganization	.00	.00	.00	.00	.00	(45,088.00)
5200_115		Other Personnel Services Other Compensation	200.00	237.50	184.00	824.00	500.00	420.00
5400_100		Employee Benefits FICA	4,968.68	3,542.87	7,173.59	8,340.00	5,893.53	3,758.00
5400_115		Employee Benefits Retirement B	4,820.96	3,140.24	4,762.70	7,064.00	7,064.00	490.00
5400_120		Employee Benefits Workers Compensation	3,050.00	2,868.00	2,647.20	872.00	726.70	1,288.00
5400_125		Employee Benefits Health Insurance	21,056.33	10,158.84	18,131.32	26,433.00	19,537.85	512.00
5400_130		Employee Benefits Dental Insurance	1,077.58	552.40	912.49	1,216.00	901.94	23.00
5400_135		Employee Benefits Life Insurance	170.40	97.82	170.85	173.00	135.04	8.00
5400_145		Employee Benefits Employee Parking	260.00	302.62	412.12	989.00	193.58	504.00
		<i>Personnel Services Totals</i>	\$101,440.53	\$81,756.94	\$131,714.14	\$154,111.00	\$113,236.33	\$10,613.00
		<i>General Operating</i>						
6000		Office Supplies	.00	.00	.00	60.00	.00	60.00
6005		Postage	.51	.00	.60	50.00	.00	50.00
6015		Computer Software	900.00	.00	.00	.00	.00	.00
6200_105		Medical Fees And Supplies Medical Exams	.00	.00	115.00	.00	.00	.00
6202		Printing/Copying/Paper Mgt	.00	.00	.00	550.00	.00	550.00
6203		Dues/Subscriptions	.00	324.37	19.22	2,000.00	.00	2,000.00
6208		Special Supplies	.00	95.98	.00	.00	.00	.00
6244		NPA Support	13,459.08	15,823.16	15,207.21	24,000.00	13,665.66	24,000.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
6246		Outreach	61,442.02	11,299.07	7,830.47	25,000.00	11,893.18	25,000.00
6400_127		Utilities Cellular Communications	487.18	884.86	932.44	1,000.00	298.56	1,000.00
6500_148		Professional and Consultant Svs Interpreter Services	180.00	.00	.00	1,000.00	.00	1,000.00
6500_161		Professional and Consultant Svs Member Consultants	1,375.00	.00	.00	.00	.00	.00
6700_100		Travel & Training Education	.00	140.00	.00	.00	.00	.00
7702		Program Delivery - Other	.00	.00	1,845.00	.00	.00	.00
General Operating Totals			\$77,843.79	\$28,567.44	\$25,949.94	\$53,660.00	\$25,857.40	\$53,660.00
Program 301 - Neighborhood Projects Totals			\$179,284.32	\$110,324.38	\$157,664.08	\$207,771.00	\$139,093.73	\$64,273.00
Program 330 - TIF								
Sub-program 1 - Downtown - VA								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	.00	(.01)	.00	.00	.00	.00
Personnel Services Totals			\$0.00	(\$0.01)	\$0.00	\$0.00	\$0.00	\$0.00
Sub-program 1 - Downtown - VA Totals			\$0.00	(\$0.01)	\$0.00	\$0.00	\$0.00	\$0.00
Sub-program 2 - Waterfront - VA								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	.00	.01	.00	.00	.00	.00
Personnel Services Totals			\$0.00	\$0.01	\$0.00	\$0.00	\$0.00	\$0.00
Sub-program 2 - Waterfront - VA Totals			\$0.00	\$0.01	\$0.00	\$0.00	\$0.00	\$0.00
Program 330 - TIF Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 380 - Business Support								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	.00	243,609.50	.00	.00	.00	.00
5000_115		Salaries and Wages Seasonal/Temporary	.00	35,900.34	.00	.00	.00	.00
5100		Overtime	.00	4,398.46	.00	.00	.00	.00
5200_115		Other Personnel Services Other Compensation	.00	475.00	.00	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	.00	749.32	.00	.00	.00	.00
5400_100		Employee Benefits FICA	.00	18,783.39	.00	.00	.00	.00
5400_115		Employee Benefits Retirement B	.00	18,223.32	.00	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	2,902.00	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_125		Employee Benefits Health Insurance	.00	36,177.13	.00	.00	.00	.00
5400_130		Employee Benefits Dental Insurance	.00	2,330.23	.00	.00	.00	.00
5400_135		Employee Benefits Life Insurance	.00	534.66	.00	.00	.00	.00
5400_145		Employee Benefits Employee Parking	.00	464.25	.00	.00	.00	.00
Personnel Services Totals			\$0.00	\$364,547.60	\$0.00	\$0.00	\$0.00	\$0.00
Capital Equipment								
6211		Specialized Equipment	.00	1,746.30	.00	.00	.00	.00
Capital Equipment Totals			\$0.00	\$1,746.30	\$0.00	\$0.00	\$0.00	\$0.00
General Operating								
6000		Office Supplies	.00	293.38	.00	.00	.00	.00
6010		Computer Equipment	.00	88.73	.00	.00	.00	.00
6025		Furnishings	.00	10,375.16	.00	.00	.00	.00
6202		Printing/Copying/Paper Mgt	.00	380.92	.00	.00	.00	.00
6203		Dues/Subscriptions	.00	5,277.04	.00	.00	.00	.00
6208		Special Supplies	.00	4,365.67	.00	.00	.00	.00
6350		Legal Notice & Advertising	.00	10,508.17	.00	.00	.00	.00
6400_127		Utilities Cellular Communications	.00	600.45	.00	.00	.00	.00
6500_118		Professional and Consultant Svs Contractual Services	.00	30,790.57	.00	.00	.00	.00
6500_142		Professional and Consultant Svs Marketing and Promotion	.00	1,816.75	.00	.00	.00	.00
6800_125		Fees for Services Fees & Permits	.00	127.67	.00	.00	.00	.00
7225_100		Provisioning Internet	.00	29.03	.00	.00	.00	.00
General Operating Totals			\$0.00	\$64,653.54	\$0.00	\$0.00	\$0.00	\$0.00
Program 380 - Business Support Totals			\$0.00	\$430,947.44	\$0.00	\$0.00	\$0.00	\$0.00
Program 385 - RRC								
Personnel Services								
5000_100		Salaries and Wages Regular, Full Time	.00	42,905.89	61,414.99	.00	353.51	.00
5000_115		Salaries and Wages Seasonal/Temporary	.00	66,920.02	63,458.84	76,440.00	62,569.50	87,360.00
5100		Overtime	.00	174.61	.00	.00	.00	.00
5200_115		Other Personnel Services Other Compensation	.00	179.59	416.00	.00	.00	.00
5200_130		Other Personnel Services Allowance Taxable	.00	.00	425.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2025

Account		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Actual Amount	2025 Department Requested
5400_100		Employee Benefits FICA	.00	8,148.85	9,370.15	5,848.00	4,662.89	6,683.00
5400_115		Employee Benefits Retirement B	.00	3,749.89	5,054.42	.00	.00	.00
5400_120		Employee Benefits Workers Compensation	.00	1,394.00	4,630.68	742.00	618.30	.00
5400_125		Employee Benefits Health Insurance	.00	9,001.41	9,084.52	.00	.00	.00
5400_130		Employee Benefits Dental Insurance	.00	512.51	457.23	.00	.00	.00
5400_135		Employee Benefits Life Insurance	.00	113.14	188.99	.00	(9.08)	.00
5400_145		Employee Benefits Employee Parking	.00	161.06	32.30	576.00	9.08	.00
Personnel Services Totals			\$0.00	\$133,260.97	\$154,533.12	\$83,606.00	\$68,204.20	\$94,043.00
General Operating								
6000		Office Supplies	.00	.00	.00	100.00	.00	800.00
6010		Computer Equipment	.00	.00	.00	.00	276.06	.00
6015		Computer Software	.00	.00	.00	200.00	.00	1,000.00
6202		Printing/Copying/Paper Mgt	.00	347.76	.00	.00	.00	.00
6203		Dues/Subscriptions	.00	810.13	59.21	348.00	.00	348.00
6208		Special Supplies	.00	.00	136.95	1,200.00	44.92	.00
6246		Outreach	.00	4,966.30	8,692.61	3,000.00	2,648.79	2,500.00
6400_125		Utilities Telecommunications	.00	2,543.35	2,559.93	2,150.00	1,925.37	.00
6400_127		Utilities Cellular Communications	.00	130.20	543.82	450.00	594.82	.00
6500_118		Professional and Consultant Svs Contractual Services	.00	.00	.00	9,500.00	.00	.00
6500_148		Professional and Consultant Svs Interpreter Services	.00	38,205.19	49,827.21	88,850.00	35,437.50	35,607.00
6800_140		Fees for Services Hospitality Expense	.00	.00	.00	1,000.00	67.25	.00
7702		Program Delivery - Other	.00	450.00	.00	55,922.00	7,857.63	.00
General Operating Totals			\$0.00	\$47,452.93	\$61,819.73	\$162,720.00	\$48,852.34	\$40,255.00
Program 385 - RRC Totals			\$0.00	\$180,713.90	\$216,352.85	\$246,326.00	\$117,056.54	\$134,298.00
Division 000 - Admin Totals			\$1,175,629.59	\$1,968,891.03	\$1,202,962.92	\$1,481,738.00	\$1,122,929.67	\$1,266,844.00
Department 38 - CEDO General Fund Totals			\$1,175,629.59	\$1,968,891.03	\$1,202,962.92	\$1,481,738.00	\$1,122,929.67	\$1,266,844.00
EXPENSE TOTALS			\$77,943,635.16	\$86,116,752.04	\$92,421,117.71	\$100,962,970.73	\$89,932,339.18	\$107,747,847.00
Fund 101 - General Fund Totals								



Budget Worksheet Report

Budget Year 2025

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Budget Solutions - Updated as of 6/7/24		Approx. Amount
Tax Revenue		
Implement voter-approved public safety tax \$.02 increase	\$	1,350,000
Raise non-lodging gross receipts from 2% to 2.5%	\$	770,000
Raise hotel tax from 2% to 4%	\$	950,000
Retirement Tax	\$	1,930,000
Debt Service Tax	\$	800,000
Subtotal	\$	5,800,000
Increase Fees (including credit card)		
Fire Dept fee increase per report	\$	289,428
BCA fee increase per report	\$	150,700
BPRW fee increase per report	\$	218,759
Increased vacant buildings fee	\$	10,000
Subtotal	\$	668,887
Strategic Use of One-Time Funds		
Repurpose unused ARPA funds	\$	2,100,000
Using HTF \$ to free up more ARPA	\$	300,000
Opioid Settlement Funds (State and City)	\$	256,000
BRPW one-time fund use	\$	42,000
REIB assigned fund balance unused from FY23	\$	264,000
Subtotal	\$	2,962,000
Budget Savings		
Vacancy savings from 22 FTEs	\$	1,400,000
Cut expenses from various programs	\$	900,000
Offer early retirement		TBD
Additional funds from Water to GF	\$	122,000
Additional funds from Airport for additional police services	\$	210,000
Use capital money to pay for capital salaries	\$	500,000
Subtotal	\$	3,132,000
Increase Other Revenues		
PILOT-related	\$	690,000
Increase gross receipts collection	\$	150,000
Increase investment income	\$	100,000
Updated interest on taxes	\$	50,000
Subtotal	\$	990,000
Tentative Total		\$ 13,552,887

Mayor Strategic Investments in Community Safety	\$	525,000
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Proposed Positions to Hold Vacant for FY25

Department	Position	FTEs	Rationale and Notes
CEDO	Community Development Manager	1 FTE	Vacant since March 6 and existing staff filling duties. Two programs supported by this role do not have ARPA funding beyond FY25.
Permitting & Inspections	Housing Administrator	1 FTE	Two other people doing similar work and can cover work for now
Information & Technology	Tech Support Specialist	1 FTE	Reduction from 3 to 2 tech support specialist due to actual workload/need.
Planning	Data Fellow	1 FTE	Position created 2 years ago and supports work of other staff.
DPW	Transportation Planner	1 FTE	Minimal savings projected, as position alligns with projects and position generally covers their own cost based on project billing
REIB	Various	6 FTE	Resdesign of department will be focus of FY25, hiring 1 FTE to support admin capacity of existing team
Assessor	Deputy Assessor	1 FTE	Contingent on reclassification of Assessor role (possibly others) but current staff can handle workload
BPD	Community Service Officers	3 FTEs	We will maintain 8 CSOs, which will allign with the shift schedule allowing 2 CSOs to be assigned per shift.
BPD	Sworn Officers	7 FTEs	We will hire 10 new sworn officers in FY25. The original FY25 budget proposed 82 FTE officers, we are currently at 65 FTEs and BPD acknowledged we cannot hire more than 10 in one fiscal year due to workforce shortages. The new FY25 budget will include 75 sworn officers.
	TOTAL	22 FTEs	

	A	B	H	I	J
1	Repurposed ARPA Funds				
2					
3	Project	Budgeted Amount	Total expenditures	Balance Remaining	Notes
4	Community infrastructure	\$ 2,000,000	\$ 1,407,200	\$ 592,800	Waterworks (Moran) and Roosevelt Park
5	Community Reactivation	\$ 197,669	\$ 114,853	\$ 82,816	Mostly in BWD related to business and reconnection of community post COVID
6	COVID response	\$ 500,000	\$ -	\$ 500,000	Contingency funds put aside in FY22 for COVID major surge
7	200 Church ventilation	\$ 300,000	\$ 22,500	\$ 277,500	
8	Resident emergency communication	\$ 80,000	\$ 28,787	\$ 51,213	Was with CEDO and related to outreach for COVID
9	Employee test kit	\$ 60,000	\$ 43,189	\$ 16,811	
10	Masks	\$ 20,000	\$ 1,154	\$ 18,846	
11	Air purifier	\$ 10,000	\$ 7,980	\$ 2,020	
12	Property tax lag relief	\$ 1,000,000	\$ 661,015	\$ 338,985	
13	High-impact projects - Non-profit Grants	\$ 1,000,000	\$ 985,125	\$ 14,875	Remaining funds from nonprofit grants COVID, returned grant
14	Resource Recovery Center	\$ 286,214	\$ 78,664	\$ 207,550	Remaining funds for emergency (COVID) constituent services (CEDO) and language access related to such services
15	REIB salary support	\$ 800,000	\$ 450,481	\$ 200,000	FY24 savings from staff vacancies
16	Remaining Balance			\$ 2,103,415	

Proposed Increases in User Fees

Department	Program	Increase in revenue for FY25 Fee	Notes
Fire	Ambulance Fees	\$289,429	
BCA	BCA Center	\$22,200	
	Arts Education	\$108,500	
	Credit Card Fees	\$17,000	
	Miscellaneous	\$3,000	
BPRW	Waterfront	\$163,746	bank fees + rate increase
	Rec Facilities	\$91,300	mostly arena
	Admin	\$46,525	recover bank fees
	Parks	\$29,150	multiple small increases
	Waterfront	\$18,700	seasonal boaters
	Recreation	\$25,000	raise fees
	Youth & Adult Athletics	\$15,000	
	Community Events	\$12,000	
	Impact fee for walks & races	\$3,000	
	Senior rec fees	\$2,000	
	Parks revenue error	-\$100,161	
		-\$87,501	
P&I		\$10,000	
Total		\$668,888	

Budget Savings Details

Department	Program	Amount
BWD	Early Learning Initiative	\$250,000
Regional Programs	Various Line Items	\$100,000
Citywide	Eliminating unnecessary landlines	\$20,000
Fire	Rentention bonus placed in FY24 budget vs FY25 budget	\$230,000
BCA	Program reductions	\$100,000
BPD	Change in BTV CARES from nurse to EMT	\$200,000
Total		\$900,000

Community Safety Additional Investments Proposed by the Mayor

Department	Program	Amount	Rationale and Notes
BFD	Continue CRT Program	\$ 250,000	This program was not included in the original FY25 BFD budget in April. We identified opioid settlement dollars to continue this program for the full FY25
Mayor's Office	Senior Advisor on Community Safety	\$ 125,000	Temporary 2 year position. Request in at Rep. Balint's office for Congressionally Directed Spending to support this position, so might not need money from GF
Library	Security and Social Worker	\$ 150,000	More security and a social worker for library
Cross-Departmental	Services	\$ 50,000	Estimate of need from GF to support basic necessities of dumpsters, port-a-potties, and water.
	TOTAL	\$ 575,000	\$250,000 from opioid funds; \$325K from general fund revenues (partially hotel tax and gross receipt tax AND general fund overall as police/fire budgets grew beyond all new taxes (GR, hotel, public safety) revenue - \$3.07M new revenue and police + fire roughly \$4.6M for operating increases)



Office of Mayor Emma Mulvaney-Stanak

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
Date: June 6, 2024
Re: Mayor's Update to City Council

Please find below a written summary of my last two verbal Mayor's Update reports to City Council .

This update includes information from the May 20th, 2024 meeting until June 10th, 2024. I welcome questions and an opportunity to meet with any of you one-on-one. Please reach out to my office to schedule a phone call or in-person meeting.

General Updates from the Mayor

- CAO Schad and I held a press conference on May 14th to share details on how we were able to close the \$13.1M budget gap. We completed **FY25 budget presentations** by departments on May 29. The administration prioritized solutions that kept tax increases as affordable as possible for residents, right-sized the budget in ways we could with the short timeline we had to prepare the budget to find savings, and reallocated one-time funds to help close the gap without relying on layoffs. We recognize there is harder work ahead to address the unsustainable size of our city budget and areas where we need to work to be more efficient and prioritize what we are able to afford.
- We also shared the **User Fee Study** in mid-May, which informed fee changes based on a market review process to modestly increase our revenue in FY25. The Operational Efficiency Study will not be ready until June and we will use this in July to begin larger discussions for FY26.
- At the May 29th Board of Finance budget presentation, I presented proposed **additional community safety investments** based on savings and additional resources we found during our budget work to close the \$13.1M gap.
 - This includes \$250K to continue the Community Response Team work of our Fire Department for another year and \$325K in additional investments to expand security and social work services at the library, hire a community safety advisor (temporary) within my office, and offer basic services for encampments for health and safety purposes.

Thank you to all of the Department Heads and city staff who spent substantial time working to close the budget gap, while also working to prepare 18 different budget presentations over the last month.

- We **presented the final FY25 budget** at the Board of Finance on June 3rd and will be presenting to the full council on June 10th, with final action expected on June 24. My office will include a public summary document on the high levels of the budget next week to help offer basic

information on expenditures and revenue, as well as the impact of tax and utility rate increases on the average resident.

- We will be presenting a **draft camping response plan** to the council on June 4th. I have consistently updated the council at each meeting over the last few weeks about the cross-department staff effort to develop a plan so the city could respond to the health and safety concerns with the seasonal camping issues within the city. This plan reflects the growing size of this challenge in light of the large housing emergency in our state and the continued pressure the state places on Burlington by narrowing the General Assistance Housing Program criteria over the last two years and defunding necessary investments for local communities to support unhoused Vermonters.

I look forward to City Councilors being collaborators in this significant challenge facing our city. Encampments have been an ongoing issue in our city for the last several years and the issues are complex. I requested a work session with the council on June 10th to discuss our proposed plan to hear your feedback and work on developing a final plan together. This plan will include enforcing our existing ordinance to notice and remove campers from parks and rights-of-way, while offering a basic level of support to encampments for safety and health purposes.

While we were developing this plan, I directed staff to temporarily place one dumpster and 2 port-a-potties along the bike path near the Flying A to prevent dangerous health issues from developing. This is a temporary measure to be proactive rather than reactive to an emergent issue as the city has done in the past Sears Lane. We also continue to receive regular updates from our Park Rangers and CSLs on all campsites in the city and reports continue to say conditions are stable. We continue to check on campers, offer services, and monitor for safety concerns.

- On May 20, I convened over 20 community safety advisors to begin to offer recommendations on short-term ways we can **improve our community safety** response system in our city. Including among these advisors are Councilors Grant and Doherty. This team of advisors will present recommendations to me and city staff who work on community safety issues on July 9th and I will share what recommendations we believe we can implement at the July council meeting. The community safety issues facing our city have existed for years and I ask for patience as this administration begins to develop new responses, change internal policies and procedures, and implement new investments to improve things. City staff are working on initial requests from my administration already, which we will share with the council and public as soon as possible. This work takes time. I also understand the urgency people feel for change. As a mom of small children and long-time community member, I also feel that urgency.

I also convened department heads, staff, and community partners to inform community safety strategic investment ideas in early May. This input informed the recommended safety investments we presented to Board of Finance on May 29th and additional ideas generated will be incorporated into the community safety advisor work.

I also convened a smaller, strategic group of department leaders in mid-May to begin to develop a plan to support the library with growing safety concerns and brainstorming new strategies and responses. This work will include working with the State's Attorney's Office and other partners.

- At the end of May, our office said goodbye to Emma Allen, the Mayor's Office Assistant. We deeply appreciate her work for the city over the last year, especially during the administration transition process. We also celebrated and said goodbye to Daryn Forgeron, our Transition Director, in mid-May. We will welcome a new temporary office assistant, Amanda Gomes, in my office on June 10th to fill the role until our permanent hire, Sinead Murray, begins in September. We are excited to welcome Amanda and then Sinead in the coming weeks.
- I am holding biweekly department head meetings to stay coordinated on emergent issues and support our city's leadership team. In May, we held our monthly planning meeting with department heads at the Sara Holbrook Center. We focused on future budgeting practices and ideas (long term) and police priority response system.

City Highlights

- We will be **saying goodbye to our Director of Planning, Meagan Tuttle** at the end of June. She was the first woman to hold this role in the city's history and advanced several significant zoning and planning initiatives that will benefit the city for years to come. In particular, her creative and thoughtful approach to community engagement and big picture thinking will be missed. We wish her well. I appointed an **Interim Director, Charles Dillard**, who will fill the leadership vacancy while we conduct a nationwide search for a new Director.
- I interviewed two candidates to **fill the REIB Interim Director** role at the end of May and will be announcing my decision this week. I thank outgoing Interim Director, Kerin Durfee, for stepping into this role over the last 2 months during our administration's transition to support this department.
- We will also be **saying goodbye to Human Resources Director, Kerin Durfee**, at the end of June as she moves to a new role outside the city. We are preparing to appoint an Interim Director and begin the hiring process to find a replacement in the coming two weeks. I appreciate Kerin's commitment to the city, her elevation of equity issues, and support to grow our professional development and retention practices as a city.
- We **hired Laura Wheelock to fill the Division Head of Technical Services** and I appointed her to fill the role of **City Engineer**. I am excited to welcome her as the first women to hold this role in the city's history.
- I met with two of the Fire Department shifts as of late May, as well as BWD staff, and CEDO staff.

- Last week, I began redesign work with REIB staff and we will continue to meet later in June to examine the vision, mission and priorities of the department. We will engage the community to help with this redesign work in the coming weeks.
- We began initial planning efforts to outline how to engage the community for the Memorial Block development work.
- The City's annual Juneteenth is June 15th 11am-11pm. Please attend!

Community Engagement

I will begin regular weekly Mayor Meet-Ups with the community starting Thursday, June 6th. Here is the schedule:

- North District, First Thursday 8am-9am at the Bagel Cafe at the Ethan Allen Shopping Plaza, North Ave. First meeting June 6th, 8am-9am
- Central District, Second Thursday 4:30-5:30pm at the ONE Community Center, Allen Street. First meeting June 13th, 4:30-5:30pm. We hope to offer free child care at this specific meet up in July.
- South District, Third Wednesday 8am-9am at Zero Gravity. First meeting June 19th 8am-9am.
- East District, Fourth Friday 12-1pm at Fletcher Free Library. First meeting June 28th.

The following summary includes meetings with organizations over the last three weeks and points of community engagement:

- Attended the Chittenden County Homeless Alliance Biannual Community Meeting
- Met with Burlington School District to discuss downtown safety concerns for BHS and other ways to strengthen coordination and communication between the District and City Departments
- Held a Business Town Hall with over 100 businesses with BWD - many comments on safety concerns, request for regular communication, and support for workers and businesses
- Met with the Chittenden County State's Attorney to build our relationship and work to improve city partnership
- Spoke at Professional Firefighters of Vermont Convention which was held in Burlington
- Hosted Pakistani LGBTQ+ elected leaders
- Offered a welcome speech at the Sanders' Institute at Champlain College
- Spoke as the keynote speaker at Essex's 2nd annual Pride festival
- Interviewed on the Morning Drive radio show with Kurt Wright
- Attended Stand up for Recovery event to support Turning Point
- Will attend the Edmunds Middle School Poetry Event
- Will be interviewed on the CCTV show: People, Power and Politics show
- Will be meeting with Champlain Elementary to do a clean-up day
- Met with the following organizations: Leadership of Lake Champlain Sailing Center, Sara Holbrook Center, Vermont Queer Legal Professionals Network, Flynn Center, Mascoma Bank,

Green Mountain Habitat for Humanity, Conversation Law Fund, Howard Center – Attended Board of Trustees Meeting, Community Health Centers, Burlington Concert Band,

- Attended and spoke at Africa Day hosted by AALV, Caroline Fund and others
- Spoke at the Burlington Prevention Award Celebration and celebrated the award given to our BFD CRT program
- Met with residents at Decker Tower and reviewing status of City and BHA partnership. Requested weekly reporting on progress given early challenges with hired security company and systems not being put in place. Thank you to Cathy Foley for the invitation.

Federal, State and Regional Activity

- Met with Senator Peter Welch and spoke with Senator Bernie Sanders and hosted Congressman Ro Hanna at City Hall during his visit to VT
- Sent a letter co-signed by Chief of Police and Fire in support of H72 to Governor Scott. Also invited the Governor to Burlington to tour our city and understand our community safety concerns. He vetoed the bill and failed to ever respond to my outreach.
- Planning a session debrief with legislators on June 20
- Will be attending the Chittenden County Town Manager meeting at end of month – hope to discuss unhoused challenges in our communities
- Met with AHS Secretary to discuss legislative session changes to GA program and adverse weather program and the security of the Cherry St state building
- Met with VTrans and federal transportation leaders (FHWA) to discuss Railyard and Champlain Parkway