



City Council Meeting

Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Please click the link below to join the webinar:

<https://zoom.us/j/98653723824>

****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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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

2. Public Forum: Time Certain: 6:45 pm ****See above for signup instructions****

Subject	2.1. Verbal Comments
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Public Forum: Time Certain: 6:45 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 and take the actions indicated

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 and take the actions indicated

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

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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. Proposed DPW ROW Technician I & II Working Foreperson I & II Upward Tiering - DPW
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and authorize: 1. Retitling and tiering of the Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position as follows: a. Right-of-Way Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position. This will be the first of two tiers for this position; and b. Right-of-Way Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position. This will be the second of two tiers for this position. 2. Retitling and tiering of the Street Maintenance Working Foreman: a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position as follows: a. Right-of-Way Field Technician/Working Foreperson I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position. This will be the first of two tiers for this position; and b. Right-of-Way Field Technician/Working Foreperson II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position. This will be the second of two tiers for this position
Subject	5.4. Reclassification of one (1) DPW - Technical Services Position - DPW
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve the reclassification of the Public Works Project Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Billing and Administrative Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position
Subject	5.5. Vermont Gas Systems Franchise Agreement - DPW
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Public Works Department

Type	Action (Consent)
Recommended Action	to approve the Franchise Agreement between the City and Vermont Gas Systems Inc., in order to execute a new agreement through June 30, 2029, granting use of the City right-of-way for utility infrastructure and annual payments of franchise fees as detailed in the agreement; and, to authorize the Mayor to execute the Franchise Agreement in substantial conformity with the Agreement attached—subject to approval by the City Attorney’s Office—on behalf of the City of Burlington
Subject	5.6. Authorization to Execute Contract with BP Wastewater Services, LLC for Catch Basin Cleaning Services - DPW/Water Resources
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	to authorize Chapin Spencer, Director of Public Works, to execute a contract with BP Wastewater Services, LLC with a maximum limiting amount of \$63,875 for catch basin cleaning services in Fiscal Year 2025, with the option to renew the contract for one additional 1-year term, subject to review by the City Attorney’s Office
Subject	5.7. Water Resources Wastewater Personnel Reorganization - Various - DPW/Water Resources
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	1. To approve the: ☐ Reclassification of the Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, to the tiered Wastewater Plant Operator I/II position as follows: - o Wastewater Plant Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the first of two tiers for this position; and, - o Wastewater Plant Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the second of two tiers for this position. ☐ Reclassification of the Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position, to Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position. ☐ Reclassification and retitling of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to Senior Plant Operator – North and East, a Regular, Full-

time, Non-Exempt, AFSCME, Grade 19 position.

☐ Reclassification of the Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.

☐ Creation of a Collection System Maintenance Manager, a Regular, Full-time, Exempt, Non Union, Grade 20, position.

☐ Reclassification, retitling, and reorganization of one Street Maintenance Worker, a Regular, Fulltime, Non-Exempt, AFSCME, Grade 14 position in the Maintenance Division to Senior Collection System Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position in the Water Resources Division, reporting to the Collection System Maintenance Manager.

☐ Reclassification, retitling, and reorganization of two Street Maintenance Workers, Regular, Full-time, Non-Exempt, AFSCME, Grade 14 positions in the Maintenance Division to a tiered Collection System Operator I/II position in the Water Resources Division reporting to the Collection System Maintenance Manager, as follows:

- o Collection System Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position, the first of two tiers for this position; and,
- o Collection System Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position, the second of two tiers for this position.

☐ Reclassification, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Fulltime, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Lead Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position reporting to the Collection System Maintenance Manager

☐ Redescription, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 and position reporting to the Collection System Maintenance Manager.

2. To approve and authorize the Chief Administrative Officer to approve budget neutral amendments to the FY25 Wastewater and Stormwater budgets to move budgeted amounts from Salaries and Wages Total Compensation Contingency lines 480-19-425-000. 5000_910 and 245-19-000.5000_910 to the appropriate personnel and benefits expense lines as needed to implement the above actions

Subject **5.8. Annual Report of the Burlington Conservation Board - Fiscal Year 2023: June 30, 2022 - July 1, 2023**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Permitting & Inspections

Type Action (Consent)
Information
Report

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

Subject **5.9. Three FY24 Parking-Related Budget Amendments - DPW/Parking and Traffic**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category	5. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to authorize the Chief Administrative Officer to implement FY24 budget amendments, in substantial conformance with the following: •Parking Services budget amendment dated May 31, 2024 in the amount of \$66,699 •Parking Facilities budget amendment dated May 31, 2024 in the amount of \$61,000 •Traffic Fund Budget amendment dated May 28, 2024 in the amount of \$130,000
Subject	5.10. Re-classification of one position, the Lead Urban Park Ranger, in the Department of Parks, Recreation and Waterfront - BPRW
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and authorize the reclassification of the Lead Urban Park Ranger, a regular, full-time, non-exempt, AFSCME, Grade 16 position to a regular, full-time, non-exempt, AFSCME, Grade 17 position in the Department of Parks, Recreation & Waterfront, and further authorize back pay in the amount of \$9,196.86 to the incumbent retroactive to May 16, 2022
Subject	5.11. BPRW Budget Neutral Amendments - BPRW
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and authorize the budget adjustments as detailed in the attached budget neutral amendment forms, in furtherance of funding security needs at North Beach and further authorize the Chief administrative Officer or designee to affect all necessary transfers of funds to carry out such amendments subject to the final review and approval of the Chief Administrative Officer
Subject	5.12. Contract Renewal for Continuing Engagement with Managed Security Services Provider - I & T
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Innovation & Technology

Type	Action (Consent)
Recommended Action	to approve and authorize the Chief Innovation Officer to execute a two-year contract with a vendor identified through the 2018 RFP Process seeking MSSPs to provide managed security services in an amount up to \$110,000 (paid in two annual installments), subject to contract approval by the City Attorney's Office
Subject	5.13. Innovation & Technology Position Changes - I & T/HR
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Innovation & Technology
Type	Action (Consent)
Recommended Action	to approve: (1) the elimination of an IT Project Manager position, a Regular, Full-time, Exempt, Non-Union, Market Factor position that was recently vacated by retirement (2) the elimination of a Technology Support Specialist position, a Regular, Full-time, Union, Non-Exempt, market factor position (3) the creation of a new Cybersecurity Analyst Position, a Regular, Full-time, Non-Union, Grade 19, Exempt position
Subject	5.14. Communication: Ines Castro, Member, Board of Health, re: Resignation
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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, accept the communication, place it on file, advertise the vacancy in Seven Days and send a letter of appreciation to Ines Castro thanking her for her time served as a member of the Board of Health
Subject	5.15. Communication: Jonathan Davies, re: Visiting Burlington
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	waive the reading and place the communication on file

Subject **5.16. Communication: William Coleman, re: Burlington**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 **5.17. Communication: Coco Kratochvil, re: homeless people**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 **5.18. Special Event Outdoor Entertainment Permit Application (one day only): OSNS Entertainment, Lakeview Patio, 1 Main Street Landing, July 3rd, 4:00 pm - 11:00 pm**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)

Recommended Action approve the one day only special event outdoor entertainment permit application for OSNS Entertainment, Lakeview Patio, 1 Main Street Landing, July 3rd, 4:00 pm - 11:00 pm

Subject **5.19. FIO Documents**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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	5.20. Ordinance: CDO - Emergency Shelters ZA-24-03 (Planning, Planning Commission)
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Planning
Type	Action (Consent)
Recommended Action	waive the reading and refer to the Ordinance Committee
Subject	5.21. Resolution: Authorization For \$12,886,920 Step II Loan From Vermont Clean Water State Revolving Fund And For \$2,077,120 Amended Engineering Contract With Wright-Pierce For The Stage 0 Upgrade Of The City's Three Wastewater Treatment Plants (Board of Finance)
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent) Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	5.22. Resolution: Approving The Issuance Of Grant Anticipation Notes For The Costs Of Certain Airport Improvement Projects (Board of Finance)
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	5.23. Resolution: Release Of Certain Glebe And Perpetual Lease-Land Interests And Revision Of The City Of Burlington Perpetual Lease-Land Interests List (Councilor Traverse)
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	City Attorney

Type Action (Consent)
Resolution

Recommended Action waive the reading and adopt the resolution

6. Deliberative Agenda

Subject **6.1. Request to Execute a Construction Manager at Risk (CMAR) Contract with Engelberth Construction, Inc. (ECI) for Project NexT the North Concourse Replacement Project to accept and execute a federal Aviation Administration (FAA) Grant Application and accept and execute a Northern Borders Regional Commission (NBRC) grant for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NexT" - Airport (25 mins.)**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Airport

Type Action

Recommended Action

1. to approve and authorize the Director of Aviation to execute a Construction Manager at Risk (CMAR) contract with Engelberth Construction Inc. in the amount of up to \$47,931,525.00 with a 15% contingency totaling up to \$55,121,253.80, as allowed by the grant for the construction of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney’s Office
2. to approve and authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount up to \$6,922,436, with a 15% contingency, totaling up to \$7,960,801.40, as allowed under the grant, for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project “Project NEXT” Grant Application 2, subject to review by the City Attorney’s Office
3. to approve and accept and execute a Northern Borders Regional Commission (NBRC) Grant in the amount of up to \$1,778,400.00 for utilization of domestic mass timber construction materials in construction of the North Concourse Replacement Project “Project NEXT”, subject to review by the City Attorney’s Office

Subject **6.2. Resolution: Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2024, And Ending June 30, 2025 (Mayor Mulvaney-Stanak; Board of Finance)(45 mins.)**

Meeting June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action
Resolution

Recommended Action waive the reading and adopt the resolution

Subject	6.3. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2024 And Ending June 30, 2025 (Mayor Mulvaney-Stanak; Board of Finance)(15 mins.)
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution

Subject	6.4. Ordinance: Restaurant, hotel, amusement and admissions taxes BCO Sec. 21-31 (Councilors Shannon, Bergman, Traverse)(30 mins.)
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	move to waive the reading, suspend the rules, adopt the amendment to Chapter 21, Section 31 of the Burlington Code of Ordinances as detailed in the ordinance form attached as Attachment B, which amends the version of the ordinance sponsored by the Ordinance Committee by eliminating the reporting requirements and sunset proposed by the Committee, and place the amendment in all stages of passage

7. Committee Reports

Subject	7.1. Verbal reports
Meeting	June 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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 24, 2024 - Regular City Council Meeting - Monday, June 24, 2024, 6:30 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

6/20/2024

	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



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Burlington, VT 05401
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Board of Finance / City Council

From: Chapin Spencer, Director
Lee Perry, Division Director – Maintenance Division

CC: Katherine Schad, CAO
Kerin Durfee, Director of Human Resources
Tony Berry, Human Resources Manager
Colby Delaire AFSCME President
Chris Harinsky AFSCME Steward

Re: Proposed DPW ROW Technician I & II Working Foreperson I & II Upward Tiering

Date: June 17, 2024

Executive Summary:

The Department of Public Works (DPW) is proposing to implement a two-tiered classification for the Right of Way (ROW) Field Technicians (formerly Street Maintenance Worker) and the Working Foreperson – Right of Way Field Technicians (formerly Street Maintenance Working Foreman) positions. This two-tiered classification structure would provide employees more opportunity for advancement by achieving certain proficiencies and requirements spelled out in the job descriptions – and benefit the City overall with a more skilled and productive workforce.

Background:

The City's workforce is our greatest asset. Over the past few years, DPW leadership in conversation with AFSCME and the Human Resources Department, has been exploring ways to incentivize and reward employees who demonstrate initiative to expand their proficiencies. Currently there are very limited ways to incentivize and reward employees who learn new skills and take extra training beyond the baseline requirements of a job description.

After talking to Burlington Electric Department leadership several times about their experience with tiering, DPW is proposing to bring a version of tiering to our operations. Specifically, we are proposing a two-tiered system with a base tier (Tier 1) that encompasses a job's base requirements and an enhanced tier (Tier 2) that encompasses a range of additional skills and training. This structure will encourage staff to attain new skills that will not only allow the employee the

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opportunity for advancement, but will also benefit the City by broadening the overall skill set of the department that will contribute to maintenance of the City's vital infrastructure.

Over the past several years there have been additional tasks and duties added to the daily maintenance requirements of the ROW Field Technician. These additions led to the workgroup requesting that the Street Maintenance Worker/Working Foreman positions be reviewed, updated, and reclassified. Below is a timeline of the process.

- March 2023 - The workgroup represented by AFSCME requested that the current Street Maintenance Worker job descriptions be reviewed, and updated to reflect the additional tasks added over the years.
- April 2023 – The updated Street Maintenance Worker job description was presented to Human Resources (HR) Grading Committee for scoring. It subsequently did not score high enough to warrant reclassification.
- September 2023 - The workgroup represented by AFSCME again requested that the current Street Maintenance Worker, and Working Foreman job descriptions be reviewed, and updated, and submitted for reclassification. Based on what was submitted, the HR classification committee determined that the revised job descriptions did not warrant reclassification.
- November 2023 – The Street Maintenance workgroup represented by their AFSCME Union Steward filed a grievance in response of the denial of reclassification.
- December 2023 – Grievance extended to allow time for labor management meetings between AFSCME representatives, Management, and HR.
- February 2024 – The resulting labor management meeting brought forth an agreement between the City of Burlington, and Street Maintenance Worker/Working Foreman AFSCME employees to where each of the employees would receive retention bonuses in the amount of \$1,500 to be paid out in 3 installments, and was approved by Board of Finance, and City Council. Additionally, discussions around the reclassification of the Street Maintenance/Working Foreman positions would continue between Management and staff.
- May 2024 – Discussions between Management, HR, AFSCME representatives, and staff, has resulted in an agreement to proceed with the concept of upward tiering for both the Street Maintenance Worker and Working Foreman positions.

Create Tiered Positions to Encourage Career and Skill Development

The job descriptions for these updated and tiered job descriptions are in Appendix A. Below is a summary of the two-tiered approach:

Right of Way Field Technician I & II

DPW's upward tiering proposal for the Right of Way Field Technician I & II (Existing Street Maintenance Worker) will provide a better career ladder, and allows for the department to:

- Have an entry tier, Right of Way Field Technician I, for candidates who may have a strong aptitude but lack the experience or qualifications needed for the enhanced position. This would be similar to the existing Street Maintenance Worker job description with its current requirements. This would remain a Grade 14.
- Have a higher tier, Right of Way Field Technician II, for employees who are motivated to achieve certain documented certifications or proficiencies within a position. Based on HR's classification review, this position would be a Grade 15. The certifications and proficiencies are spelled out in two separate tracks, to provide a path for employees who may have differing skill sets. This would allow for the opportunity for 13 current Street Maintenance employees to follow either of the following two tracks.

1. Track I – Documented heavy equipment operator proficiency. Employee would have to demonstrate operating proficiencies, as well as completion of training courses specific to heavy equipment operation, maintenance, and safety. Employee would also have to meet specific criteria for experience and meet goals and requirements that are spelled out in the job description.
 2. Track II – Successful completion of trainings in leading/managing workgroups, certified trainer in a job related field, asset management, spreadsheets or another technical area accepted by Management. Employee would also have to meet specific criteria for supervisory experience, and meet goals and requirements that are spelled out in the job description.
- Other additions to the job description provide completion of OSHA trainings, and proficiencies related to construction and maintenance duties as spelled out in the attached job descriptions.

Right of Way Field Technician/Working Foreperson I & II

- Have an entry tier, Right of Way Field Technician/Working Foreperson I, for candidates who may have a strong aptitude but lack the experience or qualifications needed for the enhanced position. This would remain a Grade 16.
- Have a higher tier, Right of Way Field Technician/Working Foreperson II, for employees who are motivated to achieve certain documented certifications or proficiencies within a position. Based on HR's classification review, this position would be a Grade 17. Any of the three current Street Maintenance Working Foreman could choose to follow either of the following two tracks to attain Tier II:
 1. Track I – Documented heavy equipment operator proficiency. Along with a minimum of 1 year heavy equipment operator experience or 200 supervisor-documented hours of actual jobsite excavation operation specific to backhoe/excavator operations in an urban environment, as well as completion of training courses specific to heavy equipment operation, maintenance, and safety. Employees are also expected to annually complete 40 hours of documented hours of actual job site excavation experience and 1 additional educational training as written in the job description.
 2. Track II – Successfully complete several trainings and attain specific proficiencies: 1) at least 20 hours of training in leading/managing workgroups or successfully complete training to be a certified trainer. 2) Successfully complete at least 20 hours of job-related course(s) in asset management, spreadsheets, etc: 3) Have at least 3 years of experience in a supervisory or group leader role; 4) Complete ongoing yearly minimum of 1 week of serving as interim Street Maintenance Manager and 1 additional educational training in either leading/managing workgroups or a job-related technical course.
- Other additions to the job description provide completion of OSHA trainings, and proficiencies related to construction and maintenance duties, along with technical, and managerial requirements as spelled out in the attached job descriptions.

Funds for the increase in salaries were built into the Street Maintenance FY25 budget labor line.

Implementation of Upward Tiering in Street Maintenance

In discussions with AFSCME leadership about implementation, it was important for the Union to have existing Street Maintenance staff hired before March 30, 2023 be placed into the Tier II positions. Management was willing to support this with the understanding that all existing staff

hired prior to March 30, 2023 and placed into Tier II would be required to meet all proficiencies and training requirements of the Tier II position within 9 months of initiating the tiering placement or be placed back in Tier I at the end of that 9-month period. With that understanding, AFSCME leadership is supportive of this reclassification. DPW is supportive of the 9 month period, as this will allow staff the time, and opportunity to acquire the needed proficiencies, requirements, and certifications for either track. The 9 months from date of initiation, will allow some time outside of our busy construction season to schedule and complete the required off site, on line trainings associated with either tracks for both Tier II positions. Accordingly, DPW plans to place all existing staff hired prior to March 30, 2023 to the current Street Maintenance Worker positions into Tier II of the newly re-titled Right-of-Way Field Technician positions immediately upon Council approval of this reclassification and retitling plan, regardless of the status of their special credentials and proficiencies of the position for a nine (9) month training period. Any current employee who has not met the qualifications for Tier II after that period elapses will place back into Tier I until such time as they achieve the necessary credentials.

Looking Ahead

Upward tiering is a promising structure for Union and Non-Union positions across DPW. Management will be evaluating the successes and challenges within 12 months, of these first initial implementations, and likely will be bringing additional proposals, with or without modifications, for the Council's future consideration in future fiscal years.

Please reach out with any questions on this proposal to either Lee (lperry@burlingtonvt.gov) or Chapin (cspencer@burlingtonvt.gov).

Proposed Motions:

Board of Finance: To approve and recommend that the City Council authorize:

1. Retitling and tiering of the Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position as follows:
 - a. Right-of-Way Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position. This will be the first of two tiers for this position; and
 - b. Right-of-Way Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position. This will be the second of two tiers for this position.
2. Retitling and tiering of the Street Maintenance Working Foreman: a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position as follows:
 - a. Right-of-Way Field Technician/Working Foreperson I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position. This will be the first of two tiers for this position; and
 - b. Right-of-Way Field Technician/Working Foreperson II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position. This will be the second of two tiers for this position.

City Council: To approve and authorize:

1. Retitling and tiering of the Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position as follows:
 - a. Right-of-Way Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position. This will be the first of two tiers for this position; and
 - b. Right-of-Way Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position. This will be the second of two tiers for this position.
2. Retitling and tiering of the Street Maintenance Working Foreman: a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position as follows:
 - a. Right-of-Way Field Technician/Working Foreperson I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position. This will be the first of two tiers for this position; and
 - b. Right-of-Way Field Technician/Working Foreperson II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position. This will be the second of two tiers for this position.

Appendix A: Job Descriptions

City of Burlington Job Description

Position Title: Right of Way Field Technician I

Department: Department of Public Works

Reports to: Assistant Director DPW - Maintenance Division

Pay Grade: 14

Job Code: 432

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for maintaining, installing and repairing safe and clean City streets and sidewalks. This position also performs construction, maintenance and repair work on City streets, grounds, sidewalks, buildings, sewers and storm collection and drainage systems. Operates snowplow and other snow removal equipment as requested during and after snowstorms.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Repair and maintain safe and clean streets, sidewalks and surrounding areas; patch potholes, lay asphalt and resurface for proper drainage.
- Replace sidewalks and curbs.
- Raise or lower manhole or storm drain covers.
- Clean and clear trash, dirt and other debris from streets, sidewalks and surrounding areas.
- Operate, inspect and perform basic maintenance on street division equipment, including but not limited to: dump truck, front end loader, sidewalk plows, backhoe, etc.
- Clear streets, sidewalks and surrounding areas of snow and ice; salt as required.
- Locate sewer line breaks; repair appropriately.
- Perform seasonal street, sewer and storm drainage maintenance duties, including but not limited to: repairing lawns, fences, driveways damaged by snowplow operations, etc.
- Gather asset information for various categories of infrastructure, making use of hand-held computer, GPS receiver and tablet.
- Unclog sewer lines and clean storm drainage basins. Complete written forms, enter information in the field on tablet.
- Act as “Ambassador” for the City, carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- Perform recycling collection duties, on an as needed basis, when recycling staff numbers are insufficient to effectively collect recycling.
- Clear trash, debris, and belongings on an as needed basis from identified homeless encampments.

Non-Essential Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and two (2) years of related construction experience, such as, highway, sewer, and drainage construction required.
- Must obtain and maintain a Commercial Driver's License Class B, with tanker endorsement within 6 months from date of hire.
- Backhoe, plowing with seven-yard dump truck, concrete work experience preferred.
- Must operate snowplow and other snow removal equipment as requested during and after snowstorms.
- Ability to raise and lower manhole covers, storm drain covers required.
- Ability to operate all related equipment, for example, concrete mixers, bucket loaders, dump trucks, snowplows, sweepers, back hoe, skid steer, and all related hand and power tools etc.
-
- Ability to work outdoors in all weather conditions required.
- Must be able to be on call and work nights, weekends and holidays as required.
-
- Must be a self-motivated, flexible, safety-conscious, team-oriented individual that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must learn and follow VOSHA safety rules and regulations.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (specify 75 pounds)
x	hearing/listening	x	carrying (specify 75 pounds)
X	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift

x	reading – basic	x	pushing/pulling
	reading – complex		shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension		high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:Directly Supervises: 0 Indirectly Supervises: 0 **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated 10/13/04; final 12/3/04; revised 07/12/07; revised 4/10/14, revised 4/24/15. Revised 9/20/17.
Revised January, 2022, April 2023

City of Burlington Job Description

Position Title: Right of Way Field Technician II

Department: Department of Public Works

Reports to: Assistant Director DPW - Maintenance Division

Pay Grade: 15

Job Code: 432

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for maintaining, installing and repairing safe and clean City streets and sidewalks. This position also performs construction, maintenance and repair work on City streets, grounds, sidewalks, buildings, sewers and storm collection and drainage systems. Operates snowplow and other snow removal equipment as requested during and after snowstorms.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Repair and maintain safe and clean streets, sidewalks and surrounding areas; patch potholes, lay asphalt and resurface for proper drainage.
- Replace sidewalks and curbs.
- Raise or lower manhole or storm drain covers.
- Clean and clear trash, dirt and other debris from streets, sidewalks and surrounding areas.
- Operate, inspect and perform basic maintenance on street division equipment, including but not limited to: 7yd. & 14yd. dump truck, front end loader, sidewalk plows, backhoe, etc.
- Clear streets, sidewalks and surrounding areas of snow and ice; salt as required.
- Locate and repair sewer line breaks; locate and repair stormwater line breaks appropriately.
- Perform seasonal street, sewer and storm drainage maintenance duties, including but not limited to: repairing lawns, fences, driveways damaged by snowplow operations, etc.
- Gather asset information for various categories of infrastructure, making use of hand-held computer, GPS receiver and tablet.
- Utilize the City’s asset management program to retrieve service requests, and add notes to completed service requests
- Unclog sewer lines and clean storm drainage basins. Complete written forms, enter information in the field on tablet.
- Act as “Ambassador” for the City, carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- Perform recycling collection duties, on an as needed basis, when recycling staff numbers are insufficient to effectively collect recycling.
- Clear trash, debris, and belongings on an as needed basis from identified homeless

encampments.

- Respond to service request notifications as assigned.

Non-Essential Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and two (2) years of related construction experience, such as, highway, sewer, and drainage construction required.
- Must possess, and maintain a Commercial Driver's License Class B, with tanker endorsement.
- Must meet proficiencies and certifications in one of these two tracks:
 - Track 1
 - Demonstrate heavy equipment operator proficiency (documented through written checklist) along with a minimum of one (1) year of heavy equipment operator experience, or two-hundred (200) supervisor-documented hours of actual jobsite excavation operation specific to backhoe/excavator operation in an urban environment.
 - Completion of at least one (1) educational training specific to: equipment safety, maintenance, equipment capabilities and limitations, materials & site preparation, grading, soils compaction, trenching/pipe laying, rigging and hoisting.
 - Once the above bullets are attained, complete ongoing yearly minimum of forty (40) additional supervisor-documented hours of actual jobsite excavation experience specific to backhoe/excavator operation and one (1) additional educational training specific to: equipment safety, maintenance, equipment capabilities and limitations, materials & site preparation, grading, soils compaction, trenching/pipe laying, rigging and hosting.
 - Track 2
 - Successfully complete at least twenty (20) hours of training in leading/managing workgroups or successfully complete training to be a certified trainer in a job-related field as accepted by management.
 - Successfully complete at least twenty (20) hours of job-related course(s) in asset management, spreadsheets or other another technical area as accepted by management.
 - Have at least five (5) weeks (200 hours) in a supervisory or group leader role.
 - Once the above bullets are attained, complete ongoing yearly minimum of twenty-four (24) hours in a supervisory or group leader role and one (1) additional educational training in either leading/managing workgroups or a job-related technical course.
- Complete OSHA 30 within (6) months of hire and stay current with all safety trainings
- Ability to work in a team environment to complete all ROW assigned construction tasks including but not limited to paving, sidewalk, and curb installation, catch basin, sewer, and stormwater infrastructure repair and installation
- Proficient in raising and lowering manhole covers, storm drain covers required.

- Proficient in operating all related equipment, for example, concrete mixers, bucket loaders, 7yd. and 14yd. dump trucks with snowplows, sweepers, skid steer with associated attachments (asphalt milling attachment), and all related hand, and power tools etc.
- Proficient in operating the sewer and stormwater Vactor
- Proficient in sewer/stormwater installation and repair.
- Proficient in paving/resurfacing roadways including but not limited to potholes, grinding and paving, repair patches
- Proficient in recognizing required work, pre-mark location, and call-in required Dig Safe tickets
- Ability to work outdoors in all weather conditions required.
- Must be able to be on call and work nights, weekends and holidays as required.
- Must be a self-motivated, flexible, safety conscious team-oriented individual that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must learn and follow VOSHA safety rules and regulations.
- Must complete provided 40 hr. "Hazardous Waste" training necessary to complete some job functions. This training also requires 8 hours of training annually after the initial 40 hours.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (specify 75 pounds)
x	hearing/listening	x	carrying (specify 75 pounds)
X	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex		shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat

	writing – complex	x	extreme cold
x	analysis/comprehension		high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated 10/13/04; final 12/3/04; revised 07/12/07; revised 4/10/14, revised 4/24/15. Revised 9/20/17.
Revised January, 2022, April 2023

City of Burlington Job Description

Position Title: Working Foreperson I – ROW Field Technician

Department: Department of Public Works

Reports to: Streets Maintenance Manager

Pay Grade: 16

Job Code: 412

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for providing on-site leadership, direction and technical expertise to crewmembers engaged in installation, repair and maintenance work on City facilities and infrastructure.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Complete required paperwork, including but not limited to; production reports, crew schedules, first reports of accident, log of activities, etc.
- Assist crewmembers in maintenance and repair work on City facilities through coordinating crew activities, reviewing work and providing technical oversight.
- Prepare, coordinate and lead assigned work group in daily work assignments and projects including but not limited to scheduling Dig Safe, excavating permits and collecting required deposits.
- Assist Streets Maintenance Manager with supervision, evaluation and training of crewmembers.
- Ensure established Department and Federal safety procedures are followed.
- Prepare requisitions required for materials to complete projects in a manner consistent with Department policies and procedures.
- Maintain control over progress and quality of work in accordance with departmental goals, objectives and standards.
- Participate in the hiring process including but not limited to screening, rating, interviewing and recommending applicants.
- Act as “Ambassador” for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Perform duties and functions of subordinate positions.
- Perform snow plowing as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Three (3) years of experience in construction, maintenance and repair or related field with at least one (1) year in a supervisory or group leader role required.
- Class B CDL license required.
- Ability to direct work activities of a small work crew and lead by example.
- Ability to select and assign staff to each task.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Strong problem-solving skills required.
- Strong communication skills, both oral and written required.
- Ability to train and motivate subordinate workers.
- Must be a self-motivated, flexible, safety conscious, team oriented individual, that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to operate 7yd. and 14yd. dump truck, front-end loader, asphalt rollers, street sweepers, sidewalk plows, jackhammer, backhoe, and bobcat and other related equipment.
- Proficient in operating sewer and stormwater Vactor.
- Ability to operate wheeled and tracked snowplow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work nights, weekends and on call required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (specify 75 pounds)

x	hearing/listening	x	carrying (specify 75 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: 5 Indirectly Supervises: 16

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Updated July 2002; revised July 2009; Final September 2009
Revised March 2015. Revised January 2016. Revised June 2018.

City of Burlington Job Description

Position Title: Working Foreperson II – ROW Field Technician

Department: Department of Public Works

Reports to: Streets Maintenance Manager

Pay Grade: 17

Job Code: 412

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for providing on-site leadership, direction and technical expertise to Right of Way Field Technician crew members engaged in installation, repair and maintenance work on City facilities and infrastructure.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Complete required paperwork, including but not limited to; production reports, work orders completed on tablets/computer using the City’s asset management program, crew schedules, first reports of accident, log of activities, etc.
- Assist the Right of Way Field Technician crew members in maintenance and repair work on City facilities through coordinating crew activities, reviewing work and providing technical oversight.
- Prepare, coordinate and lead assigned work group in daily work assignments and projects including but not limited to scheduling Dig Safe, excavating permits and collecting required deposits.
- Assist Streets Maintenance Manager with supervision, evaluation and training of Right of Way Field Technician crew members.
- Ensure established Department and Federal safety procedures are followed.
- Prepare requisitions required for materials to complete projects in a manner consistent with Department policies and procedures.
- Maintain control over progress and quality of work in accordance with departmental goals, objectives and standards.
- Read and understand construction/project blueprints and apply in the field
- Perform project layout based on project blueprints, including but not limited to establishing grade elevations with the use of a sight level, or laser level, new structure and pipe installation, as well as other city infrastructure.
- Install various sized sewer and storm drain pipe at grade with the use of a sight level,

laser level, or pipe laser.

- Direct and coordinate off-hour emergency sewer and stormwater repairs.
- Participate in the hiring process including but not limited to screening, rating, interviewing and recommending applicants.
- Act as “Ambassador” for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Perform duties and functions of subordinate positions.
- Prepare and deliver trainings to ROW Field Technicians I&II, assist Department Manager with developing and maintaining standard operating procedures (SOP), for construction, paving, backfilling best practices, relative to scope of work.
- Assist Street Maintenance Manager with scheduling and progress of required safety trainings
- Train staff from other City departments for snow removal operations that are, and are not required by AFSCME contract to assist ROW with snow removal operations. This includes, but is not limited to, safe operation of sidewalk tractors, 7yd. and 14yd. plow trucks, salt spreader functionality, and application amounts, routes and priorities.
- Direct oversight of street, and sidewalk snow removal operations, as well as perform snow plowing as required.
- Lead, and coordinate off-hour snow plowing operations, coordinating any adjustments to the schedules for two alternating crews, providing timely updates to DPW leadership for our external communications. Fielding calls from the public, emergency services, public transit providers during snow events, and coordinating with parking services for snow removal during parking bans.
- Direct oversight of the City’s annual clean sweep operations, including but not limited to, coordinating with parking services during parking bans for the event, as well as oversight of the rental sweeper.
- Direct and coordinate nighttime snow removal operations in the downtown area, clearing snow along parking stalls, and meters after snow events.
- Fill in for the Street Maintenance Manager on an as needed basis including scheduling the day-to-day operations of the ROW Field Technician and Recycling teams; conducting daily site visits with all crews to ensure safety protocols are followed and quality of work is up to Departments goals and standards; responding to customer service and resident inquiries; as well as keeping DPW Leadership informed of daily projects and timelines.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Five (5) years of experience in construction, maintenance and repair or related field with at least two (2) years in a supervisory role required.
- Must meet proficiencies and certifications in one of these two tracks:
 - Track 1
 - Demonstrate heavy equipment operator proficiency (documented through

written checklist) along with a minimum of one (1) year heavy equipment operator experience or two-hundred (200) supervisor-documented hours of actual jobsite excavation operation specific to backhoe/excavator operation in an urban environment.

- Complete at least one (1) educational training specific to: equipment safety, maintenance, equipment capabilities and limitations, materials & site preparation, grading, soils compaction, trenching/pipe laying, rigging and hoisting.
- Once the above bullets are attained, complete ongoing yearly minimum of forty (40) additional supervisor-documented hours of actual jobsite excavation experience specific to backhoe/excavator operation and one (1) additional educational training specific to: equipment safety, maintenance, equipment capabilities and limitations, materials & site preparation, grading, soils compaction, trenching/pipe laying, rigging and hosting.

○ Track 2

- Successfully complete at least twenty (20) hours of training in leading/managing workgroups or successfully complete training to be a certified trainer in a job-related field as accepted by management.
- Successfully complete at least twenty (20) hours of job-related course(s) in asset management, spreadsheets or other another technical area as accepted by management.
- Have at least three (3) years of experience in a supervisory or group leader role.
- Once the above bullets are attained, complete ongoing yearly minimum of one (1) week of serving as interim Street Maintenance Manager and one (1) additional educational training in either leading/managing workgroups or a job-related technical course.

- Complete OSHA 30 within six (6) months of hire and stay current with all safety trainings.
- Class B CDL license required.
- Proficient in directing work activities of a large (approximately 15 crew member) work crew and lead by example.
- Proficient in selecting and assigning staff to each task, while maintaining quality control on projects.
- Proficient in determining and demonstrating appropriate methods, procedures and techniques for tasks assigned.
- Ability to use computers, smart phones, iPads, email and the internet effectively. Proficient in using Asset Management software to create work orders, and manage inventory
- Strong problem-solving skills required.
- Strong communication skills, both oral and written required.
- Ability to train and motivate subordinate workers.
- Must be a self-motivated, flexible, safety-conscious team-oriented individual that

embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.

- Proficient in operating , sewer and stormwater Vactor ,
- Proficient in operating front-end loader, asphalt rollers, street sweepers, sidewalk plows, 7yd. and 14yd. dump trucks, jackhammer, backhoe, bobcat and other related equipment.
- Proficient in operating wheeled and tracked snowplow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
-).
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work nights, weekends and on call required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (specify 75 pounds)
x	hearing/listening	x	carrying (specify 75 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment

x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __5__ Indirectly Supervises: __15__

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

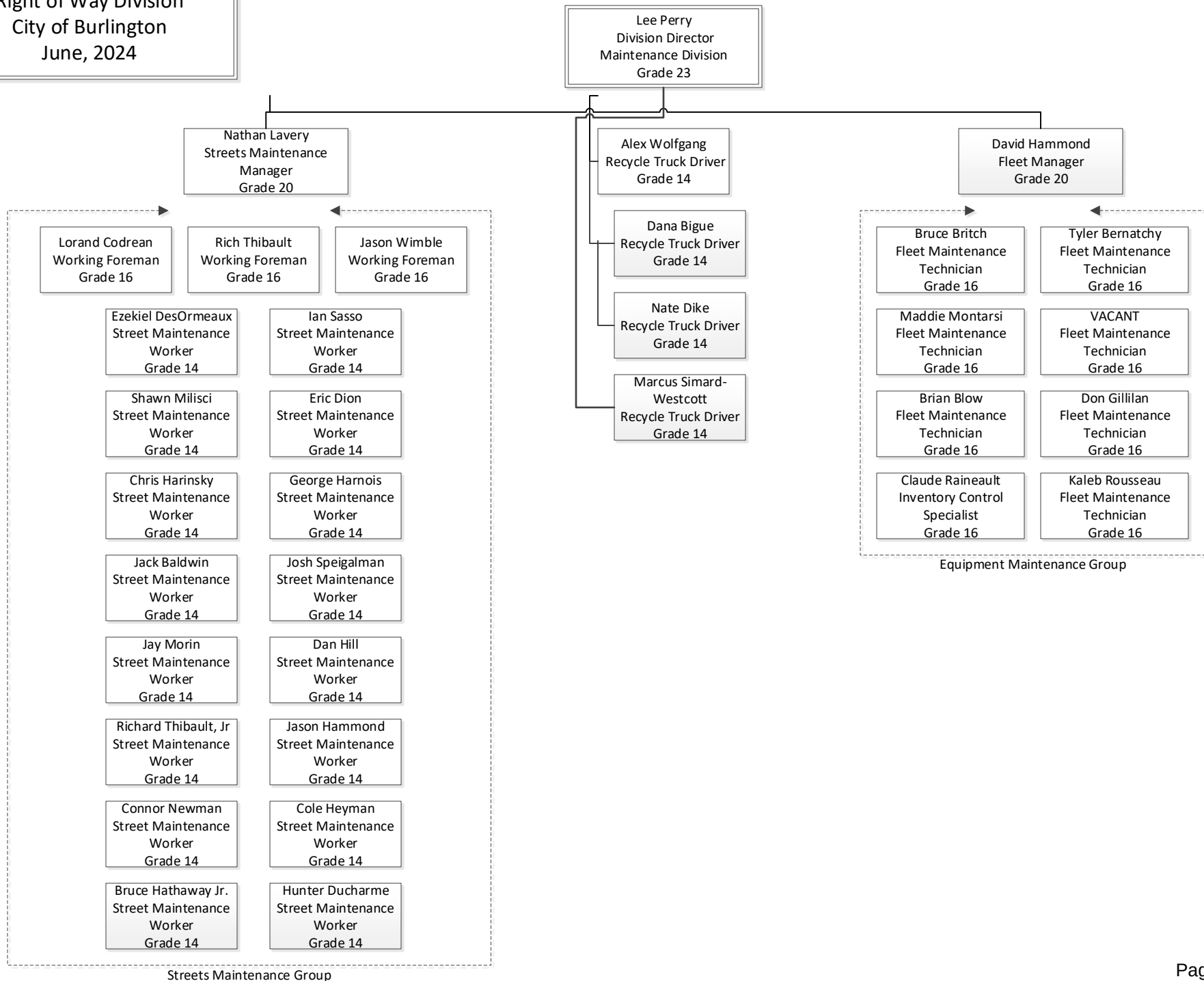
Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Updated July 2002; revised July 2009; Final September 2009
Revised March 2015. Revised January 2016. Revised June 2018.

Department of Public Works
Right of Way Division
City of Burlington
June, 2024



Street Maintenance Upward Tiering Proposal - Projected FY'25 Additional Costs

FY'25		Field Technician I/II		Working Foreperson I/II
Teir I	Grade 14, Step 1	\$54,531.06	Grade 16, Step 1	\$61,554.30
Tier II	Grade 15, Step 1	\$57,857.51	Grade 17, Step 1	\$65,620.91
Difference		\$3,326.45		\$4,066.61
Number of likely employees		12		3
Cost		\$39,917.40		\$12,199.83
TOTAL COST*				\$52,117.23

* This estimate is based on 75% of Field Technicians and 100% of Working Forepeople obtaining/maintaining Tier II

Additionally, much of Street Maintenance labor is billable and the Tier II wage rates will increase billable revenues.

Board of Finance and City Council Submission ChecklistDepartment: Public Works Submitter: Lee PerryTitle/Subject: DPW Right of Way Field Technician/Working Foreperson Upward Tiering

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	Concurrent	

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	6/10/2024	Approved by Chapin
Mayor's Office informed and approved memo	Yes	6/12/2024	Approved by 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			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	6/11/2024	Approved by Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/11/2024	Approved by Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	6/11/2024	Tony Berry
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?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	



Memo

Date: June 17, 2024

To: Board of Finance/City Council

*From: Laura Wheelock P.E., Div. Director – Technical Services – Public Works
Chapin Spencer, Director of Public Works
Tony Berry, Human Resources Manager*

*CC: Katherine Schad, Chief Administrative Officer, Clerk/Treasurer's Office
Ashley Parker, Capital Projects Director, Clerk/Treasurer's Office*

Subject: Reclassification of one (1) DPW – Technical Services Position

Executive Summary

We propose the reclassification and retitling of one (1) position in the Department of Public Works (DPW) – Technical Services Division as summarized below:

- Reclassification of Public Works Project Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to Billing and Administrative Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position

Background for Reclassification and Retitling

There are two main drivers for this reclassification and retitling request:

1. **ENHANCED ROLE:** The role that the Public Works Project Accountant has served for DPW Technical Services has evolved and no longer meets the current needs of this work group. The need to reclassify this position stems from updated financial processes due to various audit findings, as well as the updates and changes within the Clerk Treasurer's Office (C/T Office) and how they support capital projects billing and accounting within other Departments. This role has been updated to fit alongside the Capital Accounting staff within the C/T Office and provide an efficient connection between DPW Technical Services and that office.
2. **MARKETABILITY:** The Public Works Project Account position at its current classification was publicly posted for months and it did not attract many candidates with the required level of skill and experience. One candidate was offered the position but declined it due to finding a more lucrative opportunity.

Specific Changes to the Job Description

The reclassified position has several enhanced responsibilities:

- Administratively managing purchasing documentation and procurement processes
- Calculating annual staff billing rates and getting rates approved by federal and state agencies
- Managing overall billing systems for Technical Services

Reclassification of one (1) DPW – Technical Services Position

- Supporting the C/T Office in monthly and quarterly financial reporting of accounts receivable/payable as well as capital project budgets

This change will align the position to better support DPW Technical Services in our billing and accounting processes and better collaborate with the C/T Office. Furthermore, as the General Fund has relied more on billable revenue to cover the City's annual operating expenses, this position enables the Technical Services team to maximize their billable hours and get bills out promptly. Additionally, the reclassification and retitling of the position has been reviewed and signed off on by AFSCME.

With the large number of capital projects underway and in the pipeline, this position is essential to supporting the Technical Services project managers and the C/T Office. Project managers have been struggling to do this financial and administrative work on top of their regular duties for about a year now. Filling this position in the near future is a critical step in rebalancing workload and retaining Technical Services staff.

Proposed Motions

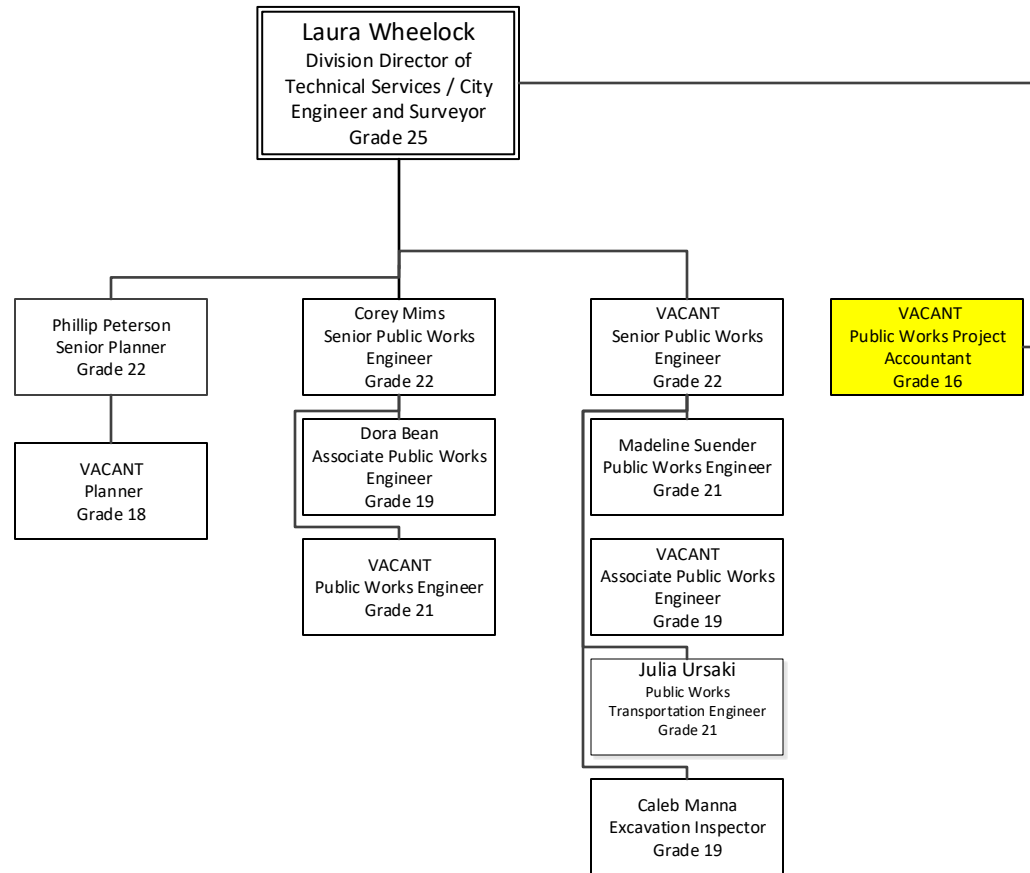
Board of Finance Motion:

- To approve and recommend that the City Council approve the reclassification of the Public Works Project Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Billing and Administrative Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position

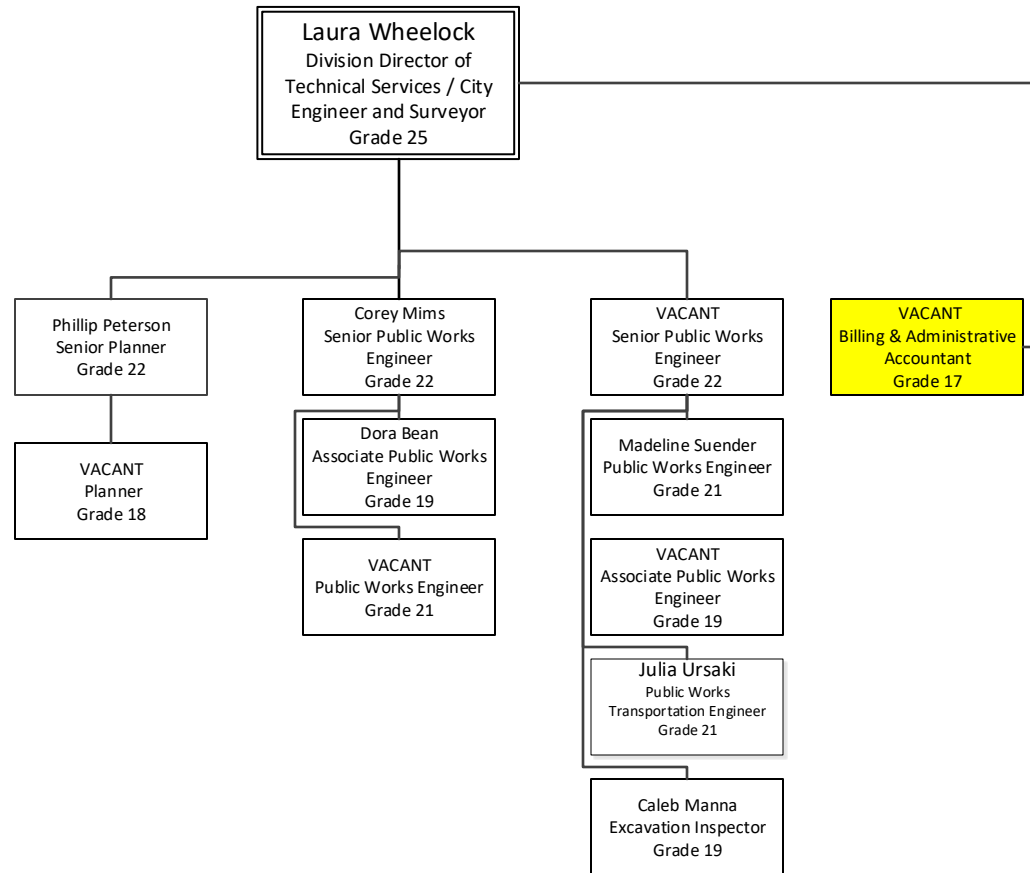
City Council Motion:

- To approve the reclassification of the Public Works Project Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Billing and Administrative Accountant, Technical Services; a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position

Department of Public Works
Technical Services Division
City of Burlington
June, 2024



Department of Public Works
Technical Services Division
City of Burlington
Proposed June, 2024



City of Burlington Job Description

Position Title: Billing and Administrative Accountant, Technical Services

Department: Department of Public Works

Reports to: Division Director of Technical Services

Pay Grade: TBD

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt (Due to Union Status)

Union: AFSCME

General Purpose: The Technical Services Billing and Administrative Accountant is responsible for overseeing and carrying out financial and administrative functions for the Public Works Department, Technical Services Division under the supervision of the Division Director Public Works-Technical Services. The Technical Services Billing and Administrative Accountant will manage division level financial and administrative operations including annual capital and operating budget preparation, capital project accounting and administration, grant financial management, grant reporting, respond to City and SEFA Audit questions, participate in the development and implementation of financial management procedures led by the Clerk Treasurer's Office, carry out compliance and training activities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Team Lead Functions

- Assist the Division Director with adherence to proper accounting procedures performed by the Senior Engineers and their respective subordinate project managers
- Assist the Division Director with planning, arranging and delivering training opportunities for the Technical Services Team

General Accounting Functions

- For the Technical Services Division
 - o Oversee general accounting duties including by not limited to the management, creation, review and approval of purchase orders, submitting invoices to accounts payable and preparing, verifying and processing journal entries while ensuring accurate coding and adequate documentation.
 - o Monitor annual budget expenses lines, notifying budget managers and prepare budget amendments as necessary for the Clerk Treasurers Office review and processing.
 - o Responsible for reconciliation of revenue collections and ensures accurate entry, identify variances and processes corrections as needed.
 - o Prepare and review reports including, but not limited to, monthly budget reports, revenue tracking and accounts receivable. Investigate variances and ensure corrections are completed as appropriate.
 - o Calculate and submit Annual Draft Technical Services Force Account Markup for the

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Billing and Administrative Accountant

Page 2 of 5

- review and approval of the Vermont Agency of Transportation Audit Division
- o Make Force Account Billing Rate Adjustments within the Technical Service Team Billing System consistent with Vermont Agency of Transportation Audit Division Approved Force Account Markup Rate.
- o Responsible for Capital Accounting
- o Primary point of contact with Clerk Treasurers Office for Technical Services Division Finance Questions.
- o Provide Intermediate level technical support and training to the Technical Services Division staff utilizing the City's financial software system.

Project Accounting & Financial Project Management Functions

- For capital and grant funded projects related to the Technical Service Division Budgets
 - o Assist in developing and managing capital project budgets, capital project billing, and overall project general accounting that aligns with the City's policy, procedures and audit requirements and specifically:
 - Initializing projects and project budgets in the City's accounting system in collaboration with the Clerk Treasurers Office.
 - Oversee and perform the same general accounting duties as listed above for capital and grant funded project in addition to verifying and submitting pay requisitions and miscellaneous billing, submitting reimbursement requests to grant, loan or bond escrow agencies, managing accounts receivable, and reconciling general ledger, project, and miscellaneous billing.
 - Collaborate with project managers to process and track invoices and reimbursements from various funding sources using City and Federal government accounting software.
 - Monitor the financial performance of project accounts.
 - For Technical Services Division Capital Projects that are eligible for impact fee reimbursement, manage the balance and planned expenditure of the impact fee budget.

Policy, Procedure and Compliance Function

- Lead Technical Services Division participation in the development and implementation of financial management policies and procedures, including the creation and maintenance of appropriate forms and templates in coordination with the Clerk Treasurers Office.
- Perform duties in a manner consistent with citywide project accounting procedures and policies, GAAP and GASB.
- Together with the Technical Services Division Director serve as the Divisions' lead supporting the Clerk Treasurers Office with the annual audit, the Schedule of Expenditures of Federal Awards (SEFA) audit, and other audits including but not limited to producing documentation and responding to auditor inquiries.
- Ensure compliance with financial grant and loan reimbursement procedures and requirements for Federal, State and other funding sources.
- Manage time collection system including establishing new people in timekeeping systems, preparing and reviewing overhead/indirect rates, processing monthly internal and external billing and reimbursement, running regular timekeeping reports for the Technical Services Division Director and Management Team.
- Track success of divisions' financial key performance indicators and recommend strategies for improvement.
- Communicate and collaborate regularly on financial matters with officials at all levels within the

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Billing and Administrative Accountant

Page 3 of 5

City Administration and other City departments as well as external consultants and contractors.

Administrative Duties

- Administrative support for the Technical Services Division on various items including, but not limited to:
 - o Serve in a leadership roles to ensure the City's purchasing policy is being followed and adhered to.
 - o Ensure financial documentation of the Technical Services Division is filed and retained in an orderly manner, including organization by grant, project, funding, and fiscal year.
 - o Assisting project managers with the release of requests for quotes, proposals or bid documents.
 - o Assist in the packaging and preparation of Technical Service Division Agenda items for the Board of Finance and City Council consideration.
 - o Assist Project Managers in uploading contract documentation to the City's Contract Management Software. Documents that normally include, Contracts, Contract Amendments, Union Deterrence, Livable Wage, and Insurance certifications.
 - o Ensure Annual Livable Wage Certifications are current and on file for City Attorney's Office for review. Perform follow up with project managers that are delinquent to bring into compliance.

Non-Essential Job Functions:

- Perform other duties as may be required.

Qualifications/Basic Job Requirements

- o Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City Administration; City Department; Consultants and Contractors.
- o Bachelor's Degree in Accounting or related field with at least 3 years of relevant experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- o Minimum 2-years experience supervisory/leadership experience preferred.
- o Must have a demonstrated ability to show great attention to detail.
- o Must be consistent and accurate.
- o Ability to work well under pressure and appropriately deal with stress.
- o Ability to communicate effectively and work cooperatively with supervisor, subordinates and other departments.
- o Ability to communicate effectively both orally and in writing with City management and departmental staff.
- o Strong professional communication skills both oral and written required.
- o Proficient in utilizing word processing and spreadsheet software required.
- o Thorough knowledge of general accounting principles and practices required.
- o Proficiency in financial accounting software preferred.
- o Experience in billing and project tracking preferred.
- o Experience or background in a municipal setting preferred.
- o Must possess strong organizational skills.
- o Ability to prioritize workflow, meet established deadlines and work under pressure.
- o Ability to work independently and as part of a team.
- o Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

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Experience required. Additional experience may be substituted for a degree requirement

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- o Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- o Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- o Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify 30 pounds)
x	hearing/listening		carrying (specify 30 pounds)
x	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: 0 Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

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 Supervise, evaluate, and train appropriate staff necessary to carry out the above duties.¶
 Provide management, technical oversight, and support to assigned workgroups. ¶
 Prioritize workflow and meet established deadlines within workgroup.¶
 Monitor the technical performance of project accounts to ensure success of the projects in line with project budgets and audit requirements. Work closely with Project and Program Managers to process and track invoices and reimbursements from various funding sources using City and Federal government accounting software. ¶
 Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City administration; City departments; consultants and contractors.¶
 Manage and develop Technical Services operating and capital budgets, in conjunction with Assistant Director and staff.¶
 Assist the City Administration and Technical Services Division in developing annual budgets, capital billing, and project accounting that align with the vision, goals, objectives, and needs of the City.¶
 Prepares reports, including but not limited to, Capital Improvements, periodic budget reports, and accounts receivable.¶
 Balance needs and resources. Collaborate with project managers to balance project budgets, approve payments, and process billing that balance the needs of the grant providers or funding sources within the availability and constraints of known resources.¶
 Manage Engineering Division time collection system, including establish new employees in timekeeping systems, review overhead/indirect rates, process monthly internal and external Engineering billing and reimbursement, run regular timekeeping reports for Assistant Director of Technical Services and Project Managers.¶
 Manage Livable Wage Records in conjunction with the City Attorney's Office and Project Managers. Support and train other departments' accounting staff with procedures and processes as it relates to Technical Services.¶
 Resolve discrepancies between Clerk Treasurer's and other departments' capital project accounting status.¶
 Ensure compliance with financial grant reimbursement procedures and requirements for Federal, State, and other grant funding sources.¶
 Verify new grant set up in City's accounting software and provide copies of grants and amendments to Capital Project Accountant. [3]

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Billing and Administrative Accountant

Page 5 of 5

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised 5/20/24

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Performs and/or supervises[NB1] accounting duties, including but not limited to, managing the creation, review, and approval of purchase orders and pay requisitions; preparing journal entries; processing invoices for accounts payable and payments for revenue collection; reconciling general ledger, project, and miscellaneous billing.

Supervise, evaluate, and train appropriate staff necessary to carry out the above duties[NB2].

Provide management, technical oversight, and support to assigned workgroups.

Prioritize workflow and meet established deadlines within workgroup.

Monitor the technical performance of project accounts to ensure success of the projects in line with project budgets and audit requirements. Work closely with Project and Program Managers to process and track invoices and reimbursements from various funding sources using City and Federal government accounting software.

Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City administration; City departments; consultants and contractors.

Manage and develop Technical Services operating and capital budgets, in conjunction with Assistant Director and staff.

Assist the City Administration and Technical Services Division in developing annual budgets, capital billing, and project accounting that align with the vision, goals, objectives, and needs of the City.

Prepares reports, including but not limited to, Capital Improvements, periodic budget reports, and accounts receivable.

Balance needs and resources. Collaborate with project managers to balance project budgets, approve payments, and process billing that balance the needs of the grant providers or funding sources within the availability and constraints of known resources.

Manage Engineering Division time collection system, including establish new employees in timekeeping systems, review overhead/indirect rates, process monthly internal and external Engineering billing and reimbursement, run regular timekeeping reports for Assistant Director of Technical Services and Project Managers.

Manage Livable Wage Records in conjunction with the City Attorney's Office and Project Managers. Support and train other departments' accounting staff with procedures and processes as it relates to Technical Services.

Resolve discrepancies between Clerk Treasurer's and other departments' capital project accounting status.

Ensure compliance with financial grant reimbursement procedures and requirements for Federal, State, and other grant funding sources.

Verify new grant set up in City's accounting software and provide copies of grants and amendments to Capital Project Accountant.

Supply information needed to establish new Miscellaneous Billing templates to the Capital Project Accountant.

Establish and maintain all capital projects in the City's accounting software.

Investigate variances and correct reports to ensure project expenditures are within approved project budgets.

Provide information for annual Schedule of Expenditures of Federal Awards (SEFA) audit, Agency of Transportation Monitoring Review audits, and other City audits, including but not limited to producing documentation and responding to auditor inquiries.

Review all Technical Services Division overhead/indirect charges.

Facilitate/Assist project managers in the process of preparing budget amendments for the Clerk Treasurer's Office review and consideration.

Non-Essential Job Functions:

Performs other duties as required.

Qualifications/Basic Job Requirements:

Bachelor's Degree in Accounting or related field with at least 5 years of relevant experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.

Minimum 2-years experience supervisory experience required.

Must have a demonstrated ability to show great attention to detail.

Must be consistent and accurate.

Ability to work well under pressure and appropriately deal with stress.

Ability to communicate effectively and work cooperatively with supervisor, subordinates and other departments.

Ability to communicate effectively both orally and in writing with City management and departmental staff.

Strong professional communication skills both oral and written required.

Proficient in utilizing word processing and spreadsheet software required.

Thorough knowledge of general accounting principles and practices required.

Proficiency in financial accounting software preferred.

Experience in billing and project tracking preferred.

Experience or background in a municipal setting preferred.

Must possess strong organizational skills.

Ability to prioritize workflow, meet established deadlines and work under pressure.

Ability to work independently and as part of a team.

Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

Regular attendance is necessary and is essential to meeting the expectations of the job functions.

Ability to understand and comply with City standards, safety rules and personnel policies.

City of Burlington Job Description

Position Title: Billing and Administrative Accountant, Technical Services

Department: Department of Public Works

Reports to: Division Director of Technical Services

Pay Grade: 17

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt (Due to Union Status)

Union: AFSCME

General Purpose: The Technical Services Billing and Administrative Accountant is responsible for overseeing and carrying out financial and administrative functions for the Public Works Department, Technical Services Division under the supervision of the Division Director Public Works-Technical Services. The Technical Services Billing and Administrative Accountant will manage division level financial and administrative operations including annual capital and operating budget preparation, capital project accounting and administration, grant financial management, grant reporting, respond to City and SEFA Audit questions, participate in the development and implementation of financial management procedures led by the Clerk Treasurer's Office, carry out compliance and training activities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Team Lead Functions

- Assist the Division Director with adherence to proper accounting procedures performed by the Senior Engineers and their respective subordinate project managers
- Assist the Division Director with planning, arranging and delivering training opportunities for the Technical Services Team

General Accounting Functions

- For the Technical Services Division
 - Oversee general accounting duties including but not limited to the management, creation, review and approval of purchase orders, submitting invoices to accounts payable and preparing, verifying and processing journal entries while ensuring accurate coding and adequate documentation.
 - Monitor annual budget expenses lines, notifying budget managers and prepare budget amendments as necessary for the Clerk Treasurers Office review and processing.
 - Responsible for reconciliation of revenue collections and ensures accurate entry, identify variances and processes corrections as needed.
 - Prepare and review reports including, but not limited to, monthly budget reports, revenue tracking and accounts receivable. Investigate variances and ensure corrections are

- completed as appropriate.
- o Calculate and submit Annual Draft Technical Services Force Account Markup for the review and approval of the Vermont Agency of Transportation Audit Division
- o Make Force Account Billing Rate Adjustments within the Technical Service Team Billing System consistent with Vermont Agency of Transportation Audit Division Approved Force Account Markup Rate.
- o Responsible for Capital Accounting
- o Primary point of contact with Clerk Treasurers Office for Technical Services Division Finance Questions.
- o Provide Intermediate level technical support and training to the Technical Services Division staff utilizing the City's financial software system.

Project Accounting & Financial Project Management Functions

- For capital and grant funded projects related to the Technical Service Division Budgets
 - o Assist in developing and managing capital project budgets, capital project billing, and overall project general accounting that aligns with the City's policy, procedures and audit requirements and specifically:
 - Initializing projects and project budgets in the City's accounting system in collaboration with the Clerk/Treasurers Office.
 - Oversee and perform the same general accounting duties as listed above for capital and grant funded project in addition to verifying and submitting pay requisitions and miscellaneous billing, submitting reimbursement requests to grant, loan or bond escrow agencies, managing accounts receivable, and reconciling general ledger, project, and miscellaneous billing.
 - Collaborate with project managers to process and track invoices and reimbursements from various funding sources using City and Federal government accounting software.
 - Monitor the financial performance of project accounts.
 - For Technical Services Division Capital Projects that are eligible for impact fee reimbursement, manage the balance and planned expenditure of the impact fee budget.

Policy, Procedure and Compliance Function

- Lead Technical Services Division participation in the development and implementation of financial management policies and procedures, including the creation and maintenance of appropriate forms and templates in coordination with the Clerk Treasurers Office.
- Perform duties in a manner consistent with citywide project accounting procedures and policies, GAAP and GASB.
- Together with the Technical Services Division Director serve as the Divisions' lead supporting the Clerk Treasurers Office with the annual audit, the Schedule of Expenditures of Federal Awards (SEFA) audit, and other audits including but not limited to producing documentation and responding to auditor inquiries.
- Ensure compliance with financial grant and loan reimbursement procedures and requirements for Federal, State and other funding sources.
- Manage time collection system including establishing new people in timekeeping systems, preparing and reviewing overhead/indirect rates, processing monthly internal and external billing and reimbursement, running regular timekeeping reports for the Technical Services Division Director and Management Team.
- Track success of divisions' financial key performance indicators and recommend strategies for

improvement.

- Communicate and collaborate regularly on financial matters with officials at all levels within the City Administration and other City departments as well as external consultants and contractors.

Administrative Duties

- Administrative support for the Technical Services Division on various items including, but not limited to:
 - Serve in a leadership roles to ensure the City's purchasing policy is being followed and adhered to.
 - Ensure financial documentation of the Technical Services Division is filed and retained in an orderly manner, including organization by grant, project, funding, and fiscal year.
 - Assisting project managers with the release of requests for quotes, proposals or bid documents.
 - Assist in the packaging and preparation of Technical Service Division Agenda items for the Board of Finance and City Council consideration.
 - Assist Project Managers in uploading contract documentation to the City's Contract Management Software. Documents that normally include, Contracts, Contract Amendments, Union Deterrence, Livable Wage, and Insurance certifications.
 - Ensure Annual Livable Wage Certifications are current and on file for City Attorney's Office for review. Perform follow up with project managers that are delinquent to bring into compliance.

Non-Essential Job Functions:

- Perform other duties as may be required.

Qualifications/Basic Job Requirements

- Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City Administration; City Department; Consultants and Contractors.
- Bachelor's Degree in Accounting or related field with at least 3 years of relevant experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Minimum 2-years experience supervisory/leadership experience preferred.
- Must have a demonstrated ability to show great attention to detail.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively and work cooperatively with supervisor, subordinates and other departments.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Strong professional communication skills both oral and written required.
- Proficient in utilizing word processing and spreadsheet software required.
- Thorough knowledge of general accounting principles and practices required.
- Proficiency in financial accounting software preferred.
- Experience in billing and project tracking preferred.
- Experience or background in a municipal setting preferred.
- Must possess strong organizational skills.
- Ability to prioritize workflow, meet established deadlines and work under pressure.
- Ability to work independently and as part of a team.

- o Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- o Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- o Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- o Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify 30 pounds)
x	hearing/listening		carrying (specify 30 pounds)
x	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an

Billing and Administrative Accountant

Page 5 of 5

exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised 5/20/24

Board of Finance and City Council Submission Checklist

Laura Wheelock, Chapin Spencer,

Department: Public Works Submitter: Tony Berry

Title/Subject: DPW Reclassification of one (1) Technical Services Position

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/10/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	6/12/2024	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	N/A	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	6/12/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	6/13/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	6/11/2024	Tony Berry
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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions - Memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

MEMORANDUM

TO: Board of Finance/City Council

FROM: Caleb Manna, Excavation Inspector, Department of Public Works

DATE: June 17th, 2024

CC: Laura Wheelock, P.E., Division Director of Technical Services/City Engineer
Chapin Spencer, Director of Public Works.
Erik Ramakrishnan, Assistant City Attorney
Katherine Shad, Chief Administrative Officer

RE: Vermont Gas Systems Franchise Agreement

Request

The City of Burlington (City) and Vermont Gas Systems Inc. (VGS) are requesting approval to enter into a Franchise Agreement authorizing use of the public right of way for gas utility infrastructure operations and services.

The authority to require payment of franchise fees for companies enjoying the privilege of occupying city owned right-of-way space for profit, resides in Chapter 27-122 *Franchise Fees*, section (a) of Burlington City Ordinance, and City Charter 48 (XL).

Overview

The City of Burlington and VGS entered into an agreement in 1985 granting use of the public right of way for excavations related to gas utility operations. At that point in time the natural gas system network in Burlington was relatively new and rapidly expanding, resulting in more excavations than anticipated under the agreement.

The agreement was renegotiated in 1993 at the request of the City and was extended for a thirty year term via City Council resolution. The revised agreement established a fee schedule for annual payment in lieu of excavation permit fees and franchise fees. Payment collected annually from this agreement was allocated to the Street Capital Fund to recoup damage cost in street maintenance and repair.

This long-standing agreement expired on June 30, of 2023. Since that time, City staff and representatives from VGS have been involved in ongoing negotiations in forming conditions of a

new agreement. In lieu of a new agreement in place during FY 24, VGS has been paying excavation permit fees during the interim period.

Initially, City staff requested a franchise payment of 2.5% gross revenue as defined in BCO Ch. 27-122(a), section (2) for services such as natural gas, with established service rates on a cost-of-service basis.

VGS indicated a 2.5% annual gross revenue (Burlington specific) payment to the City would result in \$700,000 yearly payments. A drastic increase to cost-of-service would add significant rate pressure to customers, and could be detrimental to VGS efforts to decarbonize affordably. Comparatively, VGS provided \$92,367.26 in compensation to Street Capital during the final year of the prior agreement.

Following discussions, VGS provided a counter offer of \$200,000 annual payments starting in FY 25. VGS also agreed to annual adjustment for inflation by “Consumer Price Index- U-All Items Northeast Region” for the remaining term beginning in FY 26.

A five-year term is proposed for this agreement, yielding a projected total increase of over \$1 million collected from FY25-FY29, to the General Fund. Staff averaged the last five years of CPI data to estimate additional percent increases to the fee structure. Final amount of annual compensation will be based on CPI inflation metrics, and subject to change year to year.

Over the past decade, the City received a total of \$868,837.26 in compensation to Street Capital. Over the next five years, estimates predict a \$1,076,638.93 in compensation payable to the General Fund.

A comparable right-of-way payment from VGS to Vermont Electric Company (VELCO) was used to establish the baseline payments for the proposed agreement, as well as inflation comparisons to the original agreement payment in today's dollars amount. The proposed fee schedule is in the middle of utility franchise fee payments to the City.

Company Name	Amount Collected in FY24
Burlington Electric Company	\$1,199,169.27
DPW Water Resources	\$480,650.72
<i>Vermont Gas Systems</i>	<i>\$200,000</i>
Burlington Telecom	\$42,722.21
Vermont Telephone Co. (VTEL)	\$27.76

Unlike the original VGS/City agreement, this proposed agreement calls for a “pay as you go” excavation permit fee structure in addition to annual lump sum payments. VGS will be required to submit excavation permits to the City Excavation Inspector, and will be subject to the annually adjusted square foot use disturbance fee established in Burlington City Ordinance Ch. 27-30. Fees collected from excavation permits go to the Street Capital Fund.

As of today, the natural gas system network is largely built out in Burlington, with a focus on maintenance and repair rather than installation of new gas mainlines. VGS has also switched to directional drilling methods for new installations. Because of this, VGS has reduced the number

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).

of overall excavations performed in city right-of-way, reducing the need for compensation to Street Capital Fund.

Recommendation

The Department of Public Works is supportive of entering into this proposed Franchise Agreement between Vermont Gas Systems and the City.

Thank you for consideration of this request, please do not hesitate to contact me directly at CManna@burlingtonvt.gov or 802-865-7562.

Attachment

- A. 1993 Resolution and Franchise/Express Agreement
- B. 2024 Agreement between City and VGS
- C. VGS Franchise Fees

Motions:

Board of Finance:

“To approve the Franchise Agreement between the City and Vermont Gas Systems Inc., in order to execute a new agreement through June 30, 2029, granting use of the City right-of-way for utility infrastructure and annual payments of franchise fees as detailed in the agreement; and, to recommend the Mayor to execute the Franchise Agreement in substantial conformity with the Agreement attached—subject to approval by the City Attorney’s Office—on behalf of the City of Burlington.”

City Council:

“To approve the Franchise Agreement between the City and Vermont Gas Systems Inc., in order to execute a new agreement through June 30, 2029, granting use of the City right-of-way for utility infrastructure and annual payments of franchise fees as detailed in the agreement; and, to authorize the Mayor to execute the Franchise Agreement in substantial conformity with the Agreement attached—subject to approval by the City Attorney’s Office—on behalf of the City of Burlington.”

Resolution Relating to

AUTHORIZATION FOR EXECUTION OF AGREEMENT
WITH VERMONT GAS SYSTEMS, INC.

RESOLUTION

Sponsor(s) Councilor
Aswad

Introduced: _____

Referred to: _____

Action: Passed

Date: 8/23/93

Signed by Mayor: _____

Attachment A

CITY OF BURLINGTON

In the year One Thousand Nine Hundred and Ninety-three
Resolved by the City Council of the City of Burlington, as follows:

WHEREAS, on December 18, 1985 the City and Vermont Gas
That Systems, Inc. (VGS) executed an agreement relating to
excavations by VGS within the City of Burlington street system;
and

WHEREAS, because of the level of excavations by VGS the
City requested to renegotiate the terms of the agreement; and

WHEREAS, as a result of negotiations between the parties a
new agreement has been prepared which, among other things,
increases the base annual payment by VGS to the City from
\$45,000.00 to \$56,000.00 subject to annual escalation in
accordance with the Consumer Price Index but subject to a 5%
annual adjustment; and

WHEREAS, the term of the agreement shall be 30 years
dating from July 1, 1993;

NOW, THEREFORE, BE IT RESOLVED that with the prior
approval of the Board of Finance the Honorable Mayor Peter
Brownell be and hereby is authorized to execute the agreement
to be dated August 24, 1993 on behalf of the City as per the
terms and conditions of such agreement.

lb\jem\RES\VTGASAGREE
8/17/93

*See earlier agreement
dated Dec. 18, 1985
in Public Works
K #1 file*

*See Joe's file
at So. Union St*

AGREEMENT

This Agreement dated August 24, 1993, is made by and between Vermont Gas Systems, Inc. ("Utility") and the City of Burlington, Vermont, acting by and through the City Council (the "City").

PRELIMINARY STATEMENT.

This Agreement shall be referred to herein as the "Agreement."

The Utility has a Charter, statutory authority and certificates of public good, authorizing it to provide gas service within Burlington. The City claims that the provisions of Section 48(XL) of the Burlington City Charter provide the City with the jurisdiction and authority to impose a Street excavation fee upon the Utility.

In this Agreement, the City agrees to assist the Utility in the expeditious completion of its future excavations, in consideration of the payment of certain sums of money to the City by, and certain other undertakings made to the City by, the Utility. All capitalized terms used in this preliminary statement shall have the meanings assigned thereto in Section 1.

This Agreement is not intended to address issues regarding property tax lawfully assessed by the City upon the Utility. Payments made under the terms of this Agreement shall have no effect upon, and shall not be affected by, imposition or collection of lawfully assessed property tax.

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, the Utility and the City hereby agree as follows:

SECTION 1. DEFINITIONS

1.01 "Agreement" shall mean this Agreement.

1.02 "Burlington" shall mean the geographic confines of the City of Burlington, Vermont.

1.03 "Charter" shall mean the Burlington City Charter, Act No. 298, Acts of 1949 as amended.

1.04 "City" shall mean the City of Burlington, Vermont, its City Council, and all political subdivisions of Burlington, Vermont, specifically including the Church Street Marketplace District and Marketplace District Commission.

1.05 A "Fiscal" year shall mean the twelve months which run from July 1 of a prior calendar year through June 30 of the stated calendar year -- e.g., Fiscal 1993, which began July 1, 1992, and ended June 30, 1993.

1.06 "Street" shall include the entire width between property lines of every way used for vehicular traffic and pedestrian travel which has become public by authority of the law, and such ways in public places other than highways as the public is permitted to use for vehicular and pedestrian traffic.

1.07 "Utility" shall mean Vermont Gas Systems, Inc., its successors and assigns.

1.08 "Percent Change" shall be the number determined according to Section 4.01(b)(1) of this Agreement.

SECTION 2. REPRESENTATION AND WARRANTIES

2.01 The City represents that it is duly organized, validly existing and in good standing under the laws of Vermont and has full power and authority to enter into this Agreement under the Charter and under the laws of Vermont.

2.02 The City represents that the persons executing and delivering this Agreement on the City's behalf are acting pursuant to proper authorization and that this

Agreement is the valid and binding obligation of the City, enforceable in accordance with its terms.

2.03 The Utility represents that it is a legally constituted entity, duly organized, validly existing and in good standing under the laws of Vermont, with full power and authority to enter into this Agreement.

2.04 The Utility represents that the persons executing and delivering this Agreement on behalf of the Utility are acting pursuant to proper authorization and that this Agreement is the valid and binding obligation of the Utility, enforceable in accordance with its terms.

SECTION 3. UNDERTAKINGS OF CITY

3.01 In consideration of the undertakings of the Utility set forth herein, the City hereby:

a. Agrees that the Utility can commence and complete excavations and installations in and above the Streets in Burlington without any payment to the City, or any district, department, commission, or other subdivision thereof, other than the payment provided under Section 4 of this Agreement and agrees to issue all permits required for said excavation and installation without further payment or condition.

b. Agrees that the City will use its best efforts to assist the Utility in the rapid inspection and completion of excavations within the Streets.

c. Agrees that, if the Utility makes reasonable efforts to complete an excavation within 15 days and reasonably informs the City that additional time is necessary to conclude its work, a reasonable extension shall be granted in writing, during which period the City shall offer any means of assistance legally available to effect such completion; it is understood that the City shall exercise judicious discretion

in reaching any decision to seek sanctions for alleged violations of these time provisions.

d. Without prejudice to either party's claims as to whether authorization is required, agrees that the Utility does not need to apply to the City Council for permission to install new mains which are less than one thousand linear feet long.

e. Agrees not to commence, apply for participation in, or to participate in, proceedings before the Vermont Environmental Commissions or Board, or the Vermont Public Service Board, or any court or other governmental forum, in relation to the Utility's excavation, use or occupation of Streets in Burlington.

3.02 In further consideration of the undertakings of the Utility set forth herein, the City agrees to accept the payments by the Utility specified in Section 4.01 of this Agreement as liquidated payments offered to and accepted by the City in full satisfaction, release and waiver of any losses, liabilities, claims, damages, rights or other entitlements that the City has had, now has or will have in respect of: (i) excavation fees and any other obligations arising out of the Utility's use or occupation of Streets in Burlington, including any additional use, occupation, excavation or patching fees, charges or claims arising out of any future use or occupation or future excavation of Streets in Burlington performed by the Utility; (ii) any fees due and payable from the Utility to the City pursuant to any provision, now or hereafter in effect throughout the term of this Agreement, of the Charter, or the Ordinances, Regulations or By-laws of the City in connection with the excavation of Streets in Burlington by the Utility, including any fees for Street excavation previously, presently or subsequently imposed by the Burlington City Council or ultimately set or established

in any judicial proceeding. The Utility and the City expressly agree that this Agreement, by providing for a liquidated payment of excavation claims, constitutes among other things an agreement as to the terms, conditions and regulations, including any sum of money that would be paid, for the use and occupation of the Streets in Burlington, within the meaning of Charter Section 48(XL) and Ordinance Section 27 as they are now in effect or hereafter amended, modified or altered, throughout the term of this Agreement.

3.03 In further consideration of the undertakings of the Utility herein, the City agrees to make its best efforts in facilitating the Utility's excavations of Streets in Burlington, and in locating the Utility's facilities outside the paved portion of the Streets in Burlington.

3.04 Further, the City agrees that the payments provided under Section 4.01 of this Agreement are in satisfaction of excavation fees claimed by the City as set forth in Section 3.02 above and that this Agreement constitutes an agreement in alteration and modification of any excavation ordinance requirement pursuant to §48(XL) of the Charter.

3.05 In further consideration of the undertakings of the Utility set forth herein, the City specifically covenants and agrees that the payments specified in Section 4.01 of this Agreement are in lieu of any other payments for the use or occupation of any Street in Burlington that may be required to be made, directly or indirectly, by the Utility to the City pursuant to any provision of the City's ordinances, the Charter or Vermont or federal law, and, specifically, the City acknowledges and agrees that such payments are in lieu of any excavation or other fees arising out of the Utility's use or

occupation of Streets in Burlington that might otherwise be payable under Vermont law or otherwise, after the execution of this Agreement.

3.06 In further consideration of the undertakings of the Utility set forth herein, the City also agrees that the Utility shall be entitled to maintain, repair, or replace pre-existing lines without change of depth. The City further agrees to arrive promptly for trench inspection purposes, and to accept the Utility's reasonable efforts to locate all existing Utility lines on maps prior to the issuance of excavation permits so long as generally accepted safety precautions are met, and otherwise to aid the Utility in order to expedite the Utility's work.

3.07 The City shall provide sufficient advance written notice of its annual pavement reconstruction schedule so that the Utility can make reasonable efforts to coordinate its pavement excavation as provided under Section 4.04 of this Agreement.

3.08 In further consideration of the undertakings set forth herein of this Agreement, the City shall use its best efforts to assist the Utility in the expeditious completion of all excavation throughout the term of this Agreement.

SECTION 4. UNDERTAKINGS OF UTILITY

4.01 In consideration of the undertakings of the City set forth herein, the Utility agrees to pay to the City as follows:

(a) \$56,000 annually for the thirty Fiscal years 1994 through 2023, adjusted according to the following subsection.

(b) Annually, beginning with determination of the annual payment due for Fiscal year 1995, the annual payment due shall be adjusted annually and fixed as follows:

- (1) Determination of "Percent Change." The "Consumer Price Index for All Urban Consumers (CPI-U): Selected Areas, all items index (1982-84=100)" table shall be consulted regarding "Northeast Urban, size C (50,000 to 500,000)" to determine the annual percent change between February of the current calendar year and the previous February. (If said index is discontinued, then reference shall be made to the "U.S. City average" set forth in the same table for the same period.)

The number so determined shall be the Percent Change, except that in the event that the Percent Change so determined exceeds "5.0" (or five percent), the Percent Change shall be limited to, and shall not exceed 5.0.

- (2) Annual Adjustment: The annual payment due for each Fiscal year beginning with Fiscal year 1995 shall be increased or decreased from the previous Fiscal year's annual payment due according to the Percent Change as annually determined in the preceding paragraph. The amount shall be rounded down to the highest dollar.

Examples:

Example 1: Determination of annual payment due for Fiscal year

X + 2: The annual payment due for Fiscal year X + 1 was \$1,000. The Percent Change from February X to February X + 1 was 4.3. Therefore, the annual payment due for

Fiscal year $X + 2$ will be \$1,043 (\$1,000, plus 4.3% of \$1,000).

Example 2: Determination of annual payment due for Fiscal year $X + 3$. The annual payment due for Fiscal year $X + 2$ was \$1,043. The Percent Change from February $X + 1$ to February $X + 2$ was -3.0. Therefore, the annual payment due for Fiscal year $X + 3$ will be \$1,012 (\$1,043, minus 3% of \$1,042 (\$30.29), or \$1,012.71 rounded down to the nearest dollar.)

Example 3: Determination of annual payment due for Fiscal year $X + 4$. The annual payment due for Fiscal Year $X + 3$ was \$1,012. The Percent Change from February $X + 2$ to February $X + 3$ was 6.7. Therefore, the annual payment due for Fiscal Year $X + 4$ will be \$1,062 (\$1,012, plus 5% of \$1,012 (or \$50.60), rounded down to the nearest dollar.

(c) The annual payment due for each of the second through thirtieth years of this Agreement shall be calculated in the above manner, annually.

(d) The Utility and the City both expressly intend and understand that the payments set forth herein are not determined based upon a multiple of square footage. As one feature of this intention and understanding, it is agreed that, during the term of this Agreement, (i) future increases or decreases in actual square footage or measurement of excavation, maintenance, repair, replacement, location, use or occupation regardless of methods of calculation and regardless of the minimal or maximal extent of such excavation, maintenance, repair, replacement, location, use or

occupation, shall not operate to increase or decrease the annual payments due; and (ii) neither party is relying upon representations by the other regarding the actual extent of any future excavation, maintenance, repair, replacement, location, use or occupation.

(e) The annual payments due shall be payable in halves, in arrears semi-annually, on or before the final day of each six-month period.

4.02 The Utility and the City agrees that no other fees shall be payable by the Utility to the City regarding occupancy, use or excavation of Streets in Burlington through June 30, 2023.

4.03 Based upon reasonable engineering and economic determinations, the City desires the Utility to locate its lines outside the paved portions of the Streets in Burlington. The Utility's choice of excavation locations shall be final, except that the Utility shall make best efforts to locate excavations outside the paved portions of Streets in Burlington and to minimize pavement excavation in the wheelpaths of Streets in Burlington wherever it shall be reasonably practical for the Utility to do so.

4.04 The Utility shall make all reasonable efforts to coordinate its pavement excavation with the City's schedule of pavement reconstruction work, as provided by the City under Section 3.08 of this Agreement.

4.05 The Utility shall perform the excavations, and shall backfill and patch its excavations. The Utility shall warrant, for a period of three years from the date of replacement, that the portions of Streets in Burlington that it replaces shall be free from substantial defects in workmanship and materials, and it shall replace at its own expense all substantially defective work upon reasonable request, within a reasonable period of time, provided that notice is received from the City within three years from the date any work or repair was last completed. The Utility will also promptly replace,

and warrant for a period of three years from the date of replacement, all grass in the so-called "greenbelt" sections of Streets (located between the sidewalk and paved portion of the Streets) which is torn up or otherwise destroyed as a result of excavations therein by the Utility; except that the Utility shall not be responsible for damage caused by others.

SECTION 5. TERM

5.01 The obligations of the City and the Utility under this Agreement shall be absolute and binding for thirty years from July 1, 1993 through June 30, 2023.

SECTION 6. WAIVER AND MODIFICATIONS

6.01 No party shall be deemed to have waived any right under this Agreement unless such party shall have delivered a written waiver signed by its duly authorized agent to the other party hereto. Any waiver of a right under this Agreement shall be narrowly construed and shall relate solely to the separate right and specific instance detailed in the written notice of waiver.

6.02 This Agreement may only be modified by a written instrument signed by duly authorized agents of both the City and the Utility.

SECTION 7. ASSIGNABILITY

7.01 The rights and duties of the City and the Utility shall be assignable or delegable by each party without the express written consent of the other, and this Agreement shall be binding upon the Utility's and the City's respective successors and assigns.

SECTION 8. REMEDIES

8.01 Each party acknowledges and agrees that this Agreement constitutes a settlement and compromise of any and all present and future matters and claims

between the Utility and the City relating to use or occupation of Streets in any respect whatsoever. Each party further acknowledges and agrees that it will not initiate and will vigorously oppose, any collateral attack upon this Agreement or upon any of the terms, conditions, or provisions contained herein in any action commenced in any court, tribunal, agency, board, commission, or other forum of the State of Vermont, the United States, or any other state or jurisdiction. Upon request, each party shall exercise its best efforts to support applications for, and obtain, any permits or approvals of any kind that may be required to effectuate the terms of this Agreement. It is understood and agreed that, in the event of a breach or threatened breach of the obligations of each party to this Agreement, this Agreement shall be enforceable by the other by an order of specific performance or injunction, whether mandatory or prohibitory.

8.02 This Agreement constitutes a new Agreement, that is intended and understood by both the Utility and the City as supplanting an "Agreement" between the Utility and the City, dated December 18, 1985, and recorded in Volume 329 on page 95 et seq. of Miscellaneous Volumes in the Burlington City Clerk's office. In the event that this Agreement is invalidated or voided in any material respect, it is the express intention of both the Utility and the City that the supplanted "Agreement" dated December 18, 1985, and recorded in Miscellaneous Volume 329 on page 95 et seq. shall again be effective and fully enforceable.

SECTION 9. INDEMNIFICATION

9.01 In recognition that this Agreement is intended in part to compensate the City for excavation fees and any other fees arising out of Utility's use or occupation of Streets in Burlington, the City releases, waives, indemnifies and holds the Utility harmless from any additional use, occupation, excavation or patching fees, charges, or

claims arising out of any use or occupation or future excavation of Streets in Burlington performed by the Utility during the term of this Agreement.

SECTION 10. ADDRESSES

10.01 All notices required to be given in writing hereunder shall be given to the respective parties at the following addresses or at such other addresses as the parties may designate in writing:

THE CITY

c/o The Mayor
City of Burlington
City Hall
Burlington, Vermont 05401

Copy to: Burlington City Attorney and Corporation Counsel
City Hall
Burlington, Vermont 05401

THE UTILITY

Vermont Gas Systems, Inc.
P.O. Box 467
Burlington, Vermont 05402-0467

Copy to: Paul, Frank & Collins, Inc.
P.O. Box 1307
Burlington, Vermont 05402-1307

SECTION 11. GOVERNING LAW

11.01 This Agreement, and all provisions hereof, shall be governed by and interpreted in accordance with the laws of the State of Vermont.

IN WITNESS WHEREOF, the parties have executed multiple originals of this Agreement as of the date set forth above.

CITY OF BURLINGTON

BY: Peter C Brownell
Name: Peter C. Brownell
Title: Mayor

VERMONT GAS SYSTEMS, INC

BY: John S Kimbell
Name: John S. Kimbell
Title: President

[cgoodr/rap/vgscity.cln]

FRANCHISE AGREEMENT
WITH VERMONT GAS SYSTEMS INC.

Vermont Gas Systems
85 Swift Street, South Burlington VT 05403

This agreement (this “Agreement”) is made as of _____, 2024 (the “Effective Date”) by and between the City of Burlington, a municipal corporation organized and validly existing under the laws of the State of Vermont (the “City”) and Vermont Gas Systems, Inc., a Vermont domestic profit corporation with its principal offices at 85 Swift Street, South Burlington VT 05403 (hereinafter “VT Gas”). The City and VT Gas may be referred to hereinafter individually as a “Party” and jointly as the “Parties”; and

WHEREAS, VT Gas, a natural gas utility providing natural gas services within the City of Burlington, owns and operates a natural gas pipeline system within the City right of way (“System”) exercising the function of such company doing business within the City of Burlington by maintaining or using fixtures and other facilities in connection with such business on in over under of above any public street in the city of Burlington; and

WHEREAS, the occupation of the City’s right of ways requires approval of the Burlington City Council; and

WHEREAS, authority to enter into this Agreement exists in the City Charter and in Burlington City Ordinance 27-Article VI “Street Franchise Fees”, and the required approvals, clearance, and coordination have been accomplished from and within each Party;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and VT Gas enter into the following Agreement:

1. BACKGROUND

A. 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 Agreement.

B. Premises. The City owns property, including the street and sidewalk public rights of way

for all accepted streets within the municipality, and as noted on the Vermont Agency of Transportation Town Highway Map, and including sanitary and storm sewer systems and other municipally owned property associated therewith (the “ROW”).

- C. **Purpose.** This Agreement sets forth the terms and conditions for the requested use of the ROW.

2. **EFFECTIVE DATE AND TERM**

- A. **Effective Date.** This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligation for any performance before the Effective Date or after the expiration or termination of this Agreement.
- B. **Term.** This Agreement shall commence on the Effective Date and expire five (5) years from the date of execution, unless extended in writing by the City in the sole and absolute discretion of its City Council, and unless earlier terminated by the City as follows:
- i. **Discontinued Use.** The City shall have the exclusive right to terminate this Agreement immediately should VT Gas or a subsequent owner discontinue use of the ROW, as set forth in Section 11, below.
 - ii. **Termination for Convenience.** At any time during the term of this Agreement, the City may terminate the Agreement for any reason by submitting written notice via certified or registered mail to the VT Gas, not less than thirty (30) days prior to the termination date, of its intention to do so. VT Gas shall make no claim against the City by reason of such termination.
 - iii. **Breach.** The City shall have the right, in its sole discretion, to terminate this Agreement if VT Gas is in breach of this Agreement. The City shall provide thirty (30) days’ written notice in advance of the termination date.

- iv. **Termination.** Upon termination, VT Gas shall remove—at its own expense—all objects, materials, and other obstructions placed on the ROW. If VT Gas refuses to promptly remove such obstructions, the City may remove all such obstructions and the VT Gas shall be liable for all expenses of such removal.

3. **RIGHTS AND RESPONSIBILITIES**

- A. VT Gas may maintain, construct, repair, rehabilitate, and improve (collectively, to “Maintain,” or, when used as a noun, “Maintenance”) and operate the System for the benefit of its customers to serve within the municipality, subject to the terms and conditions set forth in this Agreement.
- B. Any and all Maintenance by VT Gas shall be subject to, performed pursuant to, and in compliance with, all applicable laws, including, without limitation, all governmental requirements, approvals, and permits required for such work. Any applicable fees for permits or other approvals required for such work shall be in addition to the fee set forth in Section 7 of this Agreement. This agreement does not in any way obligate any department or office of the City to approve any permit required for the work contemplated in this Agreement. The City shall act in good faith and use reasonable engineering standards in making its permitting decisions. Without limiting the generality of the foregoing:
 - a. VT Gas shall comply with all provisions of Burlington City Ordinance Code Chapter 27, including but not limited to, obtaining permits, permit bonds, providing insurance, and adhering to obstruction regulations.
 - b. VT Gas shall provide natural gas services meeting all safety and quality standards set by applicable laws and regulations. VT Gas shall take all necessary precautions to ensure public safety during the Maintenance and operation of the System.

- c. VT Gas is subject to any and all applicable permits, applicable permit fees, and permit conditions required by the City, including but not limited to applicable permits for land use, excavation, obstructions, storm water and building construction. Prior to the commencement of work, VT Gas must pay all permit fees and obtain all requisite governmental approvals and permits necessary to use and Maintain the conduit and the improvements benefiting from the System described herein. All work done and improvements made in connection with the conduit granted herein shall be completed in accordance with the governmental approvals and permits issued to VT Gas and shall be made at VT Gas's sole cost and expense. VT Gas shall restore the ROW, if disturbed, following any disturbance in accordance with all governmental regulations, permits and approvals, and such restoration shall be made at VT Gas's sole cost and expense.
- d. VT Gas shall, at all times, Maintain the System in good condition, and it shall not Maintain or use the System in a manner that results in or constitutes a public or private nuisance or waste. Nor shall it cause or allow a public or private nuisance or waste to occur through inaction, failure, or neglect.

4. **RELOCATION**

- A. This Agreement does not convey any property interest, estate, or vested or exclusive right in any property to VT Gas. The Parties agree and understand that the use and Maintenance of the ROW and other City property for municipal purposes and use for use by the travelling public are the paramount purposes for which such property exists, which shall have priority over VT Gas's use of the ROW. This Agreement does not diminish or negate any of VT Gas's existing rights as a property owner under common law or statute, or any of the City's existing rights as a municipality under common law or statute.

- B.** The Parties acknowledge and agree that the City Engineer or his/her designee may, at his or her reasonable discretion, at a future date determine that it is necessary to relocate utilities, including VT Gas's conduit, within and/or upon the City ROW for the proper Maintenance of the ROW, including the Maintenance of the street, sidewalks, water system, and storm water and/or combined sewer/storm water system located upon and within the ROW.
- C.** In the event of such a determination and upon reasonable written notice of no less than six (6) calendar months (except in cases of emergency), VT Gas shall relocate the conduit at its sole expense, subject to Section 3 of this Agreement.

5. MAINTENANCE & PERFORMANCE OF WORK

- A.** Except during Maintenance activities, VT Gas shall operate and use its infrastructure and the land needed to support it in a manner that does not impair the ROW.
- B.** At all times, VT Gas shall operate and Maintain its System and the land needed to support it, so as to protect pedestrians and vehicles traveling in the ROW or on adjacent property and the utilities and other property of third parties legally operating in the ROW.
- C.** VT Gas may enter onto the ROW to bore under, excavate, support, fill and otherwise take such actions as may be necessary or appropriate as required from time to time to ensure the structural integrity of the System pursuant to and in compliance with all applicable governmental requirements, approvals, and permits required for such work.
- D.** Prior to the commencement of any Maintenance within the ROW pursuant to this Agreement, VT Gas shall prepare and submit to the City a then current drawing of utilities located in and adjacent to the relevant portions of the ROW.
- E.** VT Gas shall institute and properly maintain a traffic control plan for all types of vehicles and for pedestrians such that said vehicles and pedestrians are protected from hazards and dangers emanating from the ROW and VT Gas's Maintenance in

and around it. VT Gas shall erect proper signage to redirect pedestrians safely from the ROW. VT Gas shall submit a traffic control plan for pedestrians, including a plan for signage, to the City's excavation inspector detailing the activities it shall take to control such pedestrian traffic. VT Gas shall take all additional reasonable activities requested by the City to control such pedestrian traffic. VT Gas shall submit a traffic control plan for vehicles, including a plan for signage, to the City's excavation inspector detailing the activities it shall take to control such vehicular traffic. VT Gas shall take all additional reasonable actions requested by the City to control such vehicular traffic or pedestrian traffic to provide collaboration or cooperation with adjacent projects. The City reserves the right to request modifications and alterations to the vehicular or pedestrian traffic control to ensure public safety throughout the duration of the project, with all costs borne by VT Gas to implement those changes.

- F.** In the exercise of its rights under this Agreement, VT Gas will perform all work in the ROW in a good and workmanlike manner, in conformance to the requirements of any and all permits and permit requirements required for such activity by the City. VT Gas shall perform all work so as to cause no unnecessary damage or disturbance to the City's lands or the utilities located therein or the public's rights in the ROW. In each and every instance, VT Gas shall restore each portion of the ROW disturbed by VT Gas's entry to the same and as good a state and condition as they were immediately prior to VT Gas's entry unless otherwise required by a permit or permit condition issued by the City concerning said work.
- G.** VT Gas agrees to respond to and repair unforeseen or undo damage or failure of the System. VT Gas agrees to respond to and complete all repairs to the System in a timely manner, and agrees to manage and negate any hazardous conditions that may occur from undo damage to the System. VT Gas shall take all reasonable precautions to protect the public from potential hazards resulting and emanating from the System due to activities related to the uses for which this conduit is permitted.

- H.** VT Gas shall be responsible for the maintenance and associated repair of the street, sidewalk, and greenbelt on the System location until final pavement, concrete, and topsoil resurfacing occurs. VT Gas shall be responsible for all costs to restore these areas to a condition satisfactory to the City.
- I.** If abandoned conduit or other natural gas transmission infrastructure is found located beneath any part of the ROW or other City-owned property, and if there is a reasonable probability that such conduit or other infrastructure was placed by VT Gas or affiliate or predecessor in interest of VT Gas or an affiliate, then upon the City's request, VT Gas shall, without unreasonable delay and at its sole cost and expense, remove said conduit and other infrastructure, subject to applicable laws, permit conditions, and the reasonable instructions of the City Engineer.

6. RIGHT OF PROTECTION

- A.** Upon reasonable notice to the City, VT Gas shall have the right to enter upon the ROW from time to time for the purposes of the protection of the System, including but not limited to conducting inspections, surveys, preparing appraisals, conducting soils tests or engineering studies, and obtaining other information about the ROW.
- B.** VT Gas's entry onto the ROW for the purposes set forth herein and its activities on the ROW as permitted herein shall occur at the sole risk of VT Gas. Without limiting the generality of the City's right to indemnification and defense under Section 10 of this Agreement, VT Gas shall indemnify, hold the City harmless, and defend the City from and against any and all claims, liens, damages, losses and causes of action which may be asserted by VT Gas or VT Gas's employees and agents or any third party as a result of any such entry, including reasonable attorney's fees. VT Gas's entry onto or testing of the ROW shall be conducted in a manner that minimizes any disturbance to the land and to the use and enjoyment of the ROW by the City or the public. Subsequent to completing said inspections, surveys and tests, VT Gas shall, at its sole expense, return the ROW as nearly as is

practicable to the same and as good a state and condition as they were immediately prior to VT Gas's entry unless otherwise required by a permit or permit condition issued by the City concerning said work.

- C. VT Gas shall provide post construction as-built drawings to the City, depicting in detail the final location and depth of conduit that is the subject of this agreement, within six (6) months of completion of construction.

7. **FEES**

VT Gas shall pay an annual franchise in amounts set forth in the schedule below. This fee shall be paid to the Burlington City Clerk-Treasurer's Office. This fee shall be in addition to any other applicable City fees, including but not limited to land use, excavation, obstruction, storm water, building permit or other permit fees (including, without limitation, excavation permit fees pursuant to Burlington City Code Section 27-30) associated with permits that VT Gas must obtain for the activities associated with this Agreement.

For fiscal year ending June 30, 2025: Two Hundred Thousand Dollars and No Cents (\$200,00.00);

For subsequent fiscal years during the term: the prior fiscal year's franchise fee increased by the increase in the Consumer Price Index for all Urban Consumers (Northeast Region) ("CPI-U") during the twelve (12) month period ending as of the April immediately preceding the start of the fiscal year. If the U.S. Department of Labor ceases to determine CPI-U as defined above, then the parties shall substitute a reasonable, similar measure of inflation.

8. **REMEDIES FOR FAILURE TO PERFORM**

Except as otherwise provided in this section, if VT Gas fails to perform its obligations hereunder as and when called for, then, after thirty (30) days' written notice by the City, VT Gas shall make payment to the City of reasonable compensation for the failure to perform. Upon failure to timely cure by VT Gas, City also shall have the right, in its sole discretion, to recover all amounts expended by the City in furtherance of the purposes and terms of this Agreement, and to pursue any further legal or equitable remedies provided by law, including specific performance, damages, and attorneys' fees and costs.

VT Gas shall not have the right to a thirty (30) days written notice for the failure to relocate or obtain the permits required in Section 3 hereof.

9. INSURANCE

Without limiting VT Gas's indemnification and defense obligations hereunder, VT Gas shall maintain in effect throughout the term of this Agreement workers' compensation insurance in amounts required by law and the following policies of insurance from insurers admitted in the state of Vermont and rated A:VII or higher by A.M. Best Co., insuring operations under this Agreement and VT Gas's use of City property:

- A.** Commercial General Liability (CGL) with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) per aggregate;
- B.** Automobile coverage with a combined single limit of One Million Dollars (\$1,000,000) covering owned, non-owned, and hired vehicles;
- C.** Environmental liability with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) per aggregate; and
- D.** Umbrella coverage covering all the foregoing policies with a minimum limit of Ten Million Dollars (\$10,000,000).

The policies shall be endorsed to waive subrogation against the City and to provide the City thirty (30) days' notice of cancellation, and the policies listed in Paragraphs A to D shall be endorsed to name the City and its officers, employees, agents, successors, and assigns (collectively, the "Indemnitees," singularly an "Indemnatee") as additional insureds on a primary, non-contributory basis.

Prior to execution of this Agreement, VT Gas shall furnish the City with certificates of insurance and endorsements demonstrating compliance with this Section, to the City's reasonable satisfaction. It is the responsibility of VT Gas to ensure that a current certificate of insurance is on file with the City at all times.

10. INDEMNIFICATION

VT Gas agrees to indemnify, defend, and hold the Indemnitees harmless and free from any and all claims, suits, liabilities, injuries, damages, causes of action, liens, fines, penalties, or costs (including attorneys' fees and costs) of any kind or nature whatsoever (collectively, "Claims") arising from or relating to its operations under this Agreement and its use of City property, excepting Claims arising from an Indemnatee's own gross negligence or willful misconduct. VT Gas agrees to make no claim against the City or any Indemnatee for any loss or damage caused by the City's use or Maintenance of the ROW, unless caused by the gross negligence or willful misconduct of the City.

11. REVOCATION

Notwithstanding any other provision hereof, this Agreement shall be revoked immediately without notice in the event VT Gas discontinues the use of the conduit. Upon revocation, VT Gas must remove at its own expense the conduit and any appurtenances thereto. If VT Gas refuses promptly to remove the conduit and any appurtenances thereto, they may be removed by the City and VT Gas shall be liable for all reasonable expenses of such removal.

12. ASSIGNMENT OF RIGHTS

VT Gas shall not sell or assign its rights pursuant to this Agreement or permit the use of the ROW or any part thereof by any other entity without the express prior written consent of the City. Any unauthorized action in violation of this Section shall be voidable, and shall, after thirty (30) days' written notice to VT Gas, terminate VT Gas's rights (and those of any unauthorized assignee) pursuant to this Agreement. Notwithstanding the foregoing, and without releasing VT Gas from any obligation hereunder, VT Gas's obligations hereunder shall inure to any assignee, whether the assignee has been properly approved in advance by the City.

13. MISCELLANEOUS PROVISIONS

- A.** The Parties are independent contractors, such that neither Party is the agent or principal of the other. By entering this Agreement, the Parties do not intend to create a partnership, joint venture, or similar enterprise.
- B.** There are no third-party intended beneficiaries of this Agreement.
- C.** This Agreement shall not be construed against its drafter.
- D.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings relating to the same, whether written, oral, or implied.
- E.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall continue in force to the extent necessary to effectuate the original intent of the parties as possible.
- F.** No waiver of this Agreement shall be valid unless in writing, notwithstanding the passage of time, and no waiver shall constitute a continuing waiver of the same or another provision. This Agreement may not be amended except in a writing signed by both parties.

- G.** This Agreement shall be construed according to Vermont law, notwithstanding conflicts of law principles, and venue for any dispute arising from this Agreement shall be proper in Chittenden County, Vermont, notwithstanding any other law.
- H.** Neither Party shall file any litigation arising from this Agreement 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.
- I.** In case of any litigation arising from this Agreement, the prevailing Party shall be entitled to attorneys' fees and costs.
- J.** Any notice required under this Agreement shall be delivered to the other Party by personal delivery, deposit in the U.S. mail (first-class postage prepaid), overnight delivery by reputable courier, or electronic means. Notice by personal delivery shall be deemed given upon receipt. Notice by mail shall be deemed given three (3) days after deposit in the mail. Notice by overnight courier shall be deemed given one (1) day after deposit with the courier. Notice by electronic means shall be deemed given upon written acknowledgment of receipt. Unless changed by notice, notices shall be given to the City at the headquarters of its Public Works Department and to VT Gas at the address in the opening paragraph.
- K.** This Agreement may be executed in counterparts, each of which shall be deemed an original. This Agreement may be executed electronically, and an electronic copy or other facsimile of this Agreement shall be treated as an original. The signatories of this Agreement represent and warrant their authority to bind their respective parties hereto.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

CITY OF BURLINGTON

Witness

By: _____
Emma Mulvaney-Stanak, Mayor
Duly Authorized Agent

VT GAS SYSTEMS INC.

Witness

By: _____
Duly Authorized Agent

Attachment C

Vermont Gas Systems Franchise and Express Fees									
Payments Received to Street Capital FY13 to FY23					Projected Franchise Fee Payments to General Fund FY 25 to FY 29				
Fiscal Year	Date Deposited	Amount	Journal #	Annual Payment	Fiscal Year	Annual Payment	Fiscal Year	Annual Permit Fees	
1993 Original Payment	N/A	\$ 56,000.00	N/A	\$ 56,000.00					
					2025	\$ 200,000.00	2022	\$9,315.25	
2013	12/10/2012	\$ 41,860.00	2013-00005936		2026	*CPI- U Northeast Index applied (3.6% avg. annual increase from 2018-2023)	2023	\$ 12,518.76	
	6/13/2013	\$ 41,860.00	2013-00009642	\$ 83,720.00	2027		July 1 2024-March 1 2024	\$ 4,906.82	
2014	1/10/2014	\$ 42,027.00	2014-00005591		2028				
	6/17/2014	\$ 42,027.00	2014-00008742	\$ 84,054.00	2029				
2015	12/19/2014	\$ 42,573.00	2015-00004951		Total Revenue	\$ 1,074,638.93			
	6/16/2015	\$ 42,573.00	2015-00010872	\$ 85,146.00					
2016	1/14/2016	\$ 41,977.00	2016-00006575						
	6/17/2016	\$ 41,977.00	2016-00012244	\$ 83,954.00					
2017	1/17/2017	\$ 42,229.00	2017-00006987						
	6/23/2017	\$ 42,229.00	2017-00012054	\$ 84,458.00					
2018	12/26/2017	\$ 43,285.00	2018-00004618						
	6/25/2018	\$ 43,285.00	2018-00010137	\$ 86,570.00					
2019	1/14/2019	\$ 44,081.50	2019-00005417						
	5/31/2019	\$ 44,081.50	2019-00009415	\$ 88,163.00					
2020	12/9/2019	\$ 44,566.50	2020-06004401						
	6/3/2020	\$ 44,566.50	2020-12008997	\$ 89,133.00					
2021	3/17/2021	\$ 45,636.00	2021-00005641						
	7/12/2021	\$ 45,636.00	2022-00001437	\$ 91,272.00					
2022	7/29/2022	\$ 92,367.26	2023-00000972	\$ 92,367.26					
			Total Payment FY13 to FY23	\$ 868,837.26					

Board of Finance and City Council Submission Checklist

Department: Department of Public Works Submitter: Caleb Manna

Title/Subject: Vermont Gas Systems Franchise Agreement

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/11/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	5/8/2024	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	Yes	6/3/2024	Erik Ramakrishnan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/10/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	6/11/2024	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?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Yes	Franchise Agreement
Additional Materials, if necessary	Yes	Financial spreadsheet
Draft Resolution or Motion?	Yes	Motion in memo
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



MEMORANDUM

To: Board of Finance and City Council
From: Eleonore Walker, Water Policy & Programs Advisor
Date: 6/12/2024
Cc: Megan Moir, Division Head, Water Resources
Chapin Spencer, DPW Director

Re: Authorization to Execute Contract with BP Wastewater Services, LLC for Catch Basin
Cleaning Services

REQUEST:

The Department of Public Works' Water Resources Division (WRD) seeks approval and authorization to enter into a contract with BP Wastewater Services, LLC with a maximum limiting amount of \$63,875 for catch basin cleaning and assessment services in Fiscal Year 2025 (FY25), with the option to negotiate and renew the contract for one additional 1-year period upon the mutual agreement of WRD and BP Wastewater Services, LLC.

EXECUTIVE SUMMARY:

Introduction:

Stormwater runoff carries with pollutants into the waters of the U.S. and of the State, such that municipal stormwater management is regulated under both federal and state law. In Vermont, compliance with these laws is achieved through compliance with the Municipal Separate Storm Sewer System General Permit (the "MS4" permit), administered by the Vermont Department of Environmental Conservation. The City is responsible for the maintenance and operations of over 3,000 catch basins or storm drains in the public right of way. The catch basins are critical to our MS4 permit compliance efforts as they work both to drain storm runoff and to catch a portion of the sediment and associated phosphorus and hold it in their sumps until sediment removal via a vactor (vacuum) truck can occur, thus keeping it out of our waterways. Regularly assessing the condition of the basins and removing sediment is also important to making sure that the catch basin outlet pipe remains free and clear so it can drain flood waters. As part of our stormwater management plan requirement of the MS4 permit, the City stormwater program has established a goal of cleaning 1,000 catch basins each calendar year, but to truly improve water quality and collection system performance, more catch basins need to be cleaned each year. In addition, the City also tracks which catch basins receive more debris and sediment as many of those need to be and are cleaned more frequently.

The Stormwater program currently pays the DPW Maintenance Division to perform a variety of stormwater maintenance services during the construction months and the Division has not always been able to meet catch basin cleaning goals due to competing priorities. The FY25 Stormwater Budget proposes to absorb 3 positions from the Street Maintenance Division to form a dedicated collection



systems team. While Water Resources believes this transfer of resources may improve internal production rates, the new collection system crew will also have other numerous other collection system duties. As such, the WRD believes it is still prudent to secure additional contracted resources to meet its cleaning targets and to ensure a properly working stormwater collection system. Note, the contractor is performing work above and beyond work that is able to be feasibly performed by internal resources given resource constraints. With the establishment of a dedicated collection system crew, WRD will be monitoring this need and evaluating the possibility of meeting these needs internally. For that reason, WRD is proposing this 1-year contract with the option to renew rather than a multi- year contract that would lock WRD into external services.

The City has worked with Wind River, LLC over the past several years to perform the requested catch basin cleaning maintenance, but upon the expiration of that contract, the City issued a new request for proposals. During this new bidding round, BP Wastewater Services, LLC submitted the lowest qualified bid. BP Wastewater Services, LLC is a local Vermont company. This current request, if approved, will cover successful maintenance efforts for FY25 with an option to negotiate pricing and renew the contract for FY26.

Bidding Process

Water Resources issued a Request for Proposals on February 19th, 2024, seeking proposals from qualified contractors to provide catch basin cleaning and inspection services for 700 catch basins in 2024. Leveraging external resources allows the Stormwater Vector crew to focus their efforts on cleaning subsurface infiltration and other stormwater systems, cleaning our most heavily loaded catch basins in critical areas of the City and responding more quickly to emergency situations as they arise. In total, our goal is to clean more than 1,000 catch basins in FY25 between DPW crews and the contractor.

Proposals were due on March 15th, 2024. Five companies submitted proposals, and a bid summary is included in the table below. BP Wastewater Services, LLC was identified as the successful lowest responsive, responsible bidder which provided all required bid submission documentation (Bid Form including unit pricing for basins and traffic control and the Livable Wage, Outsourcing, and Union Deterrence Certificates). This decision was reviewed by the City Attorney and the Chief Administrative Officer.¹

	\$/Basin	MUTCD	Total Bid	Bid Form	Livable Wage	Out-sourcing	Union Deterrence
Guilmette Landworks	\$60.00	N/A	\$42,000	X	X	X	X

¹ The Guilmette Landworks bid was rejected as non-responsive. The Bid Form required a lump sum dollar amount for traffic control work. Guilmette entered the word “included” rather than a number. In view of the total bid amount, staff concluded in consultation with the City Attorney’s Office that the irregularity suggests a misunderstanding of the project requirements and was, in any event, sufficiently ambiguous to warrant a decision not to waive the irregularity.



Wind River	\$70.00	\$18,225	\$67,225	X	X	X	X
P and P Septic	\$75.00	\$18,000	\$70,500	X	X	X	X
BP Wastewater Services	\$70.00	\$14,875	\$63,875	X	X	X	X
National Water Main Cleaning Co	\$160.00	\$18,000	\$130,000	X	X	X	X

Budget / Funding

BP Wastewater Services provided a total base bid of \$63,875, which includes the requirement for Manual on Uniform Traffic Control Devices (MUTCD)-compliant traffic control. There are sufficient funds for FY25 in 245-19-000.6500_118 – Professional & Consultant Services, Contractual Services.

The Water Resources Division respectfully requests Board of Finance and City Council approval to execute a contract with BP Wastewater Services, LLC, with a total maximum limiting amount of \$63,875, with an option to renew the contract for one additional 1-year term.

MOTION:

Board of Finance

1. To approve and recommend that the City Council authorize Chapin Spencer, Director of Public Works, to execute a contract with BP Wastewater Services, LLC with a maximum limiting amount of \$63,875 for catch basin cleaning services in Fiscal Year 2025, with the option to renew the contract for one additional 1-year term, subject to review by the City Attorney's Office.

City Council

1. To authorize Chapin Spencer, Director of Public Works, to execute a contract with BP Wastewater Services, LLC with a maximum limiting amount of \$63,875 for catch basin cleaning services in Fiscal Year 2025, with the option to renew the contract for one additional 1-year term, subject to review by the City Attorney's Office.

CITY OF BURLINGTON CONTRACTOR CONTRACT

This Contractor Contract (“Contract”) is entered into by and between the City of Burlington, Vermont (“the City”), and BP Wastewater Services, LLC (“Contractor”), a Vermont limited liability company located at 557 Riverside Ave., Burlington, Vermont 05401.

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 FY 25 catch basin cleaning effort.
- 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 conduct the cleaning and inspection of 700 catch basins (following DPW’s inspection protocol) between July 1, 2024 and November 30, 2024).

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 Agreement and the Parties' respective performance shall commence on the Effective Date and expire on June 30, 2025 or upon the satisfaction of the City, unless sooner terminated as provided herein.

C. Option. This Agreement may be extended for one additional one (1) year term, upon the mutual agreement of the Parties in writing. An additional term shall commence upon the expiration of the initial term. Parties may renegotiate pricing for this additional term, and any change in pricing must be accepted by the City and effectuated by amendment as described in Attachment C, Section 19 (Changes & Amendments) prior to the commencement of an additional term. All other terms and provisions contained within this Agreement during an additional term shall remain the same and as described herein. City may elect not to exercise this option to extend the Agreement in its sole discretion.

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 Public Works 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 Public Works or designee. The City reserves the right to propose an expanded scope of work during FY 25, which shall not require a formal amendment to this Agreement if within the scope of the Maximum Limiting Amount in Section 5.C and agreed to in writing by Contractor.

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)

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. 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 \$63,875 for the initial term and for each one-year renewal term pursuant to Section 3.C, above. 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:

Eleonore Walker, Water Resources Policy and Programs Manager
ewalker@burlingtonvt.gov
235 Penny Lane
Burlington, VT 05402

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 2/19/2024

Attachment B: Contractor's Response to Request for Proposals dated 3/11/2024

Attachment C: Burlington Standard Contract Conditions for Contractors

Attachment D: Burlington Livable Wage Ordinance Certification

Attachment E: Burlington Outsourcing Ordinance Certification

Attachment F: Burlington Union Deterrence Ordinance Certification

Attachment G: Contractor's Certificate of Insurance & Endorsements

- 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.

— 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
BP Wastewater Services, LLC

By: _____
Benjamin D. Pratt, Manager

Date: _____

City of Burlington
Department of Public Works

By: _____
Chapin Spencer
Director of Public Works

Date: _____

Attachment A:
Request for Proposals dated 2/19/2024

Attachment B:
Contractor's Response to Request for Proposals dated 3/11/2024

Attachment C:
Burlington Standard Contract Conditions For Contractors

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

Board of Finance and City Council Submission Checklist

Department: DPW – Water Resources Submitter: Eleonore Walker
Authorization to Execute Contract with BP Wastewater Services, LLC for Catch Basin
Title/Subject: Cleaning Services

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/10/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	6/13/2024	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	Yes	5/2/2024	Erik Ramakrishman
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/12/2024	Erik Ramakrishman
CAO has reviewed budget, financing, and memo	Yes	6/11/2024	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	Click or tap here to enter text.
Additional Materials, if necessary	No	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?	N/A	Click or tap here to enter text.



To: Board of Finance
City Council

From: Megan Moir, Division Director - Water Resources
Matt Dow, Wastewater Facilities Manager

Cc: Chapin Spencer, DPW Director
Tony Berry, Human Resources Manager

Date: June 17, 2024/June 24, 2024

Subject: Water Resources Wastewater Personnel Reorganization - Various

EXECUTIVE SUMMARY

The Water Resources Division (WRD) of the Department of Public Works (DPW) requests Board of Finance and City Council approval for a variety of organizational changes related to the Water Resources Division Wastewater workgroup, including implementation of upward tiering consistent with additional certification/licensing requirements and advanced proficiencies where relevant. These include:

1. Upward tiering of the Wastewater Plant Operator (AFSCME Grade 17) to Wastewater Plant Operator I/II (AFSCME Grade 17/18)
2. Reclassification of the Senior Wastewater Plant Operator – Main Plant (AFSCME Grade 18) to AFSCME Grade 19.
3. Reclassification of a vacant Wastewater Plant Operator (AFSCME Grade 17) position to Senior Plant Operator- North/East Plants (AFSCME Grade 19)
4. Reclassification of the Senior Wastewater Plant Mechanic (AFSCME Grade 18) to ASFCME Grade 19.
5. Creation of a Collection Systems Maintenance Team under Wastewater consisting of:
 - a. Creation of a Collection System Maintenance Manager (Non-Union Grade 20)
 - b. Change in DPW organizational structure to include transfer of 3 full time equivalent (FTE) positions from the Street Maintenance Division to the Water Resources Division-Wastewater-Collection System Maintenance Team under the Collection System Maintenance Manager
 - i. Reclassification of 1 Street Maintenance Worker FTE (AFSCME Grade 14) to Senior Collection System Operator (AFSCME Grade 17)
 - ii. Reclassification of 2 Street Maintenance Worker FTEs (AFSCME Grade 14) to Collection Systems Operator I/II (tiered) (Grade 15/16)
 - c. Reclassification of a Plant Operator (AFSCME Grade 17) to Lead Pump Station Operator (AFSCME Grade 18) and reorganization of the position to report to the Collection System Maintenance Manager
 - d. Re-description of a Plant Operator (AFSCME Grade 17) to Pump Station Operator (AFSCME Grade 17) and reorganization of the position to report to the Collection System Maintenance Manager

Additional details are provided below in the background.

Funds for these and other organizational changes (anticipated for the July 2024 and August 2024 Board of Finance and City Council meetings) were included in the proposed FY25 Wastewater and Stormwater budgets. As noted in the motions, approval of these changes is contingent on the FY25 budget being approved.

BACKGROUND

Over the last several years, WRD has made incremental and targeted adjustments to its staffing resources and staffing structure to address staffing resiliency (See current organizational chart Attachment A). This has been critical to continuing the basic levels of service that WRD is able to provide and, in particular, has helped to address labor yield challenges and ensure that front-line staffing is generally adequate for 24-7 operations. However, several historical realities persist and new realities are emerging that present an on-going threat to the success of the WRD, which is a critical piece of the success of Burlington:

1. WRD represents three different public utilities - drinking water, wastewater and stormwater, each of which have their own infrastructure (including complex treatment plants which are industrial in nature) and which must be administered according to three different state and federal regulations. There have been additional regulatory burdens since 2016 in all three sectors. Furthermore, infrastructure condition continues to worsen and the systems are experiencing more regular emergencies due to infrastructure failure while at the same time Burlington is on a trajectory for more housing growth than seen in previous decades, which puts pressure on staff who must ensure that the infrastructure systems are prepared for such growth.
2. The impacts of deferred maintenance and capital reinvestment, new regulatory burdens and a changing workforce have kept WRD staff in a fairly consistent state of overload. Recent position addition to the front line staff have started to bend the trend some of these challenges for now.
3. Unfortunately, Water Resources leadership's bandwidth continues to be overwhelmed with management of day to day emergencies and this impacts our ability to build a resilient and sustainable organization, let alone deal with the daily challenges at hand.
4. Compared to the City's other public utility, Burlington Electric Department (BED), WRD has consistently had much lower staffing levels (WRD FTEs are approximately 50% of the # BED FTEs). Despite this, WRD has continued to meet regulatory obligations and provide critical 24-7 services of drinking water and wastewater. Additionally, aside from the size of the staffing resource – there are two other notable differences between the Water Resources Utility and BED:
 - o BED's organization chart shows multiple layers of leadership below the General Manager (See Attachment B) – including a leadership team of managers who then have directors below them, who then often have supervisors or senior personnel below that. Having sufficient management capacity is critical in an operations setting where there must be adequate bandwidth to address the constant priority of 24-7 operations while also allowing time for the management team to focus on the continuous improvement strategies (capital reinvestment, strategic policy enhancements, staff performance support) , that will ultimately result in a more efficient and less reactive operations environment. It also allows for succession planning which greatly strengthens staffing resiliency and redundancy. This layering of management (with a base layer

focusing on operations supported by an upper layer with a strategic improvement focus) does not currently exist in Water Resources and presents a constant obstacle to meaningful organizational progress.

- o Compared with BED's compensation structure, Water Resources staff and leadership are compensated far less for the same level of responsibility and effort. The BED compensation levels may always exceed the WRD compensation, but where warranted, upward tiering and reclassifications must be adopted to support employee recruitment and retention.
5. Collection system maintenance functions (currently performed by Street Maintenance Division) are a regulatory requirement and should reside in WRD given that 1) this function is required for regulatory compliance with the City's Wastewater and Stormwater permits 2) housing the function in WRD allows for more specific and focused job descriptions and training of collection system personnel and 3) WRD owns the equipment currently used by Street Maintenance personnel.

In the FY25 budget presentation (<https://bit.ly/WRFY25Budget>) we summarized these challenges into 5 themes of action:

- Incentivize staffing excellence
- Pay commensurate with responsibility
- Plan for organizational succession
- Increase operational efficiencies
- Increase/support division level leadership bandwidth

The changes described below and requested in this memo are directly related to the challenges identified above. The proposed organizational chart (with legend to denote the type of change) for Wastewater is provided as Attachment C with all job descriptions provided in Attachment D. All positions were graded by the Human Resources Department and all AFSCME positions were reviewed and approved by AFSCME leadership and affected members.

Looking Ahead

This request represents an initial step in advancing the changes proposed within the FY25 budget. Additional reorganization and capacity expansion steps are proposed across the organization to meet our organizational goals (See Attachment E). Opportunities for upward tiering will also be evaluated across the WRD organization.

For important context to the Wastewater Operations Team reorganization, here are the remaining organizational actions proposed in Wastewater for FY25:

- 1) Expanding the Wastewater Operations team management structure to have a Director of Wastewater with a Wastewater Treatment Manager who acts as the "Chief Operator" for all 3 plants. Currently the upper-level manager is both Chief Operator for Main Plant and oversees a Chief Operator for North and East Plants. As there are multiple wastewater treatment plant work-sites and 3 separate permits, this step requires leveraging the leadership of Senior Plant Operator positions at both Main Plant and at the smaller plants (North and East Plant).

- 2) Implementing upward tiering as appropriate for Wastewater Plant Mechanic positions

SUMMARY OF ORGANIZATIONAL CHANGES

Upward tiering of Wastewater Plant Operator position (Wastewater Plant Operator I/II)

Action Areas: incentivize staffing excellence; pay commensurate with responsibility

In 2023, the AFSCME steward submitted a request for reclassification of the Wastewater Plant Operators who work at Burlington's largest and most complex wastewater facility, Main Plant. The reason for the reclassification request was related to the fact that the current job description did not adequately reflect the extra duties and complexities borne by plant operators who were proficient at Main Plant operations, including full wastewater laboratory analysis and operation of the combined sewer treatment system. While management was supportive, both parties agreed that it did not make sense to only reclassify a portion of the Wastewater Plant Operator team, simply based on where they were assigned.

After extended discussions and recent consensus from AFSCME on the use of upward tiering as a tool to address compensation for extra duties, licenses/certifications and trainings, the parties worked to advance a tiered Wastewater Plant Operator I (AFSCME Grade 17) and Wastewater Plant Operator II (AFSCME Grade 18) job descriptions. Tiering allows for an employee to move up to a position with more responsibilities and higher pay once they have demonstrated certain additional proficiencies and met other job requirements like passing the Grade 3 Wastewater License test and obtaining other certifications in relevant areas.

Management and AFSCME have agreed that as part of this transition, and in order to meet the original intent of the reclassification request, there are 3 wastewater plant operators who can substantially meet the Wastewater Plant Operator II requirements and will be awarded that upward tier upon approval by City Council. All three will fully meet the Plant Operator II requirements within 6 months.

The current Wastewater Plant Operator position is currently graded at AFSCME Grade 17. The Human Resources (HR) Grading Committee graded the Wastewater Plant Operator I as AFSCME Grade 17 and Plant Operator II as AFSCME Grade 18.

Reclassification of Senior Wastewater Plant Operator- Main Plant and Reclassification of Vacant Plant Operator position into second Senior Wastewater Operator – North/East Plants

Action Areas: pay commensurate with responsibility; increase/support division level leadership bandwidth; succession planning

Senior Wastewater Plant Operator – Main Plant

In 2015, the Main Plant Wastewater team added a Senior Wastewater Plant Operator at Main Plant in order to add day to day team leadership horsepower since the "Chief" of Main Plant (Wastewater Facilities Manager) is also currently responsible for overseeing all of Wastewater. This position is similar to the AFSCME Working Foreperson positions present in other areas of DPW. While we have determined that ultimately, some additional non-Union management horsepower needs to be added to the Wastewater Operations management

team, having this “working” team leader is important to the success of the newly structured Wastewater Operations management team. It also provides long-term succession planning by providing a personnel leadership opportunity within the AFSCME membership.

In alignment with the reclassification request related to the Main Wastewater Plant Operators, the job description of the Senior Plant Operator at Main Plant was also updated to reflect that positions responsibilities, proficiencies and to require additional proficiencies and certifications needed to lead the Plant Operator I (Grade 17) and Plant Operator II (Grade 18) personnel.

Senior Wastewater Plant Operator – North and East Plants

With the changes proposed as part of the wastewater management team expansion, a second Senior Wastewater Plant Operator position is needed to, under the guidance of the Wastewater Treatment Manager, oversee the day to day operations and permit compliance at the two smaller wastewater plants. The team currently has a vacant Wastewater Plant Operator position which provides the opportunity to reclassify an existing FTE into this new leadership role.

While this Senior Plant Operator may not have to regularly perform the more complex duties required at Main Plant, with the management team being stationed primarily at Main Plant and with the need to oversee two separate wastewater treatment plant worksites, the responsibilities are commensurate with that of the Senior at Main. Additionally, both job descriptions require the employees to be proficient at operations at all 3 plants in order to provide leadership redundancy.

The Senior Wastewater Plant Operator position is currently AFSCME Grade 18. The HR Grading Committee graded the Senior Wastewater Plant Operator positions as AFSCME Grade 19.

Reclassification of Senior Wastewater Plant Mechanic

Action Areas: pay commensurate with responsibility; increase/support division level leadership bandwidth; succession planning

In alignment with the reclassification request related to the Main Wastewater Plant Operators, the job description of the Senior Plant Mechanic was also updated to reflect that positions responsibilities, proficiencies and to require additional proficiencies and certifications needed to lead the preventative and corrective repair of all equipment at the three wastewater treatment plants and the other two Wastewater Plant Mechanics.

The Senior Wastewater Plant Mechanic position is currently AFSCME Grade 18. The Human Resources (HR) Grading Committee graded the Senior Wastewater Plant Operator positions as AFSCME Grade 19.

Collection System Maintenance Team Creation

The wastewater system consists of the 3 Wastewater Treatment Plants, the 25 public pump stations sited in the low spots throughout the City and the over 100 miles of sanitary and combined sewer mains. On the stormwater

side, the collection system is comprised of the over 3000 catch basins/storm drains, over 50 miles of separate storm sewer and, since 2009, many stormwater management systems distributed throughout the system.

Since the late 1980s, when Water Resources was merged into DPW, the Street Maintenance Division has provided collection system maintenance (cleaning of sewer mains, pump station wet wells and then later storm drains, too) as billable labor for Water Resources. WRD has always owned the equipment involved with collection system maintenance. While this arrangement worked well enough for several decades, with the heightened regulatory environment around wastewater and combined sewer overflows (which includes not just the wastewater treatment plants but also the collection system) in recent years and the growing number of priorities in the Street Maintenance Division, in recent years WRD has advocated for transitioning this function back to WRD where the regulatory responsibility lies. There are numerous other benefits to transitioning this function, including the ability to have dedicated personnel to focus on preventative collection system maintenance and condition assessment, the creation of specific job descriptions for this function (vs. the more generalized job descriptions in Street Maintenance), providing a career ladder for AFSCME personnel who are interested in Wastewater Operations, and providing additional resources to Wastewater Operations during winter seasons that are potentially becoming less snowy. Additionally, it allows the Street Maintenance Division to focus on and enhance the important infrastructure repair and replacement work it performs on the sewer mains, manholes and storm drains as billable work for WRD.

As part of the FY25 budget, which saw the need to reduce General Fund budget expenses, the WRD team worked with the Director of DPW and the Division Director of Street Maintenance to effect this change. As part of the transition, the general fund staffing expenses were reduced with the transfer of 3 FTEs from the Street Maintenance Division to the WRD Wastewater Team. In order to offset the loss of billable revenue, WRD increased the amount of budgeted billable construction type work for the Street Maintenance Division. Lastly, in order to ensure that sufficient staffing is available for snow removal, the parties will execute an MOU that requires 3 FTEs to be available for snow removal duties in either plow trucks or sidewalk tractors upon the request of the Street Maintenance Division. This will be in addition to the 6 employees that are required to be made available under 10.5(f) of the AFSCME Collective Bargaining Agreement.

The Collection System Maintenance Team will be formed from the transfer of the 3 Street Maintenance Division team members and from two existing Wastewater Plant Operator positions whose are primarily dedicated to pump station maintenance, but who also will continue to provide some Plant Operation support as the Operations Team goes through these transitions. While the team will be located in the Wastewater group, the team will also coordinate activities with the Stormwater Program and the Asset Manager in the Engineering and Operations group.

Creation of a Collection System Maintenance Manager

Action Areas: increase operational efficiencies; increase/support division level leadership bandwidth

Consistent with the goal of increasing and supporting division level leadership bandwidth, a non-union management position is needed to provide direction and supervision to this area of regulatory compliance and the new 5 person Collections System Maintenance Team. This manager will be responsible for all regulatory

reporting and compliance related to the City's capacity management operation and maintenance (CMOM) of all publically owned gravity collection system assets (sanitary, combined and stormwater mains, manholes and storm drains, stormwater tanks and treatment practices) and pump stations.

The HR Grading Committee graded the Collection System Maintenance Manager position as Non-Union, Grade 20.

Transfer of Three (3) Street Maintenance FTEs to Water Resources and Reclassification to One (1) Senior Collection System Operator and Two (2) Collection System Operator (I/II)

Action Areas: Increase operational efficiencies; Incentivize staffing excellence; pay commensurate with responsibility; increase/support division level leadership bandwidth; succession planning

The Street Maintenance Division team will be reduced by three (3) FTEs and the WRD team will be increased by three (3) FTEs. It is currently anticipated that the transfers will be Street Maintenance Worker roles (AFSCME Grade 14) vs. Street Maintenance Working Foreperson roles. These roles will be reclassified into one (1) Senior Collection System Operator position, which is a corollary to the Senior Wastewater Plant Operator roles at the plants and two (2) Collection System Operator roles.

Given that these new roles have an increase in technical duties and job requirements including a Collection System Operator Certification and proficiencies in both the gravity system and pump station system maintenance, under the Willis Classification System, the roles are eligible for higher compensation grades than the Street Maintenance Worker roles.

In order to allow for the Street Maintenance personnel to gain additional experience necessary to fully meet the needs of the Collection System team the Collection System Operator position has been created as a tiered role – Collection System Operator I and Collection System Operator II.

The HR Grading Committee graded the Senior Collection Operator position as AFSCME Grade 17 and the Collection System Operator I as AFSCME Grade 15 and Collection System Operator II as Grade 16.

Redescription and Reclassification of a Wastewater Plant Operator to Lead Pump Station Operator

Action Areas: Increase operational efficiencies; pay commensurate with responsibility pay commensurate with responsibility

As currently structured, two wastewater plant operator roles focus the majority of their effort on pump station maintenance. While it is necessary for staffing coverage during this transition that these roles continue to support basic wastewater treatment plant operations, the creation of the collection system team provides an opportunity to better describe those roles and their pump station focus.

Of the employees in these two roles, one incumbent has significant tenure, expertise and proficiencies for pump station maintenance and currently acts as a lead in this function. Given that many of the other Collection System team members will need to be trained in pump station maintenance, it became clear that this "lead" role should be codified as such. For this reason, one of the Wastewater Plant Operator roles is being redescribed and reclassified as a Lead Pump Station Operator and will report to the Collection Systems Maintenance

Manager. Daily work activities will be coordinated by the Senior Collection System Operator but the technical leadership will be provided by this role. The role will still be required to support basic wastewater plant operations and maintain a Wastewater Operator License.

The HR Grading Committee graded the Lead Pump Station Operator as AFSCME Grade 18.

Redescription of a Wastewater Plant Operator to Pump Station Operator

Action Areas: Increase operational efficiencies

As described above, there is a second wastewater plant operator position that focuses a majority of their time on pump station maintenance. As part of their merger into the collection system team, their job description has been re-described to align with the Collection System Operator II job description, but maintains the requirement to support basic wastewater plant operations and maintain a Wastewater Operator License.

The HR Grading Committee graded the Pump Station Operator as AFSCME Grade 17 which is the same grade as the Wastewater Plant Operator role. There is not financial impact to this action.

BUDGET IMPACT

The City's Human Resources Department has reviewed the position descriptions, and determined the recommended pay scale for these positions. The salary impacts were calculated using the FY25 pay-scales. Funding for these proposed personnel changes including any associated benefits such as retirement contributions for existing positions and health, dental, life and retirement for new positions was included in the 5000_910 Salaries and Wages Total Compensation Contingency expense lines of the FY25 Wastewater and Stormwater Budgets. Authorization of a budget neutral amendment is requested in this memo to distribute those budgeted amounts to the appropriate personnel expense lines. Approval of the actions in this memo is contingent upon approval of the FY25 Wastewater and Stormwater Budget.

Position	Grade	Salary Impact ¹
Upward tiering/reclassification of 3 Wastewater Plant Operators to Plant Operator II	AFSCME Grade 18	\$12,074
Reclassification of Senior Plant Operator - Main	AFSCME Grade 19	\$4,983
Reclassification of Plant Operator to Senior Plant Operator – North/East	AFSCME, Grade 19	\$4,409
Reclassification of Senior Plant Mechanic	Non-Union, Grade 19	\$4,815
Creation of Collection System Maintenance Manager	Non-Union, Grade 20	\$82,130-\$91,654
Transfer/Addition/Reclassification of 1 Street Maintenance worker to Senior Collection System Operator	AFSCME, Grade 17	\$65,621
Transfer/Addition/Reclassification of 2 Street Maintenance worker to Collection System Operator	AFSCME, Grade 15/16	\$128,934
Reclassification of Plant Operator to Lead Pump Station Operator	AFSCME, Grade 18	\$4,125

Notes

1) Unless otherwise noted, reclassifications use 5% minimum rule from 9.2d of the AFSCME contract

2) For new position, range shown is Step 1-7 of the grade

Motions

Board of Finance Motion:

1. To recommend that, contingent upon the approval of the FY25 Wastewater and Stormwater Budgets, City Council approve the:
 - Reclassification of the Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, to the tiered Wastewater Plant Operator I/II position as follows:
 - o Wastewater Plant Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the first of two tiers for this position; and,
 - o Wastewater Plant Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the second of two tiers for this position.
 - Reclassification of the Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position, to Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
 - Reclassification and retitling of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to Senior Plant Operator – North and East, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
 - Reclassification of the Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
 - Creation of a Collection System Maintenance Manager, a Regular, Full-time, Exempt, Non Union, Grade 20, position.
 - Reclassification, retitling, and reorganization of one Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position in the Maintenance Division to Senior Collection System Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position in the Water Resources Division, reporting to the Collection System Maintenance Manager.
 - Reclassification, retitling, and reorganization of two Street Maintenance Workers, Regular, Full-time, Non-Exempt, AFSCME, Grade 14 positions in the Maintenance Division to a tiered Collection System Operator I/II position in the Water Resources Division reporting to the Collection System Maintenance Manager, as follows:
 - o Collection System Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position, the first of two tiers for this position; and,
 - o Collection System Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position, the second of two tiers for this position.
 - Reclassification, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Lead Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position reporting to the Collection System Maintenance Manager
 - Redescription, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 and position reporting to the Collection System Maintenance Manager.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer to approve budget neutral amendments to the FY25 Wastewater and Stormwater budgets to move budgeted amounts from Salaries and Wages Total Compensation Contingency lines 480-19-425-000.5000_910 and

245-19-000.5000_910 to the appropriate personnel and benefits expense lines as needed to implement the above actions.

City Council Motion:

1. To approve the:

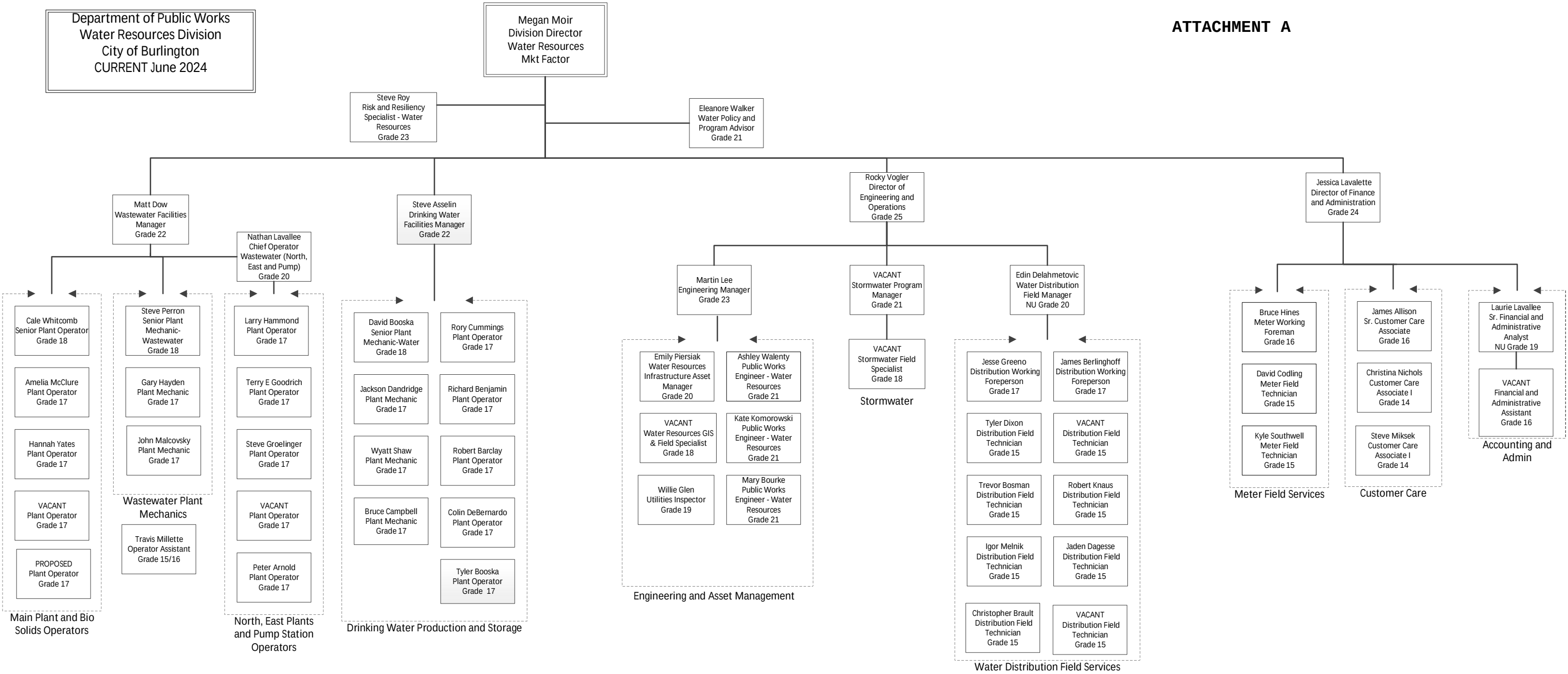
- Reclassification of the Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, to the tiered Wastewater Plant Operator I/II position as follows:
 - o Wastewater Plant Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the first of two tiers for this position; and,
 - o Wastewater Plant Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the second of two tiers for this position.
- Reclassification of the Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position, to Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
- Reclassification and retitling of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to Senior Plant Operator – North and East, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
- Reclassification of the Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
- Creation of a Collection System Maintenance Manager, a Regular, Full-time, Exempt, Non Union, Grade 20, position.
- Reclassification, retitling, and reorganization of one Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position in the Maintenance Division to Senior Collection System Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position in the Water Resources Division, reporting to the Collection System Maintenance Manager.
- Reclassification, retitling, and reorganization of two Street Maintenance Workers, Regular, Full-time, Non-Exempt, AFSCME, Grade 14 positions in the Maintenance Division to a tiered Collection System Operator I/II position in the Water Resources Division reporting to the Collection System Maintenance Manager, as follows:
 - o Collection System Operator I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position, the first of two tiers for this position; and,
 - o Collection System Operator II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position, the second of two tiers for this position.
- Reclassification, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Lead Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position reporting to the Collection System Maintenance Manager
- Redescription, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position reporting to the Chief of North, East and Pump Stations to Pump Station Operator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 and position reporting to the Collection System Maintenance Manager.

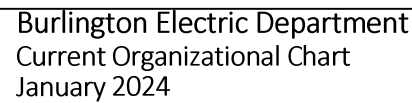
2. To approve and authorize the Chief Administrative Officer to approve budget neutral amendments to the FY25 Wastewater and Stormwater budgets to move budgeted amounts from Salaries and Wages

Total Compensation Contingency lines 480-19-425-000. 5000_910 and 245-19-000.5000_910 to the appropriate personnel and benefits expense lines as needed to implement the above actions.

Attachments:

- A. Current Water Resources Division Organizational Chart
- B. Burlington Electric Department Organizational Chart – with observations
- C. Water Resources – Wastewater Team Current and Proposed Organizational Charts (Close Up)
- D. Job Descriptions
- E. Water Resources FY25 Organizational Chart – showing current proposal and proposals anticipated for July and August 2024 approval requests



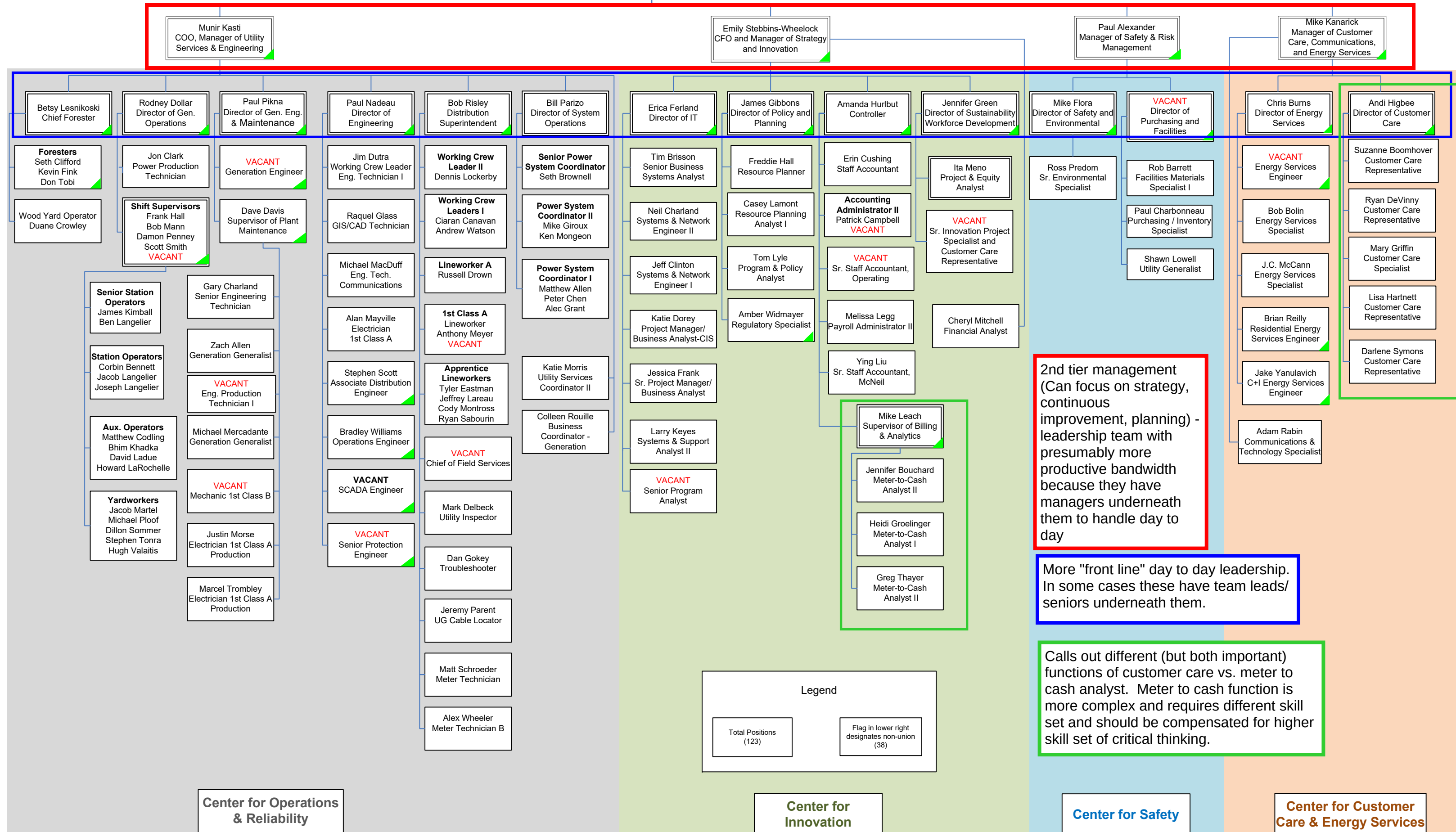


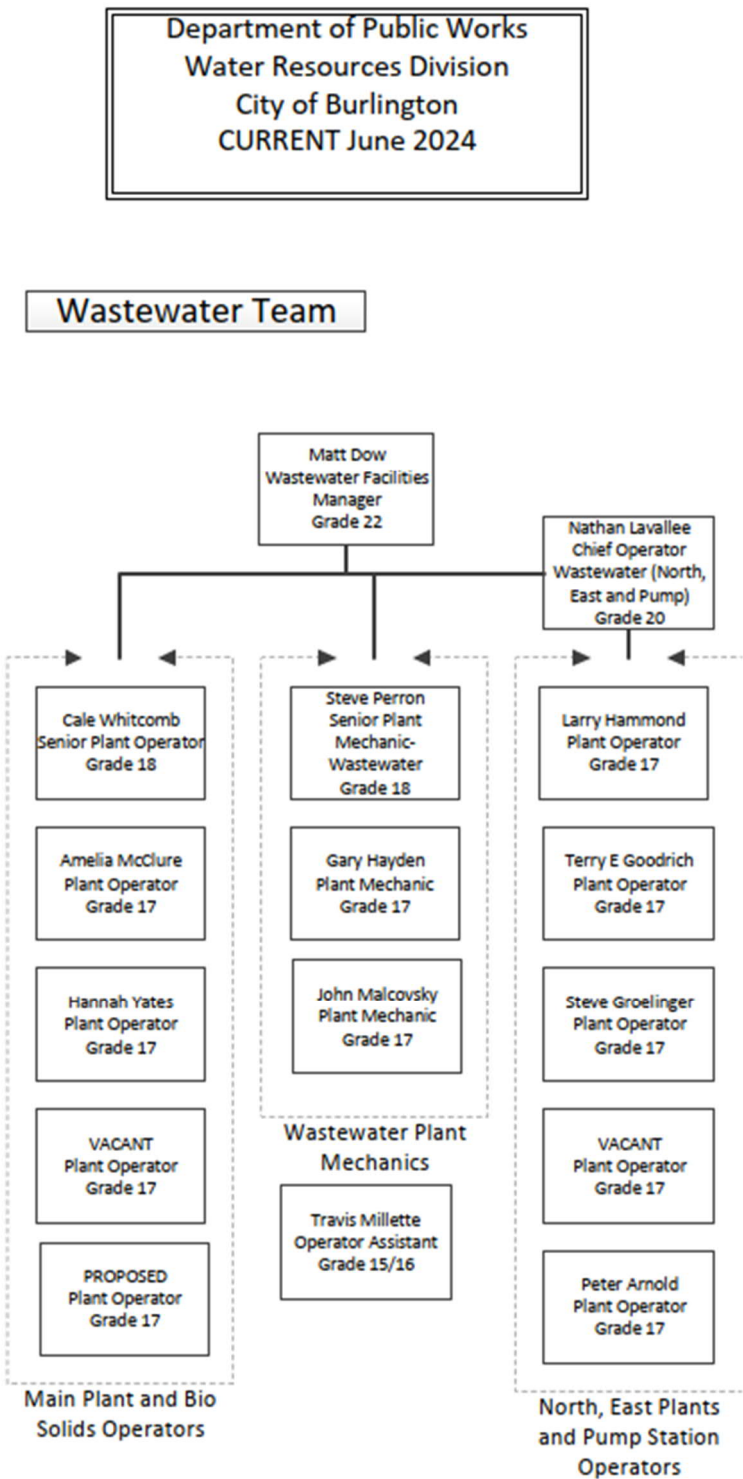
Laurie Lemieux
Executive Project
Coordinator

Burlington Electric Commission

Darren Springer
General Manager

**ATTACHMENT B: BED Org Chart
Observations**

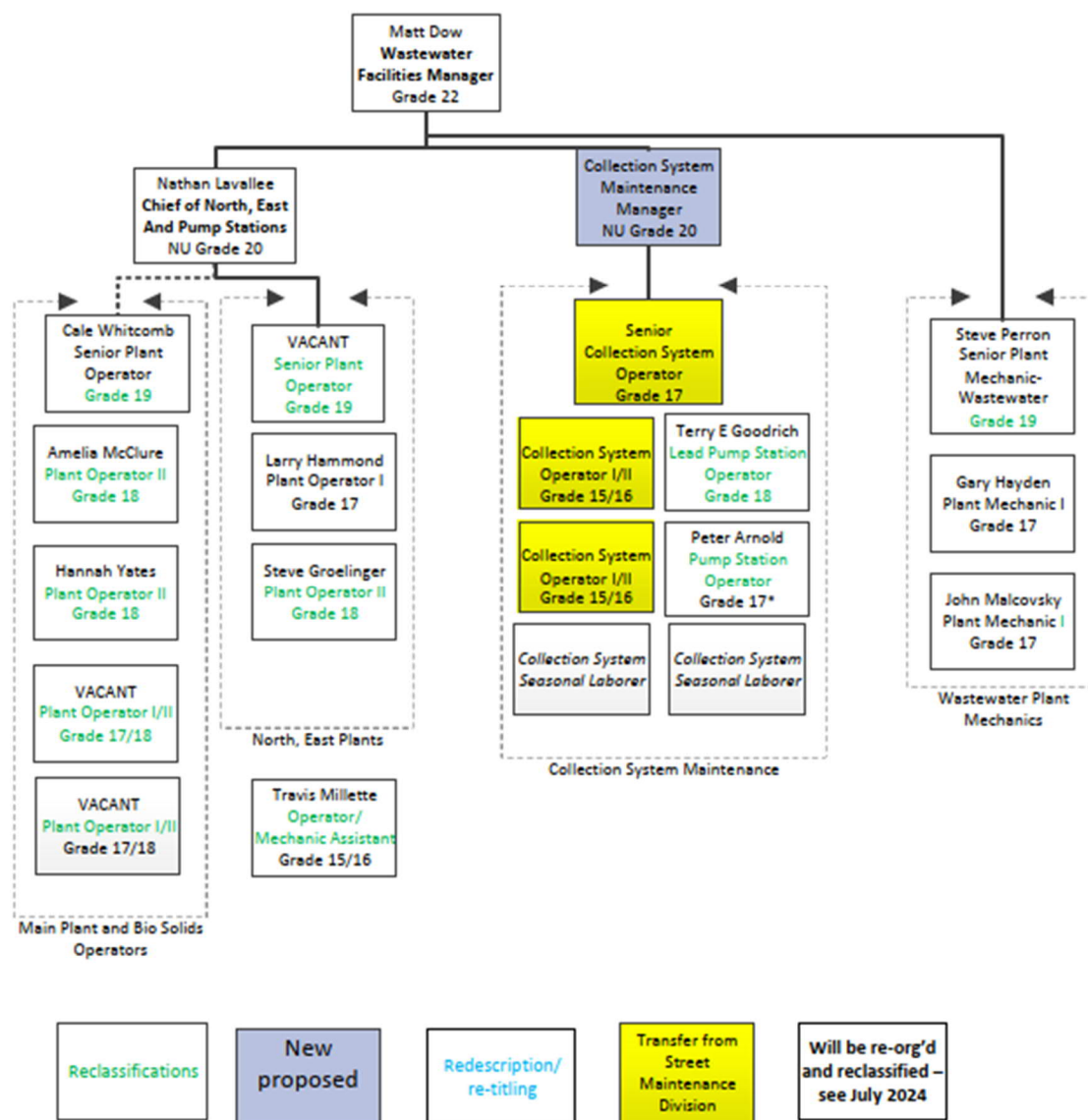




Proposed June 2024 Wastewater Team

Department of Public Works
Water Resources Division
City of Burlington
Proposed June 2024

Wastewater Team



City of Burlington Job Description

Position Title: Plant Operator I - Wastewater

Department: Department of Public Works

Reports to: Chief Plant Operator (Wastewater Treatment Manager)

Pay Grade: 17

Job Code: 418

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for daily plant operations and maintenance duties at various wastewater facilities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Perform process control testing involved with; including but not limited to: pretreatment, primary clarification, activated sludge aeration, final settling, return and waste activated sludge control, chemical precipitation, chlorine disinfections and anaerobic digestion.
- Operate sludge thickening and dewatering systems by controlling quantity and quality of solids processing through the use of lab testing, flow measuring devices, control instrumentation and chemical dosage.
- Perform wet-weather operations as necessary and maintain on site storm water treatment facility using suggested Operations & Maintenance Manual Procedures.
- Record data and interpret results of testing; prepare recommendations for Chief Operator’s review and execution of process changes.
- Sample wastewater and solids processing streams and perform laboratory analysis.
- Operate and maintain laboratory testing equipment.
- Monitor and record meter data from wastewater flows, methane gas, chlorine feed, return and waste activated sludge, and other meters as required.
- Operate sludge tanker truck as applicable (North and East Plants).
- Operate and perform preventative and corrective maintenance on all plant equipment and 25 pump stations, including, but not limited to pump rebuilding, motor maintenance, lubrication, use of inspection equipment and cleaning.
- Fill out proper reports, including, but not limited to: daily operating sheets, safety and training logs, and inspection logs.
- Perform building and grounds custodial duties.
- Assists with training new wastewater team members within the Operator I scope of responsibility.

- ~~Assist Chief Operator in preparation of Federal and State regulatory agency permit monitoring reports.~~
- May be required to participate in “On-Call Coverage”.

Non-Essential Job Functions:

- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- One (1) year of water/wastewater treatment plant operating experience preferred. Equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position is required.
- Current Vermont state operator certification license at a minimum grade for the facility where position is located is preferred. (Main = grade 5, North = grade 4, East = grade 3). Ability to obtain and maintain a Vermont State Operator Certification (Grade 1 minimum) within one (1) year of hire is required.
- A Grade 3 Vermont State operator certification license must be obtained within 4 years from the date of hire. Higher grade certifications are strongly encouraged.
- Ability to obtain and maintain a valid Vermont State Driver’s License required.
- For positions located at North and East Wastewater Treatment Plants, a Commercial Driver’s License Class B with tanker endorsement at the time of application is preferred. Ability to obtain a Commercial Driver’s License Class B with tanker endorsement within 6 months from the date of hire is required.
- Must be a flexible team player that takes direction well, is safety conscious, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to perform minor mechanical and electrical maintenance.
- Ability to comprehend and carry out written, oral, and diagrammatic instructions required.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to work nights and weekends and be on-call required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (60 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (specify 60 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
	math skills – basic	x	moving objects
x	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Plant Operator I - Wastewater

Page 4 of 4

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

(revised 9/12/05, sent to union 9/13/05, final 9/23/05, re - sent to Union 03/16/06

final: March 2006). Revised 8/11/2014; Revised Aug 2016; Revised Sept 2016. Revised June 2024.

City of Burlington Job Description

Position Title: Plant Operator II- Wastewater

Department: Department of Public Works

Reports to: Chief Plant Operator (Wastewater Treatment Manager)

Pay Grade: 18

Job Code: 418

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for advanced wastewater plant operations, in compliance with State and Federal permitting requirements with required proficiencies and licensure for operations at the City's most complex wastewater plant (Main Plant).

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Perform process control testing involved with; including but not limited to: pretreatment, primary clarification, activated sludge aeration, final settling, return and waste activated sludge control, chemical precipitation, chlorine disinfections and anaerobic digestion.
- Operate sludge thickening and dewatering systems by controlling quantity and quality of solids processing through the use of lab testing, flow measuring devices, control instrumentation and chemical dosage.
- Ensures the proper operations and maintenance of the dynamic and complex wet weather/ Combined Sewer Overflow treatment process including ensuring the proper operation of the treatment process under adverse weather conditions, proper pump operation, disinfection, and solids removal.
- Record data and interpret results of testing; prepare recommendations for Chief Operator's review and execution of process changes.
- Sample wastewater and solids processing streams and perform laboratory analysis.
- Operate and maintain laboratory testing equipment.
- Accurately perform all lab testing procedures handled within the in-house laboratory, including but not limited to the following tests, E.coli, Total Phosphorus, TSS, and Ammonia.
- Monitor and record meter data from wastewater flows, methane gas, chlorine feed, return and waste activated sludge, and other meters as required.
- Operate sludge tanker truck as applicable (North and East Plants).
- Operate and perform preventative and corrective maintenance on all plant equipment
- When assigned to the North and East Plant work group, performs operation and

maintenance on 25 pump stations, including, but not limited to pump rebuilding, motor maintenance, lubrication, use of inspection equipment and cleaning.

- Fill out proper reports, including, but not limited too; daily operating sheets, safety and training logs, and inspection logs.
- Perform building and grounds custodial duties.
- Assist Chief Operator in preparation of Federal and State regulatory agency permit monitoring reports.
- Assists with training as directed of other Wastewater Personnel (Operator in Training, Operator I and Mechanic I).
- May be required to participate in “On-Call Coverage” for all Wastewater Plants.

Non-Essential Job Functions:

- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Two (2) year of water/wastewater treatment plant operating experience required. Equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position is required.
- Passing grade on Vermont state operator license of a grade three (3) required. Vermont state operator certification at a minimum grade for the facility where position is located is preferred. (Main = grade 5, North = grade 4, East = grade 3).
- Demonstrated proficiency in unaccompanied Wet Weather operations.
- Demonstrated proficiency in dewatering activities.
- Demonstrated proficiency in process control for all Wastewater Plants (Main, North and East) within 1 year.
- Grade 1 Laboratory Analyst Certification from NEWEA is preferred, must be obtained within 1 year.
- Completion of the Wet Weather Operations Training from NEIWPC is preferred, must be completed within 1 year.
- Completion of 10 hour OSHA certification preferred, must be completed within 6 months.
- Ability to obtain and maintain a valid Vermont State Driver’s License required.
- For positions located at North and East Wastewater Treatment Plants, a Commercial Driver’s License Class B with tanker endorsement at the time of application is preferred. Ability to obtain a Commercial Driver’s License Class B with tanker endorsement within 6 months from the date of hire is required.
- Must be a flexible team player that takes direction well, is safety conscious, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to perform minor mechanical and electrical maintenance.
- Ability to comprehend and carry out written, oral, and diagrammatic instructions required.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.

- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to work nights and weekends and be on-call required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (75 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (75 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
	math skills – basic	x	moving objects
x	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

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Created June 2024

City of Burlington Job Description

Position Title: Senior Plant Operator – Wastewater (Main Plant)

Department: Department of Public Works

Reports to: Wastewater ~~Facilities-Treatment~~ Manager

Pay Grade: 198

Job Code: 406

Exempt/Non-Exempt: Non-Exempt

Union: Union

General Purpose:

Under the direction of the Wastewater Treatment Manager, this position is responsible for providing on-site leadership, direction and technical expertise to Wastewater Plant Operators engaged in the operation and maintenance of the operation of Main Wastewater Treatment Plant, including the wet weather treatment system and Burlington's sludge-biosolids processing facility. Additionally this position supports the Wastewater Treatment Manager the oversight of Plant Operators, in staff oversight, assignment of preventative maintenance work, process control and as well as compliance reporting.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.).

- Under the direction of the Wastewater Treatment Manager, prepare, coordinate and lead work group in daily work assignments and projects related to the operation and maintenance of the Main Wastewater Treatment Plant and associated systems. Including, but not limited to:
 - o Dewatering process tanks for preventative and corrective action
 - o Schedule and direct the work of the Plant Operators in the operation and preventative maintenance of all treatment plant processes and equipment during both dry and wet weather events to ensure compliance with State permitting requirements.
 - Consistent with facility procedures, ensures the proper operations and maintenance of the wet weather/ Combined Sewer Overflow treatment process by Plant Operators including ensuring the proper operation of the treatment process under extreme weather conditions, proper pump operation, disinfection, and solids removal.
 - o Directs the work of the Wastewater Operations staff in performing preventative maintenance of buildings and grounds.
 - o Maintain and monitor monthly preventative maintenance work schedule and completion for all assets through the computerized maintenance program

- Assist the Wastewater Treatment Manager to coordinate staffing coverage of main plant prior to rain when Wet Weather operation is imminent.
- Assist the Wastewater Treatment Manager in analyzing plant performance, recommending and implementing process control techniques or other improvements as necessary to ensure maximum operational efficiency (energy consumption, biosolids management, staff resources etc.) and optimized plant effluent quality.
- Maintains control over progress and quality of work in accordance with departmental goals, policies, procedures and standards for proper operation of the plant and plant laboratory.
- Provide safety related information, training and procedures for staff and visitors.
- Assist with the analysis of wastewater as required by federal and state agencies and ensure conformance with the NPDES discharge permit and effective plant operation as designed.
- ~~Assists Wastewater Facilities Manager in~~ Assists the Wastewater Treatment Manager in training staff in the areas of wastewater treatment, analysis for discharge permit parameters, process control analysis, corrective and preventative maintenance and in the supervision and evaluation of staff in these areas.
- ~~Comply with State reporting requirements regarding SSO and CSO events.~~
- Complete monthly WR43 Plant Monthly Operations Report for review by Wastewater Treatment Manager for submission to the State of Vermont.
- Complete residuals summary report for review by Chief Operator the Wastewater Treatment Manager for submission to the State of Vermont.
- ~~Directs operations and maintenance of the wet weather/ Combined Sewer Overflow treatment process including ensuring the proper operation of the treatment process under adverse weather conditions, including, proper pump operation, disinfection, and solids removal.~~
- Requests support from and provides process related information to the Senior Wastewater Mechanic in the case of corrective mechanical issues. In collaboration with the Senior Wastewater Mechanic, provide information and requests pertaining to corrective mechanical issues.
- In collaboration with the Wastewater Treatment Manager, the Senior Plant Operator of North and East Plants and the Senior Collection System Operator, prepares weekly sludge dewatering schedule and coordinates sludge dewatering at Main Plant from East Plant, North Plant and other municipalities, several out of town customers.
- May be required to provide “on-call coverage” for the Main Wastewater Treatment Plant.
- May be required to fulfill Senior Operator duties at North and East Plant as staffing requires.
- Perform special projects and related work as required.
- Fulfills job functions of wastewater ~~P~~lant ~~O~~perator II as required

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

Education, Certifications and Experience:

- High School Degree Required.

Experience Requirement Summary Table

Degree	<u>With following number of years experience in working in wastewater/water treatment*a-WW plant</u>
Bachelor of Science in Engineering, Chemistry, Biology or related field	Two (2) years
Associates degree in Engineering, Chemistry, Biology or related field	Three (3) years
High School Degree or equivalent	Four (4) years

*Wastewater treatment preferred

- Must be able to meet Wastewater Operator II requirements or have 1 year of supervisory experience required and be able to meet Wastewater Operator II requirements within 18 months.
- Grade 4 or higher Vermont Wastewater ~~Certificate~~ License (or equivalent certification from another State) required. Grade 5 Vermont Wastewater License (or equivalent certification from another State) preferred. Grade 5 must be obtained in 1 year.;
- Grade 1 Laboratory Analyst Certification from NEWEA is preferred, must be obtained within 1 year.
- Completion of the Wet Weather Operations Training from NEIWPC is preferred, must be completed within 1 year.
- Completion of OSHA 10 (online) required within 6 months. Completion of OSHA 30 (in person) within 2 years required.
- Ability to obtain and maintain a valid Vermont driver's license.

Necessary Knowledge, Skills and Abilities:

- Demonstrated knowledge of municipal wastewater collection, pumping, and treatment, and sludge production and distribution systems.
- Demonstrated proficiency in process control for all Wastewater Plants (Main, North and East) within 1 year.
- Ability to understand logic associated with programmable logic controllers.
- Knowledge of and ability to navigate Supervisory Control and Data Acquisition (SCADA).
- Ability to read, interpret, comprehend and follow technical manuals, blueprints, diagrammatic drawings and written or oral instructions required.
- Ability to understand relevant physical, chemical, electrical, and microbiological principles required.
- Demonstrated knowledge of industry methods, materials, and tools.
- Demonstrated knowledge of and technical skill to perform preventative, predictive and corrective maintenance on electromechanical pumps, motors, hydraulic and pneumatic systems and instrumentation.

- Ability to select and assign staff to tasks, inspect the work of staff, and to train motivate and coach staff.
- Ability to work independently.
- Ability to plan and execute a schedule for short term projects.
- Ability to maintain accurate maintenance records systems.
- Ability to adhere to City and department policies and standard operating procedures and state and federal regulations.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to establish and maintain effective working relationships with staff, City officials and citizens.
- Ability to work in confined spaces.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to perform data collection processes and develop and generate the proper reports.
- Ability to work with computers in a Windows based environment required, including Outlook Email, Word and Excel programs and computerized maintenance management systems.
- Ability to enforce safety regulations and standards.
- Exposure to toxic chemicals, bacteria and noxious odors.
- Ability to work outdoors and in all weather conditions, and as required, on weekends and at night including on-call and standby rotations.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<u>x</u>	<u>seeing</u>	<u>x</u>	<u>ability to move distances within warehouses and offices</u>
<u>x</u>	<u>color perception (red, green, amber)</u>	<u>x</u>	<u>lifting (75 pounds chest high, 2-3/daily)</u>
<u>x</u>	<u>hearing/listening</u>	<u>x</u>	<u>carrying (75 pounds)</u>
<u>x</u>	<u>clear speech</u>	<u>x</u>	<u>climbing</u>
<u>x</u>	<u>touching</u>	<u>x</u>	<u>driving</u>
<u>x</u>	<u>dexterity x hand x finger</u>	<u>x</u>	<u>ability to mount and dismount forklift</u>

<u>x</u>	<u>reading – basic</u>	<u>x</u>	<u>pushing/pulling</u>
	<u>reading – complex</u>	<u>x</u>	<u>shift work</u>
	<u>math skills – basic</u>	<u>x</u>	<u>moving objects</u>
<u>x</u>	<u>math skills – complex</u>	<u>x</u>	<u>pressurized equipment</u>
<u>x</u>	<u>writing – basic</u>	<u>x</u>	<u>extreme heat</u>
	<u>writing – complex</u>	<u>x</u>	<u>extreme cold</u>
<u>x</u>	<u>analysis/comprehension</u>	<u>x</u>	<u>high places</u>
<u>x</u>	<u>judgment/decision making</u>	<u>x</u>	<u>noise</u>
<u>x</u>	<u>clerical</u>	<u>x</u>	<u>fumes/odors</u>
<u>x</u>	<u>inside</u>	<u>x</u>	<u>dirt/dust</u>
<u>x</u>	<u>outside</u>	<u>x</u>	<u>hazardous materials</u>
<u>x</u>	<u>works alone</u>	<u>x</u>	<u>electrical equipment</u>
<u>x</u>	<u>works with others</u>	<u>x</u>	<u>mechanical equipment</u>
<u>x</u>	<u>face-to-face contact</u>		
<u>x</u>	<u>verbal contact w/others</u>		

Supervision:

Directly Supervises:

Indirectly Supervises: 4-6

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created June 2017. Revised June 2024.

City of Burlington Job Description

Position Title: Senior Plant Operator – Wastewater (North and East)

Department: Department of Public Works

Reports to: Wastewater Treatment Manager

Pay Grade: 19

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: Under the direction of the Wastewater Treatment Manager, this position is responsible for providing on-site leadership, direction and technical expertise to Wastewater Plant Operators engaged in the operation and maintenance of the North Wastewater Plant and East Wastewater Plant. Additionally, this position supports the Wastewater Treatment Manager in process control as well as compliance reporting.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Under the direction of the Wastewater Treatment Manager, prepare, coordinate and lead work group in daily work assignments and projects related to the operation and maintenance of the North and East Wastewater Treatment Plants. Including, but not limited to:
 - Dewatering process tanks for preventative and corrective action.
 - Directing the work of the Plant Operators in the operation and preventative maintenance of all treatment plant processes and equipment to ensure compliance with State permitting requirements.
 - Directs the work of the Wastewater Operations staff in performing preventative maintenance of buildings and grounds.
 - Maintain monthly preventative maintenance work schedule for all assets through the computerized maintenance program.
 - Collaborates with the Senior Plant Operator of Main Plant and the Senior Collection System Operator on scheduling the hauling of sludge to Main Plant for dewatering.
- Assist the Wastewater Treatment Manager in analyzing performance of North and East Plants, recommending and implementing process control techniques or other improvements as necessary to ensure maximum operational efficiency (energy consumption, biosolids management, staff resources etc.) and optimized plant effluent quality.

- Maintain control over progress and quality of work in accordance with departmental goals, policies, procedures and standards for proper operation of the plant and plant laboratory.
- Provide safety related information, training and procedures for staff and visitors.
- Assist with the analysis of wastewater as required by federal and state agencies and ensure conformance with the NPDES discharge permit and effective plant operation as designed.
- Assist the Wastewater Treatment Manager in training staff in the areas of wastewater treatment, analysis for discharge permit parameters, process control analysis, corrective and preventative maintenance and in the supervision and evaluation of staff in these areas.
- Complete monthly WR43 Plant Monthly Operations Report for review by Wastewater Treatment Manager for submission to the State of Vermont.
- Complete residuals summary report for review by Wastewater Treatment Manager for submission to the State of Vermont.
- In collaboration with supervisor, schedule and coordinate river crossing inspections.
- In collaboration with the Main Plant Senior Operator, prepares weekly sludge dewatering schedule and coordinates sludge dewatering at Main Plant from East Plant, North Plant and several out of town customers.
- Requests support from and provides process related information to the Senior Wastewater Mechanic in the case of corrective mechanical issues.
- Perform special projects and related work as required.
- Fulfills job functions of wastewater Plant Operator II as required

Non-Essential Job Functions:

Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High School Degree Required.

Experience Requirement Summary Table

Degree	With following number of years experience in working in wastewater/water treatment*
Bachelor of Science in Engineering, Chemistry, Biology or related field	Two (2) years
Associates degree in Engineering, Chemistry, Biology or related field	Three (3) years
High School Degree or equivalent	Four (4) years

*Wastewater treatment preferred

- Must be able to meet Wastewater Operator II requirements or have 1 year of supervisory experience required and be able to meet Wastewater Operator II requirements within 18 months.
- Grade 4 or higher Vermont Wastewater License (or equivalent certification from another State) required. Grade 5 Vermont Wastewater License (or equivalent certification from

another State) preferred. Grade 5 must be obtained in 1 year.

- Grade 1 Laboratory Analyst Certification from NEWEA is preferred, must be obtained within 1 year from hire.
- Completion of Wet Weather Operations Training from NEIWPC is preferred, must be completed within 1 year.
- Completion of OSHA 10 hours (online) required within 6 months. Completion of OSHA 30 (in person) within 2 years.
- Ability to obtain and maintain a valid Vermont driver's license.
- Commercial Driver's License Class B with tanker endorsement at the time of application is preferred. Candidates without a CDL B with tanker endorsement at the time of application must obtain a CDL Class B permit within the probationary period (90 days) and must obtain a CDL Class B with tanker endorsement license within one (1) year.
- Demonstrated knowledge of municipal wastewater collection, pumping, and treatment, and sludge production and distribution systems.
- Demonstrated proficiency in process control for all Wastewater Plants (Main, North and East) within 1 year.
- Ability to understand logic associated with programmable logic controllers.
- Knowledge of and ability to navigate Supervisory Control and Data Acquisition (SCADA).
- Ability to read, interpret, comprehend and follow technical manuals, blueprints, diagrammatic drawings and written or oral instructions required.
- Ability to understand relevant physical, chemical, electrical, and microbiological principles required.
- Demonstrated knowledge of industry methods, materials, and tools.
- Demonstrated knowledge of and technical skill to perform preventative, predictive and corrective maintenance on electromechanical pumps, motors, hydraulic and pneumatic systems and instrumentation.
- Ability to select and assign staff to tasks, inspect the work of staff, and to train motivate and coach staff.
- Ability to work independently.
- Ability to plan and execute a schedule for short term projects.
- Ability to maintain accurate maintenance records systems.
- Ability to adhere to City and department policies and standard operating procedures and state and federal regulations.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to establish and maintain effective working relationships with staff, City officials and citizens.
- Ability to work in confined spaces.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to perform data collection processes and develop and generate the proper reports.

- Ability to work with computers in a Windows based environment required, including Outlook Email, Word and Excel programs and computerized maintenance management systems.
- Ability to enforce safety regulations and standards.
- Exposure to toxic chemicals, bacteria and noxious odors.
- Ability to work outdoors and in all weather conditions, and as required, on weekends and at night including on-call and standby rotations.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (75 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (75 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
	math skills – basic	x	moving objects
x	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: Indirectly Supervises: 4-5

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created June 2024

City of Burlington Job Description

Position Title: Senior Plant Mechanic - Wastewater

Department: Department of Public Works

Reports to: Wastewater Facilities Manager ([Director of Wastewater](#))

Pay Grade: 198

Job Code: 420

Exempt/Non-Exempt: Non- Exempt

Union: AFSCME

General Purpose: [Under the direction of the Director of Wastewater,](#) This position is responsible for performing preventative and corrective maintenance at any of the three wastewater treatment plants and pump stations. Also responsible for performing all general tasks involved in maintaining division operations and property. This position schedules [and oversees](#) the work of the Wastewater Mechanics.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- [Assist Under the guidance of the Chief Operator Wastewater Treatment Manager and the Collection System Maintenance Manager, leads the maintenance program for of all aspects of the](#) ~~in maintaining~~ wastewater treatment plants [including](#), conventional activated sludge, ~~anaerobic digesters, and~~ chemical precipitation, biological nutrient removal, ~~and storm water wet-weather~~ treatment [systems and pump stations](#).
- [Directs and Oversees](#) the completion of daily activities of the Wastewater Mechanics.
- [Provides mechanical training and evaluation of other wastewater staff, including mechanics, plant operators and collection system operators.](#)
- [Monitors and provides updates for on-going mechanical and electrical issues to the Wastewater management and Senior Plant Operators](#)
- Maintain onsite ~~storm water wet-weather~~ treatment facility.
- Monitor and record data from wastewater equipment.
- Operate and perform light maintenance on snow blowers, lawn mowers and other similar equipment.
- Operate pumps, valves, gates, engines and other machinery and equipment while performing maintenance.
- Perform preventative and corrective maintenance on all plant equipment including pump rebuilding, motor maintenance, lubrication, use of inspection equipment, and cleaning equipment calibration and VFD's. Ensure capture and entry of data into applicable tracking systems such as computerized maintenance management systems (CMMS),

daily operating sheets, preventative maintenance logs, and inspection logs.

- Follow written safety compliance procedures including but not limited to Lockout/Tagout, ~~and~~ Permit Confined Spaces ~~and~~.
- ~~Compliance with~~ NFPA 73E.
- Observe, report and assist with maintenance or other correction of abnormal conditions within mechanical processes, including safe working conditions.
- Assists Wastewater management in the development and update of standard operating procedures for mechanical and electrical equipment.
- Schedule and organize with contractors when needed for outside support, trouble shooting repairs and installs.
- Maintain parts and supplies; order parts, stock and inventory.
- Provide technical expertise to consultants, engineers and contractors on large scale pump station upgrades, changes and new systems.
- Perform building and grounds custodial duties.
- Participate in formalized training courses for fulfillment of state, federal or job requirements.
- Response to emergencies on weekends/evenings expected. May be required to participate in on-call rotation.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required
- Experience requirement Summary Table

<u>Degree</u>	<u>With following number of years experience in working in a an industrial trade performing preventative and corrective maintenance (such as a WW plant or physical plant operations).</u>	
	<u>Required</u>	<u>Preferred</u>
<u>Bachelor of Science in Engineering</u>	<u>Two (2) years</u>	<u>Three (3) years</u>
<u>Associates degree in Engineering, or a two year electrical or mechanical program.</u>	<u>Three (3) years</u>	<u>Four (4) years</u>
<u>High School Degree or equivalent</u>	<u>Eight (8) years</u>	<u>Ten (10) years</u>

- ~~Completion of mechanical/electrical program at a two year technical college and 1 year experience in a wastewater plant performing preventative and corrective maintenance, or 3 years working in a wastewater plant performing preventative and corrective maintenance OR a combination of relevant education and experience required.~~
- Ability to pass the Grade 1 wastewater certification license exam within 1 year and Grade 4 license exam within 2 years from date of hire is required. ~~obtain a Grade 4 DM~~

~~Wastewater certification for the State of Vermont within 1 year from date of hire required.~~

- ~~Completion of OSHA 10 required within 6 months. Completion of OSHA 30 within 2 years required.~~
- Completion of Wet Weather Operations Training from NEIWPC is preferred, must be completed within 1 year.
- Demonstrated relevant understanding of wet weather operations and equipment at Main Plant within 1 year.
- Demonstrated relevant understanding of process control for all Wastewater Plants (Main, North and East) within 1 year.
- Previous experience with programmable logic controllers (PLCs) required.
- Experience with computerized maintenance management systems preferred.
- Ability to obtain Forklift Operator certification required.
- Demonstrated ability to perform physical aspects of position.
- Ability to lead small teams.
- Valid Vermont State Drivers license.
- Ability to maintain and evaluate simple records and to interpret complex blueprints and electrical diagrams
- Ability to maintain effective work relationships with other staff members
- Ability to perform electrical and mechanical maintenance.
- Ability to comprehend and carry out written, oral and diagrammatic instructions
- Ability to diagnose basic abnormalities in mechanical and electrical systems.
- Ability to perform ordinary arithmetic calculations involving decimals and fractions.
- Satisfactory completion of training courses in mechanical/electrical maintenance fields required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of job functions.
- Ability to work nights and weekends and be on-call may be required.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<u>x</u>	<u>seeing</u>	<u>x</u>	<u>ability to move distances within warehouses and offices</u>
<u>x</u>	<u>color perception (red, green, amber)</u>	<u>x</u>	<u>lifting (75 pounds chest high, 2-3/daily)</u>
<u>x</u>	<u>hearing/listening</u>	<u>x</u>	<u>carrying (75 pounds)</u>

<u>x</u>	<u>clear speech</u>	<u>x</u>	<u>climbing</u>
<u>x</u>	<u>touching</u>	<u>x</u>	<u>driving</u>
<u>x</u>	<u>dexterity x hand x finger</u>	<u>x</u>	<u>ability to mount and dismount forklift</u>
<u>x</u>	<u>reading – basic</u>	<u>x</u>	<u>pushing/pulling</u>
	<u>reading – complex</u>	<u>x</u>	<u>shift work</u>
	<u>math skills – basic</u>	<u>x</u>	<u>moving objects</u>
<u>x</u>	<u>math skills – complex</u>	<u>x</u>	<u>pressurized equipment</u>
<u>x</u>	<u>writing – basic</u>	<u>x</u>	<u>extreme heat</u>
	<u>writing – complex</u>	<u>x</u>	<u>extreme cold</u>
<u>x</u>	<u>analysis/comprehension</u>	<u>x</u>	<u>high places</u>
<u>x</u>	<u>judgment/decision making</u>	<u>x</u>	<u>noise</u>
<u>x</u>	<u>clerical</u>	<u>x</u>	<u>fumes/odors</u>
<u>x</u>	<u>inside</u>	<u>x</u>	<u>dirt/dust</u>
<u>x</u>	<u>outside</u>	<u>x</u>	<u>hazardous materials</u>
<u>x</u>	<u>works alone</u>	<u>x</u>	<u>electrical equipment</u>
<u>x</u>	<u>works with others</u>	<u>x</u>	<u>mechanical equipment</u>
<u>x</u>	<u>face-to-face contact</u>		
<u>x</u>	<u>verbal contact w/others</u>		

Supervision:

Directly Supervises: _____

Indirectly Supervises: 24**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Created October 2015. Revised June 2024.

City of Burlington Job Description

Position Title: Collection System Maintenance Manager

Department: Department of Public Works

Reports to: Director of Wastewater (currently Wastewater Facilities Manager)

Pay Grade: 20

Job Code: 406

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

This position is responsible for capacity management operation and maintenance (CMOM) of all publically owned gravity collection system assets (sanitary, combined and stormwater mains, manholes and storm drains, stormwater tanks and treatment practices) and pump stations. This position is responsible for directing and evaluating the work of the Collection System team and ensuring regulatory compliance as it relates to the collection system and pump station assets, including capacity maintenance. With support from Wastewater leadership, Water Resources Engineering and Asset Management, and the Stormwater Program oversees capital planning and implementation of improvements to the collection system and pump station network.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Plan, organize, communicate and direct the day-to-day and on-call operation of pump station and collection system assets. Schedule work activities, making all necessary arrangements for supplies, equipment, and staff resources. Including, but not limited to:
 - Provide schedules for inspection, and preventative and corrective action of pump stations, collection systems, stormwater management practices and combined sewer overflow structures.
 - In collaboration with the Senior Plant Mechanic and the Lead Pump Station Operator, schedule maintenance work, supply parts and materials for correction, preventative or new construction of pump station equipment; order and maintain inventory of adequate supply of parts.
 - Supervise the Collection System Operator team; evaluate staff performance and document personnel performance and growth; provide coaching, training and development of staff; recommend disciplinary action to the Director of Wastewater.
 - Ensure compliance with the preventative maintenance work schedule for all assets through the computerized maintenance program.
 - Ensures all aspects of the Collection System team job functions are conducted in full compliance with their respective job descriptions.

- In collaboration with Water Resources leadership and technical staff, develops, updates and implements the City's Capacity Management Operation and Maintenance (CMOM) Program including coordination and implementation of monthly, quarterly and annual work plans for operation and maintenance functions, services and activities of all Collection System assets (Pump Stations and gravity collection systems). Provides significant input to the Director of Wastewater on annual budget needs to support CMOM and Pump Station operations, maintenance and capital renewal.
- Under the guidance of the Director of Wastewater develops, documents, implements, and maintains policies and standard procedures for all aspects of the gravity and pump station based collection system assets.
- Prepare a variety of written and numerical records and reports for the Director of Wastewater, State, and Federal officials on such subjects as entire collection system status, staff scheduling, budget items, maintenance and operations activities and special projects; maintain recordkeeping system on operation and maintenance.
- In conjunction with the Water Resources Engineering and Asset Management team, the Senior Plant Mechanic, the Director of Wastewater, and input from the Collection System team leadership, develop and maintain a Pump Station and Collection System Capital Plan and ensure that items within the Wastewater and Stormwater Capital Plan are implemented as scheduled.
- In collaboration with Water Resources Engineering and Operations team, identifies, oversees and coordinates the implementation of repairs to the gravity collection system either through internal (DPW Street Maintenance Division) or externally contracted resources.
- Provide safety related information, training and procedures for staff.
- Train staff in the areas of pump station and collection system capacity management operation and maintenance (CMOM) including both preventative and corrective maintenance.
- Receive a variety of requests for information or assistance from the general public, other City departments, vendors, federal and state agencies and other treatment plants.
- Responsible for comply with State reporting requirements regarding Sanitary Sewer Overflows (SSO) and Combined Sewer Overflow (CSO) events and ensuring remediation of such events as necessary.
- Plan and schedule for vehicle maintenance as required.
- In coordination with the Wastewater Treatment Manager, or designee, ensures the proper scheduling of Collection System Team staff for sludge hauling, vactoring and general plant maintenance work (tank cleaning, painting, grounds maintenance) at the WWTPs.
- Ensures the coordination and scheduling of the Collection System team's work with other workgroups including within Water Resources and other DPW Workgroups such as Street and Equipment Maintenance including water plant maintenance, street sweeping, snow removal and office based review of collection system inspection data.
- Provides quality assurance and quality control for all condition assessment data generated by the team; reviews sewer videos and infrastructure photo data as necessary.
- Provides technical expertise to consultants, engineers and contractors on all projects related to the Collection System, including pump stations.
- In coordination with the Wastewater Treatment Manager, schedule qualified collection

system team members for support of Plant Operations as needed.

- Perform special projects and related work as required.
- Fulfills job functions of Collection System Operator in cases of emergency or staff resource shortage in compliance with the Collective Bargaining Agreement.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

Education, Certifications and Experience:

- High School Degree required. Associates degree in engineering preferred.
- Five (5) years of collection system experience required.
- Wastewater pump station experience preferred.
- Wet-weather collection system experience preferred.
- Asset management and capital improvement planning and implementation experience preferred.
- Three (3) years of supervisory or leadership experience in a construction, maintenance, industrial or relevant setting required.
- Ability to obtain and maintain a valid Vermont driver's license.
- Completion of the OSHA 10 or 30 is preferred.

Necessary Knowledge, Skills and Abilities:

- Demonstrated proficiency and knowledge of the practices and techniques relating to the routine maintenance of the wastewater and stormwater gravity collection system or pump stations required. Ability to demonstrate proficiency and knowledge of all aspects of routine maintenance (gravity and pumped systems) within 6 months.
- Ability to oversee the operation and routine maintenance of the sewer vacuator, tanker truck and pervious pavement vacuum required.
- Ability to pass Collection System Certification Grade 1 within 6 months. Ability to pass Collection System Grade 4 within 2 years.
- Completion of OSHA 10 required within 6 months required. Completion of OSHA 30 within 1 year required.
- Ability to obtain Pipeline Assessment Certification Program (PACP) Certification within 1 year required.
- Ability to understand logic associated with programmable logic controllers.
- Ability to comprehend and carry out written, oral, and diagrammatic instructions.
- Ability to understand relevant physical and electrical principles.
- Demonstrated knowledge of industry methods, materials, and tools.
- Ability to gain and demonstrate proficiency and knowledge of and technical skill to perform preventative, predictive and corrective maintenance on electromechanical pumps, motors, hydraulic and pneumatic systems and instrumentation within 2 years.
- Ability to learn City budgeting and procurement requirements, and make annual budget recommendations for collection and pumping systems to the Director of Wastewater.
- Ability to work independently.
- Planning and organizational skills including the ability to plan and execute a schedule for

short and long term projects.

- Ability to develop and maintain accurate maintenance records systems.
- Ability to develop and maintain policies and standard operating procedures.
- Ability to plan, organize, assign, supervise and inspect the work of subordinates.
- Ability to train, coach, evaluate and discipline staff.
- Ability to read, interpret, and follow technical manuals, blueprints, and diagrammatic drawings.
- Ability to formulate and follow written procedures and ensure conformance to City and department policies and procedures, state and federal regulations and contractual agreements.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to establish and maintain effective working relationships with staff, City officials and citizens.
- Ability to work in confined spaces.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to perform data collection processes and develop and generate the proper reports.
- Experience with computers in a Windows based environment required, including Outlook Email, Word and Excel programs and computerized maintenance management systems.
- Ability to enforce safety regulations and standards.
- Exposure to toxic chemicals, bacteria and noxious odors.
- Ability to work outdoors and in all weather conditions.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|---|---|---|
| ☒ seeing | ☒ ability to move distances | ☒ lifting (specify) |
| ☒ color perception | within and between | 50-75 pounds |
| (red, green, amber) | warehouses/offices | ☒ carrying (specify) |
| ☒ hearing/listening | ☒ climbing | 50-75 pounds |
| ☒ clear speech | ☒ ability to mount and | ☒ driving (local/over |

Collection Systems Maintenance Manager

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- | | | |
|---|---|--|
| ☒ touching | dismount forklift/truck | the road) |
| ☒ dexterity | ☒ pushing/pulling | |
| ☒ hand | | |
| ☒ finger | | |
| ☐ reading - basic | ☐ math skills - basic | ☒ analysis/comprehension |
| ☒ reading – complex | ☒ math skills - complex | ☒ judgment/decision |
| ☐ writing - basic | ☐ clerical | making |
| ☒ writing - complex | | |
| ☒ shift work | ☒ outside | ☒ pressurized equipment |
| ☒ works alone | ☒ extreme heat | ☒ moving objects |
| ☒ works with others | ☒ extreme cold | ☒ high places |
| ☒ verbal contact w/others | ☒ noise | ☒ fumes/odors |
| ☒ face-to-face contact | ☒ mechanical equipment | ☒ hazardous materials |
| ☒ inside | ☒ electrical equipment | ☒ dirt/dust |

Supervision:

Directly Supervises: 5

Indirectly Supervises: 0-2

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created June 2024.

City of Burlington Job Description

Position Title: Senior Collection System Operator

Department: Department of Public Works - Wastewater

Reports to: Collection System Maintenance Manager

Pay Grade: 17

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

Under the direction of the Collection System Maintenance Manager, this position is responsible for leading the preventative and corrective maintenance of the wastewater, combined sewer and stormwater collection systems including sewer mains, manholes, catch basins and stormwater treatment systems and, in collaboration with the Lead Pump Station Operator, leading the operation and maintenance of pump stations. In addition, this position schedules the work of the Wastewater Collection System and Pump Station Operators.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Performs all job functions of a Collection System Operator II.
- Schedules and oversees the completion of daily shift activities of the Collection System Operators for the operation and maintenance of the gravity collection system and, in collaboration with the Lead Pump Station Operator, the operation and maintenance of the pump stations.
- Leads the capture and entry of all work effort data into applicable tracking systems such as computerized maintenance management systems (CMMS), daily operating sheets, preventative maintenance logs, and inspection logs.
- Leads the proper preventive maintenance on the collection system including restoring pipe capacity by removing debris, sand, and grease from the sewer, combined and stormwater collection systems.
- Leads the preventative maintenance on stormwater management practices including but not limited to: pervious pavement systems, infiltration systems, sedimentation and storage tanks.
- Leads the corrective maintenance on the collection system including removing sewer main blockages that are impeding service.
- Coordinates the scheduling of the vectors for hydro-excavation needs as required by other Public Works teams.
- Leads the accurate record keeping of sewer and storm line, catch basins manhole and

stormwater treatment system cleanings and state of existing problems within the collection system infrastructure, including pump station, maintenance, inspection and monitoring.

- Leads the safe operation, inspection and maintenance of a variety of all collection system maintenance equipment (including but not limited to: high velocity cleaner and vacuum truck, sewage tanker truck, closed circuit television monitoring equipment, stormwater pervious paver vacuum).
- Leads participation in all required safety training and maintain required current certification and carry out duties in a safe manner.
- Coordinates the remediation of sewer spills to the ground surface or to the stormwater collections system (in collaboration with the Stormwater Program staff).
- Collaborates with the Senior Operators of the Wastewater Treatment Plants (WWTPs) to schedule workgroup members for sludge hauling, vactoring and general plant maintenance work (tank cleaning, painting, grounds maintenance) at the WWTPs.
- Reviews and provides initial after action follow up and documentation review on reactive maintenance such as service calls.
- Interacts and communicates with members of the general public.
- Brief Collection System Operators, Pump Station Operators and Plant Operators on any problems or special situations which affect operation of plant or pump stations.
- Coordinates and schedules work with other workgroups including within Water Resources and other DPW Workgroups such as Street and Equipment Maintenance including water and wastewater plant maintenance, street sweeping, snow removal and office based review of collection system inspection data.
- Schedule and organize with contractors when needed for outside support, trouble shooting, repairs and installs.
- Maintain parts and supplies; order parts, stock and inventory.
- Schedules and oversee the inspection and maintenance of the combined sewer diversion manholes and CSO overflow manholes in collection system including flow monitoring alarm systems.
- Provide input to consultants, engineers and contractors on all projects related to the Collection System, including pump stations.
- Follow written safety compliance procedures including but not limited to: Lockout/Tagout and Permit Confined Spaces.
- Oversee work performed by contractors on the mechanical or electrical systems.
- Attend training programs to keep skills and knowledge current with improvements and changes in collection system and pump station equipment.
- May be required to work unusual shifts as needed.
- May perform minor carpentry, plumbing, cement work and electrical work as needed for collections systems needs.
- May be required to work under adverse conditions.
- Performs snow removal as required for the DPW-Street Maintenance Division.
- On-Call Coverage as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required.
- Commercial Driver's License Class B required at time of application. Tanker endorsement required within 90 days.
- Minimum of 3 years of experience with gravity collection system maintenance with minimum of 1 year of experience with pump station maintenance required.
- Demonstrated proficiency and knowledge of the operation and routine maintenance of the sewer vacuor, tanker truck and pervious pavement vacuum required.
- Demonstrated proficiency and knowledge of the practices and techniques relating to the routine maintenance of the wastewater and stormwater gravity collection system required.
- Demonstrated proficiency and knowledge of the basic operation and routine maintenance of sewer pump stations required. Ability to demonstrate intermediate proficiency and knowledge within 6 months.
- Obtain Collection System Certification Grade 1 within 1 year. Ability to pass higher grade Collection Systems Certification up to grade 4 preferred.
- Completion of OSHA 10 required within 6 months. Completion of OSHA 30 within 2 years required.
- Ability to obtain Pipeline Assessment Certification Program (PACP) Certification within 18 months.
- Experience with computerized maintenance management systems preferred.
- Ability to lead small teams.
- Ability to maintain and evaluate simple records and interpret blueprints and electrical diagrams.
- Ability to comprehend and carry out written, oral and diagrammatic instructions.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to operate varied equipment such as test equipment, computers, welders, torches, drill press and grinders, etc, required.
- Respond to emergencies on weekends/evenings required.
- Demonstrated ability to perform physical aspects of position including ability to climb ladders in and out of manholes, wet/dry pump stations and trench excavations.
- Ability to select and assign staff to tasks, inspect the work of staff, and to train motivate and coach staff.
- Ability to maintain effective work relationships with other staff members
- Ability to comprehend and carry out written, oral and diagrammatic instructions
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to work with computers in a Windows based environment required, including Outlook, Word and Excel programs and computerized maintenance management systems.
- Ability to enforce safety regulations and standards, including confined space entry, lock

out/tag out and traffic control plans.

- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work weekdays as regular schedule with overtime as needed.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (60 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (specify 60 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __3-5__

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Senior Collections System Operator
Page 5 of 5

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created June 2024.

City of Burlington Job Description

Position Title: Collection System Operator I

Department: Department of Public Works - Wastewater

Reports to: Collection System Manager

Pay Grade: 15

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: Under general supervision of the Collection System Maintenance Manager, performs basic operations and maintenance of the City's pump stations and combined, sewer and stormwater collection systems including sewer mains, manholes and catch basins and stormwater treatment systems.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Completes daily work schedule as directed by Senior Collection System Operator including preparation of required equipment including but not limited to hoses, pipes, tools, materials and traffic control supplies necessary to safely complete the tasks according to schedule.
- Performs preventive maintenance on the collection system including restoring pipe capacity by removing debris, sand, and grease from the sewer, combined and stormwater systems, manholes and catch basins.
- Performs preventative maintenance on stormwater treatment practices including but not limited to: pervious pavement systems, infiltration systems, sedimentation and storage tanks.
- Performs corrective maintenance on the collection system including removing sewer main blockages that are impeding service.
- As required by other Public Works teams, performs hydro-excavation.
- Safely operates sewer cleaning and hauling equipment such as but not limited to: high velocity cleaner and vacuum truck and sewage tanker.
- Assists with collection system pipe inspections using roving camera, pole camera and push camera.
- Keeps records of sewer and storm line, catch basins and manhole cleanings and condition assessments using Computerized Maintenance Management System (CMMS) and communicates problems within the collection system infrastructure to the Senior Collection Systems Operator and Collection Systems Maintenance Manager.
- Assists with daily inspections of sewer pump stations and performs routine preventative maintenance and repairs to wastewater pump stations and equipment.

- **Assists** with minor carpentry, plumbing, cement work and electrical work as needed for collections system needs.
- Maintains a variety of all collection system maintenance equipment in good working order, including cleaning, greasing and regular inspections of equipment.
- Assists with general plant maintenance work, such as sweeping, cleaning, sanding, painting, and grounds maintenance as secondary duty.
- Participate in all required safety training and maintain required current certification and carry out duties in a safe manner.
- Performs reactive maintenance such as service calls related to blockages in the sewer mains and pump station blockages.
- As directed, posts public notices of combined sewer or sewer discharges at recreational water access points.
- Assists in remediation of sewer spills to the ground surface or to the stormwater collections system.
- Inspects and performs maintenance on the combined sewer diversion manholes and CSO manholes in the collection system including flow monitoring and alarm systems.
- Interacts and communicates with members of the general public.
- Responds to emergency or after hour calls as needed.
- Will be required to be on call and able to participate in standby rotations when necessary as assigned including nights, weekends and holidays.
- Performs snow removal as required for the DPW-Street Maintenance Division.
- May be required to work unusual shifts as needed.
- May be required to work under adverse conditions.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- One (1) year of experience in an outdoors maintenance setting required. One (1) year of experience with gravity collection system maintenance or pump station maintenance preferred.
- Commercial Driver's License Class B at the time of application is required. Must obtain a CDL Class B with tanker endorsement license within 90 days.
- Ability to gain and demonstrate proficiency and knowledge of the operation and routine maintenance of the sewer vacor, tanker truck and pervious pavement vacuum within 6 months.
- Ability to gain and demonstrate proficiency and knowledge of the practices and techniques relating to the routine maintenance of the wastewater and stormwater gravity collection system within 6 months.
- Ability to gain and demonstrate proficiency in reading blueprints, use GIS maps and CMMS systems within 6 months.
- Ability to demonstrate proficiency and knowledge of the operation and routine maintenance of sewer pump stations required within 1 year.

- Ability to pass the NEWEA Grade 1 Collection System Operator Certification within 2 years.
- Demonstrated working knowledge of the internal works of plumbing and fixtures with residential and commercial properties preferred.
- Must be able to operate various hand held tools, including but not limited to: jack hammer, pick and shovel.
- Demonstrated ability to perform physical aspects of position including ability to climb ladders in and out of manholes, wet/dry pump stations and trench excavations.
- Ability to implement traffic control plans.
- Able to work independently or within group as needed.
- Ability to work in confined spaces required.
- Ability to work in all weather conditions required.
- Ability to safely operate snow plows and other snow removal equipment as required during and after snowstorms.
- Work on nights, holidays and weekends may be required.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must be able to work effectively and in a professional manner with crew members and leaders, other divisions and the general public.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (60 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (specify 60 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift

x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __0__

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

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Created June 2024

City of Burlington Job Description

Position Title: Collection System Operator II

Department: Department of Public Works - Wastewater

Reports to: Collection System Maintenance Manager

Pay Grade: 16

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: Under general supervision of the Collection System Manager, performs **intermediate** operations and maintenance of the City's pump stations and combined, sewer and stormwater collection systems including sewer mains, manholes and catch basins and stormwater treatment systems.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Completes daily work schedule as directed by Senior Collection System Operator including preparation of required equipment including but not limited to hoses, pipes, tools, materials and traffic control supplies necessary to safely complete the tasks according to schedule.
- Performs preventive maintenance on the collection system including restoring pipe capacity by removing debris, sand, and grease from the sewer, combined and stormwater systems, manholes and catch basins.
- Performs preventative maintenance on stormwater treatment practices including but not limited to: pervious pavement systems, infiltration systems, sedimentation and storage tanks.
- Performs corrective maintenance on the collection system including removing sewer main blockages that are impeding service.
- As required by other Public Works teams, performs hydro-excavation.
- Safely operates sewer cleaning, hauling and **inspection equipment** such as but not limited to: high velocity cleaner and vacuum truck, sewage tanker truck and **closed circuit television monitoring equipment**.
- Perform collection system pipe inspections using roving camera, pole camera and push camera. **Reviews collections system inspection data to assign condition ratings to collection system infrastructure.**
- Keeps records of sewer and storm line, catch basins and manhole cleanings and condition assessments using Computerized Maintenance Management System (CMMS) and communicate existing problems within the collection system infrastructure to the Senior Collection Systems Operator and Collection Systems Maintenance Manager.

- Conducts daily inspections of sewer pump stations and performs routine preventative maintenance and repairs to wastewater pump stations and equipment and records data in the CMMS; communicates problems with the pump station systems to the Senior Collection System Operator and the Collection Systems Maintenance Manager.
- May undertake minor carpentry, plumbing, cement work and electrical work as needed for collections system needs.
- Maintains a variety of collection system equipment in good working order, including cleaning, greasing and inspecting of equipment, Assists with general plant maintenance work, such as sweeping, cleaning, sanding, painting, and grounds maintenance as secondary duty.
- Participate in all required safety training and maintain required current certification and carry out duties in a safe manner.
- Performs reactive maintenance such as service calls related to blockages in the sewer mains and pump station alarms.
- Performs remediation of sewer spills to the ground surface or to the stormwater collections system.
- Inspects and performs maintenance on the combined sewer diversion manholes and CSO manholes in the collection system including flow monitoring and alarm systems.
- Interacts and communicates with members of the general public.
- Assist with training new Collection systems operators.
- Responds to emergency or after hour calls as needed.
- Will be required to be on call and able to participate in standby rotations when necessary as assigned including nights, weekends and holidays.
- Performs snow removal as required for the DPW-Street Maintenance Division.
- May be required to work unusual shifts as needed.
- May be required to work under adverse conditions.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- 1 year of experience in collection system maintenance required.
- Commercial Driver's License Class B with tanker endorsement is required.
- NEWEA Grade 1 Collection Systems Certification passing grade is required.
- Ability to pass higher grade Collection Systems Certification up to Grade 2 preferred.
- Completion of OSHA 10 required.
- Able to demonstrate proficiency and knowledge of the operation and routine maintenance of the sewer vectors, tanker truck and pervious pavement vacuum required.
- Able to demonstrate proficiency and knowledge of the practices and techniques relating to the routine maintenance of the wastewater and stormwater gravity collection system required.
- Able to demonstrate proficiency and knowledge of the operation and routine maintenance of sewer pump stations required.

- Able to demonstrate proficiency in reading blueprints, using GIS maps and CMMS systems required.
- Ability to obtain Pipeline Assessment Certification Program (PACP) Certification within 18 months.
- Demonstrated working knowledge of the internal works of plumbing and fixtures in residential and commercial properties preferred.
- Thorough knowledge of the safety standards, practices, and procedures relating to the operation of the sewer vacuum truck and the maintenance of the wastewater and stormwater collection system.
- Must be able to operate various hand held tools, including but not limited to: jack hammer, pick and shovel.
- Demonstrated ability to perform physical aspects of position including ability to climb ladders in and out of manholes, wet/dry pump stations and trench excavations.
- Able to work independently or within group as needed.
- Ability to develop and implement traffic control plans.
- Ability to work in confined spaces required.
- Ability to work in all weather conditions required.
- Ability to safely operate snow plows and other snow removal equipment as required during and after snowstorms.
- Work on nights, holidays and weekends may be required.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must be able to work effectively and in a professional manner with crew members and leaders, other divisions and the general public.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position

x	seeing	x	ability to move distances within warehouses and offices
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x	color perception (red, green, amber)	x	lifting (60 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (specify 60 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: ___0___

Indirectly Supervises: ___0___

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

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City of Burlington Job Description

Position Title: Lead Pump Station Operator

Department: Department of Public Works

Reports to: Collection System Maintenance Manager

Pay Grade: 18

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for advanced operations and preventative and corrective maintenance on 25 pump stations, including, but not limited to pump rebuilding, motor maintenance, lubrication, use of inspection equipment and cleaning. In addition, this position is responsible for performing the duties of a wastewater plant operator at East and North Plant.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Performs the duties of a Plant Operator I at East and North Plants as needed.
- Leads the operation of and preventative and corrective maintenance on the City’s pump stations, including, but not limited to pump rebuilding, motor maintenance, lubrication, use of inspection equipment and cleaning.
- In collaboration with the Senior Collection System Operator, schedules and oversees the completion of daily shift activities of the Collection Systems Operators for pump stations.
- Ensure capture and entry of data into applicable tracking systems such as computerized maintenance management systems (CMMS), daily operating sheets, preventative maintenance logs, and inspection logs.
- Check and maintain pump stations and wetwells, including but not limited to, inspect tanks and record readings, inspect pumps, piping, buildings, grounds, and uninterrupted power supply and make repairs.
- Operate, maintain, troubleshoot and minor corrective maintenance of instrumentation, including but not limited to: repair or replace all electronic and mechanical instruments used in, monitoring flows, starting and stopping pumps, set alarm points, calibrate transmitters, receivers and recorders, etc.
- Operate, maintain, troubleshoot and minor corrective maintenance of all rotating equipment, including but not limited to: electric-driven pumps, diesel pumps, generators, vacuum pumps, blowers, and air compressors.
- Operate, maintain, troubleshoot and minor corrective maintenance of electrical equipment, including but not limited to: motors, VFDs, PLCs, process instrumentation, telemetry equipment, lighting and security cameras.

- Trains Collection System Operators on Pump Station operation and maintenance.
- Schedule and organize with contractors when needed for outside support, trouble shooting and installs.
- Schedule equipment runs; record elapsed time reading and schedule pumps, blowers, and chemical feed pumps for even time distribution and maintenance.
- Maintain parts and supplies; order parts, stock and inventory.
- Develop and implement preventative maintenance program for all pump station equipment.
- Brief Plant Operators on any problems or special situations which affect operation of plant or pump stations.
- In collaboration with supervisor, oversee and maintain remote alarming at CSO locations.
- In collaboration with supervisor, inspect and maintain original CSO overflow manholes in collection system.
- Provide technical expertise to consultants, engineers and contractors on large scale pump station upgrades, changes and new systems.
- Schedule factory representatives' visits; schedule systems and special projects to be worked on or experimented with in conjunction with factory service personnel.
- Schedule contractor work on small upgrades, trouble shooting and repairs
- Follow written safety compliance procedures including but not limited to: Lockout/Tagout and Permit Confined Spaces.
- Oversee work performed by contractors on the mechanical or electrical systems.
- Attend training programs to keep skills and knowledge current with improvements and changes in plant equipment.
- On-Call and Shift Coverage as required, including for collection systems, pump stations and North and East wastewater plants.
- May be required to perform snow removal for the DPW Street Maintenance Division.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required.
- Eight (8) years of pump station and wastewater treatment plant experience.
- A Grade 2 Vermont State operator license required. Higher grade certifications are strongly encouraged.
- Completion of OSHA 10 required within 6 months.
- Previous experience with programmable logic controllers (PLCs) and variable frequency drives (VFDs) preferred.
- Able to use demonstrate proficiency in reading blueprints, use GIS maps and CMMS systems.
- Commercial Driver's License Class B with tanker endorsement at the time of application is required.
- Journeyman electrician license preferred.
- Demonstrated ability to perform electrical and mechanical maintenance. Ability to

troubleshoot and pump station mechanical and electrical problems.

- Ability to maintain and evaluate simple records and interpret blueprints and electrical diagrams.
- Ability to comprehend and carry out written, oral and diagrammatic instructions.
- Ability to assume basic Wastewater Plant Operator duties required.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to operate varied equipment such as test equipment, computers, welders, torches, drill press and grinders, etc, required.
- Respond to emergencies on weekends/evenings required.
- Demonstrated ability to perform physical aspects of position.
- Ability to maintain effective work relationships with other staff members
- Ability to comprehend and carry out written, oral and diagrammatic instructions
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Satisfactory completion of training course in mechanical/electrical maintenance fields required.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work weekdays as regular schedule with overtime as needed; ability to work nights and weekends and be on-call.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (60 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (specify 60 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors

x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __1-40__

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created November 2015. Updated April 2022

City of Burlington Job Description

Position Title: Pump Station Operator

Department: Department of Public Works - Wastewater

Reports to: Collection System Maintenance Manager

Pay Grade: 17

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: Under general supervision of the Collection System Manager, performs **intermediate** operations and maintenance of the wastewater, combined sewer and stormwater collections systems including pump stations, sewer mains, manholes, catch basins and stormwater treatment systems. **In addition, this position is responsible for performing the duties of a wastewater plant operator at East and North Plant.**

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- **Performs the duties of a Plant Operator I at East and North Plants as needed**
- Completes daily work schedule as directed by Senior Collection System Operator including preparation of required equipment including but not limited to hoses, pipes, tools, materials and traffic control supplies necessary to safely complete the tasks according to schedule.
- Performs preventive maintenance on the collection system including restoring pipe capacity by removing debris, sand, and grease from the sewer, combined and stormwater systems, manholes and catch basins.
- Performs preventative maintenance on stormwater treatment practices including but not limited to: pervious pavement systems, infiltration systems, sedimentation and storage tanks.
- Performs corrective maintenance on the collection system including removing sewer main blockages that are impeding service.
- As required by other Public Works teams, performs hydro-excavation.
- Safely operates sewer cleaning, hauling and inspection equipment such as but not limited to: high velocity cleaner and vacuum truck, sewage tanker truck and closed circuit television monitoring equipment.
- Perform collection system pipe inspections using roving camera, pole camera and push camera. Reviews collections system inspection data to assign condition ratings to collection system infrastructure.
- Keeps records of sewer and storm line, catch basins and manhole cleanings and condition

assessments using Computerized Maintenance Management System (CMMS) and communicate existing problems within the collection system infrastructure to the Senior Collection Systems Operator and Collection Systems Maintenance Manager.

- Conducts daily inspections of sewer pump stations and performs routine preventative maintenance and repairs to wastewater pump stations and equipment and records data in the CMMS; communicates problems with the pump station systems to the Senior Collection System Operator and the Collection Systems Maintenance Manager.
- May undertake minor carpentry, plumbing, cement work and electrical work as needed for collections system needs.
- Maintains a variety of collection system equipment in good working order, including cleaning, greasing and inspecting of equipment, Assists with general plant maintenance work, such as sweeping, cleaning, sanding, painting, and grounds maintenance as secondary duty.
- Participate in all required safety training and maintain required current certification and carry out duties in a safe manner.
- Performs reactive maintenance such as service calls related to blockages in the sewer mains and pump station alarms.
- Performs remediation of sewer spills to the ground surface or to the stormwater collections system.
- Inspects and performs maintenance on the combined sewer diversion manholes and CSO manholes in the collection system including flow monitoring and alarm systems.
- Interacts and communicates with members of the general public.
- Assist with training new Collection systems operators on pump stations.
- Responds to emergency or after hour calls as needed.
- On-Call and Shift Coverage as required, including for collection systems, pump stations and North and East wastewater plants.
- Performs snow removal as required for the DPW-Street Maintenance Division.
- May be required to work unusual shifts as needed.
- May be required to work under adverse conditions.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- 3 year of experience in pump station maintenance and basic wastewater treatment plant operations required.
- Grade 2 Vermont State Operator License required.
- Commercial Driver's License Class B with tanker endorsement is required.
- NEWEA Grade 1 Collection Systems Certification passing grade within 1 year is required.
- Ability to pass higher grade Collection Systems Certification up to Grade 2 is encouraged.
- Completion of OSHA 10 required within 6 months.

- Able to demonstrate proficiency and knowledge of the operation and routine maintenance of sewer pump stations required.
- Able to demonstrate proficiency and knowledge of the operation and routine maintenance of the sewer vacuums, tanker truck and pervious pavement vacuum required within 6 months.
- Able to demonstrate proficiency and knowledge of the practices and techniques relating to the routine maintenance of the wastewater and stormwater gravity collection system required with 6 months.
- Able to demonstrate proficiency in reading blueprints, using GIS maps and CMMS systems required within 6 months.
- Ability to obtain Pipeline Assessment Certification Program (PACP) Certification within 18 months.
- Demonstrated working knowledge of the internal works of plumbing and fixtures in residential and commercial properties preferred.
- Thorough knowledge of the safety standards, practices, and procedures relating to the operation of the sewer vacuum truck and the maintenance of the wastewater and stormwater collection system.
- Must be able to operate various hand held tools, including but not limited to: jack hammer, pick and shovel.
- Demonstrated ability to perform physical aspects of position including ability to climb ladders in and out of manholes, wet/dry pump stations and trench excavations.
- Able to work independently or within group as needed.
- Ability to develop and implement traffic control plans.
- Ability to work in confined spaces required.
- Ability to work in all weather conditions required.
- Ability to safely operate snow plows and other snow removal equipment as required during and after snowstorms.
- Work on nights, holidays and weekends may be required.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Must be able to work effectively and in a professional manner with crew members and leaders, other divisions and the general public.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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x	seeing	x	ability to move distances within warehouses and offices
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x	hearing/listening	x	carrying (specify 60 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
x	math skills – basic	x	moving objects
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __0__

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

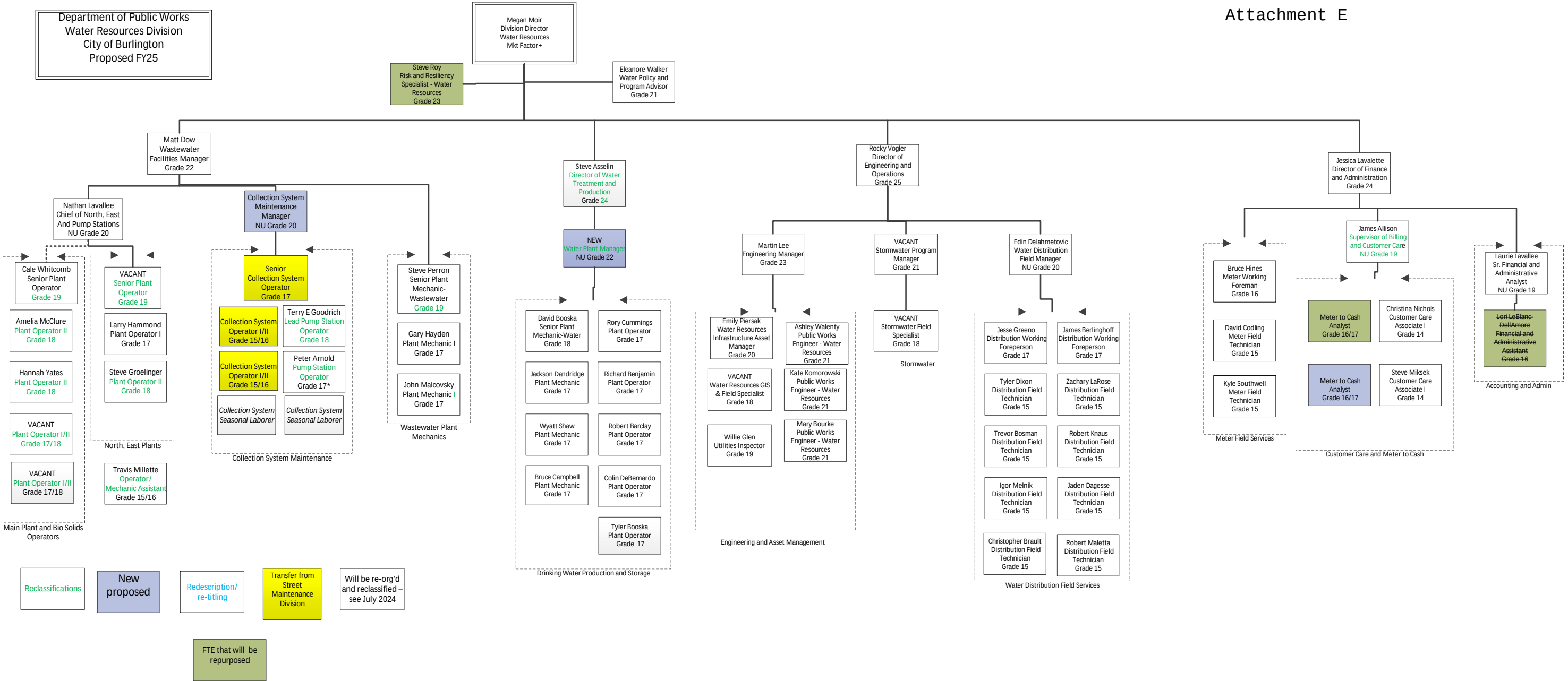
Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Pump Station Operator
Page 5 of 5

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions

Created June 2024



Board of Finance and City Council Submission Checklist

Department: DPW – Water Resources Submitter: Megan Moir and Matt Dow

Title/Subject: Water Resources Wastewater Personnel Reorganization - Various

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/11/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	6/13/2024	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	Choose an item.	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/11/2024	Erik Ramakrishnan and Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/11/2024	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	6/11/2024	Tony Berry
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?	No	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?	N/A	Click or tap here to enter text.

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*



Annual Report of the Burlington Conservation Board

Fiscal Year 2023: June 30, 2022 – July 1, 2023

The Burlington Conservation Board (BCB) acts as the primary entity within the City for comprehensive environmental planning and review. Conservation Board members provide volunteer services in their areas of environmental expertise, which include wetland biology, engineering, water quality, stormwater management, land conservation and management, and the law. The Board provides thoughtful comment and guidance on all major impact development projects and on those affecting significant natural areas. The Board also conducts field observations when appropriate. We strive to develop and sustain effective communication with the Planning Commission, Development Review Board, and other City departments. The BCB has partnered with the Department of Parks and Recreation on open space management and planning through the Conservation Legacy Program. The BCB has also worked with personnel from the Department of Public Works on stormwater management matters in the city. The work of the Conservation Board relies upon the support of the Department of Permitting & Inspections, which provides staffing, development review coordination, and planning expertise crucial to Board function.

Board membership stayed largely unchanged in FY '23. Only one member, Lina Swislocki, stepped down. New member Leslie Spencer has joined the board.

In recent years, the Board has focused more on open space planning, policy, and development review and less on implementation of Chapter 26: Wastewater, Stormwater, & Pollution Control. Some of our achievements during the last year are described below.

FOCUS AREAS:

1) DEVELOPMENT REVIEW

The BCB reviewed 6 projects this year as opposed to 5 last year. As is typically the case, the scope and complexity of projects varied substantially. In FY 2023, the BCB evaluated the following development proposals and gave advice and specific recommendations to the Development Review Board, Department of Permitting & Inspections, and the Department of Public Works:

- **136 Sunset Cliff Rd** Tree cutting within riparian & littoral conservation zone
- **505 Lake St** Waterfront improvements for Community Sailing Center
- **52 Institute Rd** Construction of new high school
- **453 Pine St** Sketch plan review of proposed bathhouse project
- **98 Sunset Cliff Rd** Demolition of residence and seawall reconstruction
- **1093 North Ave** Construction of new Leddy Park pause place

In review of these projects, the BCB made recommendations pertaining to stormwater management and maintenance and to the minimization of lakeshore buffer impacts.

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

2) POLICY

The Board engaged with several community stakeholders on policy considerations throughout the year. Deer management in the Intervale has been an ongoing topic of consideration and has even included an analysis of deer density and management alternatives conducted by UVM natural resource seniors. The Board has weighed in on potential naturalization of lakeshore within the Urban Reserve and has discussed conservation education strategies within the community. The Board held a retreat at the end of FY '23 and identified several policy priorities including comprehensively updating the Open Space Plan, establishing guidelines for native species in landscaping, and establishing a nature-based climate solutions grant program.

3) OPEN SPACE PLANNING

The signature open space planning achievement of FY '23 was the formulation and launch of a local grant program to help support the implementation of strategies identified in the Open Space Climate Addendum. Since its inception, the Conservation Legacy Fund has provided monies for conservation stewardship and land acquisition. Over this past year, the Board worked with Parks, Recreation, & Waterfront, the Parks Commission, and City Council to allocate Legacy Fund monies by way of an annual grant program to help fund local conservation initiatives aligned with the Open Space Climate Addendum.

OTHER ACTIVITIES:

CONNECTIONS

In the course of these activities, the BCB has maintained and developed important connections with other city departments and organizations during the past year, including:

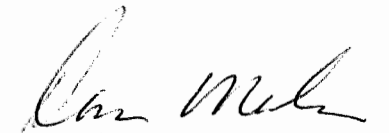
- Development Review Board (review of individual development proposals)
- Parks & Recreation Department (Conservation Legacy Program, land acquisition, open space planning, urban reserve)
- Planning Commission (CDO amendments, Open Space Plan rewrite)
- Long Range Planning Committee (comprehensive planning)
- Department of Public Works (stormwater management)
- Intervale Center
- Trust for Public Land

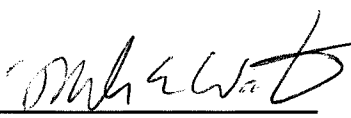
FUTURE PRIORITIES

The Burlington Conservation Board will continue to provide the City and developers with timely review of proposals that have potentially significant environmental impacts. We will continue to work with the DRB on development review issues. Implementation of the strategies identified in the Open Space Climate Addendum will be a top priority. The BCB will also work with Parks & Recreation to rewrite and update the city's Open Space Protection Plan.


Zoe Richards, Chair


Rebecca Roman, Vice Chair


Don Meals

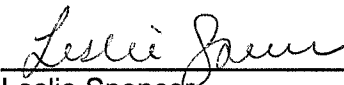

Miles Waite


Hannah Brislin


Kyle Tansley


Ryan Crehan


Carys Connolly


Leslie Spencer



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

Memo

Date: June 17, 2024

To: Board of Finance / City Council

From: Jackie Esperti, Division Director, Parking and Traffic

CC: Chapin Spencer, DPW Director

Subject: Three FY'24 Parking-Related Budget Amendments

Request

The Department of Public Works ("DPW") seeks approval and authorization from the Board of Finance and City Council to execute three FY'24 budget amendments (BAs) for Parking Services (Fund 53) and Parking Facilities (Fund 265) as detailed below.

Background:

The first budget amendment is to cover various year end expenses where they have exceeded budgeted amounts. The second and third budget amendments are to better account for Parkmobile fees. Instead of debiting parking revenue lines to cover the fees, the Clerk Treasurer's Office and DPW want to better itemize these expenses by setting up separate General Ledger accounts specifically for these costs. We have addressed this as well in our FY'25 proposed budget so we shouldn't need to request a similar budget amendment next year.

1) Budget Amendment for \$66,746.75 in Parking Services (see Attachment-1)

The FY'24 Parking Services donation line (G/L ____) allocated \$100,000 to cover Fines For Food donations to Feeding Chittenden in FY'24. This year's campaign that encourages people to pay outstanding parking tickets during the holidays resulted in a donation to Feeding Chittenden of \$33,253.25 (half of the net campaign proceeds). This left a balance of \$66,746.75 in the expense line, which DPW is proposing to reallocate to 6 different GLs to cover various small year-end overages. The 6 GLs include Bank fees, Postage, Paper items, Utilities – cell phones, Salaries, and Contractual services – towing. The total amount of the budget amendment is \$66,699.

2) Budget Amendment for \$61,000 in Parking Facilities (see Attachment-2)

This budget amendment in the amount of \$61,000 is to cover a portion of Parkmobile fees – fees related to off-street parking sessions – in the Parking Facilities Fund (265). This expense is directly offset by user fee revenue posted to GL 265-19-205-000-4380_115. When a payment is paid through the ParkMobile application, there is a user fee of \$0.30 on each transaction over and above the cost of the parking session. Per our contract with Parkmobile, they retain \$0.25 of the user fee and we retain \$.05 to cover a portion of the processing fees. In previous years, all the Parkmobile user fee revenue and expenses were processed through the Traffic Fund (264), but should have been split between Traffic (264) for on-street activity and Parking Facilities (265) for off-street activity. This BA allows DPW and the C/T Office to post the appropriate portion of Parkmobile user fees to Fund 265 and better allocate this expense between the funds in future years.

3) Budget Amendment for \$130,000 in Traffic Fund (see Attachment-3)

This budget amendment in the amount of \$130,000 is to cover a portion of Parkmobile fees – fees related to on-street parking sessions – in the Traffic Fund (264). This expense is offset by on-street parking revenues (GL 264-19-200-450.4380_100). Similar to request #2 above, this is for Parkmobile fees, but for on-street parking which has more transactions, and thus higher fees overall. We are covering these fees through adjustments to three GLs that have financial capacity as we close in on the end of the fiscal year.

Motions:

Board of Finance:

To authorize, and recommend the City Council authorize, the Chief Administrative Officer to implement FY24 budget amendments, in substantial conformance with the following:

- Parking Services budget amendment dated May 31, 2024 in the amount of \$66,699
- Parking Facilities budget amendment dated May 31, 2024 in the amount of \$61,000
- Traffic Fund Budget amendment dated May 28, 2024 in the amount of \$130,000

City Council:

To authorize the Chief Administrative Officer to implement FY24 budget amendments, in substantial conformance with the following:

- Parking Services budget amendment dated May 31, 2024 in the amount of \$66,699
- Parking Facilities budget amendment dated May 31, 2024 in the amount of \$61,000
- Traffic Fund Budget amendment dated May 28, 2024 in the amount of \$130,000

Should you have any questions or concerns regarding this matter, please do not hesitate to reach out to me directly.

Attachments:

1. Parking Service budget amendment
2. Parking Facilities Fund budget amendment
3. Traffic Fund budget amendment

**CITY OF BURLINGTON, VT
BUDGET AMENDMENT REQUEST**

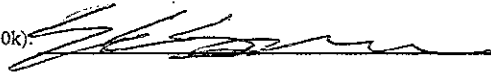
Department: DPW

Requested By: Marc Bilodeau

Date: 5/31/24

Reviewed By: Jackie Esperti

Date: 5/31/24

Dept (up to \$10k): 

Date: 5/31/24

CAO (up to \$25k) (Or Designee): _____

Date: _____

Mayor (\$25k-\$50k): _____

Date: _____

Briefly explain the reason for the amendment:

Need additional funds for Spillane's towing charges

BUDGET AMENDMENT DETAILS

Net Revenues = -

Net Expenses = -

Fund Balance = -

Org Set	GL #	Type	GL Description	Increase/ (Decrease)
	101-19-053 . 6294	E	Donations	(9,900)
	101-19-053 . 6005	E	Postage	(10,000)
	101-19-053 6500_118	E	Professional and Consultatn Svs - Contractual Services	19,900
	101-19-053 7303	E	Regulatory and Bank Fees	10/23/23 31,000
	101-19-053 6211	E	Specialized Equipment	(15,000)
	101-19-053 . 6214	E	Clothing And Uniforms	(2,000)
	101-19-053 . 6294	E	Donations	(14,000)
	101-19-053 . 6294	E	Donations	11/29/23 (10,000)
	101-19-053 . 6005	E	Postage	10,000
	101-19-053 . 6294	E	Donations	1/16/24 (9,299)
	101-19-053 . 6202	E	Printing/Copying/Paper Mgt	9,175
	101-19-053 . 5400_150	E	Employee Benefits - Recognition	124
	101-19-053 . 6294	E	Donations	1/31/24 (3,500)
	101-19-053 . 6400_125	E	Utilities - Telecommunications	3,500
	101-19-053 . 6294	E	Donations	4/16/24 (20,000)
	101-19-053 6500.118	E	Professional and Consultant Svs	(20,000)
	101-19-053 5000.1	E	Salaries and Wages	40,000

Board of Finance and City Council Submission ChecklistDepartment: DPW – Parking and Traffic Submitter: Jackie EspertiTitle/Subject: 3 BAs for Parking and Traffic Division

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/10/2024	Chapin Spencer Approved
Mayor's Office informed and approved memo	Yes	6/11/2024	Joe Magee Approved
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.		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/11/2024	Erik Ramakrishnan Approved
CAO has reviewed budget, financing, and memo	Yes	6/11/2024	Katherine Schad Approved
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?	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?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



To: Board of Finance and City Council

From: Cindi Wight, Director of Parks, Recreation & Waterfront

CC: Orieta Glozheni, Human Resources Manager, Erin Moreau, Waterfront Superintendent

Date: June 17, 2024

Re: Re-classification of one position, the Lead Urban Park Ranger, in the Department of Parks, Recreation and Waterfront

Executive Summary:

Burlington Parks, Recreation & Waterfront ("BPRW") is requesting the reclassification of the Lead Urban Park Ranger.

Background:

The Park Ranger program has been a very helpful addition to the City, providing focused attention to our Burlington parks and beaches. While the program primarily focuses on work directly in the parks, the individuals have supported the Burlington School District City and Lake Program and provided interactions with our summer camps. Over time, the Lead position has grown more complex with necessary regular communications with other city departments and partners, outside of a typical Grade 16 Working Foreperson role. In addition, with the growing focus on unhoused individuals in our parks, the job description needed an overhaul to capture the work more accurately.

When we started the program in May 2022, the Rangers reported to our Waterfront team. Over time it has become evident that it is not the right home for the program as it pulls the Waterfront team away from focused work on growing our significant revenue driven programs. The Ranger program, starting on 6/25/24, will report to the Department Director, who will relocate to Leddy Arena, where our Ranger program sits. The Director will be able to provide day-to-day management of the program during the interim time of discovery with the Mayor's office around Community Safety. The change will provide the Ranger program with on-site support and relocation of the Director for several months to Leddy Arena will provide an opportunity for the Director to interact with the multiple BPRW staff that work from the New North End.



Retro Pay

According to the personnel manual, *“A position may be reclassified to a higher grade only if it is demonstrated that the position will perform additional, significant functions that are not addressed in the current job description and that these new functions require added skills and knowledge such that a higher grade placement is warranted.”* The original job description for the Urban Park Ranger did not fully consider the complexity of working with unhoused individuals as it only had a passing reference to it as part of one bullet. The current Lead Urban Park Ranger requested a review of their job description in August 2023 following the departure of our other ranger. Due to multiple complexities, it has taken us until this time to finalize the updated job description. Recognizing that the original job description did not accurately capture the complexity around homelessness in parks, the personnel manual and HR authorize retro pay back to the hire date. BPRW is able to cover the additional cost with savings from the 2nd Urban Park Ranger vacancy since late August 2023. We will need to make adjustments in the FY25 Ranger budget to cover the additional expense.

Financial Impact:

Position	Current Grade/Step	Current Salary	Proposed Grade	FY24 New Salary
Lead Urban Park Ranger	16/9	\$67,750.38	17/9	\$72,250.50

Motions:

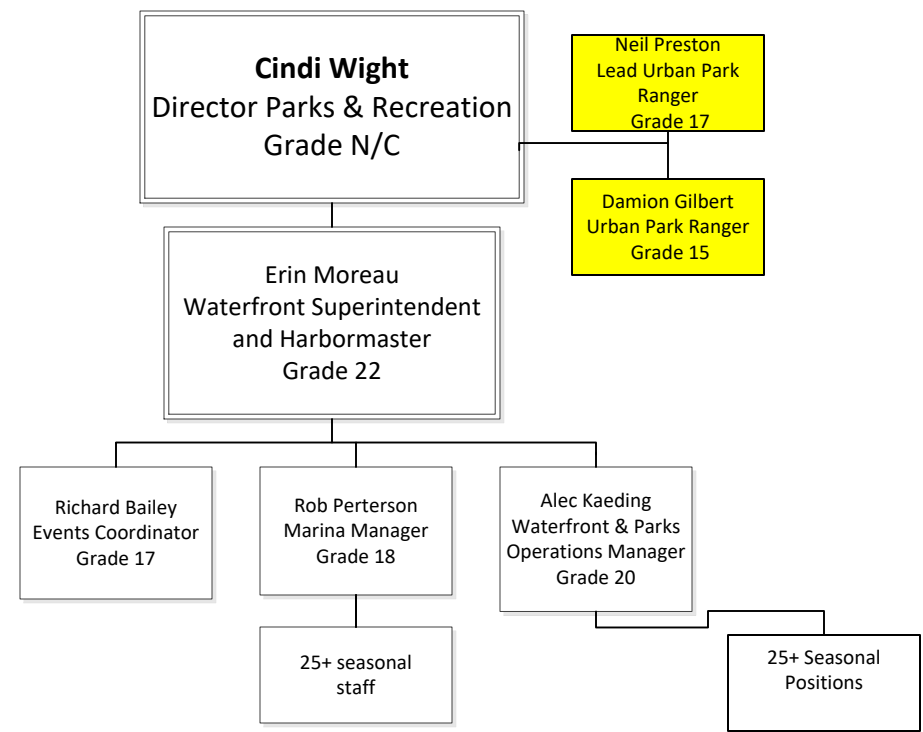
Board of Finance Motion

To approve and recommend that the City Council authorize the reclassification of the Lead Urban Park Ranger, a regular, full-time, non-exempt, AFSCME, Grade 16 position to a regular, full-time, non-exempt, AFSCME, Grade 17 position in the Department of Parks, Recreation & Waterfront, and further authorize back pay in the amount of \$9,196.86 to the incumbent retroactive to May 16, 2022

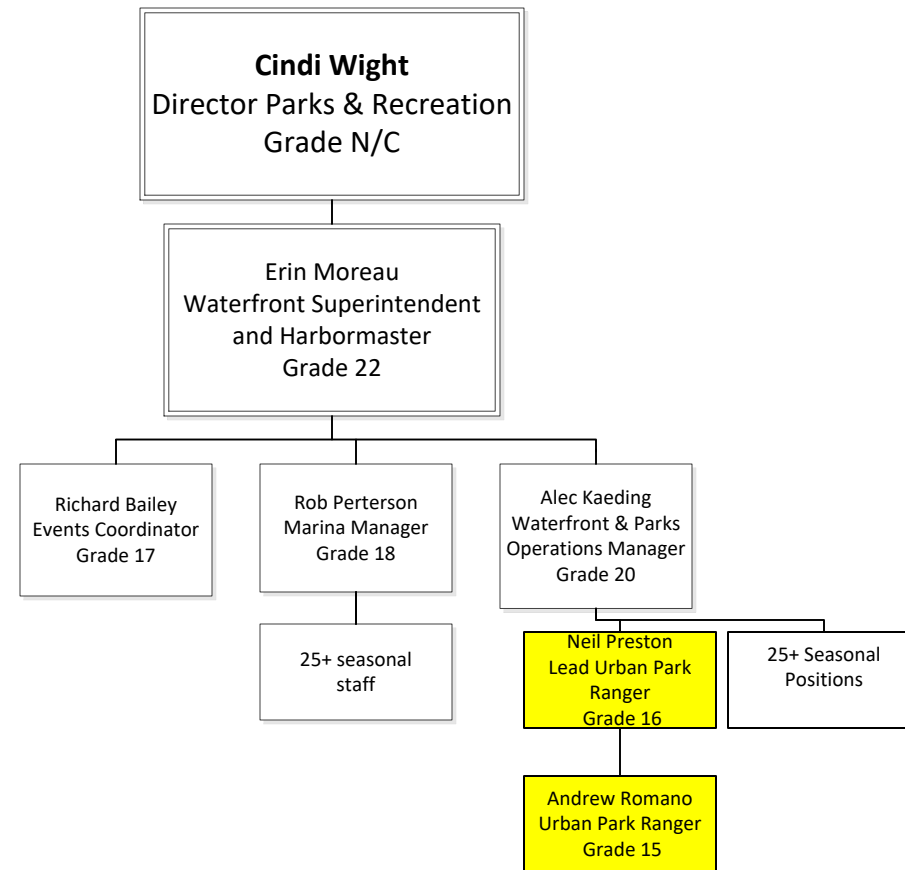
City Council Motion

To approve and authorize the reclassification of the Lead Urban Park Ranger, a regular, full-time, non-exempt, AFSCME, Grade 16 position to a regular, full-time, non-exempt, AFSCME, Grade 17 position in the Department of Parks, Recreation & Waterfront, and further authorize back pay in the amount of \$9,196.86 to the incumbent retroactive to May 16, 2022

BPRW
Waterfront Division
March 2023



BPRW
Waterfront Division
March 2023



City of Burlington Job Description

Position Title: Lead Urban Park Ranger

Department: Burlington Parks, Recreation and Waterfront

Reports to: Director of Parks, Recreation & Waterfront

Pay Grade: 17

Job Code: 1412

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for providing on-site leadership, direction and technical expertise to the Urban Park Ranger program. This position will help the City ensure our parks are welcoming to all Burlington residents and visitors through the increase of education and enforcement of the rules, regulations, and ordinances related to City Parks. Ultimately, through helping all visitors to our park system understand the spaces they are visiting, we can improve the quality of life of all Burlington residents and visitors. This position will function primarily in all of our city parks, natural areas and beaches.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Model proactive park user engagement through education, and if needed, enforcement of Park’s rules and ordinances.
- Evaluates Unhoused Encampment sites in parks and in the event of a full encampment removal in a park helps create mitigation and safety action plans to be supported by involved Departments (BPRW, DPW, BPD, Attorney’
- Provides removal notices to unhoused encampment sites in City parks according to City Policy. Work with management to determine a removal date according to site logistics and partners.
- Coordinate with CSL’s for them to connect the unhoused camped in City parks to available City resources. Coordinate the item removal process of unhoused encampment sites in City Parks by coordinating necessary assets (staff, equipment, other City Depts) and working as one of the onsite laborers to physically remove encampment items.
- Identify and store savable items from unhoused encampments in accordance to City policy. Provide communication to affected parties to retrieve their items.
- Address behavioral disturbances in our Parks spaces. Assess a plan to de-escalate and address the problem. Connect with appropriate resources (BPD, Howard Center, CSL’s) if the situation requires additional resources to mitigate.
- Provide notice of trespass documentation to individuals when necessary.

- Provide assistance, information, & education to visitors in our park and waterfront system
- As available, develop and lead interpretive park, waterfront and cemetery tours for the community.
- As available, engagement of students in schools and summer programs about our parks and waterfront through programs to educate students on our parks and open spaces.
- Conduct routine inspections of grounds, facilities, and recreational areas, including late-night visits to ensure patrons are adhering to the policies and ordinances of the parks.
- Completes required paper work, including but not limited to; Incident Reports, Police reports, crew schedules, first report of accident, log of activities, onsite inspections, etc.
-
- Collect, organize and communicate usage data of persons who are unhoused in our Parks. Disseminate this information, as needed, to members of BPRW, Stakeholders, other City Departments, as well as Burlington social service organizations.
- Leads the Urban Park Ranger work group in daily work assignments and projects.
- Participates in the hiring process s for both subordinate full-time staff, as well as seasonal staff.
- With support from Manager responsible for establishing employee training requirements, ;
 - Implement training and oversee seasonal staff for the Urban Park Ranger program, including the use of electric bicycles, vehicles, workplace safety, evacuation protocols, SDS, first aid, hand tools, materials etc.
- Remove graffiti within park system
 - Pick up and dispose of trash in City parks during routine visits as needed
 - Manage the research, purchase and maintenance of first aid and safety equipment for the Urban Park Rangers, ensure compliance with OSHA and SDS.
- Maintain working records related to Federal, State and local laws, regulations, guidelines and OSHA/VOSHA safety standards. Train seasonal staff on all requirements.
- Respond to inquiries regarding facility and park uses, resolve conflicts that arise between users with competing agendas or needs, convey and enforce seasonal facility rules, etc.
- Maintain a preventative maintenance program on assigned equipment.
 - Position may require the operation of ~~tractors and skid steers~~. heavy equipment, such as tractors and skid steers.
 - Assist with department-wide projects as available
- Supervise staff in accordance with necessary schedules and availability. Develop schedules in coordination with Department staff to maximize coverage as necessary.

- Assist with BPRW staff with projects available.
- Position may require the operation of City vehicles and bicycles in order to conduct City business.
- Assist with opening and closing parks and facilities to ensure operability

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree in Environmental Education, Recreation Management, Social-Work, Restorative Justice/Remediation or similar degree preferred
- At least two years of Park Ranger or working in a Parks Supervision related field preferred
- One year in a supervisory or leadership capacity required
- Experience in conflict resolution, remediation, public service and restorative practices is preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- - Valid driver's license required. . Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business
 - Ability to learn how to operate equipment such as tractors and skid steers
 - Ability to operate a bicycle is required
- Ability to work flexible hours when the position requires to meet the changing demands of activity in the parks. Ability to work nights, weekends and holidays
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
-
- Ability to act as an ambassador of Burlington to ensure the safety and enjoyment of all users in line with the Department's goals and objectives.
- Ability to communicate effectively and professionally both orally and in writing.
- Must be able to have difficult conversations while maintaining compassionate professionalism
- Ability to provide professional and courteous customer service.
- Ability to manage ever-changing situations quickly and reasonably required.

- Must be first aid certified or have the ability to become so within a reasonable amount of time after being hired
- Must be able to work outside in all types of weather

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

seeing		ability to move distances within warehouses and offices
color perception (red, green, amber)		lifting (specify __ pounds)
hearing/listening		carrying (specify __ pounds)
clear speech		climbing
touching		driving
dexterity x hand x finger		ability to mount and dismount forklift
reading – basic		pushing/pulling
reading – complex		shift work
math skills – basic		moving objects
math skills – complex		pressurized equipment
writing – basic		extreme heat
writing – complex		extreme cold
analysis/comprehension		high places
judgment/decision making		noise
clerical		fumes/odors
inside		dirt/dust
outside		hazardous materials
works alone		electrical equipment
works with others		mechanical equipment
face-to-face contact		
verbal contact w/others		

Supervision:

Directly Supervises: 0____ Indirectly Supervises: 1 staff & seasonals _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date: November 2021

City of Burlington Job Description

Position Title: Lead Urban Park Ranger

Department: Burlington Parks, Recreation and Waterfront

Reports to: ~~Waterfront & Parks Operations Manager~~ ~~Waterfront Superintendent~~ ~~Director~~ Director of Parks, Recreation & Waterfront

Pay Grade: ~~16~~ 17

Job Code: 1412

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for providing on-site leadership, direction and technical expertise to the Urban Park Ranger program. ~~This position will build meaningful relationships with our citizens and visitors at our Parks through active engagement, visibility and education.~~ This position will help the City ensure our parks are welcoming to all Burlington residents and visitors through the increase of education ~~of the Burlington's history, as well as and~~ enforcement of the rules, regulations, and ordinances related to City Parks. Ultimately, through helping all visitors to our park system understand the spaces they are visiting, we can improve the quality of life of all

Burlington residents and visitors. This position will ~~be visible and present~~ function primarily in all of our city parks, natural areas and beaches.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Model proactive park user engagement through education, and if needed, enforcement of Park's rules and ordinances.
- Evaluates Unhoused Encampment sites in parks and in the event of a full encampment removal in a park helps create mitigation and safety action plans to be supported by involved Departments (BPRW, DPW, BPD, Attorney' Complete the encampment removal process according to City policy
- Provides removal notices to unhoused encampment sites in City parks according to City Policy. Work with management to determine a removal date according to site logistics and partners. Notice for the removal of tents in parks
- Coordinate with CSL's for them to connect the unhoused camped in City parks to available City resources.
- Manage/Coordinate the item removal process of unhoused encampment sites in City Parks by coordinating necessary assets (staff, equipment, other City Depts) and working as one of the onsite laborers to physically remove encampment items.

- Identify and sStore savable items from unhoused encampments in accordance to City policy. -and Pprovide communication to affected parties a method to retrieve their items. removed from parks.
- Address behavioral disturbances in our Parks spaces. Assess a plan to de-escalate and address the problem. Connect with appropriate resources (BPD, Howard Center, CSL's) if the situation requires additional resources to mitigate.
- Provide notice of trespass documentation to individuals when necessary.;
- Develop relationships with park visitors and users, as well as relevant community service providers to ensure all visitors gain the full benefits of our park system.
- Provide assistance, information, & education to visitors in our park and waterfront system
- As available, Ddevelop and lead interpretive park, waterfront and cemetery tours for the community.
- As available, Engagement-engagement of students in schools and summer programs about our parks and waterfront through programs to educate students on our parks and open spaces.
- Conduct routine inspections of grounds, facilities, and recreational areas, including late-night visits to ensure patrons are adhering to the policies and ordinances of the parks.
- Completes required paper work, including but not limited to; Incident Reports, Police reportsproduction reports, crew schedules, first report of accident, log of activities, onsite inspections, etc.
- Encourage and monitor adherence to ordinances, rules, and regulations, with special attention to unpermitted fires, fireworks, off-leash dogs, alcohol, smoking, camping and noise violations.

- Collect, organize and communicate usage data of persons who are unhoused in our Parks. Disseminate this information, as needed, to~~Work in conjunction with~~ members of BPRW, Stakeholders, and other~~other~~ City Departments, as well as Burlington social service organizations. to assist in the data collection and possible necessary actions of encountering homelessness in our parks and waterfront system~~sof real time issues taking part on park land.~~
- Train, manages, Prepares, coordinates and~~and~~ IL leads the Urban Park Ranger work group in daily work assignments and projects.
- Participates in the hiring process including but not limited to screening, rating, interviewing and recommending applicants for both subordinate full-time staff, as well as seasonal staff.
 - Recruit seasonal staff for the Urban Ranger program. With support from Manager~~Responsible for~~ seasonal establishing employee training requirements, and development; assignment of daily tasks and recommends discipline or termination of seasonal positions to Manager.
- Implement training and supervise~~oversee~~ seasonal staff for the Urban Park Ranger program, including the use of electric bicycles, vehicles, point of sale computer systems, workplace safety, evacuation protocols, SDS, first aid, hand tools, materials etc.

Assist in documenting, monitoring and enforcing laws and ordinances on park and city properties as required, utilizing and prioritizing education and restorative practices over issuance of tickets.

 - Manage a dog license program for BPRW, including renewing licenses, issuing new license and possible alternative license to address our off-leash dog areas.
 - Assist the Campground and Beach Manager with water quality monitoring.

Support graffiti documentation and removal within our park and waterfront system~~Remove graffiti within park system~~

 - Pick up and dispose of trash in City parks during routine visits as needed
 - Manage the research, purchase and maintenance of first aid and safety equipment for the Urban Park Rangers, ensure compliance with OSHA and SDS.

Ensure employee and public safety at all times by implementing crowd control measures and training staff on applicable emergency procedures in accordance with facility compliance and City policies.

 - Maintain working records related to Federal, State and local laws, regulations, guidelines and OSHA/VOSHA safety standards. Train seasonal staff on all requirements.
- Respond to inquiries regarding facility and park uses, resolve conflicts that arise between users with competing agendas or needs, convey and enforce seasonal facility rules, etc.

Assists crewmembers in maintenance and repair work in Parks through coordinating staff activities, reviewing work and providing technical oversight.

 - Position may require the operation of tractors and skid steers. heavy equipment, such as tractors and skid steers.
 - Assist with department-wide projects as available
- Supervise staff in accordance with necessary schedules and availability. Develop schedules in coordination with Department staff to maximize coverage as necessary.

- ~~Participate and assist in coordinating City initiatives or events as required~~Assist with BPRW staff with projects available.
- Position may require the operation of City vehicles ~~and/or personal vehicles and bicycles~~ in order to conduct City business.
- Assist with opening and closing parks and facilities to ensure operability
~~Regularly meet with other City Departments and External Organizations to mutually work towards the goal of safe and engaging parks for our whole community~~

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree in Environmental Education, ~~History or Science~~, Recreation Management, Social-Work, Restorative Justice/Remediation or similar degree ~~required~~preferred
- At least two years of Park Ranger or working in a Parks Supervision related field ~~required~~preferred
- One year in a supervisory or leadership capacity ~~preferred~~required
- Experience in conflict resolution, remediation, public service and restorative practices is preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- ~~Proof of COVID-19 vaccination required, reasonable accommodations will be considered.~~
- ~~Ability to obtain a v~~Valid driver's license- required. within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current
~~state of residence issued license to operate a motor vehicle on public roadways.~~ Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business
 - Ability to learn how to operate equipment such as tractors and skid steers
 - Ability to operate a bicycle is required
- Ability to work flexible hours when the position requires to meet the changing demands of activity in the parks. Ability to work nights, weekends and holidays
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- ~~Ability to work varied shift times, including some late nights and holidays and weekends~~
- Ability to act as an ambassador of Burlington to ensure the safety and enjoyment of all users in line with the Department's goals and objectives.
- Ability to communicate effectively and professionally both orally and in writing.
 - Must be able to have difficult conversations while maintaining compassionate professionalism
- Ability to provide professional and courteous customer service.
- Ability to manage ever-changing situations quickly and reasonably required.
- ~~Ability to work in and around water required.~~

- Must be first aid certified or have the ability to become so within a reasonable amount of time after being hired
- Must be able to work outside in all types of weather

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

seeing		ability to move distances within warehouses and offices
color perception (red, green, amber)		lifting (specify __ pounds)
hearing/listening		carrying (specify __ pounds)
clear speech		climbing
touching		driving
dexterity x hand x finger		ability to mount and dismount forklift
reading – basic		pushing/pulling
reading – complex		shift work
math skills – basic		moving objects
math skills – complex		pressurized equipment
writing – basic		extreme heat
writing – complex		extreme cold
analysis/comprehension		high places
judgment/decision making		noise
clerical		fumes/odors
inside		dirt/dust
outside		hazardous materials
works alone		electrical equipment
works with others		mechanical equipment
face-to-face contact		
verbal contact w/others		

Supervision:

Directly Supervises: 1 FT, 5-7 Seasonal Staff 0

Indirectly Supervises: 1 staff & seasonals

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date: November 2021

Board of Finance and City Council Submission Checklist

Department: BPRW Submitter: Cindi Wight

Title/Subject: Reclassification Lead Urban Park Ranger

	Approval:	Meeting Date:
☒	Board of Finance	6/17/24
☒	City Council	6/24/24
☐	Concurrent	

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	6/7/24	Cindi Wight
Mayor's Office informed and approved memo	Yes	6/13/24	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	N/A	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/11/24	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/13/24	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	6/10/2024	Orieta Glozheni
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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	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?	N/A	Click or tap here to enter text.



MEMO

Date: June 17, 2024

To: Board of Finance and City Council

From: Cindi Wight, Director, Department of Parks, Recreation & Waterfront, Erin Moreau, Waterfront Superintendent

Re: BPRW Budget Neutral Amendments

I. Purpose

The Department of Parks, Recreation and Waterfront (BPRW) seeks approval and authorization to amend the BPRW budget as specified below and in the attached budget amendment forms. These are all budget-neutral changes.

II. Campground Security

In the FY24 budget we included \$53,000 for professional consultant, contracted services, primarily for security and it was determined that the correct budget line for security is professional consultant, security services. The proposed budget amendments approve that change and in addition the additional \$9,010 needed to cover the increased expenses.

The overall cost for security services will be \$59,010 requiring us to not only shift funds from the professional consultant, contracted services line but also to make reductions to other North Beach lines to cover all security expenses. BOF approval is required to transfer more than \$50,000 to a different budget line in a single fiscal year.

III. Attachments

20230719 – Approved \$38,000 BA with first security adjustment (highlighted related lines)

20231215 - Approved \$1,000 BA with second security adjustment (highlighted related lines)

20240314 – Approved \$18,000 BA with third adjustment (highlighted related lines)

20240610 – Final BA of \$2,010 that needs approval. Technically the March BA needed BOF approval, but we did not catch that it was cumulative over \$50,000.

VI. DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To approve and recommend that the City Council approve and authorize the budget neutral adjustments as detailed in the attached budget amendment forms, in furtherance of funding security needs at North Beach, and further authorize the Chief administrative Officer or designee to affect all necessary transfers of funds to carry out such amendments, subject to the final review and approval of the Chief Administrative Officer.

City Council Motion:



To approve and authorize the budget adjustments as detailed in the attached budget neutral amendment forms, in furtherance of funding security needs at North Beach and further authorize the Chief administrative Officer or designee to affect all necessary transfers of funds to carry out such amendments subject to the final review and approval of the Chief Administrative Officer.

Department: BPRW **Requested By:** Rob Peterson **Date:** 7/19/2023

Dept. Head Approval (under 10k) L. W. H. **Date:** 7/20/2023

Chief Admin Officer/Designee (up to \$25k): _____ **Date:** _____

Mayor Approval (\$25k-\$50k): _____ **Date:** _____

Shifting funds within lines of 257 and 258 for the security contract, per the request of Lisa Roach

Net Revenues =	-
Net Expenses =	-
Fund Balance =	-

1 of 1
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Department: BPRW **Requested By:** Alec Kaeding **Date:** 11/29/2023

Chief Admin Officer/Designee (up to \$25k): _____ **Date:** _____

Mayor Approval (\$25k-\$50k): _____ **Date:** _____

Moving Funds to cover security costs at the Campground after numerous break-ins and theft.

Net Revenues =	-
Net Expenses =	-
Fund Balance =	-

1 of 1
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Department: BPRW **Requested By:** Erin Moreau **Date:** 6/6/2024

Mayor Approval (\$25k-\$50k): _____ **Date:** _____

Moving funds from various other accounts to cover professional and contractual security services for the remainder of FY24

Net Revenues =	-
Net Expenses =	-
Fund Balance =	-

1 of 1
Page 197 of 397

Board of Finance and City Council Submission ChecklistDepartment: BPRW Submitter: Cindi WightTitle/Subject: BPRW Budget Amendment

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/7/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	6/13/2024	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	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/11/24	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/13/24	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?	No	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?	N/A	Click or tap here to enter text.

INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401
Phone: (802) 865-7000



TO: City of Burlington Board of Finance & City Council

FROM: Scot Barker, Chief Innovation Officer

DATE: June 17, 2024

RE: Contract Renewal for Continuing Engagement with Managed Security Services Provider

Overview:

In April 2018, the Board of Finance approved the Innovation & Technology Department's selection of a managed security services provider (MSSP) to substantially improve the City's security posture and monitor and maintain additional appropriate security policies and practices. MSSPs monitor an organization's network to identify intrusions or threats, alert an organization to existing and emerging security risks and advise on steps to resolve issues that do arise.

The Board of Finance's 2018 approval followed a Request for Proposals (RFP) process completed under Chief Innovation Officer at the time, Beth Anderson, and granted the City approval for a one-year term. Subsequently, in 2020, the Board of Finance and the City Council approved a two-year renewal not to exceed \$110,000 for this same MSSP to provide those services through FY2022. As dictated by best practice, the identification of this vendor is not being released to the general public in order to ensure the City's network security is not compromised by the public disclosure of detailed information related to the City's cybersecurity protections. Since 2018, the selected (and current) vendor has proven to be of significant value to the City in identifying and supporting the network security practices of the City of Burlington.

Given the ongoing nature of security threats and the growing risks faced by municipalities, and the significant up-front costs (potentially upwards of an additional 50% of the value of the two-year services contract) moving to a new MSSP would incur, the Innovation & Technology Department strongly recommends the continued engagement of the current vendor and respectfully requests that the Board of Finance approve a two-year extension of our engagement with this vendor. The Chief Administrative Officer of the City of Burlington has approved this as a sole source contract.

Board of Finance Motion:

1. To approve and recommend that the City Council authorize the Chief Innovation Officer to execute a two-year contract with a vendor identified through the 2018 RFP Process seeking MSSPs to provide managed security services in an amount up to \$110,000 (paid in two annual installments), subject to contract approval by the City Attorney's Office.

City Council Motion:

2. To approve and authorize the Chief Innovation Officer to execute a two-year contract with a vendor identified through the 2018 RFP Process seeking MSSPs to provide managed security services in an amount up to \$110,000 (paid in two annual installments), subject to contract approval by the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Department: Innovation & Technology Submitter: Scot Barker

Title/Subject: Managed Security Services Provider (MSSP)

	Approval:	Meeting Date:
☒	Board of Finance	06/17/2024
☒	City Council	06/24/2024
☐		

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	Note
Department Head	Yes	5/31/2024	Scot Barker
Mayor's Office informed and approved memo	Yes	6/11/2024	Erin Jacobsen Click or tap here to enter text.
Board/Commission, if required	N/A		Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note			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	06/11/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	06/11/2024	Katherine Schad Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A		Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Yes	5/31/2024	Scot Barker

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	No	Contract to be approved by City Attorney upon receipt. No significant changes to current contract expected.
Additional Materials, if necessary	N/A	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	Scot Barker, CIO Katherine Schad, CAO

INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401

Phone: (802) 865-7000



To: Burlington Board of Finance
Burlington City Council

From: Scot Barker, Chief Innovation Officer
Tim Clancy, Human Resources Manager

Date: June 17, 2024

Subject: Innovation & Technology Position Changes

In light of the growing reliance on digital infrastructure, the City of Burlington must take a proactive and innovative approach to cybersecurity. As cyber threats continue to evolve and as small municipalities such as Burlington are often seen as soft targets relative to other larger organizations (both private and public), it is imperative that the City of Burlington have a dedicated cybersecurity professional working to design and implement new security controls, monitor internal and external cyberthreats, and work to protect the City of Burlington's data and infrastructure from cyber threats. To do this, the Innovation & Technology group is proposing several changes that will better position this group and the City of Burlington to bolster our defenses against cyber threats. In addition, recent management audits at the City of Burlington have placed a much higher importance on cybersecurity which we will start to address with the creation of this position.

The Innovation & Technology (I&T) department respectfully requests that the Board of Finance and City Council approve the following position changes:

1. **Eliminate the IT Project Manager position**, a Regular, Full-time, Exempt, Non-Union, Market Factor position that was recently vacated by retiring City employee Pat Schmitz
2. **Eliminate the open but unfilled Technology Support Specialist position**, a Regular, Full-time, Union, Non-Exempt, market factor position
3. **Create a Cybersecurity Analyst Position**, a Regular, Full-time, Non-Union, Grade 19, Exempt position (see attached job description)

The IT Project Manager position opened after the retirement of the prior incumbent, Pat Schmitz, in April 2024. The Technology Support Position opened in June of 2023 when Danny Bradley left the Burlington area. As we do with all vacant positions, I&T examined critically whether and how to backfill both positions to best support our needs and be competitive to attract and retain talent in the current market. We were able to creatively compensate for the lost productivity of the Technology Support position which allowed us to leave that position unfilled. We expect to be able to creatively and innovatively meet the project manager needs going forward without backfilling the project manager position as well. Therefore, we are requesting that both the IT Project Manager and the Technology Support Specialist be closed, and a Cybersecurity Analyst position be created to focus on cybersecurity needs.

INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

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The financial impact will be net positive, as we will be eliminating two positions and creating only one. This will result in a salary savings of approximately one-half of the combined amount of the two eliminated positions and will eliminate one full benefits package. As a result, the FY25 personnel budget for the Innovation & Technology department will be less than was budgeted in FY24. Future budget impacts will depend on the size and frequency of any cost of living or merit increases that may be granted to the new hire.

Position	Current Grade/Step	FY 24 Salary	Proposed Grade	FY 25 New Salary
IT Project Manager	Market Factor – Step 15	\$104,434/year	n/a	n/a
Technology Support Specialist	Market Factor – Step 5	\$57,687/year	n/a	n/a
Cybersecurity Analyst	n/a	n/a	19	\$73,737 to \$87,680.35/year

As these are vacant or new positions, no current employees will be affected. We have conferred on this position change with the Chief Administrative Officer and Human Resources who support these changes without objection.

We will attend the June 17, 2024 Board of Finance meeting and the June 24, 2024 City Council meeting to answer any questions or provide additional information. The current organizational chart and proposed changes are attached as Appendices A and B, respectively. The position description for the Cybersecurity Analyst is attached as Appendix C.

Board of Finance Motion:

“To approve and recommend that the City Council:

- (1) Eliminate the open but unfilled IT Project Manager position, a Regular, Full-time, Exempt, Non-Union, Market Factor position that was recently vacated by retirement.
- (2) Eliminate the open but unfilled Technology Support Specialist position, a Regular, Full-time, Union, Non-Exempt, market factor position.
- (3) Create a new Cybersecurity Analyst Position, a Regular, Full-time, Non-Union, Grade 19, Exempt position.”

City Council Motion:

“To approve:

- (1) The elimination of an IT Project Manager position, a Regular, Full-time, Exempt, Non-Union, Market Factor position that was recently vacated by retirement.

INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401

Phone: (802) 865-7000



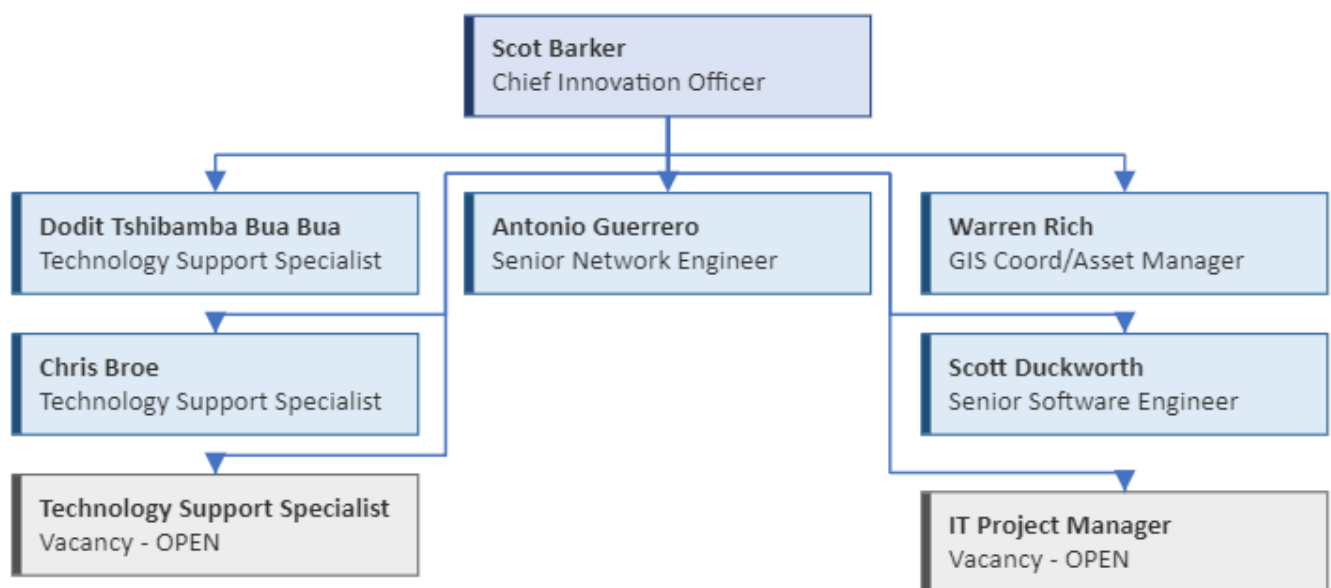
- (2) The elimination of a Technology Support Specialist position, a Regular, Full-time, Union, Non-Exempt, market factor position.
- (3) The creation of a new Cybersecurity Analyst Position, a Regular, Full-time, Non-Union, Grade 19, Exempt position.”



Appendix A

Current I&T Organizational Chart

Innovation & Technology - Current Structure

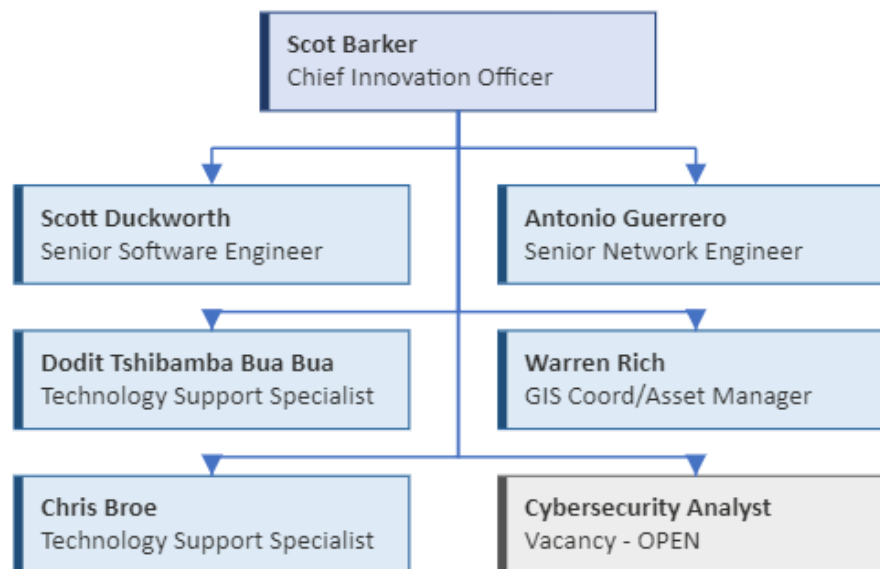




Appendix B

Proposed I&T Organizational Chart

Innovation & Technology - Proposed Structure



INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401
Phone: (802) 865-7000



Appendix C City of Burlington Cybersecurity Analyst Job Description

Position Title: Cybersecurity Analyst

Department: Innovation & Technology

Reports to: Chief Innovation Officer

Pay Grade: 19

Job Code:

Exempt/Non-Exempt: Exempt

Union: N/A

Remote Work Rating: Tier 3

General Purpose:

This position is responsible for implementing, supporting, and managing the City of Burlington's cybersecurity initiatives and policies. Responsibilities include design, implementation, and review of security controls, monitoring of internal/external access controls, and implementing security safeguards to protect the confidentiality, integrity, and availability of the digital assets of the City of Burlington. This role will be focused on protecting system boundaries; keeping computer systems, applications and network devices hardened against attacks, maintaining the integrity, accessibility, and availability of the City's digital data assets, monitoring and responding to significant security events, and ensuring the stability, integrity, and secure operation of critical in-house and cloud-based systems and networks.

Essential Job Functions:

- Plan, implement, manage, monitor, and upgrade security measures for the protection of the organization's data, systems, networks, and security tools including, but not necessarily limited to: IDS, IPS, Firewall, VPN, IDP, WAF, DLP, SIEM, Web Proxies, and Vulnerability Scanners
- Work closely and collaborates with third party teams (including but not limited to the City's contracted MSSP and the Cybersecurity & Infrastructure Security Agency – CISA) to analyze, investigate, and respond to security incidents, sharing expertise and insights to enhance the organization's cyber defense strategy.
- Lead the design and deployment of group policy to harden endpoints and infrastructure including networks, data repositories, and other digital assets.
- Provide consultation to the I&T team in preparation and implementation of patch management and firmware management.

INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

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Phone: (802) 865-7000



- Support other I&T staff in managing backup infrastructure, including testing and preparation of disaster recovery plans and policies.
- Detect, investigate, and perform recovery from security incidents, and assist with incident response plans.
- Conduct threat and vulnerability risk assessments to determine security requirements and proactively fix security flaws and vulnerabilities.
- Conduct analysis of security requirements and controls to identify gaps and provide recommendations of industry best practices, trends, and technology products.
- Support the development of and adherence to policies, standards, and procedures for data governance and data management.
- Assist in the identification, evaluation, deployment, and optimization of security technologies.
- Design and present annual cybersecurity training to City of Burlington staff members.
- Work closely with all City of Burlington departments to ensure adequate security solutions are in place for all systems and platforms to sufficiently mitigate identified risks and meet business objectives.
- Ensure that the organization's data and infrastructure are protected by enabling the appropriate security controls.
- Provide security design, consultancy, and assessment services and introduce improvements in technical security standards and security implementation patterns and designs.
- Maintain awareness of latest security risks, analyze potential impact of new threats and exploits, and communicate risks to relevant business units.
- Create reports on security incidents and overall enterprise security status.
- Develop security-related procedures and related metrics; review and contribute to the improvement and standardization of security systems across the City of Burlington.
- Create and implement cybersecurity best practices in accordance with the City's access control, disaster recovery, business continuity, and risk management policies, plans, and procedures.
- Perform daily administrative tasks, reporting, and communication with relevant departments in the organization.
- Collaborate as a member of the I&T team sharing information, mentoring, cross-training, and providing coverage as directed by the supervisor.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science degree in Computer Science, IT, or related field with 3 years of experience in an information technology role responsible for servers and networks, including 2 years of experience implementing cybersecurity best practices and initiatives, incident detection, incident response.
- Additional experience may be substituted for a degree requirement on a two-for-one-year basis and/or certifications including at least 3 of the following: Cisco Certified CyberOps Professional, Certified Ethical Hacker, Certified Information Systems Security Professional, DevSec Ops Foundation, Certified

INNOVATION & TECHNOLOGY DEPARTMENT
CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401
Phone: (802) 865-7000



Information Security Manager, Certified in Risk and Information Systems Control, Certificate of Cloud Security Knowledge)

- Direct experience with cybersecurity concepts including but not limited to firewalls (functionality and maintenance), operating system and software security controls, VMWare security, anti-virus, and endpoint security.
- Direct experience securing and managing Windows server operating systems and Microsoft Active Directory domains required.
- Experience with setup, configuration, and maintenance of IPV4/IPV6, DHCP, DNS, RADIUS, VPN, 802.11, VoIP, VLANs, SSL, MFA, and zero-trust environments using best security practices required.
- Direct experience with setup, configuration, and maintenance of switches, routers, firewalls, and wireless technology
- Direct experience with scripting, i.e., batch files, Python, and PowerShell required.
- Familiarity with security-related aspects of database systems, i.e., Oracle, MS SQL, MySQL, PostgreSQL preferred.
- Familiarity with network, server, storage virtualization, i.e., MDS switching infrastructure, VSAN, VRF, VPN, and VMWare vSphere required.
- Ability to quickly learn and apply new technology, processes, procedures, and knowledge as the cybersecurity field changes.
- Must possess excellent oral, written, and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers, and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, work under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- Ability to work beyond the normal forty (40)-hour work week as needed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing training and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing
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INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401

Phone: (802) 865-7000



x	color perception (red, green, amber)
x	hearing/listening
	clear speech
x	touching
x	dexterity x hand x finger
	reading – basic
x	reading – complex
	math skills – basic
x	math skills – complex
	writing – basic
x	writing – complex
x	analysis/comprehension
x	judgment/decision making
	clerical
x	inside
	outside
x	works alone
x	works with others
x	face-to-face contact
x	verbal contact w/others
	ability to move distances within warehouses and offices
x	lifting (specify pounds: 10-25lbs)
x	carrying (specify pounds: 10-25lbs)
x	Climbing (stepstools)
x	driving
	ability to mount and dismount forklift
	pushing/pulling
	shift work
	moving objects
	pressurized equipment
	extreme heat (as may be found in server rooms)
	extreme cold
	high places
	noise
	fumes/odors
x	dirt/dust

INNOVATION & TECHNOLOGY DEPARTMENT

CITY OF BURLINGTON

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Phone: (802) 865-7000



x	hazardous materials (lithium ion batteries)
x	electrical equipment (UPS [Uninterruptible Power Supplies] Power Distributions units, and other related equipment found in server rooms)
	mechanical equipment

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Revision Dates: March 2024

Board of Finance and City Council Submission Checklist

Department: Innovation & Technology Submitter: Scot Barker

Title/Subject: Elimination of two open positions, create one Cybersecurity position

	Approval:	Meeting Date
☐	Board of Finance	06/17/2024
☐	City Council	06/24/2024
☐	Concurrent	

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	05/24/2024	Scot Barker
Mayor's Office informed and approved memo	Yes	06/12/2024	Erin Jacobsen
Board/Commission, if required	N/A	n/a	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	006/11/2024	Hayley McClenahan: pending Union update.
CAO has reviewed budget, financing, and memo	Yes	06/11/2024	Katherine Schad has reviewed and approved these changes.
Human Resources, if personnel action -Identify HR Manager in note	Yes	05/24/2024	Tim Clancy has reviewed and approved these changes and approved job description through proper channels.
CIO if I&T related	Yes	05/24/2024	Scot Barker

Materials Included

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

Ines Castro
178 Centennial Court
Burlington, VT 05401
icastrorosillo@burlingtonvt.gov;
Inescastrosillo@gmail.com
203-554-3961

June 12, 2024

Lori Olberg
Licensing, Voting & Records Coordinator
Cc: Burlington City Council
via email

Dear Lori and Members of the City Council:

I am writing to inform you of my resignation from the Board of Health, effective June 30th, 2024. This decision is bittersweet as it comes as a result of circumstances requiring my relocation to Maine to pursue medical school, necessitating my regrettable departure from Burlington a year earlier than anticipated.

It has been an honor serving the Burlington community as a member of the Board of Health. Throughout my time in this role, I've had the privilege of forming meaningful connections, engaging in local initiatives to address and promote public health and safety of our community, and collaborating with the dedicated members of the City Council.

The lessons learned and experiences gained during my time on the Board will undoubtedly influence my future endeavors in the medical field. I am grateful for the opportunity to have contributed to the betterment of Burlington and appreciate the trust placed in me by both the Council and the community.

I want to express my sincere thanks to each of you for your support and commitment to the city's well-being. I leave with a sense of gratitude for the opportunity to have served on the Board of Health and wish the city continued success.

Thank you for your understanding and support during this transition period.

Warm regards,

Ines Castro

Cc: Celia Bird, Chair Board of Health

Cc: William Ward, Director of Permitting & Inspections and City Health Officer

Lori Olberg

From: City of Burlington Vermont
Sent: Friday, June 14, 2024 12:28 PM
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: Jonathan Davies

Reply to e-mail Address: jdavies307@yahoo.com

Subject: Visiting Burlington

Message: I live in Ottawa, Ontario, Canada, but I have visited Burlington a few times, the last of which was in 2018. I really like Burlington, and I would be very glad to come again any time.

Every time I visited Burlington, I stayed at the Ethan Allen Motel, and I am very sorry to have found out (on the internet) that this motel is permanently closed. I liked that place because it was an economical place to stay, as well as because of the people who were in running it, and its convenient location. Do you know why the Ethan Allen Motel has closed?

Also, I don't drive, and, even if I did, I would prefer to use public transportation as much as possible. Every time I visited Burlington, I took a Greyhound bus from Montreal. I just found out that there are not as many busses to Burlington as there used to be (even as recently as 2018). I always came to Burlington on the Greyhound bus that departed from Montreal at 4:15 p.m., and I just found out that, although there is still a bus that leaves Montreal for Boston at 4:15 p.m., it doesn't stop in Burlington anymore. I very deeply regret that! There are currently only two busses that connect Montreal with Burlington, the first of which leaves Montreal at 8 a.m., and the second of which doesn't leave Montreal until close to midnight. I sure hope that more frequent bus service to Burlington returns!

Sincerely,

Jonathan Davies

Submitted on Friday, June 14, 2024 - 12:28 from IP address: 2607:fea8:c1a3:def0:792e:f73c:9cde:834d

Check IP address location: <https://viewdns.info/iplocation/?ip=2607:fea8:c1a3:def0:792e:f73c:9cde:834d>

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

Lori Olberg

From: City of Burlington Vermont
Sent: Thursday, June 13, 2024 7:09 PM
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: william coleman

Reply to e-mail Address: bills48s@comcast.net

Subject: Burlington

Message: What has happened to Burlington?

It has been 7 years since we were here and I can assure you we will not be back.. We were planning to spend 4 days but will be leaving tomorrow after just one night. We canceled the other 3. nights.

The drug dealers in the parking garage and the homeless on Church Street and Main Street do not give us the feeling of safety. In 4+ hours we saw no police or security personnel.

It is too bad what was once a wonderful place to visit is no longer that.

Submitted on Thursday, June 13, 2024 - 19:08 from IP address: 50.247.254.33

Check IP address location: <https://viewdns.info/iplocation/?ip=50.247.254.33>

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

June 3, 2024

Dear City Council,

Hi, my name is Coco Kratochvil. I am in second grade and we are studying jobs.

Based on what I know, six out of twelve homeless people have a disability. They should be treated because they might try to get help with their money but they might not have enough money left for food. So, please help if you can. Thank you for reading this and spending your time helping our community.

Bye,
Coco

'24 JUN 10 PM2:24



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 Jonathan Bogdan
2. D/B/A (Business Name) / OSNS Entertainment 3. Bus. Phone (315)450-6761
4. Business Address 607 Dalton Dr #8, Essex Junction, VT 05452
5. Mailing Address 607 Dalton Dr #8, Essex Junction, VT 05452
6. Contact person Jonathan Bogdan 7. Contact Phone (315)450-6761
8. Email contact address osnsentertainment@gmail.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 7/03/24
4. Proposed Hours for this Special Event 4pm-11pm
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way

Lakeview Patio, 1 Main Street Landing, Burlington, VT 05401

This event will not take place on a street or right of way

For this Proposed location please answer the following questions:

- a) Occupancy Load 150 b) # of Restrooms 1 c) # of Egresses 4
- d) Date of last Fire/Safety Check _____ 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

pd chv # 134
lo
5/30/24
\$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 Non-amplified dj music event. Patrons receive headphones. Audio signal goes into the
headphones. Dancing event on the patio. Event lighting will be active.

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: 05/29/2024

SIGNATURE OF APPLICANT 

PRINT NAME: Jonothan Bogdan

RELATIONSHIP TO BUSINESS Owner of OSNS Entertainment

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.

Lori Olberg

From: VLCT Weekly Legislative Report <info@vlct.org>
Sent: Monday, June 10, 2024 4:41 PM
To: Lori Olberg
Subject: The 2024 Session Wrap-Up is Here

FOR INFORMATION ONLY

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

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

VLCT tracked **over 130 bills** that would affect municipalities, of which 43 passed and more than a dozen others were incorporated into others that passed. In this **Legislative Wrap-Up**, we highlight **forty-four bills for you**. Many have already been enacted, and a handful (which happen to be some of the most controversial and important of the session) are still awaiting a decision from Governor Scott.

At a special legislative session on June 17, 2024, the legislature will attempt to override the governor's veto of at least two bills we are tracking. **Read more about what happened in the 2024 Legislative Wrap-Up.**

Below is just a short list of legislative actions affecting municipalities from the session.

- The legislature largely delivered on the flood relief and assistance that municipalities requested.
- Compromise on public safety reforms was reached.
- Open Meeting Law changes allow some bodies to meet remotely, require others to operate in hybrid fashion, and add new recording and training requirements.
- Several technical and process improvements requested from municipalities were included in the compromise municipal tax sale bill.
- Local Option Tax was authorized for all municipalities without requiring a charter or approval by the legislature.
- Municipalities were granted new authority to regulate outdoor cannabis growing operations.
- Municipalities were authorized to construct, operate, set rates for, finance, and use eminent domain for thermal energy exchange networks.
- Funding for Town Highway Aid was increased.
- Municipalities may need to implement a new uniform code of ethics with training and reporting requirements.
- Municipalities may finally see long-sought Act 250 exemptions for designated areas enacted but will pay the price of supporting a relief to the state's housing crisis with more local zoning preemptions.

We will provide a recap of the veto session the week of June 17, 2024, and host the session's final **Advocacy Chat on June 24, 2024.**

Read the 2024 Legislative Session Wrap-Up

We are still **accepting applications** for those interested in serving on a VLCT Policy Committee. We're also accepting **applications to serve as the VLCT appointee** to the Abatement and Tax Sale Process Working Group which is expected to begin meeting this summer. **As always, please stay in touch.**

Lori Olberg

From: Brackin, Stephanie <Stephanie.Brackin@vermont.gov>
Sent: Tuesday, June 11, 2024 11:28 AM
Subject: FPR Press Release - Widespread Symptoms of White Pine Needle Damage Reported Statewide

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

PRESS RELEASE

For Immediate Release – June 11, 2024

Contact:

Josh Halman, Forest Health Program Manager

Department of Forests, Parks, and Recreation

joshua.halman@vermont.gov, 802-279-9999

FOR INFORMATION ONLY

Widespread Symptoms of White Pine Needle Damage Reported Statewide

Montpelier, VT – The Department of Forests, Parks, and Recreation (FPR) has observed significant symptoms of white pine needle damage (WPND) affecting eastern white pine (*Pinus strobus*) trees across Vermont. WPND is caused by a complex of four fungal species, that infects newly emerged needles. Although the infected needles remain asymptomatic in the first year, the following spring, they turn yellow, then brown, and eventually fall off prematurely.

“WPND is linked to the humidity and moisture levels from the previous spring,” said Savannah Ferreira, FPR Forest Health Specialist. “Given the wet conditions we experienced in 2023, we are seeing an increase in needle damage this year.”

While WPND rarely kills trees outright, it can reduce their growth and overall health. Residents are advised not to panic if they observe these symptoms in their backyard trees. Vermont's white pines are resilient, and otherwise healthy trees are expected to recover from this damage. There is no need for removal of affected trees.

It's important to note that the browning of pines along roadsides treated with salt may resemble WPND symptoms. However, salt spray damage typically appears in late winter and early spring, whereas WPND symptoms manifest in the late spring / early summer.

White pine needle damage has been observed in Vermont for over a decade, with severity varying based on weather conditions. Heavy infections can cause significant defoliation and limited dieback of

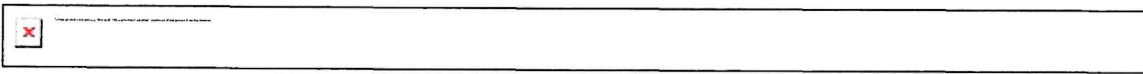
Lori Olberg

From: VLCT <info@vlct.org>
Sent: Wednesday, June 12, 2024 1:25 PM
To: Lori Olberg
Subject: Amendments to Open Meeting Law Take Effect July 1

EOA INFORMATION ONLY

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

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



Act 133 (S.55) Amendments to Open Meeting Law to Take Effect July 1, 2024

VLCT's Municipal Assistance Center is feverishly updating online resources affected by the new amendments as well as developing new Act 133 (S.55) Open Meeting Law FAQs, which will be out in advance of the law's July 1 effective date.

Act 133 (S.55) is a permanent amendment to Vermont's Open Meeting Law that:

- permits "advisory bodies" – those that do not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters – to meet electronically without a physical meeting location (i.e., remotely);
- requires all other public bodies (i.e., "nonadvisory bodies") to record, in audio or video form, their meetings and post the recordings in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes of the meeting which was recorded;
- allows all public bodies to meet remotely in response to a state of emergency or "local incident";
- requires all public bodies to provide local residents, members of the press, or members of the body itself electronic/telephonic or in-person meeting access options to a regularly scheduled meeting, if requested (unless it causes an undue hardship);
- requires a municipality to post on its website (if it maintains one):
 - an explanation of the procedures for submitting notice of an Open Meeting Law violation to the public body or the Attorney General; and
 - a copy of the text of 1 V.S.A. § 314; and
- imposes annual training requirements on selectboard chairs, town managers, and mayors.

None of these changes take effect until July 1, 2024. Until that time, all public bodies can continue holding remote meetings (see our COVID-19 Open Meeting Law FAQs), and after that time all public bodies will continue to be able to hold hybrid meetings.

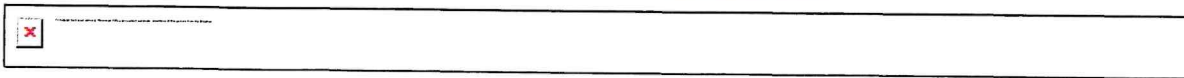
Lori Olberg

From: VLCT News <info@vlct.org>
Sent: Tuesday, June 18, 2024 2:49 PM
To: Lori Olberg
Subject: Municipal Calendar, FEMA's "Obtain and Maintain" Requirement, Municipal Policing Report, and more!

FOR INFORMATION ONLY

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

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



2024-2025 Municipal Calendar Partly Here, More Coming Soon!

Eager to have the July 2024-June 2025 Municipal Calendar, which shows the statutory deadlines that punctuate the work of many municipal officials? The webpage now has July online and the poster file to download. The other months will be posted very soon and prints of the poster will be mailed by the end of June.

Informing Future VLCT Public Safety Initiatives

Read the new municipal policing report, based on the results of a study commissioned by VLCT and conducted earlier this year, of the 53 city, town, and village police departments that are run by VLCT members.

Effective 7/1: New Open Meeting Requirements

VLCT's staff attorneys are busy incorporating the latest statutory changes into our OML resources.

Expanded Unemployment Insurance Requirement Starts 7/1

All small nonprofits, including local governments, must participate in unemployment insurance as of 7/1.

FEMA PA's Requirement to Obtain and Maintain Insurance

If you accepted or ever will accept FEMA Public Assistance funding for permanent work, know that it comes with a long-term requirement to insure the facilities that benefited from the funding.

Extra Comment Time for OSHA's Proposed Emergency Responder Rule

Interested parties have until 7/22 to comment officially. The rule as proposed would very likely increase municipal budgets.

Speaking Up Without Tearing Down

Learn how to speak up with grace and civility when individuals or groups with marginalized identities are experiencing harm, such as bias or discrimination.

The Latest VLCT News

Advocacy Chat Wrap-Up

Mon 6/24, 11 AM – 11:45 AM

Legal Lunch Hour

Thu 6/27, 11:45 AM – 12:45 PM

Lori Olberg

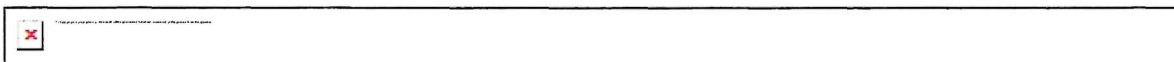
FOR INFORMATION ONLY

From: VLCT Journal <info@vlct.org>
Sent: Thursday, June 20, 2024 7:02 AM
To: Lori Olberg
Subject: July 1 Deadlines, Following the Legislation, Safety Concerns, July 4 Activities, and more

July 1 Deadlines, Following the Legislation, Safety Concerns, July 4 Activities, and more

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

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



With the school year ending and summer activities gearing up, VLCT's staff are busily publishing information about how members will be affected by new laws. Is your municipality ready for the changes that take effect July 1? This issue of the **VLCT Journal** contains information about updates involving unemployment insurance, payroll and overtime, and public meetings. It also covers summer safety concerns, fireworks regulations, and an important reminder about your website's accessibility.

Follow our Facebook page for more news, updates, and announcements: facebook.com/VTLeague.



The Legislature Wraps Up

The Vermont Legislature ended the regular session in May but returned this week for a veto session. Read our bill-by-bill report, and stay tuned because we will post an update and hold our final Advocacy Chat on June 24.
Take a look.

ICYMI: FEATURED NEWS

\$6.8M Rural Water Infrastructure Program

ARPA funds will help small municipalities improve water/wastewater facilities.

Open Meeting Law Changes Take Effect 7/1

VLCT is updating online resources affected by these new amendments.

Plan Now for Changes to OT Pay Eligibility

Employees who qualify as exempt from the FLSA and its overtime rules could be affected.

Attn: Small Municipalities

By 7/1 all employers must participate in unemployment insurance.

Grant Basics - On Demand Training

This session covers setting priorities and selecting the right projects.

Model Domestic Animal Control Ordinance

Customize this ordinance to suit the needs of your municipality.

[Visit the News Feed](#)



Have You Filled Out the Compensation and Benefits Survey?

CITY OF BURLINGTON

ORDINANCE _____

Sponsors: Planning, Planning
Commission
Public Hearing Dates: _____

In the Year Two Thousand Twenty-Four

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

An Ordinance in Relation to

CDO—EMERGENCY SHELTERS
ZA-24-03

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

That Appendix A, Comprehensive Development Ordinance, of the Code of Ordinances of the City of Burlington be and hereby is amended by deleting Section 5.4.13 Emergency Shelters, and amending Section 13.1.2 Definitions and Appendix A Use Table—All Zoning Districts, thereof to read as follows:

Sec. 5.4.13 Emergency Shelters

~~Emergency shelters shall be subject to the site and design review standards in Art 6.~~

~~In addition to conditional use standards where applicable, proposals for all new emergency shelters shall comply with the following requirements:~~

- ~~(a) All dimensional standards for the underlying zoning per the requirements of Art. 4 shall be applicable;~~
- ~~(b) Density within the residential zones shall be per the residential density standards of Article 4. For the purposes of density calculation for emergency shelters, every four (4) beds shall count as one (1) dwelling unit;~~
- ~~(c) Density within the neighborhood mixed use zones shall be limited to fifty (50) beds, and there is no density limit in the FD5 and FD6 zones;~~
- ~~(d) Overnight stays by any individual are limited to 180 consecutive days. An extension of up to 60 days may be provided if no alternative housing is available;~~
- ~~(e) There shall be onsite management by qualified adults during all hours of operation with at least 1 management person for every 25 beds; and,~~
- ~~(f) An emergency shelter may be the primary use of a property, or it may be accessory to another primary use on a property.~~

Sec. 13.1.2 Definitions

~~Emergency Shelter: Overnight shelter with supportive services for homeless persons that is limited to temporary occupancy, typically 180 consecutive nights or less, by a homeless person. Provide shelter only overnight. For the purposes of this ordinance, emergency shelter shall be as defined in 24 V.S.A. § 4303 and subject to the limits of 24 V.S.A. § 4413.~~

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Appendix A Use Table – All Zoning Districts

****For changes See attached Appendix A*

* Material stricken out deleted.

** Material underlined added.

Planning/KS/Ordinances 2024/ZA-24-03 Emergency Shelters
CDO Sections 5.4.13, 13.1.2 and Appendix A
06/24/2024

Appendix A-Use Table – All Zoning Districts

	Urban Reserve	Recreation, Conservation & Open Space			Institutional	Residential				Downtown Mixed Use ⁱ	Downtown Form Districts (See Article 14)	Neighborhood Mixed Use				Enterprise	
USES	UR	RCO - A	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM ³⁴
RESIDENTIAL USES	UR	RCO - A ¹	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
RESIDENTIAL SPECIAL USES	UR	RCO – A	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
Emergency Shelter ³¹	N	N	N	N	NY	CUY	CUY	CUY	CU	N	***	CUY	CUY	CUY	CUY	N	NY
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***
NON-RESIDENTIAL USES	UR ²¹	RCO - A	RCO - RG	RCO - C	I	RL	RM	RH	RC	DW-PT ¹⁶	Downtown FDs	NMU	NAC	NAC- RC	NAC-CR	E-AE	E-LM
***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***	***

1. – 30. As written.
- ~~31. See special use standards of Sec. 5.4.13, Emergency Shelters.~~ Reserved
32. – 34. As written.

ⁱ For permitted and conditional uses within the Downtown and Waterfront Form Districts, refer to Article 14.

Legend:	
Y	Permitted Use in this district
CU	Conditional Use in this district
N	Use not permitted in this district
Abbreviation	Zoning District
RCO – A	RCO - Agriculture
RCO – RG	RCO – Recreation/Greenspace
RCO – C	RCO - Conservation
I	Institutional
RL	Residential Low Intensity
RM	Residential Medium Intensity
RH	Residential High Intensity
RC	Residential Corridors
DW-PT	Downtown Waterfront-Public Trust
NMU	Neighborhood Mixed Use
NAC	Neighborhood Activity Center
NAC-RC	NAC – Riverside Corridor
NAC-CR	NAC – Cambrian Rise
E-AE	Enterprise – Agricultural Processing and Energy
E-LM	Enterprise – Light Manufacturing

TO: Burlington City Council
Mayor Emma Mulvaney-Stanak
FROM: Scott Gustin, Principal Planner & Zoning Division Manager
Charles Dillard, Principal Planner, Office of City Planning
Meagan Tuttle, Director, Office of City Planning
DATE: June 24, 2024
RE: Proposed ZA-24-03: Emergency Shelters

Overview & Background

The city adopted emergency shelter standards into its Comprehensive Development Ordinance in December 2017. The standards included a definition, permitted and conditional use designations in the use table, and special use criteria. In July 2023, Act 47 (AKA the HOME Act) was passed into law. Among other things, the act established standards for emergency shelters that came into effect on September 1, 2023. The statutory standards include a new definition of emergency shelter and add emergency shelters to the list of uses subject to limited municipal review under VSA 24, Sec. 4413. This section limits municipal zoning review to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended functional use. The act also expressly notes that regulating the daily or seasonal hours of operation of an emergency shelter shall constitute interfering with the intended functional use.

Act 47 substantially limits municipal zoning review of emergency shelters and renders moot much of the CDO standards pertaining to them. The proposed amendment seeks to bring emergency shelter standards in the CDO into alignment with the new statutory standards.

During its discussion of the amendment, the Planning Commission requested testimony from experts in the fields of emergency housing and homelessness. Sarah Russell, Special Assistant to End Homelessness for the City of Burlington, and Amy Demetrowitz, Chief Operating Officer at Champlain Housing Trust, attended the meeting. Paul Dragon, Executive Director of the Champlain Valley Office of Economic Opportunity (CVOEO) provided a written communication. In addition to amending Appendix A – Use Table to allow Emergency Shelters as-of-right in the districts where the use is currently allowed conditionally, the Planning Commission recommends allowing the use in the Institutional and Enterprise-Light Manufacturing Districts. Regarding the latter district, the adopted South End Innovation District already allows Emergency Shelters.

Proposed Amendment

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
----------------	---------------	----------------------

Purpose Statement

The proposed amendment brings emergency shelter standards in the CDO into compliance with the current statutory standards.

Proposed Amendment

Proposed ordinance language is below.

[Begin text amendment]

Deleted language is ~~crossed out~~ and new language is underlined in red.

Sec. 5.4.13 Emergency Shelters

Emergency shelters shall be subject to the site and design review standards in Art 6.

In addition to conditional use standards where applicable, proposals for all new emergency shelters shall comply with the following requirements:

- (a) ~~All dimensional standards for the underlying zoning per the requirements of Art. 4 shall be applicable;~~
- (b) ~~Density within the residential zones shall be per the residential density standards of Article 4. For the purposes of density calculation for emergency shelters, every four (4) beds shall count as one (1) dwelling unit;~~
- (c) ~~Density within the neighborhood mixed use zones shall be limited to fifty (50) beds, and there is no density limit in the downtown or downtown transition zones;~~
- (d) ~~Overnight stays by any individual are limited to 180 consecutive days. An extension of up to 60 days may be provided if no alternative housing is available;~~
- (e) ~~There shall be onsite management by qualified adults during all hours of operation with at least 1 management person for every 25 beds; and,~~
- (f) ~~An emergency shelter may be the primary use of a property, or it may be accessory to another primary use on a property.~~

Sec. 13.1.2 Definitions.

Emergency Shelter: ~~Overnight shelter with supportive services for homeless persons that is limited to temporary occupancy, typically 180 consecutive nights or less, by a homeless person. Provide shelter only overnight.~~ For the purposes of this ordinance, emergency shelter shall be as defined in 24 V.S.A. § 4303 and subject to the limits of 24 V.S.A § 4413.

[End text amendment]

Relationship to planBTV

This following discussion of conformance with the goals and policies of planBTV is prepared in accordance with the provisions of 24 V.S.A. §4441(c).

Theme	Dynamic	Distinctive	Inclusive	Connected
Land Use	Conserve	Sustain		Grow

Compatibility with Proposed Future Land Use & Density

The proposed amendment has minimal impact on future land use and no impact on density. It brings the city's zoning standards into compliance with the current statute as to emergency shelters. The amendment also makes Emergency Shelters an allowed use in the Institutional and Enterprise-Light Manufacturing Districts.

Impact on Safe & Affordable Housing

The proposed amendment will likely facilitate provision of emergency shelter services to communities in need of them.

Planned Community Facilities

The proposed amendment has no impact on planned community facilities.

Process Overview

The following chart summarizes the current stage in the zoning amendment process, and identifies any recommended actions:

Planning Commission Process				
Draft Amendment prepared by: Staff, PC OC 10/5/2023	Presentation to & discussion by Commission 3/26/2024	Approved for Public Hearing 3/26/2024	Public Hearing 5/28/2024	Approved & forwarded to Council 5/28/24
				Continue discussion
City Council Process				
First Read & Referral to Ordinance Cmte 6/24/24	Ordinance Cmte discussion	Ordinance Cmte recommend as modified	Second Read & Public Hearing	CCOC Recommends Approval & Adoption
				Rejected

Board of Finance and City Council Submission Checklist

Department: City Planning Submitter: Charles Dillard

Title/Subject: ZA-24-03 Emergency Shelters

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	6/24/2024
☐	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	6/17/2024	Meagan Tuttle
Mayor's Office informed and approved memo	Yes	6/17/2024	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 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	6/17/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
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	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Draft Ordinance and Appendix A, forthcoming from CA Office
If for submission to Council, are sponsors identified?	Yes	Planning Commission, OCP

Board of Finance and City Council Submission Checklist

Resolution Relating to

AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR
THE STAGE 0 UPGRADE OF THE CITY’S THREE WASTEWATER
TREATMENT PLANTS

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:

That WHEREAS, on November 6, 2018, 92% of voters in Burlington voted to approve borrowing up to \$29,958,000 for the City’s Clean Water Resiliency Plan (CWRP) for the purpose of paying for capital additions and improvements to the City’s wastewater and stormwater systems, including (i) capital improvements to the City’s wastewater treatment plants including disinfection system and treatment upgrades and improvements, (ii) capital improvements to the City’s wastewater and stormwater collection system, (iii) combined sewer runoff and overflow mitigation (iv) stormwater outfall repair (v) stormwater treatment (vi) planning studies for future capital and programmatic improvements and (vii) implementation of asset management software for improvement maintenance tracking; and

WHEREAS, the City has determined the need to replace, rehabilitate and modernize critical infrastructure at the three wastewater treatment plants; and

WHEREAS, the first phase of this comprehensive infrastructure project is focused on the at-risk portions of the headworks infrastructure at the three wastewater treatment plant to ensure proper influent wastewater screening at the treatment plants and is referred to as Stage 0 –Wastewater Headworks Upgrades (the “Project”); and

WHEREAS, planning, design and construction of this Project was identified as part of the CWRP; and

WHEREAS, City Charter Section 64b provides that, upon receipt of voter approval, the City may issue bonds or notes for the purpose of financing improvements to any revenue producing facility, and pledge the revenues from such facilities to secure payment of such bonds or notes; and

WHEREAS, the City Council adopted a Wastewater System Revenue General Bond Resolution (the “General Bond Resolution”), authorizing such borrowing on December 6, 1990, which General Bond Resolution was amended and restated as of December 9, 2013; and

WHEREAS, the General Bond Resolution provides for a pledge of the Net Revenues (as defined in the General Bond Resolution) of the City’s wastewater system for all bonds and notes and obligations incurred under such General Bond Resolution; and

WHEREAS, in order to reduce transaction costs and save the rate payers money, representatives of the

AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
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TREATMENT PLANTS

26 City have approached the Vermont Bond Bank (the “Bond Bank”) to undertake the loan and repayment without
27 the need to issue bonds under the General Bond Resolution, but with the same pledge and covenants to secure
28 the repayment of the loan with a pledge of net revenues from the wastewater system on a basis similar to the
29 covenants and pledgee of revenues under the General Bond Resolution; and

30 WHEREAS, the Bond Bank has indicated its willingness to provide the loan in such a basis, with a direct
31 pledge of such net revenues and covenants to maintain and operate the wastewater system in a prudent manner;
32 and

33 WHEREAS, the State of Vermont Clean Water State Revolving Fund (SRF) provides loans for planning
34 (Step I), final design (Step II) and construction (Step III) of municipal wastewater and stormwater projects; and

35 WHEREAS, Step III Construction Loan amounts are inclusive of all SRF eligible costs incurred as part
36 of the project, including Step I (Planning), Step II (Design) and Step III (Construction); and

37 WHEREAS, the standard Clean Water State Revolving Loan Fund terms for projects of this completing
38 construction (Step III) are 20 years of repayment starting one year after completion of construction with a 2%
39 administrative fee; and

40 WHEREAS, the City Council has previously authorized a Step I loan in a principal amount not to exceed
41 \$470,000 and a Step II loan in a principal amount not to exceed \$1,095,700 pursuant to resolutions adopted on
42 May 13, 2019 and September 13, 2021; and

43 WHEREAS, pursuant to such authorizations, the City entered into a Step II loan (RF 1-247-2.0) on or
44 about August 14, 2023 in the total principal amount of \$1,458,500, consisting of \$463,000 for the purpose of
45 financing planning and design of infrastructure improvements as authorized by the resolutions adopted on May
46 13, 2019 and \$995,500 for the purpose of financing the preparation of preliminary engineering studies or facilities
47 plans as authorized by the resolutions adopted on September 13, 2021; and

48 WHEREAS, the City followed a competitive based procurement process required by the State and
49 selected Wright Pierce as the most qualified consultant; and

50 WHEREAS, the City, as authorized by the September 13, 2021 City Council resolution, has previously
51 executed a Design Engineering Services Agreement with Wright Pierce for an amount not to exceed \$995,700;
52 and

53 WHEREAS, the City now desires to apply for construction funding and advance the Project to bidding
54 and construction in 2024; and

Resolution Relating to

AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR
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TREATMENT PLANTS

55 WHEREAS, Wright Pierce has identified an additional construction engineering scope of work of
56 \$1,081,420, including contingency, resulting in the need for an amended Design Engineering Services
57 Agreement for an amount not to exceed of \$2,077,120; and

58 WHEREAS, the current construction cost estimate for the Project is \$10,347,000 including contingency,
59 materials testing, direct equipment purchases and legal/administration fees; and

60 WHEREAS, the total amount of the Step III construction loan required for the Project is \$12,886,920,
61 consisting of (i) previously incurred planning and design costs in the amount of \$1,458,500, (ii) additional
62 construction engineering costs in the amount of \$1,081,420, and (iii) the construction cost estimate of
63 \$10,347,000;

64 NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the Director of Public Works,
65 or his designee, to complete the Construction Loan Application for Revolving Loan Funds under 24 V.SA.
66 Chapter 120 and to apply to the Bond Bank for financing of a Loan in a principal amount not to exceed
67 \$12,886,920 (the "Loan"), subject to final review and approval by the Chief Administrative Officer, Director of
68 Finance, and City Attorney's Office; and

69 BE IT FURTHER RESOLVED that the repayment of such Loan may be evidenced by the issuance of
70 one or more bonds under the General Bond Resolution, or as a subordinate bond or note issued to the Bond
71 Bank, in each such case payable from a pledge of the net revenues of the wastewater system and as the
72 Authorized Officers (as defined herein) determine to be in the City's best interests; and;

73 BE IT FURTHER RESOLVED that the City Council authorizes the Director of Public Works to
74 negotiate and execute an amended Design Engineering Services Agreement with Wright Pierce for an amount
75 not to exceed \$2,077,120, subject to approval by the City Attorney's Office; and

76 BE IT FURTHER RESOLVED that the City Council authorizes the Mayor, Chief Administrative
77 Officer, Director of Finance, and Assistant Director of Finance (the "Authorized Officers"), individually or
78 collectively, to execute and deliver: (i) a loan agreement with the Bond Bank to evidence the Loan and the
79 repayment thereof, including covenants with respect to the operation of the wastewater system; (ii) a bond or
80 bonds, or promissory note or notes in the principal amount of the Loan; (iii) such documents and instruments as
81 the Bond Bank may request in connection with the Loan, in such form and with such terms as they deem
82 necessary or convenient and in the City's best interest; and (iv) such other documents and instruments necessary
83 or convenient in connection with the Loan, all subject to the prior review and approval of the City Attorney's
84 Office; and

AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120 AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR THE STAGE 0 UPGRADE OF THE CITY’S THREE WASTEWATER TREATMENT PLANTS

BE IT FURTHER RESOLVED that the City Council designates the following City staff member as an alternate authorized representatives of the Project with authority to execute administrative or reimbursement documents, and other ancillary documents other than the loan application or loan agreements: Department of Public Works Water Resources Division Director, Megan Moir.

TM/Resolutions 2024/Authorization for \$12,886,920 Step III Loan from Vermont Clean Water State Revolving Fund and for \$2,077,120 Amended Engineering Contract with Wright-Pierce for the Stage 0 Upgrade of the City’s Three Wastewater Treatment Plants
June 17, 2024



MEMORANDUM

TO: Board of Finance / City Council

FROM: Martin Lee, PE DPW Water Resources Engineering Manager
Megan Moir, Division Director Water Resources

CC: Chapin Spencer, DPW Director

DATE: June 17, 2024 Board of Finance
June 24, 2024 City Council

RE: Wastewater Treatment Facility Headworks Improvements – Step III Loan Application and Consultant Contract Amendment

REQUEST

The Department of Public Works (“DPW”) and its Water Resources Division seeks authorization, through the attached resolution, to apply for a Clean Water State Revolving Fund (“CWSRF”) amended loan amount of \$12,886,920.00 for the Wastewater Treatment Facility Headworks Improvements Project (Comprehensive Wastewater Upgrade – Stage 0), to execute a contract amendment with Wright-Pierce for an increase of \$1,081,420.00 for the construction phase engineering of these improvements, and to designate the Mayor and appropriate City staff to execute associated documents.

INTRODUCTION:

The \$30 million Clean Water Resiliency Plan (“CWRP”) bond vote was approved in November 2018. The CWRP provided a roadmap to upgrade and modernize our wastewater and stormwater systems in 7 key areas. DPW Water Resources has been actively working on implementing the CWRP since receiving 92% voter approval. More information on the CWRP can be found here: <https://www.burlingtonvt.gov/dpw/water/cwrp/>.

After tackling smaller upgrades of the systems that failed in the summer of 2018 (disinfection systems and the computerized controls system at Main Plant), Water Resources engineering staff and engineering consultant Wright Pierce have been undergoing preliminary engineering planning for a comprehensive upgrade of the City’s 3 wastewater treatment plants (WWTPs). The WWTPs have not been overhauled in 30+ years and multiple systems are nearing their failure point. Additionally, State and Federal regulations require that additional treatment be added to further remove phosphorus. Lastly, the growth in housing now anticipated to occur within the City in the coming decade necessitates expansions to several treatment components.

The comprehensive upgrade is a significant project and there are not sufficient remaining funds in the CWRP authorization to fully fund the entire needed upgrade. As such, the project has been split up into multiple stages – Stage 0, 1, 2, and 3. This request focuses on Stage 0 – which advances critical headworks improvements at all 3 wastewater plants in Burlington. The headworks of a wastewater plant consists of the first line of wastewater treatment. This headworks improvement project includes the replacement of large mechanical screens that continuously remove solids from the influent wastewater as well as grit removal equipment. This equipment is in a harsh environment and is well past the useful life for equipment that was installed in the early 1990s. This equipment is important to help protect downstream equipment and processes at the wastewater plants. This Stage 0 work can be completed as a standalone project and not be impacted by the future stages needed to comprehensively overhaul the City’s three wastewater plants.

Authorization of this borrowing will bring the City closer to having fully used the \$30M CWRP authorization.

Total CWRP Authorization	\$29,958,000
Total Authorization obligated (loans authorized)	\$10,371,638
Remaining CWRP authorization after this loan	\$6,899,442

The estimated remaining authorization calculation above includes the \$100,000 planning and \$100,000 design subsidy that has already been awarded to the earlier phases of the Stage 0 project. It does not include the potential \$750,000 of construction subsidy that may be applied to the Stage 0 construction loan.

The remaining CWRP bond funding will be prioritized amongst other projects including but not limited to: a combined sewer overflow storage tank in the Pine Street corridor, and improvements to stormwater outfalls. Funds will likely be prioritized for construction of the Pine Street combined sewer overflow tank which has an ARPA grant that must be expended by September 2026. The ARPA grant (\$3.294M) is not currently expected to cover the entire estimated cost of the tank (\$8-10 M).

With the 2018 CWRP bond funds nearing completion, Water Resources is concurrently planning a major future bond request for improvements that are needed to ensure the future success of Burlington’s water resources infrastructure. An appropriate level of public engagement will be conducted so the community understands what infrastructure improvements will be part of any new bond requests, currently anticipated in the next 12 months.

WASTEWATER CONSULTANT PROCUREMENT AND CONTRACTING:

Wright-Pierce was previously selected as our Wastewater Treatment Facility design consultant in 2019¹ and they will provide construction engineering services for Stage 0. Please see the attachment for the draft contract and scope of work.

DPW closely followed the CWSRF procurement requirements for all project related

engineering services in accordance with 40 U.S.C. § 1101-1104, which requires public issuance of a request for qualifications (RFQ) and negotiation of contracts using a qualifications-based selection (QBS) process.

Once we submit a finalized and executed engineering services agreement to the State and other project approvals are complete, we will obtain a “letter of authorized funding”. Once the State has issued this letter, the City is able to incur expenses even before the loan has been executed. Reimbursement for these expenses can only be processed once the loan is executed. However, it is not atypical for communities to begin engineering related work upon the submission of the loan application since there can be some delay in receiving the letter of authorized funding from the State and executing the loan agreements. Water Resources will authorize \$150,000 of consultant work once get acknowledgement of the receipt of our loan application so that Wright Pierce can manage the bid process and provide other construction administration services to ensure the project can get underway.

PROJECT COST AND LOAN SUMMARY:

Water quality and rate affordability guide every decision we make. Therefore, we are advancing work through loans from the Clean Water State Revolving Fund (“CWSRF”). The CWSRF carries specific requirements during procurement, design, and construction phases of projects. While this adds some time on the front end, the advantages over a publicly offered bond include a lower borrowing cost (2% administration fee), potential access to subsidy and pollution control grants, repayment periods that can extend beyond 20 years where appropriate for longer life infrastructure, and a delayed repayment period (1 year from the completion of construction) which gives us some flexibility in budgeting for debt service. These benefits result in mitigated rate increases for our residents and customers.

To date, SRF projects have received \$2.039M in planning and design subsidies and \$1.034M in pollution control grants. Additionally, we have received \$4.5M in ARPA funds for several of our SRF projects. The Stage 0 project is eligible for up to \$750K in construction subsidy under the current intended use plan.

The following summary table outlines the costs that comprise the total CWSRF Loan amounts for which we are seeking approval. Step III Construction Loans roll up all of the costs incurred on a project, including previous Step I (Planning) or Step II (Final Design) loans. DPW engineering project management time is eligible for loan reimbursement. We plan on leveraging this opportunity in select circumstances and for this project we only tracked DPW engineering during preliminary engineering phase work. We have estimated not-to-exceed (NTE) values for our loan applications to ensure there is contingency to make reasonable scope of work adjustments during the final review of the scope by the State and during the bid process.

Stage 0 – Wastewater Treatment Plant Upgrades: Headworks Improvements

Item	Estimated Costs	Loan Type
Step I and II eligible costs already approved	\$1,458,500	Step III Loan Construction Costs which includes all Step I and Step II eligible costs and Step III costs (TOTAL NTE \$12,886,920)
Step III: Wright Pierce Construction Engineering	\$1,081,420	
Step III: Construction estimate with contingency, material testing, direct equipment purchases, and legal/admin fees	\$10,347,000	

The next step in advancing the project is obtaining approval from the Board of Finance and City Council for approval to pursue the various steps in applying for and executing the associated SRF Loan. No debt will be incurred until the loans are executed by the Mayor and Chief Administrative Officer. We will return to the Board of Finance and City Council to seek approval to execute a construction contract after project bids are received.

The annual debt service, which starts the fiscal year (FY27) after the completion of construction (Spring 2026), is estimated to be \$774,667 a year, not including the potential construction subsidy. This debt service will require an additional \$0.62/100 cubic feet¹ rate increase no later than FY27. Fortunately, after FY2028, debt service from Loan RF103-2 (\$108,519) and RF 1-069-3 (\$111,782) will retire and help free up ratepayer funds that can be applied towards this and future debt service. The largest of our existing debt service, 2014 Series 1 & 2 (\$1.028M annually currently, but trending down each year) does not retire until our last payment (\$749,574) in 2034. While the debt service required for the comprehensive treatment plant upgrade is anticipated to be substantial, any debt service retirement will help ease the burden on ratepayers,

ATTACHMENTS:

- Attachment A: Draft Construction Phase Engineering Services Agreement Scope of Work Amendment with Wright Pierce
- Attachment B: Resolution

MOTIONS:

The Department of Public Works' Water Resources Division respectfully requests that the Board of Finance and City Council approve the following motions:

¹ This calculation is the approximate volumetric rate increase that would be needed for only this debt service, assuming the revenue was generated entire from the volumetric portion and there was no change in customer usage from FY25. The principal amount used to generate this debt service calculation included the \$200,000 of Planning and Design Loan forgiveness amounts but not the \$750,000 of anticipated construction loan forgiveness.

Board of Finance Actions:

1. "To approve and recommend that the City Council adopt the attached resolution authorizing a Step III \$12,866,920 amended loan from the Vermont Clean Water State Revolving fund and a \$2,077,120 amended contract with Wright-Pierce for the Stage 0 upgrade of the City's three wastewater treatment plants as more specifically set forth in the attached resolution."

City Council Actions:

1. "To adopt the attached resolution authorizing a Step III \$12,866,920 amended loan from the Vermont Clean Water State Revolving fund and a \$2,077,120 amended contract with Wright-Pierce for the Stage 0 upgrade of the City's three wastewater treatment plants as more specifically set forth in the attached resolution. "

Thank you for your consideration of this request.

Attachment A

This is **EXHIBIT K**, consisting of **[26]** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated 09/22/2021.

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement: 09/22/2021

Owner: City of Burlington

Engineer: Wright-Pierce

Project: Wastewater Infrastructure Improvements – Phase 2

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- X Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- X Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

1. **ADD** Exhibit A, Part 1 – Basic Services, A1.04 Bidding or Negotiating Phase, A1.05 Construction Phase, and A1.06 Post-Construction Phase (see attached).
2. **DELETE** the following paragraphs:

Exhibit A, Part 2 – Additional Services, A2.01 Additional Services Requiring Owner's Written Authorization, Paragraph A. 17. Preparing Record Drawings, and furnishing such Record Drawings to Owner.

Exhibit A, Part 2 – Additional Services, A2.01 Additional Services Requiring Owner's Written Authorization, Paragraph A. 20. Preparation of operation, maintenance, and staffing manuals.

Exhibit B, Owner's Responsibilities, B2.01.G. Provide the services of an independent testing Laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents...

3. **DELETE** Exhibit C, Article 2, Paragraph C2.01.A.4., and **REPLACE** with the following:

The total compensation for services under Paragraph C2.01 is estimated to be \$2,077,120 based on the following estimated distribution of compensation:

a. Study and Report Phase	\$0
b. Preliminary Design Phase	\$238,500
c. Final Design Phase	\$757,200
d. Bidding or Negotiating Phase	\$43,700
e. Construction Phase	\$1,037,691
f. Post-Construction Phase	\$5,210

4. **ADD** Exhibit C – Compensation Packet RPR-2: Resident Project Representative – Standard Hourly Rates (see attached).
5. **DELETE** Appendix 2 to Exhibit C: Standard Hourly Rates Schedule, Paragraph B. Schedule and **REPLACE** with the following:

Hourly rates for services performed on or after the date of the Agreement are:

Accounting/Billing Classification	Hourly Billing Rate Range
Principal/Engineering Manager	\$220 to 340
Senior Project Manager	\$170 to 260
Project Manager/Senior Project Engineer/Construction Manager	\$170 to 230
Senior Project Engineer	\$160 to 220
Project Engineer	\$110 to 150
Engineer Intern/Intern Architect	\$85 to 120
Architect/Structural/Mechanical/Instrumentation/Electrical Engineer	\$130 to 275
Resident Project Representative	\$90 to \$135
Senior CAD Designer	\$120 to 145
CAD Designer/Senior CAD Technician	\$90 to 130
CAD Technician	\$75 to 100
GIS Analyst	\$90 to 150
Survey Crew (two people)	\$230 to 270
Field Service Manager/Technician	\$80 to 120
Hydrogeologist	\$95 to 150
Office Administrator/Engineering Assistant	\$75 to 120

6. **ADD** Exhibit D – Resident Project Representative (see attached).

7. **ADD** Exhibit E – Notice of Acceptability of Work (see attached).
8. **DELETE** DEC Certification Page from Exhibit J and **REPLACE** with the attached document.

Agreement Summary:

Original agreement amount:	\$ <u>995,700</u>
Net change for prior amendments:	\$ <u>0</u>
This amendment amount:	\$ <u>1,081,420</u>
Adjusted Agreement amount:	\$ <u>2,077,120</u>

Change in time for services (days or date, as applicable): N/A.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print
name: _____

Title: _____

Date Signed: _____

By: _____
Print
name: _____

Title: _____

Date Signed: _____

Vermont Department of Environmental
Conservation:

By: _____
Print
name: _____

Title: _____

Date Signed: _____

A1.04 *Bidding or Negotiating Phase*

- A. After acceptance by Owner of the final Drawings and Specifications, other Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:
1. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
 2. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents.
 3. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
 4. Consult with Owner as to the qualifications of prospective contractors.
 5. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
 6. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.
 7. Attend the bid opening, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts.

8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
 9. Perform or provide the following other Bidding or Negotiating Phase tasks or deliverables: none
- B. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors (except as may be required if Exhibit F is a part of this Agreement).

A1.05 Construction Phase

- A. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:
1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in this Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
 2. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D. ***[If Engineer will not be providing the services of an RPR, then delete this Paragraph 2 by inserting the word "DELETED" after the paragraph title, and do not include Exhibit D as part of the Agreement.]***
 3. *Selection of Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the services identified in ~~Exhibit B, Paragraph B2.01.~~ Exhibit A, Paragraph A1.05.A.24.a below.
 4. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
 5. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor

Exhibit A – Engineer's Services

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jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.

6. *Original Documents:* If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.
7. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
8. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
9. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
 - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.
 - b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply

Exhibit A – Engineer's Services

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with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

10. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.
11. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
12. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.
13. *Non-reviewable Matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
14. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
15. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
16. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use.
17. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the

completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.

18. *Substitutes and "Or-equal"*: Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.
19. *Inspections and Tests*:
 - a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
 - b. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
 - c. Pursuant to the terms of the Construction Contract, require special inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
20. *Change Proposals and Claims*: (a) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal. (b) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims.
21. *Applications for Payment*: Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
 - a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents,

and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

- b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.
22. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph A1.05.A.17. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.
23. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.
24. *Other Tasks:* Perform or provide the following other Construction Phase tasks or deliverables:
- a. Provide Independent Testing Laboratory services for materials testing as required by the Contract documents.

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- b. Preparing Record Drawings, and furnishing such Record Drawings to Owner.
 - c. Preparation of operation, maintenance, and staffing manuals.
 - d. Assist Owner with scheduling and obtaining training from equipment and system suppliers on how to operate and maintain project equipment and systems.
25. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E (“Notice of Acceptability of Work”) that the Work is acceptable (subject to the provisions of the Notice and Paragraph A1.05.A.21.b) to the best of Engineer’s knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.
26. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the Project involves more than one prime contract as indicated in Paragraph A1.03.D, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

A1.06 *Post-Construction Phase*

- A. Upon written authorization from Owner during the Post-Construction Phase, Engineer shall:
- 1. Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.
 - 2. Together with Owner, visit the Project within one month before the end of the Construction Contract’s correction period to ascertain whether any portion of the Work

or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

3. Perform or provide the following other Post-Construction Phase tasks or deliverables:
none

- B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate twelve months after the commencement of the Construction Contract's correction period.

PART 2 – ADDITIONAL SERVICES

A2.01 Additional Services Requiring Owner's Written Authorization

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.
 1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements, not including preparation of the Environmental Report defined under Basic Services; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
 2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
 3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
 4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2, but only if the Owner's request is made after completion of the Study and report Phase.
 5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
 6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
 7. Undertaking investigations and studies including, but not limited to:

- a. detailed consideration of operations, maintenance, and overhead expenses;
 - b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
 - c. preparation of appraisals;
 - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
 - e. detailed quantity surveys of materials, equipment, and labor; and
 - f. audits or inventories required in connection with construction performed or furnished by Owner.
8. Furnishing services of Consultants for other than Basic Services.
9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.
10. Providing the following services:
- a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.
 - b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.
11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).
12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.
15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.

Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
- ~~17. Preparing Record Drawings, and furnishing such Record Drawings to Owner. [deleted]~~
18. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
- ~~20. Preparation of operation, maintenance, and staffing manuals. [deleted]~~
21. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).
22. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.
23. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
24. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
25. Overtime work requiring higher than regular rates.
26. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.
27. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
28. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
29. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

A2.02 *Additional Services Not Requiring Owner's Written Authorization*

- A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or

Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.
2. ~~Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.~~ Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.
5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.
6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.
7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

COMPENSATION PACKET RPR-2:
Resident Project Representative – Standard Hourly Rates

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

C2.04 Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment

A. Owner shall pay Engineer for Resident Project Representative Basic Services as follows:

1. *Resident Project Representative Services:* For services of Engineer's Resident Project Representative under Paragraph A1.05.A of Exhibit A, an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Resident Project Representative services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. The total compensation under this paragraph is estimated to be \$401,700 based upon full-time RPR services on a nine-hour workday, Monday through Friday, over a 14 month active construction schedule.

B. Compensation for Reimbursable Expenses:

1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01, and are directly related to the provision of Resident Project Representative or Post-Construction Basic Services, Owner shall pay Engineer at the rates set forth in Appendix 1 to this Exhibit C.
2. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representative and assistants; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be those internal expenses related to the Resident Project Representative Basic Services that are actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such services, the latter multiplied by a factor of 1.0.
4. The Reimbursable Expenses Schedule will be adjusted annually (as of January 1, 2025) to reflect equitable changes in the compensation payable to Engineer.

C. Other Provisions Concerning Payment Under this Paragraph C2.04:

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of 1.10.
2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. *Estimated Compensation Amounts:*
 - a. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
 - b. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend Engineer's services during negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
4. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

This is **EXHIBIT D**, consisting of [5] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [].

Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 1 - SERVICES OF ENGINEER

D1.01 *Resident Project Representative*

- A. Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
- B. Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
- C. The duties and responsibilities of the RPR are as follows:
 - 1. *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.

3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
7. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*

- a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.

- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.
- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- e. Maintain records for use in preparing Project documentation.
- f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

12. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.

- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

D. Resident Project Representative shall not:

- 1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
- 2. Exceed limitations of Engineer's authority as set forth in this Agreement.
- 3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
- 4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
- 5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
- 6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
- 7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
- 8. Authorize Owner to occupy the Project in whole or in part.

This is **EXHIBIT E**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [].



NOTICE OF ACCEPTABILITY OF WORK

PROJECT:

OWNER:

CONTRACTOR:

OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION:

EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:

ENGINEER:

NOTICE DATE:

To:

Owner

And To:

Contractor

From:

Engineer

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated _____, and the following terms and conditions of this Notice:

Exhibit E – Notice of Acceptability of Work.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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Page 1

Page 261 of 397

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

By: _____

Title: _____

Dated: _____

RUS CERTIFICATION PAGE (MODIFIED from RUS BULLETIN 1780-26, EXHIBIT C)

DEC CERTIFICATION PAGE

PROJECT NAME: Wastewater Treatment Facility Phase 2 Headworks Upgrade
 PROJECT LOCATION: Burlington, Vermont
 APPLICANT & LOAN/GRANT NUMBER: RF1-247

The Engineer and Owner hereby concur in the Funding Agency required revision to E-500 (2014). In addition, the Engineer certifies to the following:

All modifications required by DEC and RUS Bulletin 1780-26 have been made in accordance with the terms of the license agreement, which states in part that the Engineer “must plainly show all changes to the Standard EJCDC Text, using ‘Track Changes’ (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions.” Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

SUMMARY OF ENGINEERING FEES

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values listed on this table. Fees shown will not be exceeded without the concurrence of the Agency.

Description of Steps and Services	Fee Amount	Basis of Payment (Lump Sum or NTE)
1. Step 0 – Feasibility Study (Phase 2 WWTF Upgrades)		
2. Step I – Preliminary Engineering		
a. Preliminary Engineering Report Services		
b. Environmental Information Document Services		
c. Develop draft Basis of Design – Non CSO (to be incorporated in draft Preliminary Design Report)	\$145,400	NTE
d. Develop draft Basis of Design -CSO	\$21,000	NTE
e. Develop draft Basis of Design -Shared CSO/Non-CSO	\$32,300	NTE
f. Process Sampling Review (NON-STANDARD TASK)	\$17,300	NTE
g. Evaluate Main Influent Pumping System and North Intermediate Pumping System (NON-STANDARD TASK)	\$22,200	NTE
3. Step II – Final Design (Phase 1 WWTF Upgrades)		
a. Basis of Final Design and Final Design Plans and Contract Documents – Non CSO	\$618,600	NTE
b. Basis of Final Design and Final Design Plans and Contract Documents - CSO	\$30,500	NTE
c. Basis of Final Design and Final Design Plans and Contract Documents – Shared CSO/Non-CSO	\$75,700	NTE
d. Tertiary Treatment Coordination (NON-STANDARD TASK)	\$17,600	NTE
e. Hazardous Materials Survey Allowance (NON-STANDARD TASK)	\$15,100	NTE
4. Step III		
a. Bid Phase Services	\$43,700	NTE
b. Construction Phase Services	\$612,926	NTE
c. Resident Project Representative Services	\$389,700	NTE
d. Post Construction Phase Services	\$5,210	NTE
e. AIS Review/DB Wage Interviews (NON-STANDARD TASK)	\$41,844	NTE

5. Total Engineering Costs		
6. Construction Costs		
a. Contract 1		
b. Small Purchase		
7. Total Project Cost	\$2,077,120	
8. Total Bond Amount		

SCOPE OF SERVICES

The scope of services can be found in the following pages of the contract: _2 through 8 of Exhibit A_.

PROGRESS MEETING AND DELIVERABLES

DEC places funding holds on projects at the 30%, 60%, and 90% of engineering Step I & II (planning and final design) services pending a project meeting and deliverables. Holds may be negotiated to add or delete holds based on the needs of the project. This contract involves the following Step I deliverables and meetings. Percent Complete		
	Approximate Meeting Schedule	Deliverables
30%	June 2023	Draft Preliminary Design Report (Basis of Design) & 30% Plans, Final EID
60%	December 2023	60% Plans, Spec TOC, 60% Cost Estimate
90%	June 2024	90% Plans, Specs, Cost Estimate
Final	July 2024	Final Plans, Specs, Cost Estimate

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and are after the change, and the resulting total fee.

CONSULTING FIRM NAME

Wright-Pierce

06/06/2024

Engineer

Date

Jennifer Auster, PE – Project Manager

Name and Title

City of Burlington, Vermont

Owner

Date

Name and Title

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

Agency Representative

Date

Name and Title

Last Revised: 3/26/19

RUS CERTIFICATION PAGE (MODIFIED from RUS BULLETIN 1780-26, EXHIBIT C)

DEC CERTIFICATION PAGE

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SUMMARY OF ENGINEERING FEES

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values listed on this table. Fees shown will not be exceeded without the concurrence of the Agency.

Description of Steps and Services	Fee Amount	Basis of Payment (Lump Sum or NTE)
1. Step 0 – Feasibility Study (Phase 2 WWTF Upgrades)		
2. Step I – Preliminary Engineering		
a. Preliminary Engineering Report Services	\$420,000	NTE
b. Environmental Information Document Services		
c. Develop draft Basis of Design – Non CSO (to be incorporated in draft Preliminary Design Report)	\$145,400	NTE
d. Develop draft Basis of Design -CSO	\$21,000	NTE
e. Develop draft Basis of Design -Shared CSO/Non-CSO	\$32,300	NTE
f. Process Sampling Review (NON-STANDARD TASK)	\$17,300	NTE
g. Evaluate Main Influent Pumping System and North Intermediate Pumping System (NON-STANDARD TASK)	\$22,200	NTE
3. Step II – Final Design (Phase 1 WWTF Upgrades)		
a. Basis of Final Design and Final Design Plans and Contract Documents – Non CSO	\$618,600	NTE
b. Basis of Final Design and Final Design Plans and Contract Documents - CSO	\$30,500	NTE
c. Basis of Final Design and Final Design Plans and Contract Documents – Shared CSO/Non-CSO	\$75,700	NTE
d. Tertiary Treatment Coordination (NON-STANDARD TASK)	\$17,600	NTE
e. Hazardous Materials Survey Allowance (NON-STANDARD TASK)	\$15,100	NTE
4. Step III		
a. Bid Phase Services	\$43,700	NTE
b. Construction Phase Services	\$612,926	NTE
c. Resident Project Representative Services	\$389,700	NTE
d. Post Construction Phase Services	\$5,210	NTE
e. AIS Review/DB Wage Interviews (NON-STANDARD TASK)	\$41,844	NTE

5. Total Engineering Costs		
6. Construction Costs		
a. Contract 1		
b. Small Purchase		
7. Total Project Cost	\$2,497,120	
8. Total Bond Amount		

SCOPE OF SERVICES

The scope of services can be found in the following pages of the contract: _2 through 8 of Exhibit A_.

PROGRESS MEETING AND DELIVERABLES

DEC places funding holds on projects at the 30%, 60%, and 90% of engineering Step I & II (planning and final design) services pending a project meeting and deliverables. Holds may be negotiated to add or delete holds based on the needs of the project. This contract involves the following Step I deliverables and meetings. Percent Complete	Approximate Meeting Schedule	Deliverables
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CONSULTING FIRM NAME

Wright-Pierce



06/06/2024

Engineer

Date

Jennifer Auster, PE – Project Manager

Name and Title

City of Burlington, Vermont

Owner

Date

Name and Title

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

Agency Representative

Date

Name and Title

Last Revised: 3/26/19

Board of Finance and City Council Submission Checklist

Department: DPW – Water Resources Submitter: Martin Lee
Wastewater Treatment Facility Headworks Improvements – Step III Loan Application
Title/Subject: and Consultant Contract Amendment

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/10/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	6/12/2024	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	N/A	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	6/11/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	6/11/2024	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	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?	N/A	Click or tap here to enter text.

Resolution Relating to

AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR
THE STAGE 0 UPGRADE OF THE CITY'S THREE WASTEWATER
TREATMENT PLANTS

RESOLUTION 5.21.

Sponsor(s): Bd. of Finance

Introduced: 06/24/24

Referred to: _____

Action: adopted

Date: 06/24/24

Signed by Mayor: 06/25/24

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, on November 6, 2018, 92% of voters in Burlington voted to approve borrowing up to
2 \$29,958,000 for the City's Clean Water Resiliency Plan (CWRP) for the purpose of paying for capital additions
3 and improvements to the City's wastewater and stormwater systems, including (i) capital improvements to the
4 City's wastewater treatment plants including disinfection system and treatment upgrades and improvements, (ii)
5 capital improvements to the City's wastewater and stormwater collection system, (iii) combined sewer runoff
6 and overflow mitigation (iv) stormwater outfall repair (v) stormwater treatment (vi) planning studies for future
7 capital and programmatic improvements and (vii) implementation of asset management software for
8 improvement maintenance tracking; and

9 WHEREAS, the City has determined the need to replace, rehabilitate and modernize critical
10 infrastructure at the three wastewater treatment plants; and

11 WHEREAS, the first phase of this comprehensive infrastructure project is focused on the at-risk portions
12 of the headworks infrastructure at the three wastewater treatment plant to ensure proper influent wastewater
13 screening at the treatment plants and is referred to as Stage 0 –Wastewater Headworks Upgrades (the "Project");
14 and

15 WHEREAS, planning, design and construction of this Project was identified as part of the CWRP; and

16 WHEREAS, City Charter Section 64b provides that, upon receipt of voter approval, the City may issue
17 bonds or notes for the purpose of financing improvements to any revenue producing facility, and pledge the
18 revenues from such facilities to secure payment of such bonds or notes; and

19 WHEREAS, the City Council adopted a Wastewater System Revenue General Bond Resolution (the
20 "General Bond Resolution"), authorizing such borrowing on December 6, 1990, which General Bond Resolution
21 was amended and restated as of December 9, 2013; and

22 WHEREAS, the General Bond Resolution provides for a pledge of the Net Revenues (as defined in the
23 General Bond Resolution) of the City's wastewater system for all bonds and notes and obligations incurred
24 under such General Bond Resolution; and

25 WHEREAS, in order to reduce transaction costs and save the rate payers money, representatives of the

{00164621.2}
10198634_2:12576-00011

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

....., 20
..... Clerk

Approved....., 20

..... Mayor

Vol. Page

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Resolution Relating to

**AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR
THE STAGE 0 UPGRADE OF THE CITY'S THREE WASTEWATER
TREATMENT PLANTS**

City have approached the Vermont Bond Bank (the "Bond Bank") to undertake the loan and repayment without the need to issue bonds under the General Bond Resolution, but with the same pledge and covenants to secure the repayment of the loan with a pledge of net revenues from the wastewater system on a basis similar to the covenants and pledgee of revenues under the General Bond Resolution; and

WHEREAS, the Bond Bank has indicated its willingness to provide the loan in such a basis, with a direct pledge of such net revenues and covenants to maintain and operate the wastewater system in a prudent manner; and

WHEREAS, the State of Vermont Clean Water State Revolving Fund (SRF) provides loans for planning (Step I), final design (Step II) and construction (Step III) of municipal wastewater and stormwater projects; and

WHEREAS, Step III Construction Loan amounts are inclusive of all SRF eligible costs incurred as part of the project, including Step I (Planning), Step II (Design) and Step III (Construction); and

WHEREAS, the standard Clean Water State Revolving Loan Fund terms for projects of this completing construction (Step III) are 20 years of repayment starting one year after completion of construction with a 2% administrative fee; and

WHEREAS, the City Council has previously authorized a Step I loan in a principal amount not to exceed \$470,000 and a Step II loan in a principal amount not to exceed \$1,095,700 pursuant to resolutions adopted on May 13, 2019 and September 13, 2021; and

WHEREAS, pursuant to such authorizations, the City entered into a Step II loan (RF 1-247-2.0) on or about August 14, 2023 in the total principal amount of \$1,458,500, consisting of \$463,000 for the purpose of financing planning and design of infrastructure improvements as authorized by the resolutions adopted on May 13, 2019 and \$995,500 for the purpose of financing the preparation of preliminary engineering studies or facilities plans as authorized by the resolutions adopted on September 13, 2021; and

WHEREAS, the City followed a competitive based procurement process required by the State and selected Wright Pierce as the most qualified consultant; and

WHEREAS, the City, as authorized by the September 13, 2021 City Council resolution, has previously executed a Design Engineering Services Agreement with Wright Pierce for an amount not to exceed \$995,700; and

WHEREAS, the City now desires to apply for construction funding and advance the Project to bidding and construction in 2024; and

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

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..... Clerk

Approved....., 20

..... Mayor

Vol. Page

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Resolution Relating to

**AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR
THE STAGE 0 UPGRADE OF THE CITY'S THREE WASTEWATER
TREATMENT PLANTS**

WHEREAS, Wright Pierce has identified an additional construction engineering scope of work of \$1,081,420, including contingency, resulting in the need for an amended Design Engineering Services Agreement for an amount not to exceed of \$2,077,120; and

WHEREAS, the current construction cost estimate for the Project is \$10,347,000 including contingency, materials testing, direct equipment purchases and legal/administration fees; and

WHEREAS, the total amount of the Step III construction loan required for the Project is \$12,886,920, consisting of (i) previously incurred planning and design costs in the amount of \$1,458,500, (ii) additional construction engineering costs in the amount of \$1,081,420, and (iii) the construction cost estimate of \$10,347,000;

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the Director of Public Works, or his designee, to complete the Construction Loan Application for Revolving Loan Funds under 24 V.S.A. Chapter 120 and to apply to the Bond Bank for financing of a Loan in a principal amount not to exceed \$12,886,920 (the "Loan"), subject to final review and approval by the Chief Administrative Officer, Director of Finance, and City Attorney's Office; and

BE IT FURTHER RESOLVED that the repayment of such Loan may be evidenced by the issuance of one or more bonds under the General Bond Resolution, or as a subordinate bond or note issued to the Bond Bank, in each such case payable from a pledge of the net revenues of the wastewater system and as the Authorized Officers (as defined herein) determine to be in the City's best interests; and;

BE IT FURTHER RESOLVED that the City Council authorizes the Director of Public Works to negotiate and execute an amended Design Engineering Services Agreement with Wright Pierce for an amount not to exceed \$2,077,120, subject to approval by the City Attorney's Office; and

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor, Chief Administrative Officer, Director of Finance, and Assistant Director of Finance (the "Authorized Officers"), individually or collectively, to execute and deliver: (i) a loan agreement with the Bond Bank to evidence the Loan and the repayment thereof, including covenants with respect to the operation of the wastewater system; (ii) a bond or bonds, or promissory note or notes in the principal amount of the Loan; (iii) such documents and instruments as the Bond Bank may request in connection with the Loan, in such form and with such terms as they deem necessary or convenient and in the City's best interest; and (iv) such other documents and instruments necessary or convenient in connection with the Loan, all subject to the prior review and approval of the City Attorney's Office; and

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

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..... Clerk

Approved....., 20

..... Mayor

Vol. Page

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Resolution Relating to

AUTHORIZATION FOR \$12,886,920 STEP III LOAN FROM VERMONT
CLEAN WATER STATE REVOLVING FUND AND FOR \$2,077,120
AMENDED ENGINEERING CONTRACT WITH WRIGHT-PIERCE FOR
THE STAGE 0 UPGRADE OF THE CITY'S THREE WASTEWATER
TREATMENT PLANTS

BE IT FURTHER RESOLVED that the City Council designates the following City staff member as an
alternate authorized representatives of the Project with authority to execute administrative or reimbursement
documents, and other ancillary documents other than the loan application or loan agreements: Department of
Public Works Water Resources Division Director, Megan Moir.

TM/Resolutions 2024/Authorization for \$12,886,920 Step III Loan from Vermont Clean Water State Revolving Fund and for \$2,077,120 Amended
Engineering Contract with Wright-Pierce for the Stage 0 Upgrade of the City's Three Wastewater Treatment Plants
June 17, 2024

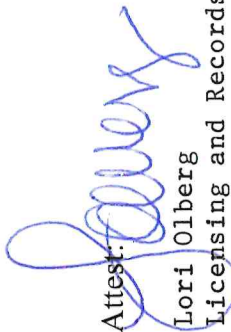
* * * * *

DISTRIBUTION:

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

Martin Lee, DPW/Water Resources

* * * * *

Attest:

Lori Olberg
Licensing and Records Coordinator

ORIGINAL

RESOLUTION RELATING TO

Authorization For \$12,886,920..Step.III Loan From Vermont Clean Water State Revolving
Fund And For \$2,077,120 Amended Engineering Contract With Wright-Pierce For The
Stage.0..Upgrade.Of.The.City's.Three.Wastewater Treatment Plants

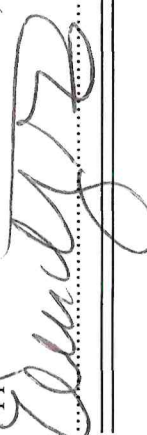
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Adopted by the City Council

June 24, 20 24

 Clerk

Approved..... June 25, 20 24

 Mayor

Vol. Page

Resolution Relating to

APPROVING THE ISSUANCE OF GRANT ANTICIPATION
NOTES FOR THE COSTS OF CERTAIN AIRPORT
IMPROVEMENT PROJECTS

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, the City of Burlington (the “City”) owns and operates the Burlington International
2 Airport (the “Airport”); and
- 3 WHEREAS, the City anticipates the receipt of federal grants from the Federal Aviation Administration
4 (the “FAA”) for certain airport improvement projects, which, together with current grants from the FAA, total
5 at least \$10,000,000 (the “Grants”); and
- 6 WHEREAS, the City will implement the airport improvement projects pending the receipt of the
7 Grants and will receive reimbursement from the FAA under the Grants; and
- 8 WHEREAS, the City Council, pursuant to 24 V.S.A. § 1773(c), may undertake temporary loans in
9 anticipation of the receipt of grants-in aid from any source, for a period of not more than one year, and may
10 refund and renew outstanding temporary loans by the issuance of a new note or notes dated before the date the
11 total grant-in-aid is received;
- 12 NOW, THEREFORE, BE IT RESOLVED that the City shall issue grant anticipation notes, secured by
13 the Grants, in one or more series, in an aggregate principal amount not to exceed \$10,000,000 (the “Notes”),
14 for the object and purpose of financing the costs of the Airport Improvement Projects that are the subject of
15 the Grants. The Notes shall be secured by a pledge of the Grants as payment therefore and shall mature less
16 than one year from the date of issuance thereof. The Notes may further be payable on a subordinate basis,
17 from net revenues of the Airport, to the extent legally permissible under the Airport General Bond Resolution
18 adopted May 6, 1997 (as supplemented and amended to date). The Notes may be issued on a draw-down line
19 of credit basis; and
- 20 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, the Director of
21 Finance, and the Assistant Director of Finance are, and each one of them is, hereby authorized and empowered
22 to execute and deliver (subject to review and approval by the City Attorney): (i) the Notes on behalf of the
23 City, in such form and with such terms as they deem necessary or convenient and in the City’s best interest,
24 (ii) one or more security, pledge and loan agreements as may be requested by the financial institution

25 purchasing the Notes, and (iii) all other documents and instruments necessary or convenient in connection
26 with the issuance of the Notes and/or the receipt of the Grants.

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29 TM/Resolutions 2024/*Approving the Issuance of Grant Anticipation Notes for the Cost of Certain Airport Improvement Projects*

30 June 17, 2024



OFFICE OF THE CLERK/TREASURER City of Burlington

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

To: Board of Finance & City Council
From: Brad Kukenberger, Director of Finance/Darlene Bayko, Asst Director of Finance
Marie Friedman, CPA, Chief Financial Officer, Burlington International Airport

Date: June 17, 2024 Board of Finance, & June 24, 2024 City Council
Action: Action
RE: \$10,000,000 Airport Grant Anticipation Note (GAN)

Executive Summary

The Airport needs temporary financing in anticipation of funding that is obligated under the current twenty-three Federal Aviation Administration (FAA) Grants. These grants cover many projects including runway and taxiway improvements, terminal apron rehabilitations, noise mitigation measures for residences and residential sound insulation, building a new apron, a new passenger boarding bridge and updating the noise exposure map. The proposed Grant Anticipation Note is secured by a pledge of the Grants, and not the Full Faith and Credit of the City, and will have a maturity of less than one year from the date of issuance. The FAA acknowledges that projects approved under their grants may need financing and allows that any interest incurred using a GAN borrowing is 100% reimbursable. Please note that this is the same Grant Anticipation Note that was approved last year, this is just a renewal.

Logistics

The City of Burlington (the "City") is planning to renew a Grant Anticipation Note (the "Note") for Burlington International Airport (the "Airport"). Under 24 V.S.A. § 1773(c), a municipal corporation may, upon resolution of its legislative branch, issue revenue anticipation notes in anticipation of the receipt of grants-in-aid. The proceeds from such grant anticipation notes must be used for the purpose and projects contemplated by the grants. The grant anticipation notes cannot mature more than one year from the date of the note, but may be refunded and renewed. State law allows such grant anticipation notes to be refunded and renewed from time to time prior to receipt of the underlying grant.

The Note is secured by a pledge of the Grants, and not the Full Faith and Credit of the City, and will have a maturity of less than one year from the date of issuance. The FAA allows 100% of GAN interest to be reimbursed under the Passenger Facility Charge program (PFC) through an application process. The Airport uses the City accounting system to track all interest paid under the GAN. Therefore, any interest incurred is eligible to be fully funded by PFC revenues.

History

The City has previously entered into many Airport Improvement Program (AIP) Grant Agreements (the "Grants") with the U.S. Department of Transportation, Federal Aviation Administration, and have been previously approved by the Board of Finance and City Council for certain airport improvement projects. The proceeds from the Note are to be used to implement these projects, and in turn, the City expects to be reimbursed from the Grants.

Issuing the Grant Anticipation Note

The accompanying Resolution provides for the issuance of the Note in an amount up to \$10,000,000. This will be used for financing temporary loans in anticipation of current FAA Grants. The Airport currently has twenty-three open FAA grants which equates to \$19 Million in upcoming expenditures. The Airport also anticipates receiving up to \$53 Million in additional grants during the upcoming year.

The Resolution authorizes the Mayor, the City's Chief Administrative Officer, and the Director of Financial to execute and deliver the Note, any security, pledge and loan agreements that may be required by the financial institution purchasing the Note, and any other agreements related to the Note or the Grants that may be necessary. As the source of payment is from the FAA, the Note will not be eligible for issuance as a tax-exempt obligation.

Board of Finance Motion: To approve, and recommend that Council approve, the attached resolution.

City Council Motion: To approve the attached resolution.

Board of Finance and City Council Submission ChecklistBrad Kukenberger, Director
Financial/Darlene Bayko, Asst.Department: Clerk Treasurer Office Submitter: Director of FinanceTitle/Subject: \$10,000,000 Airport Grant Anticipation Note (GAN)

	Approval:	Meeting Date:
☒	Board of Finance	6/17/2024
☒	City Council	6/24/2024
☐	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	6/12/2024	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	06/13/2024	Click or tap here to enter text.
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 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	6/12/2024	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	6/12/2024	Click or tap here to enter text.
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?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	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.	Click or tap here to enter text.

Resolution Relating to

**APPROVING THE ISSUANCE OF GRANT ANTICIPATION
NOTES FOR THE COSTS OF CERTAIN AIRPORT
IMPROVEMENT PROJECTS**

RESOLUTION 5.22

Sponsor(s): Bd. of Finance

Introduced: 06/24/24

Referred to: _____

Action: adopted

Date: 06/24/24

Signed by Mayor: 06/25/24

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, the City of Burlington (the "City") owns and operates the Burlington International
2 Airport (the "Airport"); and

3 WHEREAS, the City anticipates the receipt of federal grants from the Federal Aviation Administration
4 (the "FAA") for certain airport improvement projects, which, together with current grants from the FAA, total
5 at least \$10,000,000 (the "Grants"); and

6 WHEREAS, the City will implement the airport improvement projects pending the receipt of the
7 Grants and will receive reimbursement from the FAA under the Grants; and

8 WHEREAS, the City Council, pursuant to 24 V.S.A. § 1773(c), may undertake temporary loans in
9 anticipation of the receipt of grants-in aid from any source, for a period of not more than one year, and may
10 refund and renew outstanding temporary loans by the issuance of a new note or notes dated before the date the
11 total grant-in-aid is received;

12 NOW, THEREFORE, BE IT RESOLVED that the City shall issue grant anticipation notes, secured by
13 the Grants, in one or more series, in an aggregate principal amount not to exceed \$10,000,000 (the "Notes"),
14 for the object and purpose of financing the costs of the Airport Improvement Projects that are the subject of
15 the Grants. The Notes shall be secured by a pledge of the Grants as payment therefore and shall mature less
16 than one year from the date of issuance thereof. The Notes may further be payable on a subordinate basis,
17 from net revenues of the Airport, to the extent legally permissible under the Airport General Bond Resolution
18 adopted May 6, 1997 (as supplemented and amended to date). The Notes may be issued on a draw-down line
19 of credit basis; and

20 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, the Director of
21 Finance, and the Assistant Director of Finance are, and each one of them is, hereby authorized and empowered
22 to execute and deliver (subject to review and approval by the City Attorney): (i) the Notes on behalf of the
23 City, in such form and with such terms as they deem necessary or convenient and in the City's best interest,
24 (ii) one or more security, pledge and loan agreements as may be requested by the financial institution

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

....., 20
..... Clerk

Approved....., 20

Attest:

..... Mayor

Vol. Page

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Page 2

Resolution Relating to

APPROVING THE ISSUANCE OF GRANT ANTICIPATION
NOTES FOR THE COSTS OF CERTAIN AIRPORT IMPROVEMENT
PROJECTS

25

purchasing the Notes, and (iii) all other documents and instruments necessary or convenient in connection

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with the issuance of the Notes and/or the receipt of the Grants.

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TM Resolutions 2024*Approving the Issuance of Grant Anticipation Notes for the Cost of Certain Airport Improvement Projects*

30

June 17, 2024

* * * * *

DISTRIBUTION:

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

Darlene Bayko, C/T

ORIGINAL

RESOLUTION RELATING TO

Approving..The..Issuance..Of..Grant..Anticipation Notes For The Costs Of Certain
Airport Improvement Projects

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Adopted by the City Council

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

..... Clerk

Approved..... June 25....., 20 24.....

..... Mayor

Vol. Page

Attest:
Lori Olberg
Licensing and Records Coordinator

* * * * *

Resolution Relating to

RELEASE OF CERTAIN GLEBE AND PERPETUAL
LEASE-LAND INTERESTS AND REVISION OF THE CITY
OF BURLINGTON PERPETUAL LEASE LAND
INTERESTS LIST

RESOLUTION_____

Sponsor(s): Councilor Traverse
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:

That WHEREAS, on December 7, 2020, the City Council adopted a City of Burlington Retained Perpetual
Lease Interests List (hereafter Retained Interests List) pursuant to Act 152 (codified in 24 V.S.A. 2409); and
WHEREAS, the City Council requested that if City staff identified properties on the Retained Interests
List as appropriate for release in the future—for example, because outstanding issues are resolved,—those
properties should be brought forward to the Council and the Retained Interests List should be updated; and
WHEREAS, City staff have identified a number of properties that are appropriate for release since the
last release in March, 2024;
NOW, THEREFORE, BE IT RESOLVED that the City Council hereby releases the glebe/perpetual
leased land interests it may have in the following City of Burlington properties pursuant to 24 V.S.A. §2401
and requests that the City of Burlington Retained Perpetual Lease Interests List be revised accordingly:

- 153 Howard Street (Tax ID 053-3-025-000)
- 153 Tracy Drive (Tax ID 027-3-075-000)
- 110 North Cove Road (Tax ID 021-1-014-000)

CITY OF BURLINGTON RETAINED F PERPETUAL LEASE LAND INTERESTS

LIST Last Revised 6/24/24

PropertyRSN	PIN	TaxID	Property Type	Assessor Use	Address	Address Numeric	Street	Street Type	Owner List
	313278722004	044-4-033-000	Land and Building	C	130	130	Bank	ST	BTC Mall Associates, LLC
536	301961736648	024-1-002-000	Land and Building	R1	36	36	Barley	RD	Matthew J. Bombard Emily K Bombard
768	302140736242	024-2-009-000	Land and Building	R1	77	77	Barley	RD	Ugljesa Vujanovic Draganja Vujanovic
7156	312422721841	049-1-143-001	Land and Building	C	60	60	Battery	ST	Diamond Rock Burlington Owner LLC
809	303377735322	024-2-052-000	Land and Building	R1	41	41	Birch	CT	Huy Vo
806	303452735586	024-2-049-000	Land and Building	R1	64	64	Birch	CT	Phet Sayamouangkhuha Bouavanh Sayamouangkhuha
1067	303515735610	024-4-001-000	Land and Building	R1	70	70	Birch	CT	Janice L Lovejoy
12228	303595735701	024-4-003-000	Land	RL	82	82	Birch	CT	Champlain Housing Trust Inc.
1073	303811735694	024-4-009-000	Land and Building	R1	99	99	Birch	CT	Joseph R. Guay Wendy M. Guay
1072	303841735726	024-4-008-000	Land	RL	105	105	Birch	CT	Champlain Housing Trust Inc.
1186	303921735755	024-4-133-000	Land and Building	R1	111	111	Birch	CT	Michael F. McGarghan Kelly J McGarghan
1174	304108736082	024-4-120-000	Land and Building	R1	128	128	Birch	CT	Robert J Larue Marjorie W Larue
1175	304175736141	024-4-121-000	Land and Building	R1	132	132	Birch	CT	Ganja S. Pradhan Leela K. Pradhan
1178	304397736312	024-4-124-000	Land and Building	R1	144	144	Birch	CT	Nadia A. Mitchell Alexander V Mitchell
8554	314400717640	053-3-195-000	Land and Building	R1	20	20	Caroline	ST	Carolyn Lamoreaux Bates Revocable Trust
8500	314463717393	053-3-140-000	Land and Building	R2	65	65	Catherine	ST	Ruby L. Thibault Jed H Thibault Aurelien G. Thibault
8498	314560717370	053-3-138-000	Land and Building	R1	75-77	75	Catherine	ST	Bruce W. Bierbaum Karl Lynn Bierbaum
8497	314614717427	053-3-137-000	Land and Building	R3	83	83	Catherine	ST	Hugo Martinez-Cazon Keith S Levenson
818	303247735059	024-2-063-000	Land and Building	R1	14	14	Cayuga	CT	Cynthia B. Button Jon B. Button
826	303382734959	024-2-071-000	Land and Building	R1	17	17	Cayuga	CT	Scott S. Smith Stacey R. Smith
821	303375735162	024-2-066-000	Land and Building	R1	30	30	Cayuga	CT	Mary Logan Lockwood
823	303452735227	024-2-068-000	Land and Building	R1	40	40	Cayuga	CT	Mark P. Moye and Joyce Ann Howard Trust
1083	303587735324	024-4-019-000	Land and Building	R1	56	56	Cayuga	CT	Theresa M. Lacroix
1084	303613735368	024-4-020-000	Land and Building	R1	62	62	Cayuga	CT	Jessie Cassidy
1109	303757735252	024-4-050-000	Land and Building	R1	65	65	Cayuga	CT	Kevin Healy Arlene Healy
1107	303858735329	024-4-048-000	Land and Building	R1	75	75	Cayuga	CT	Burns Wilson Dartt III Francoise Magdalena Dartt
1105	303936735400	024-4-046-000	Land and Building	R1	81	81	Cayuga	CT	Jeffrey S Clements Lynne C. Clements
1103	304024735477	024-4-044-000	Land and Building	R1	101	101	Cayuga	CT	James F. Burt Vera Burt
1092	304083735699	024-4-028-000	Land and Building	R1	120	120	Cayuga	CT	Charles Eric Nichols Anne Williams
1098	304336735722	024-4-038-000	Land and Building	R1	129	129	Cayuga	CT	Jeffrey Desautels Tina Desautels
4860	312379722389	044-2-004-000	Land and Building	E	2	2	Cherry	ST	Epicopalian Diocese of Vermont
5329	313344722058	044-4-033-000	Land and Building	CL	75	75	Cherry	ST	BTC Mall Associates, LLC
762	302209736468	024-2-003-000	Land and Building	R1	9	9	Clover	LN	Thanh Dang Son Tran
543	302189736725	024-1-009-000	Land and Building	R1	37	37	Clover	LN	Christine M. Thompson
542	302183736792	024-1-008-000	Land and Building	R1	45	45	Clover	LN	Timothy D. Thayer Debra Anne Thayer
4424	311724721578	043-4-001-000	Land	E	2-Jan	2	College	ST	City of Burlington - Parks Dept.
2361	302490731951	028-2-220-000	Composite	EL	8	8	College	ST	City Of Burlington - Department of Public Works
6994	311877721538	049-1-085-000	Land	EL	10	10	College	ST	City of Burlington
838	302344735027	024-2-088-000	Land and Building	R1	50	50	Cottage	GRV	Griffin Wert Joanna Wert
1936	302075734844	028-1-007-000	Land and Building	R1	80	80	Cottage	GRV	Marc Valin
1934	301926734747	028-1-004-000	Land and Building	R2	98	98	Cottage	GRV	Elmira Aliyev
1675	301706734578	027-3-058-000	Land and Building	R1	128	128	Cottage	GRV	Susan Flanders Hoxie
1674	301656734537	027-3-057-000	Land and Building	R1	134	134	Cottage	GRV	Raymond F Benoit Jr
1668	301388734295	027-3-051-000	Land and Building	R1	170	170	Cottage	GRV	James Douglas Daigle
2050	303032734650	028-1-126-000	Land and Building	R1	22	22	Cross	PKWY	Roberta P. Proulx Kelli P. LaPlant Jennifer P. Tremblay Joanne P. Ihlefeld
2048	302922734562	028-1-124-000	Land and Building	R1	38	38	Cross	PKWY	Patrica A. Heavner Christine A. Heavner Vicki L Cody
2039	302426734175	028-1-115-000	Land and Building	R1	102	102	Cross	PKWY	S. Brown Richardson Jane D. Richardson
2038	302400734124	028-1-114-000	Land and Building	R1	108	108	Cross	PKWY	Elizabeth H. Burns Alan Gladstone
2037	302315734089	028-1-113-000	Land and Building	R1	116	116	Cross	PKWY	Jasmin Pobric Gordana Pobric
2035	302197734005	028-1-111-000	Land and Building	R1	130	130	Cross	PKWY	Paul Held Susan Held
1457	300018734177	027-1-010-000	Land and Building	R1	34	34	Curtis	AVE	Tara Sullivan Brian J. Sullivan
1468	299891734057	027-1-021-000	Land and Building	R1	35	35	Curtis	AVE	George W. Buker Laurie A Buker
1467	299928734018	027-1-020-000	Land and Building	R1	43	43	Curtis	AVE	Paul E Sumner Jr Laura L. Sumner
1799	300335733791	027-3-164-000	Land and Building	R1	86	86	Curtis	AVE	Fred C Forehand Cynthia J Forehand
1800	300214733553	027-3-172-000	Land and Building	R1	121	121	Curtis	AVE	Debra Holonitch
1485	300308733403	027-3-170-000	Land and Building	R1	124	124	Curtis	AVE	Hans H. Heikel Kathryn W. Heikel
1486	300245733355	027-3-171-000	Land and Building	R1	130	130	Curtis	AVE	Travis M. Clairmont Gregory P. Clairmont
1487	300144733512	027-1-038-000	Land and Building	R1	135	135	Curtis	AVE	Jacqueline A. Dame Firley David S. Firley, Jr.
1480	300013733408	027-1-040-000	Land and Building	R1	156	156	Curtis	AVE	Joshua Perrin
1479	299950733765	027-1-034-000	Land and Building	R1	187	187	Curtis	AVE	Kendrick J. Forguites
1497	299865733875	027-1-032-000	Land and Building	R2	201	201	Curtis	AVE	BPAWG, LLC
1498	299708733787	027-1-047-000	Land and Building	R1	206	206	Curtis	AVE	John P Gipson Carolyn R Gipson

147	299532734008	027-1-051-000	Land and Building	R2	232-234	232	Curtis	AVE	Francois Nsibienakou Nyame Nti A. Nsibienakou-Fawoho
12335	299647739370	021-2-046-000	Land and Building	R1	4	4	Derway	DR	Elizabeth V. O'Kane Kelly J Boudreau
1095	299541739169	021-2-080-000	Land and Building	R2	21-23	21	Derway	DR	Casey J. D. Lyon Maho Takahashi
34	299096739540	021-2-061-000	Condo Land	RA	95	95	Derway	DR	Larkin Realty
35	304264735867	024-4-034-000	Land and Building	R1	14	14	Dorset	LN	Mary E. Barr
13	298394739590	020-4-002-000	Land and Building	R1	93	93	Elbow	ST	2751 North Miami Avenue LLC
372	298411739635	020-4-003-000	Land and Building	R1	95	95	Elbow	ST	2751 North Miami Avenue LLC
376	298305739917	020-3-004-000	Land	RL	107	107	Elbow	ST	Anthony Pellegrino Eva M. Pellegrino
4975	300926737766	023-3-068-000	Land and Building	R1	32	32	Forest	ST	Elizabeth S. Wood
1968	301176737941	023-3-072-000	Land and Building	R1	66	66	Forest	ST	Raul Perez Kathleen Perez
1999	313148722869	044-2-117-000	Land and Building	R1	23	23	George	ST	Rachel Green
1989	302740734591	028-1-041-000	Land and Building	R1	45	45	Green Acres	DR	Rebecca Marie Roy Mark Edward Montalban
1980	302613734726	028-1-073-000	Land and Building	R1	46	46	Green Acres	DR	Lauren Weiner
1982	302067734294	028-1-063-000	Land and Building	R1	116	116	Green Acres	DR	Francis Bourgeois
1659	302075734077	028-1-053-000	Land and Building	R1	129	129	Green Acres	DR	Allison Curran
1707	301791734404	027-3-042-000	Land and Building	R1	176	176	Green Acres	DR	Antonia W Simpson Robert V Simpson
1711	301467735094	027-3-104-005	Land and Building	R1	5	5	Grey Meadow	DR	Jeffrey P Gendron Kathleen B Gendron
1706	301314735234	027-3-104-002	Land and Building	R1	6	6	Grey Meadow	DR	Tyce C. Foltz Kara S. Foltz
1713	301405735041	027-3-104-006	Land and Building	R1	7	7	Grey Meadow	DR	Nelson R Vargas Susan E Bell
1739	301294734953	027-3-104-008	Land and Building	R1	15	15	Grey Meadow	DR	Scott T Fusare Dagmar Zentrichova
1737	301235734904	027-3-104-009	Land and Building	R1	21	21	Grey Meadow	DR	James J. Chagnon Lita M Chagnon
1735	301064735046	027-3-104-034	Land and Building	R1	24	24	Grey Meadow	DR	Arthur J. Dusablon Barbara Dusablon
1720	300940734955	027-3-104-032	Land and Building	R1	32	32	Grey Meadow	DR	Nathan S. Strules
1731	300815734862	027-3-104-030	Land and Building	R1	38	38	Grey Meadow	DR	Bernard V. Bora Denise C Bora
1728	300878734637	027-3-104-015	Land and Building	R1	41	41	Grey Meadow	DR	Jessica Hook Scott Hook
1724	300572734602	027-3-104-026	Land and Building	R1	56	56	Grey Meadow	DR	Sanford W. Phillips Stephanie L. Phillips
1722	300742734398	027-3-104-023	Land and Building	R1	62	62	Grey Meadow	DR	Victor Menard Tami Menard
302	300958734144	027-3-104-019	Land and Building	R1	70	70	Grey Meadow	DR	Matthew J. Robbie Jennifer L. Heiny
67	301064734018	027-3-104-017	Land and Building	R1	74	74	Grey Meadow	DR	Catherine C. Wheeler Trust
73	299876738164	023-1-014-000	Land and Building	R1	21	21	Hardy	AVE	Lawrence A. Tulkop Lisa M. Tulkop
74	299829738223	021-2-001-000	Land and Building	R1	29	29	Hardy	AVE	Patra S Vail
75	299647738606	021-2-007-000	Land and Building	R1	71	71	Hardy	AVE	Richard E. Dion Faith B. Dion
77	299622738667	021-2-008-000	Land and Building	R1	77	77	Hardy	AVE	Philip Hincley Rosalie A. Covey
79	299594738740	021-2-009-000	Land and Building	R1	85	85	Hardy	AVE	Katherine Schumpf Douglas J Schumpf
8426	299530738887	021-2-011-000	Land and Building	R1	101	101	Hardy	AVE	Robert K Young Janice Young
8425	299630739037	021-2-013-000	Land and Building	R1	112	112	Hardy	AVE	Lawrence L. Blanchard Judie A. Kreamer
8383	314404717736	053-3-067-000	Land and Building	R3	117-119	117	Howard	ST	117-119 Howard Street LLC
3617	314463717730	053-3-066-000	Land and Building	R1	121	121	Howard	ST	Jeffrey G. Schneider Michelle C. Keegan
9016	307471727364	037-3-005-000	Land and Building	E	60	60	Institute	RD	City of Burlington - Parks Dept.
4948	308628728125	034-2-001-000	Land and Building	EL	75	75	Institute	RD	City of Burlington School Dept.
12168	315714716402	054-2-087-000	Land and Building	R1	9	9	Iranistan	RD	Karl W. Doerner Judith M. Doerner
4859	312926723089	044-2-090-000	Land and Building	RA	7-Jan	1	Johnson	ST	Beverly O'Free Rooney Richard A. Rooney
7196	312027721599	049-1-086-000	Land and Building	C	60	60	Lake	ST	Lake And College LLC
9011	311913721837	044-2-003-000	Land and Building	C	86	86	Lake	ST	Lake Street Associates Inc
9013	312327719230	049-2-039-000	Land and Building	E	101	101	Lavalley	LN	State of Vermont Building & General Services Dept. Vermont State Agency of Transportation Rail Unit
9014	315258716371	054-2-082-000	Land and Building	R1	16	16	Ledge	RD	L. Josette Noll
8580	315555716481	054-2-084-000	Land and Building	R1	50	50	Ledge	RD	Brett E. Mancini Seana Coughlin Mancini
8579	315639716371	054-2-085-000	Land and Building	R1	56-58	56	Ledge	RD	Catherine A. C. MacLachlan Trust
8575	314728717088	053-3-221-000	Land and Building	R1	38	38	Ledgemere	ST	Ila A. Abramson Joseph A. Bluestein
8576	314724717147	053-3-220-000	Land and Building	R1	44	44	Ledgemere	ST	Margaret E Joyal
8577	314578717211	053-3-216-000	Land and Building	R1	49	49	Ledgemere	ST	Austin D. Sumner Jennifer C. Sumner
832	314576717268	053-3-217-000	Land and Building	R1	55	55	Ledgemere	ST	Kevin S Cundiff Charles D. Kopplin
842	314723717268	053-3-218-000	Land and Building	R1	56	56	Ledgemere	ST	Gretchen E. Hogan Brendan P. Hogan
833	302688735119	024-2-078-000	Land and Building	R1	17	17	Loaldo	DR	Eric Gulfield
841	302581735213	024-2-096-000	Land and Building	R1	18	18	Loaldo	DR	Richard H. Yee, Jr. Mary B. Harkin
840	302647735072	024-2-079-000	Land and Building	R1	23	23	Loaldo	DR	Thomas R Carr
1963	302484735139	024-2-094-000	Land and Building	R1	32	32	Loaldo	DR	Gabriel Courage Holly Courage
1962	302377735178	024-2-092-000	Land and Building	R1	36	36	Loaldo	DR	Kenneth A Hebert Christine A. Hebert
1960	302527734886	028-1-036-000	Land and Building	R1	51	51	Loaldo	DR	Leo P. Campbell M. Eileen Campbell
1959	302521734809	028-1-035-000	Land and Building	R1	57	57	Loaldo	DR	Martha J Ledoux Robert E. Ledoux
1958	302425734726	028-1-033-000	Land and Building	R2	69	69	Loaldo	DR	Patricia Anne Hollinger
1943	302376734687	028-1-032-000	Land and Building	R1	75	75	Loaldo	DR	Harvey Family Revocable Trust
1954	302333734649	028-1-031-000	Land and Building	R1	81	81	Loaldo	DR	William A. Carlson
1953	302203734748	028-1-014-000	Land and Building	R1	84	84	Loaldo	DR	Alan LeBlanc
1950	302142734498	028-1-027-000	Land and Building	R1	105	105	Loaldo	DR	Sherri L McCoy

7198	302097734461	028-1-026-000	Land and Building	R1	111	111	Loaldo	DR	Kathryn A. Newton
8583	312070720020	049-2-041-000	Land and Building	E	1	1	Maple	ST	City of Burlington - Parks Dept.
693	313297720085	049-2-001-000	Land and Building	RA	113	113	Maple	ST	Maple Street Properties, LLC
967	314811716959	053-3-224-000	Land and Building	R1	16	16	Marian	ST	Jane Merola McKenzie
964	303439736520	024-1-116-000	Land and Building	R1	4	4	Meridian	ST	Darby Shaw Joseph Shaw
4920	303607736669	024-3-026-000	Land and Building	R1	28	28	Meridian	ST	Mustafa Jusupovic Amira Jusupovic
4928	303790736812	024-3-023-000	Land and Building	R1	50	50	Meridian	ST	O'Dell Walker
3619	312865723126	044-2-062-000	Land and Building	RA	58-64	58	Monroe	ST	Marijos Properties
2004	312876722913	044-2-070-000	Land and Building	R4	61-63	61	Monroe	ST	Carl F. Albarelli
827	308917726980	038-1-002-000	Cemetery	E	455	455	North	AVE	Burlington City Cemetery Dept. Lake View Cemetery
814	303250734902	028-1-078-000	Land and Building	R1	1464	1464	North	AVE	Migmar Dolma
830	303068734920	024-2-072-000	Land and Building	R2	1477	1477	North	AVE	John Whitehouse Revocable Trust
899	303097735140	024-2-058-000	Land and Building	R1	1490	1490	North	AVE	Sharon L. Fosbrook
831	302757734982	024-2-075-000	Land and Building	RA	1501	1501	North	AVE	Salamin Handy Mountaha Handy
848	302760735193	024-2-077-000	Land and Building	R1	1519	1519	North	AVE	Elizabeth Jane Fitzpatrick
792	302609735366	024-2-100-000	Land and Building	C	1541	1541	North	AVE	Thunderbolt Garage LLC
791	302538735400	024-2-102-000	Land	RL	1547	1547	North	AVE	Jolley Associates
789	303094735926	024-2-033-000	Rental Land	E	1554	1554	North	AVE	BHA Franklin Square
869	302504735476	024-2-103-000	Land and Building	C	1555	1555	North	AVE	Jolley Associates
870	302612735734	024-2-030-000	Rental Land	E	1562	1562	North	AVE	Burlington Housing Authority
786	302372735591	024-2-127-000	Land and Building	C	1563	1563	North	AVE	Sisters & Brothers Investment Group, LLP
885	302280735657	024-2-128-000	Land and Building	R2	1571	1571	North	AVE	Lisa McLamb
783	302362735872	024-2-027-000	Land and Building	R1	1586	1586	North	AVE	Pauline R. Grogan Wanda L. Grogan Kevin L. Grogan
12273	302163735806	024-2-143-000	Land and Building	R1	1595	1595	North	AVE	John R Fisher Kathleen C. Fisher
779	302235735997	024-2-024-000	Land and Building	R1	1604	1604	North	AVE	Ginger J. Santor
778	302193736040	024-2-023-000	Land	RL	1610	1610	North	AVE	Champlain Housing Trust Inc.
511	302070736171	024-2-020-000	Land and Building	R1	1628	1628	North	AVE	Mary Lariviere
775	302029736215	024-2-019-000	Land and Building	R1	1634	1634	North	AVE	Simone M. Felty
529	301474736078	023-4-038-000	Land and Building	E	1645	1645	North	AVE	City of Burlington School Dept.
528	301904736343	024-2-016-000	Land and Building	R1	1652	1652	North	AVE	Hien Nguyen Phuong Chung
369	301761736459	023-4-056-000	Land and Building	R1	1670	1670	North	AVE	Francis J Fagga Jr Anne G Fagga
354	301722736500	023-4-055-000	Land and Building	R1	1676	1676	North	AVE	Terrence G. Moore Carol J. Moore
368	300740737598	023-3-065-000	Land and Building	R1	1922	1922	North	AVE	Elizabeth S. Lewis
353	300361737619	023-3-049-000	Land and Building	RA	1925	1925	North	AVE	New Northgate Housing, LLC
366	300696737649	023-3-064-000	Land and Building	R1	1928	1928	North	AVE	Kenneth Gokey
362	300549737529	023-3-048-000	Land and Building	R1	1929	1929	North	AVE	Leah A. Oklan Ezra Oklan
360	300604737753	023-3-062-000	Land and Building	R1	1942	1942	North	AVE	Denny Lee Johnson Christine H. Johnson
359	300537737842	023-3-057-000	Land and Building	R1	1954	1954	North	AVE	Brent Huff Nicole Huff
93	300462737951	023-3-055-000	Land and Building	R1	1968	1968	North	AVE	Edmund Parent Judy Parent
123	300432738027	023-3-054-000	Land and Building	R1	1976	1976	North	AVE	Jeannine Kneeland
122	300154738202	021-2-027-000	Land and Building	R1	2007	2007	North	AVE	Michael L. Bessette Arline S Bessette
99	300168738517	021-2-058-000	Land and Building	R1	2040	2040	North	AVE	Amylynn Streeter David H. Streeter
121	300154738592	021-2-057-000	Land and Building	R1	2044	2044	North	AVE	Rama Lakshmi Courcy Charles P. Courcy
101	299972738571	021-2-033-000	Land and Building	R1	2047	2047	North	AVE	Thomas M Leclair Jody A Leclair
118	300132738657	021-2-056-000	Land and Building	R1	2048	2048	North	AVE	Robert Lapointe
103	299905738701	021-2-035-000	Land and Building	R1	2061	2061	North	AVE	Gary D. Dion Linda D. Dion
114	300064738860	021-2-053-000	Land and Building	R1	2070	2070	North	AVE	Alfred Cyr III Cherie K Cyr
64	299852738831	021-2-037-000	Land and Building	R1	2075	2075	North	AVE	Tory-Ann Torres Luis Torres
143	298505739683	021-2-067-000	Land	RL	3127	3127	North	AVE	Thomas Furland Karen Furland
11	298595739779	021-2-065-000	Land and Building	R1	3130	3130	North	AVE	P Maria Spadanuda
41	298501739747	021-2-066-000	Land	RL	3135	3135	North	AVE	2751 North Miami Avenue LLC
25	298438739892	020-3-001-000	Land and Building	R1	3139	3139	North	AVE	Sandra A Labombard Todd M Labombard
22	298528739922	021-1-002-000	Land and Building	ML	3140	3140	North	AVE	Todd M Labombard Tina M. Tofani Irena H Labombard
4702	298469740063	020-3-019-000	Land and Building	R1	3152	3152	North	AVE	Tor D. Bortz Lorena K. Bortz
4701	298378740302	020-3-015-000	Land and Building	R1	3174	3174	North	AVE	Treehouse Garage LLC
4700	312299724080	044-1-255-000	Land and Building	R2	87	87	North	ST	PHE, INC
4699	312335724076	044-1-254-000	Land and Building	E	89	89	North	ST	Burlington Emergency Shelter Inc
32	312380724053	044-1-253-000	Land and Building	CR	93-97	93	North	ST	Melissa B. Lafayette
4877	312464724115	044-1-252-000	Land and Building	R4	101-103	101	North	ST	J. Stuart McGowan Joan H. Watson
4776	298293740997	020-3-029-000	Land	EL	0	0	North Avenue	EXT	City of Burlington - Parks Dept.
4782	312173722677	044-2-019-000	Rental Land and Building	E	20-Oct	10	North Champlain	ST	Burlington Housing Authority
59	312439723683	044-1-310-000	Land and Building	CR	99	99	North Champlain	ST	Erkson Real Estate LLC
60	312478723958	044-1-316-000	Land and Building	R1	125	125	North Champlain	ST	Martha J. Caswell Seth Wolcott-MacCausland
61	298854740073	021-1-027-000	Land and Building	R1	40	40	North Cove	RD	Robert Bristow-Johnson Phyllis Bristow-Johnson
12123	298848740167	021-1-030-000	Land and Building	R2	50	50	North Cove	RD	Chad E Dewyea

53	298852740449	021-1-031-000	Land	RL	52	52	North Cove	RD	Timothy A. Muir Frances D. Muir
50	298633740466	021-1-019-000	Land and Building	ML	94	94	North Cove	RD	Edward R. Peters Jr. Theresa Leona Peters Kathy Peters
461	298509740501	000-0-000-000	Land	X	99	99	North Cove	RD	Guy L. Southwell
2085	300949737976	023-3-160-001	Land and Building	R1	67	67	North View	DR	David C Francis Donna Powell
1656	301769733600	027-3-001-000	Land and Building	R1	49	49	Oakland	TER	Dagnija Neimane
4900	301950733803	028-1-165-000	Land and Building	R1	50	50	Oakland	TER	George H Cootey Gail M Cootey
4753	301788733928	027-3-039-000	Land and Building	R1	74	74	Oakland	TER	Joanne Kalisz
4747	312264723375	044-2-043-000	Land and Building	R1	66	66	Park	ST	Malcolm M. Sanders
4745	312288723481	044-1-307-000	Land and Building	R2	76	76	Park	ST	James Design Build (John J. Burns)
4744	312278723743	044-1-301-000	Land and Building	RA	102	102	Park	ST	102 Park Street LLC
12282	312268723841	044-1-299-000	Land and Building	R1	112	112	Park	ST	Stephen Smith Carmen Smith
12283	312265723882	044-1-298-000	Land and Building	R2	116	116	Park	ST	Adam H. Holmes
4878	312267723949	044-1-296-000	Land	RL	124	124	Park	ST	Champlain Housing Trust Inc.
4879	312262723992	044-1-295-000	Land	RL	128	128	Park	ST	Champlain Housing Trust Inc.
4881	312963722733	044-2-021-000	Land and Building	CR	68	68	Pearl	ST	68 Pearl Street LLC
4942	313046722741	044-2-022-000	Land	EL	70	70	Pearl	ST	City Of Burlington - Department of Public Works
12732	313106722710	044-2-023-000	Rental Land and Building	CR	80-90	80	Pearl	ST	Josephine Bernardini Bove Richard J. Bove Jr.
7166	312857723305	044-2-084-000	Land and Building	R2	21	21	Peru	ST	BPJS Management LLC
7168	313163721587	049-1-125-000	Condo Land and Building	CC	84	84	Pine	ST	84 Pine Street Association
7169	313229719975	049-2-007-000	Land and Building	R2	220	220	Pine	ST	Nicholas S. Papaseraphim Deanna Papaseraphim
7171	313222719880	049-2-009-000	Land and Building	R3	230	230	Pine	ST	Chris Khamnei
892	313233719823	049-2-010-000	Land and Building	R1	234	234	Pine	ST	Diana L Doll
893	313253719593	049-2-013-000	Land and Building	C	266	266	Pine	ST	Pine Properties LLC
546	302324736305	024-2-150-000	Land and Building	R1	68	68	Plattsburg	AVE	Mariah Ogden
547	302314736369	024-2-151-000	Land and Building	R1	76	76	Plattsburg	AVE	Abi N. Chamlagi Mon M. Chamlagai
548	302301736570	024-1-012-000	Land and Building	R1	94	94	Plattsburg	AVE	Katherine B. Janson
1788	302293736626	024-1-013-000	Land and Building	R1	100	100	Plattsburg	AVE	Michael E. Cornell Mary E. Cornell
1744	302288736683	024-1-014-000	Land and Building	R1	104	104	Plattsburg	AVE	Kristina Wood Tyler Rouille
1787	300280734501	027-3-159-000	Land and Building	R1	21	21	Pleasant	AVE	Merima Elkaz
1784	300386734578	027-3-109-000	Land and Building	R1	22	22	Pleasant	AVE	Maureen K. Linsenmeir
1781	300336734438	027-3-158-000	Land and Building	R1	29	29	Pleasant	AVE	Margaret B Bombard Stephen Hadeka
1751	300502734240	027-3-154-000	Land and Building	R1	55	55	Pleasant	AVE	Boris Katsnelson Marina Katsnelson
1778	300762734134	027-3-117-000	Land and Building	R1	80	80	Pleasant	AVE	David P Devoid Jacqueline C. Devoid
1761	300699733692	027-3-124-000	Land and Building	R1	134	134	Pleasant	AVE	Cynthia A Warwick Jason F. Seiler
1766	300523733869	027-3-127-000	Land and Building	R1	156	156	Pleasant	AVE	Thomas O. Ross Mary M. Ross
1771	300389734256	027-3-140-000	Land and Building	R1	195	195	Pleasant	AVE	Meghan Fay-McCaffrey Liam P McCaffrey
288	300267734171	027-3-133-000	Land and Building	R1	198	198	Pleasant	AVE	Deborah L. Clemons
7227	300334734323	027-3-139-000	Land and Building	R1	203	203	Pleasant	AVE	Richard W. Hanzel Trust (Richard W. Hanzel)
7563	300444738520	021-4-001-000	Land and Building	R1	40	40	River View	DR	Karen J Anderson
7562	313396721479	049-3-017-000	Land and Building	C	95	95	Saint Paul	ST	Investors Corporation of Vermont
8403	313439719772	049-4-045-000	Land	RL	237-241	237	Saint Paul	ST	Stephen W. Conant Margaret C. Conant
8401	313497719645	049-4-044-000	Land and Building	C	249	249	Saint Paul	ST	Carrie Ann Rockwood Todd M. Rockwood
8400	314532717779	053-3-044-000	Land and Building	CR	463-465	463	Saint Paul	ST	Alan R. Longe Pamela B. Longe
8386	314572717680	053-3-042-000	Land and Building	RA	469	469	Saint Paul	ST	Gisele J. Fontaine Family Trust (Gisele J. Fontaine)
8397	314606717643	053-3-041-000	Land and Building	R3	475-477	475	Saint Paul	ST	Yee Properties LLC
8391	314805717706	053-3-027-000	Land and Building	R4	484-486	484	Saint Paul	ST	Four Eighty Four St Paul St, LLC
8395	314700717391	053-3-038-000	Land and Building	R3	507	507	Saint Paul	ST	Amanda H. Goossen Daniel Goossen
8755	314973717440	053-3-032-000	Land and Building	R1	516	516	Saint Paul	ST	Mathew Viens Johnnie McLaughlin
8392	314811717342	053-3-036-000	Land and Building	R1	517	517	Saint Paul	ST	Bryan A. Mihok
8754	314880717150	053-3-033-000	Land and Building	R1	539	539	Saint Paul	ST	David M. Buffington Meriedith A. Coeyman
8841	315081717216	054-1-004-000	Land and Building	R3	540	540	Saint Paul	ST	LBC 515 & 540, LLC
8843	314915717029	054-1-001-000	Land and Building	RA	567	567	Saint Paul	ST	Sisters & Brothers Investment Group, LLP
8844	315211717046	054-1-077-000	Land and Building	R1	4	4	Shelburne	ST	Terrance A. McGrath Timothy L. McGrath
4892	315224716923	054-1-080-000	Land and Building	R1	14	14	Shelburne	ST	Kevin F. Quirino James J. Elias
675	315177716626	054-2-014-000	Land and Building	C	44	44	Shelburne	ST	Mary S. Burns Trust
10100	303097737144	024-1-098-000	Land and Building	R1	12	12	Sky	DR	Earl J. Babcock, Jr.
8768	303251737123	024-1-100-000	Land and Building	R1	24	24	Sky	DR	Sylvia J Bernardina
8763	318700717168	058-3-001-000	Land and Building	C	568	568	South Prospect	ST	Burlington Country Club Corp.
8762	314984717720	054-1-015-000	Land and Building	R1	467	467	South Union	ST	Rachel L. Morton Trust
8835	315058717420	054-1-010-000	Land and Building	R1	493	493	South Union	ST	Peter Keating Kathleen Keating
8760	315072717368	054-1-009-000	Land and Building	R1	499	499	South Union	ST	George L. Shelley IV Rachel W. Shelley
8836	315281717323	054-1-071-000	Land and Building	R3	508-510	508	South Union	ST	Marc L. Jacobs
8837	315226717276	054-1-072-000	Land and Building	R2	512	512	South Union	ST	Mary B. Hennessy
8758	315094717225	054-1-006-000	Land and Building	R1	515	515	South Union	ST	515 South Union Street-540 Saint Paul Street, LLC
7935	315220717219	054-1-073-000	Land and Building	R2	516-518	516	South Union	ST	William T. McGrath Jr. McGrath Income Only Trust

8865	315108717174	054-1-005-000	Land and Building	RA	525-527	525	South Union	ST	Alain W. Brunet	
8862	315665718448	054-1-102-000	Land and Building	R1	405	405	South Willard	ST	Northeastern Family Institute Of Vermont Inc.	
8869	315581718256	054-1-100-000	Land and Building	R1	425	425	South Willard	ST	Mark A. Stoler Diane A. Gabriel	
8871	315540718188	054-1-099-000	Land and Building	R1	429	429	South Willard	ST	William Mares Christine Hadsel	
8850	315795718100	054-1-106-000	Land and Building	R1	436	436	South Willard	ST	Jane A. Smith 2011 Revocable Trust	
8848	315726717952	054-1-108-000	Land and Building	R1	452	452	South Willard	ST	Guido Mase Anne Kathleen Dougherty	
8945	315317717210	054-1-086-000	Land and Building	R2	531-533	531	South Willard	ST	Tom Davies LLC	
8946	315291717084	054-1-084-000	Land and Building	R2	543	543	South Willard	ST	Michael L. Richards	
1507	315300716530	054-2-015-000	Land and Building	E	600	600	South Willard	ST	Greek Orthodox Church	
1535	297948733336	027-1-061-035	Land and Building	S1	2	2	Starr Farm	BC	Daniel M. Boardman Trust	
1534	298064733663	027-1-061-050	Land and Building	S1	5	5	Starr Farm	BC	Edward H. Starr Robin Robertson Starr	
1503	298679733994	027-1-061-175	Land and Building	S1	9	9	Starr Farm	BC	Thomas W Dowe Jr Leslie E. Twitchell Elizabeth A. Dowe	Kelly Dowe Engelman
1513	298716734186	027-1-061-170	Land and Building	S1	10	10	Starr Farm	BC	Pasquale George Martone Patricia M Martone	
1518	298928734405	027-1-056-000	Land and Building	S1	13	13	Starr Farm	BC	W. Philip Wagner Revocable Trust Barbara E. Wagner Revocable Trust	
1520	298245734244	027-1-061-065	Land and Building	S1	15	15	Starr Farm	BC	Katherine P. Pond Patrick S. Robins	
1523	298537734316	027-1-061-090	Land and Building	S1	19	19	Starr Farm	BC	Gerald L. Curley Laura C Curley	
1522	298786734414	027-1-061-100	Land and Building	S1	21	21	Starr Farm	BC	Paul R. Sisson	
1526	298981734539	027-1-061-115	Land and Building	S1	23	23	Starr Farm	BC	Richard H. Wiemann	
1536	298899734639	027-1-061-110	Land and Building	S1	24	24	Starr Farm	BC	Kenneth R. Lee Kathleen P. Lee	
498	299041734748	027-1-061-130	Land and Building	S1	27	27	Starr Farm	BC	Carmela Monaco	
501	299373735397	027-1-061-180	Land and Building	S1	34	34	Starr Farm	BC	Denis O'Brien Isela M O'Brien	
502	301479735575	023-4-026-000	Land	CL	43	43	Starr Farm	RD	John J. Flynn Estate	
506	300858735154	023-4-029-000	Land and Building	R1	151	151	Starr Farm	RD	Marina C. Collins	
507	300777735004	023-4-032-000	Land and Building	R1	167	167	Starr Farm	RD	Allen L. Barr Jr. Mary E. Barr	
508	300679735022	023-4-033-000	Land and Building	R1	173	173	Starr Farm	RD	Daniel Elliott Joanna Elliott	
1705	300625734986	023-4-034-000	Land and Building	R1	179	179	Starr Farm	RD	Neal Bernard Hayes Jr Nikki Lee Hayes	
1741	300562734939	023-4-035-000	Land and Building	R1	187	187	Starr Farm	RD	Caroline M. Rudd	
595	300477734780	027-3-103-000	Land and Building	R1	201	201	Starr Farm	RD	Ted Jacobites	
592	300430734716	027-3-105-000	Land and Building	R1	207	207	Starr Farm	RD	Maurice A. Paquette Karen M Paquette	
590	302811737138	024-1-066-000	Land and Building	R1	65	65	Sunset	DR	Richard Than	
589	302949736960	024-1-063-000	Land and Building	R1	87	87	Sunset	DR	Norma C. Brunelle	
689	303070736795	024-1-061-000	Land and Building	R1	109	109	Sunset	DR	Thaddeus Zabiegalski Frances Zabiegalski	
898	303109736727	024-1-060-000	Land and Building	R1	117	117	Sunset	DR	Andrew E. Potter Meagan G. Potter	
850	303315736735	024-1-112-000	Land and Building	R1	126	126	Sunset	DR	Mary A. Perry Joan G. Perry Judith B. Bailey	
851	303299736401	024-2-157-000	Land and Building	R1	151	151	Sunset	DR	Yolanda Flores	
853	302428735423	024-2-104-000	Land and Building	R1	13	13	Tracy	DR	Neil Guilmette Michelle Guilmette	
1681	302371735380	024-2-105-000	Land and Building	R1	19	19	Tracy	DR	Michelle Valiquette John J. Valiquette Jr.	
1683	301514734657	027-3-069-000	Land and Building	R1	131	131	Tracy	DR	Hue Thi Nguyen Tuan Nguyen	
1684	301438734640	027-3-071-000	Land and Building	R1	139	139	Tracy	DR	Liam N. Page	
1688	301386734597	027-3-073-000	Land and Building	R1	145	145	Tracy	DR	Debra A. LeBlanc	
553	301107734379	027-3-083-000	Land and Building	R1	181	181	Tracy	DR	Margaret Poulin Kirk Poulin Robin A. Smith Laura J. Blaise Rebecca L. Richardson	
12655	302040736842	024-1-020-000	Land and Building	R1	37	37	Turf	RD	Jay P. Bessette Diem T. Ha	
661	302210736963	024-1-019-000	Land and Building	R2	57	57	Turf	RD	BPAWG, LLC	
662	303063737772	024-1-078-000	Condo Land	RC	1	1	Valade	ST	Valade Park Condo Association	
663	303195737405	024-1-084-000	Land and Building	R1	42	42	Venus	AVE	Harvey C. Allard Jr. Margaret M Allard	
665	303276737383	024-1-085-000	Land and Building	R1	46	46	Venus	AVE	Ziyu Fang	
953	303360737360	024-1-086-000	Land and Building	R1	54	54	Venus	AVE	Anthony M Mazza Elizabeth A. Mazza	
950	303507737147	024-3-012-000	Land and Building	R1	77	77	Venus	AVE	Angelina Fitzpatrick James J. Fitzpatrick	
873	303733737206	024-3-016-000	Land and Building	R1	94	94	Venus	AVE	John F K Rouille Mary R Rouille	
881	303700737029	024-3-009-000	Land and Building	R1	101	101	Venus	AVE	Muaz Omanovic Kija Omanovic	
492	302132735650	024-2-131-000	Land and Building	R1	19	19	West	RD	Richard Sener Karen J. Sener	
491	301910735636	024-2-139-000	Land and Building	R1	38	38	West	RD	Gina A. Scafa	
1631	301501735308	023-4-018-000	Land and Building	R1	90	90	West	RD	Joshua Farley Andrea Farley	
12221	301575735164	023-4-015-000	Land and Building	R1	95	95	West	RD	Heinrich Savelberg Christina T. Savelberg Casandra C. Savelberg	
12222	301521733604	027-3-014-000	Land and Building	R1	66	66	Western	AVE	Kimberly Ann Hunt Alexander T. Messinger	
463	300746737816	023-3-061-000	Land	RL	19	19	Woods	ST	Champlain Housing Trust Inc.	
1626	300686738042	023-3-164-000	Land and Building	R1	40	40	Woods	ST	First United Methodist Church of Burlington VT	
1625	301216733969	027-3-031-000	Land and Building	R1	10	10	York	DR	Roland A Dion Gail A Dion	
1650	301364733886	027-3-009-000	Land and Building	R1	15	15	York	DR	Kim M. Palasits	
	301438733948	027-3-008-000	Land and Building	R1	29	29	York	DR	Steven R. Benoit Jean M. Benoit	
	301447734149	027-3-033-000	Land and Building	R1	38	38	York	DR	Robert Hart Dorcas Hart	

*Properties on

LEGEND:

	Department of Permitting & Inspections--Trades Division
	Department of Permitting & Inspections--Housing Division
	Department of Permitting & Inspections--Zoning Division

	Burlington Public Works--Water Resources
	Burlington Electric Department
	Department of Public Works

Department: City Attorney Submitter: Lisa Jones

Title/Subject: Release of certain properties from glebe

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	6/24/24
☐	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	Click or tap to enter a date.	Click or tap here to enter text.
Mayor's Office informed and approved memo	N/A	Click or tap to enter a date.	Click or tap here to enter text.
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	N/A	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	Click or tap to enter a date.	Kim
CAO has reviewed budget, financing, and memo	N/A	Click or tap to enter a date.	Click or tap here to enter text.
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?	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	Updated list of retained properties
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Ben Traverse

Resolution Relating to

RELEASE OF CERTAIN GLEBE AND PERPETUAL
LEASE-LAND INTERESTS AND REVISION OF THE CITY
OF BURLINGTON PERPETUAL LEASE LAND
INTERESTS LIST

RESOLUTION 5.23

Sponsor(s): Councilor Traverse

Introduced: 06/24/24

Referred to: _____

Action: adopted

Date: 06/24/24

Signed by Mayor: 06/25/24

CITY OF BURLINGTON

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

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

That WHEREAS, on December 7, 2020, the City Council adopted a City of Burlington Retained Perpetual Lease Interests List (hereafter Retained Interests List) pursuant to Act 152 (codified in 24 V.S.A. 2409); and

WHEREAS, the City Council requested that if City staff identified properties on the Retained Interests List as appropriate for release in the future—for example, because outstanding issues are resolved,—those properties should be brought forward to the Council and the Retained Interests List should be updated; and

WHEREAS, City staff have identified a number of properties that are appropriate for release since the last release in March, 2024;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby releases the glebe/perpetual leased land interests it may have in the following City of Burlington properties pursuant to 24 V.S.A. §2401 and requests that the City of Burlington Retained Perpetual Lease Interests List be revised accordingly:

- 153 Howard Street (Tax ID 053-3-025-000)
- 153 Tracy Drive (Tax ID 027-3-075-000)
- 110 North Cove Road (Tax ID 021-1-014-000)

* * * * *

DISTRIBUTION:

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

Lisa Jones, City Attorney's Office

ORIGINAL

RESOLUTION RELATING TO

Release Of Certain Glebe And Perpetual Lease-Land Interests And Revision Of The City
Of Burlington Perpetual Lease-Land Interests List

.....

.....

Adopted by the City Council

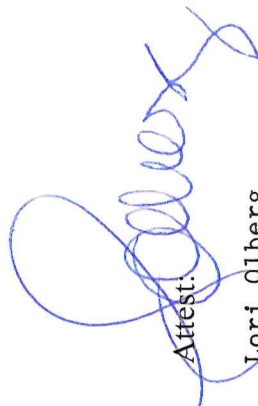
..... June 24....., 20 24.....

.....  Clerk

Approved..... June 25....., 20 24.....

.....  Mayor

Vol. Page

Attest: 

Lori Olberg
Licensing and Records Coordinator

* * * * *

LIST Last Revised 6/24/24

CITY OF BURLINGTON RETAINED F. PERPETUAL LEASE LAND INTERESTS									
Property/RSN	PIN	TaxID	Property Type	Assessor Use	Address	Address Numeric	Street	Street Type	Owner List
536	313278722004	044-4-033-000	Land and Building	C	130	130 Bank	ST	RD	BTC Mail Associates, LLC
536	301961736648	024-1-002-000	Land and Building	R1	36	36 Barley	RD	RD	Matthew J. Bombard Emily K Bombard
768	302140736242	024-2-009-000	Land and Building	R1	77	77 Barley	RD	RD	Uglessa Vujanovic Draginja Vujanovic
7156	317422721841	049-1-143-001	Land and Building	C	60	60 Battery	ST	ST	Diamond Rock Burlington Owner LLC
809	303377735322	024-2-052-000	Land and Building	R1	41	41 Birch	CT	CT	Huy Vo
806	303452735586	024-2-049-000	Land and Building	R1	64	64 Birch	CT	CT	Phet Sayamouangkha Bouavanh Sayamouangkha
1067	303515735610	024-4-001-000	Land and Building	R1	70	70 Birch	CT	CT	Janice L. Lovejoy
12228	303595735701	024-4-003-000	Land	RL	82	82 Birch	CT	CT	Champlain Housing Trust Inc.
1073	303811735694	024-4-009-000	Land and Building	R1	99	99 Birch	CT	CT	Joseph R. Guay Wendy M. Guay
1072	303844735726	024-4-008-000	Land	RL	105	105 Birch	CT	CT	Champlain Housing Trust Inc.
1186	303921735755	024-4-133-000	Land and Building	R1	111	111 Birch	CT	CT	Michael F. Mcgarahan Kelly J. Mcgarahan
1174	304108736082	024-4-120-000	Land and Building	R1	128	128 Birch	CT	CT	Robert J. Larue Marjorie W. Larue
1175	304175736141	024-4-121-000	Land and Building	R1	132	132 Birch	CT	CT	Ganja S. Pradhan Leela K. Pradhan
1178	304397736312	024-4-124-000	Land and Building	R1	144	144 Birch	CT	CT	Nadia A. Mitchell Alexander V. Mitchell
8554	314400717640	053-3-195-000	Land and Building	R1	20	20 Caroline	ST	ST	Carolyn Lamoreaux Bates Revocable Trust
8500	314463717393	053-3-140-000	Land and Building	R2	65	65 Catherine	ST	ST	Ruby L. Thibault Jed H. Thibault Aurelien G. Thibault
8498	314560717370	053-3-138-000	Land and Building	R1	75-77	75 Catherine	ST	ST	Bruce W. Bierbaum Kari Lynn Bierbaum
8497	314614717427	053-3-137-000	Land and Building	R3	83	83 Catherine	ST	ST	Hugo Martinez-Cazon Keith S. Levenson
818	303247735059	024-2-063-000	Land and Building	R1	14	14 Cayuga	CT	CT	Cynthia B. Button Jon B. Button
826	303382734959	024-2-071-000	Land and Building	R1	17	17 Cayuga	CT	CT	Scott S. Smith Stacey R. Smith
821	303375735162	024-2-066-000	Land and Building	R1	30	30 Cayuga	CT	CT	Mary Logan Lockwood
823	303452735227	024-2-068-000	Land and Building	R1	40	40 Cayuga	CT	CT	Mark P. Moyle and Joyce Ann Howard Trust
1083	303587735324	024-4-019-000	Land and Building	R1	56	56 Cayuga	CT	CT	Theresa M. Lacroix
1084	303613735368	024-4-020-000	Land and Building	R1	62	62 Cayuga	CT	CT	Jessie Cassidy
1109	303757735252	024-4-050-000	Land and Building	R1	65	65 Cayuga	CT	CT	Kevin Healy Arlene Healy
1107	303858735329	024-4-048-000	Land and Building	R1	75	75 Cayuga	CT	CT	Burns Wilson Dartt III Francoise Magdalena Dartt
1105	303936735400	024-4-046-000	Land and Building	R1	81	81 Cayuga	CT	CT	Jeffrey S. Clements Lynne C. Clements
1103	304024735477	024-4-044-000	Land and Building	R1	101	101 Cayuga	CT	CT	James F. Burt Vera Burt
1092	304083735699	024-4-028-000	Land and Building	R1	120	120 Cayuga	CT	CT	Charles Eric Nichols Anne Williams
1098	304336735722	024-4-038-000	Land and Building	R1	129	129 Cayuga	CT	CT	Jeffrey Desautels Tina Desautels
4860	312379722389	044-2-004-000	Land and Building	E	2	2 Cherry	ST	ST	Episcopalian Diocese of Vermont
5329	313344722058	044-4-033-000	Land and Building	CL	75	75 Cherry	ST	ST	BTC Mail Associates, LLC
762	302209736468	024-2-003-000	Land and Building	R1	9	9 Clover	LN	LN	Thanh Dang Son Tran
543	302189736725	024-1-009-000	Land and Building	R1	37	37 Clover	LN	LN	Christine M. Thompson
542	302183736792	024-1-008-000	Land and Building	R1	45	45 Clover	LN	LN	Timothy D. Thayer Debra Anne Thayer
4424	311724721578	043-4-001-000	Land	E	2-Jan	2 College	ST	ST	City of Burlington - Parks Dept.
2361	302490731951	028-2-220-000	Composite	EL	8	8 College	ST	ST	City of Burlington - Department of Public Works
6994	311877721538	049-1-085-000	Land	EL	10	10 College	ST	ST	City of Burlington
838	302344735027	024-2-088-000	Land and Building	R1	50	50 Cottage	GRV	GRV	Griffin Wert Joanna Wert
1936	302075734844	028-1-007-000	Land and Building	R1	80	80 Cottage	GRV	GRV	Marc Valin
1934	301926734747	028-1-004-000	Land and Building	R2	98	98 Cottage	GRV	GRV	Elmira Aliyev
1675	301706734578	027-3-058-000	Land and Building	R1	128	128 Cottage	GRV	GRV	Susan Flanders Hoxie
1674	301656734537	027-3-057-000	Land and Building	R1	134	134 Cottage	GRV	GRV	Raymond F. Benoit Jr.
1668	301388734295	027-3-051-000	Land and Building	R1	170	170 Cottage	GRV	GRV	James Douglas Daigle
2050	303032734650	028-1-126-000	Land and Building	R1	22	22 Cross	PKWT	PKWT	Roberta P. Proulx Kelli P. LaPlant Jennifer P. Tremblay Joanne P. Ihlefeld
2048	302922734562	028-1-124-000	Land and Building	R1	38	38 Cross	PKWT	PKWT	Patricia A. Heavner Christine A. Heavner Vicki L. Cody
2039	302426734175	028-1-115-000	Land and Building	R1	102	102 Cross	PKWT	PKWT	S. Brown Richardson Jane D. Richardson
2038	302400734124	028-1-114-000	Land and Building	R1	108	108 Cross	PKWT	PKWT	Elizabeth H. Burns Alan Gladstone
2037	30315734089	028-1-113-000	Land and Building	R1	116	116 Cross	PKWT	PKWT	Jasmin Pobric Gordana Pobric
2035	302197734005	028-1-111-000	Land and Building	R1	130	130 Cross	PKWT	PKWT	Tara Sullivan Susan Field
1457	300018734177	027-1-010-000	Land and Building	R1	34	34 Curtis	AVE	AVE	Paul Held Susan Field
1468	299891734057	027-1-021-000	Land and Building	R1	35	35 Curtis	AVE	AVE	George W. Buker Laurie A. Buker
1467	299928734018	027-1-020-000	Land and Building	R1	43	43 Curtis	AVE	AVE	Paul E. Sumner Jr. Laura L. Sumner
1799	300335733791	027-3-164-000	Land and Building	R1	86	86 Curtis	AVE	AVE	Fred C. Forehand Cynthia J. Forehand
1800	300214733553	027-3-172-000	Land and Building	R1	121	121 Curtis	AVE	AVE	Debra Holonitch
1485	300308733403	027-3-170-000	Land and Building	R1	124	124 Curtis	AVE	AVE	Hans H. Heikel Kathryn W. Heikel
1486	300245733555	027-3-171-000	Land and Building	R1	130	130 Curtis	AVE	AVE	Travis M. Clairmont Gregory P. Clairmont
1487	300144733512	027-1-038-000	Land and Building	R1	135	135 Curtis	AVE	AVE	Jacqueline A. Dame Friley David S. Friley, Jr.
1480	300013733408	027-1-040-000	Land and Building	R1	156	156 Curtis	AVE	AVE	Joshua Perrin
1479	299950733765	027-1-034-000	Land and Building	R1	187	187 Curtis	AVE	AVE	Kendrick J. Forguites
1497	299865733875	027-1-032-000	Land and Building	R2	201	201 Curtis	AVE	AVE	BPAWG, LLC
1498	299708733787	027-1-047-000	Land and Building	R1	206	206 Curtis	AVE	AVE	John P. Gipson Carolyn R. Gipson

147	29953734008	027-1-051-000	Land and Building	R2	232-234	232	Curtis	AVE	Francois Nsibienakou Nyame Nti A. Nsibienakou-Fawohio
12335	299647739370	021-2-046-000	Land and Building	R1	4	4	Derway	DR	Elizabeth V. O'Kane Kelly J Boudreau
1095	299547739169	021-2-080-000	Land and Building	R2	21-23	95	Derway	DR	Casey J. D. Lyon Maho Takahashi
34	299096739540	021-2-061-000	Condo Land	RA	95	95	Derway	DR	Larkin Realty
35	304264735867	024-4-034-000	Land and Building	R1	14	14	Dorset	LN	Mary E. Barr
13	298394739590	020-4-002-000	Land and Building	R1	93	93	Elbow	ST	2751 North Miami Avenue LLC
372	298411739635	020-4-003-000	Land and Building	R1	95	95	Elbow	ST	2751 North Miami Avenue LLC
376	298305739917	020-3-004-000	Land	RL	107	107	Elbow	ST	Anthony Pellegrino Eva M. Pellegrino
4975	300926731766	023-3-068-000	Land and Building	R1	32	32	Forest	ST	Elizabeth S. Wood
1968	301176737941	023-3-072-000	Land and Building	R1	66	66	Forest	ST	Raul Perez Kathleen Perez
1999	31314872869	044-2-117-000	Land and Building	R1	23	23	George	ST	Rachel Green
1989	302740734591	028-1-071-000	Land and Building	R1	45	45	Green Acres	DR	Rebecca Marie Roy Mark Edward Montalban
1980	302613734726	028-1-073-000	Land and Building	R1	46	46	Green Acres	DR	Lauren Weiner
1982	30206734294	028-1-063-000	Land and Building	R1	116	116	Green Acres	DR	Francis Bourgeois
1659	302075734077	028-1-053-000	Land and Building	R1	129	129	Green Acres	DR	Allison Curran
1707	301791734404	027-3-047-000	Land and Building	R1	176	176	Green Acres	DR	Antonia W Simpson Robert V Simpson
1711	301467735094	027-3-104-005	Land and Building	R1	5	5	Grey Meadow	DR	Jeffrey P Gendron Kathleen B Gendron
1706	301314735234	027-3-104-002	Land and Building	R1	6	6	Grey Meadow	DR	Tyce C. Foltz Kara S. Foltz
1713	301405735041	027-3-104-006	Land and Building	R1	7	7	Grey Meadow	DR	Nelson R Vargas Susan E Bell
1739	301294734953	027-3-104-008	Land and Building	R1	15	15	Grey Meadow	DR	Scott T Fusare Dagmar Zentrichova
1737	301235734904	027-3-104-009	Land and Building	R1	21	21	Grey Meadow	DR	James J. Chagnon Ita M Chagnon
1735	301064735046	027-3-104-034	Land and Building	R1	24	24	Grey Meadow	DR	Arthur J. Dusbablon Barbara Dusbablon
1720	300940734955	027-3-104-032	Land and Building	R1	32	32	Grey Meadow	DR	Nathan S. Strules
1731	300815734862	027-3-104-030	Land and Building	R1	38	38	Grey Meadow	DR	Bernard V. Bora Denise C Bora
1728	300873734637	027-3-104-015	Land and Building	R1	41	41	Grey Meadow	DR	Jessica Hook Scott Hook
1724	300572734602	027-3-104-026	Land and Building	R1	56	56	Grey Meadow	DR	Sanford W. Phillips Stephanie L. Phillips
1722	300742734398	027-3-104-023	Land and Building	R1	62	62	Grey Meadow	DR	Victor Menard Tami Menard
302	300958734144	027-3-104-019	Land and Building	R1	70	70	Grey Meadow	DR	Matthew J. Robble Jennifer L. Heiny
67	301064734018	027-3-104-017	Land and Building	R1	74	74	Grey Meadow	DR	Catherine C. Wheeler Trust
73	299876738164	023-1-014-000	Land and Building	R1	21	21	Hardy	AVE	Lawrence A. Tulkop Lisa M. Tulkop
74	299829738223	021-2-001-000	Land and Building	R1	29	29	Hardy	AVE	Patra S Vail
75	299647738606	021-2-007-000	Land and Building	R1	71	71	Hardy	AVE	Richard E. Dion Faith B. Dion
77	299627738667	021-2-008-000	Land and Building	R1	77	77	Hardy	AVE	Philip Hinkley Rosalie A. Corey
79	299594738740	021-2-009-000	Land and Building	R1	85	85	Hardy	AVE	Katherine Schumpf Douglas J. Schumpf
8426	299530738887	021-2-011-000	Land and Building	R1	101	101	Hardy	AVE	Robert K Young Janice Young
8425	299630739037	021-2-013-000	Land and Building	R1	112	112	Hardy	AVE	Lawrence L. Blanchard Judie A. Kreamer
8383	314404717796	053-3-067-000	Land and Building	R3	117-119	117	Howard	ST	117-119 Howard Street LLC
3617	314463717730	053-3-066-000	Land and Building	R1	121	121	Howard	ST	Jeffrey G. Schneider Michelle C. Keegan
9016	307471727364	037-3-003-000	Land and Building	E	60	60	Institute	RD	City of Burlington - Parks Dept.
4948	308628728125	034-2-001-000	Land and Building	EL	75	75	Institute	RD	City of Burlington School Dept.
12168	315714716402	054-2-087-000	Land and Building	R1	9	9	Iranistan	RD	Karl W. Doerner Judith M. Doerner
4859	312926733089	044-2-090-000	Land and Building	RA	7-Jan	7-Jan	Johnson	ST	Beverly O'Free Rooney Richard A. Rooney
7196	312027715599	049-1-086-000	Land and Building	C	60	60	Lake	ST	Lake And College LLC
9013	311913718837	049-2-039-000	Land and Building	C	86	86	Lake	ST	Lake Street Associates Inc
9014	315258716371	054-2-082-000	Land and Building	R1	16	16	Ledge	RD	L. Joette Noll
8580	315555716481	054-2-084-000	Land and Building	R1	50	50	Ledge	RD	Brett E. Mancini Seana Coughlin Mancini
8579	315639716571	054-2-085-000	Land and Building	R1	56-58	56-58	Ledge	RD	Catherine A. C. MacLachlan Trust
8575	314728717088	053-3-221-000	Land and Building	R1	38	38	Ledgemere	ST	Ila A. Abramson Joseph A. Bluestein
8576	314724717147	053-3-220-000	Land and Building	R1	44	44	Ledgemere	ST	Margaret E Joyal
8577	314578717211	053-3-216-000	Land and Building	R1	49	49	Ledgemere	ST	Austin D. Sumner Jennifer C. Sumner
832	314576717268	053-3-217-000	Land and Building	R1	55	55	Ledgemere	ST	Kevin S Cundiff Charles D. Koppin
842	314723717268	053-3-218-000	Land and Building	R1	56	56	Ledgemere	ST	Gretchen E. Hogan Brendan P. Hogan
833	302688735119	024-2-078-000	Land and Building	R1	17	17	Loaldo	DR	Eric Guilfield
841	302581735213	024-2-096-000	Land and Building	R1	18	18	Loaldo	DR	Richard H. Yee, Jr. Mary B. Harkin
840	302647735072	024-2-079-000	Land and Building	R1	23	23	Loaldo	DR	Thomas R Carr
1963	302484735139	024-2-092-000	Land and Building	R1	32	32	Loaldo	DR	Gabriel Courage Holly Courage
1962	302377735178	024-2-097-000	Land and Building	R1	36	36	Loaldo	DR	Kenneth A. Hebert Christine A. Hebert
1960	302527734886	028-1-036-000	Land and Building	R1	51	51	Loaldo	DR	Leo P. Campbell M. Eileen Campbell
1959	302521734609	028-1-035-000	Land and Building	R1	57	57	Loaldo	DR	Martha L. Ledoux Robert E. Ledoux
1958	302425734726	028-1-033-000	Land and Building	R2	69	69	Loaldo	DR	Patricia Anne Hollinger
1943	302376734687	028-1-032-000	Land and Building	R1	75	75	Loaldo	DR	Harvey Family Revocable Trust
1954	302333734649	028-1-031-000	Land and Building	R1	81	81	Loaldo	DR	William A. Carlson
1953	302203734748	028-1-014-000	Land and Building	R1	84	84	Loaldo	DR	Alan LeBlanc
1950	302142734498	028-1-027-000	Land and Building	R1	105	105	Loaldo	DR	Sherri L. McCoy

7198	302097734461	028-1-026-000	Land and Building	R1	111	111	Loado	DR	Kathryn A. Newton
8583	312070720020	049-2-041-000	Land and Building	E	1	1	Maple	ST	City of Burlington - Parks Dept.
693	313297720085	049-2-001-000	Land and Building	RA	113	113	Maple	ST	Maple Street Properties, LLC
967	314811716959	053-3-224-000	Land and Building	R1	16	16	Marian	ST	Jane Merola McKenzie
964	303439736520	024-1-116-000	Land and Building	R1	4	4	Meridian	ST	Darby Shaw Joseph Shaw
4920	303607736669	024-3-026-000	Land and Building	R1	28	28	Meridian	ST	Mustafa Jusupovic Amira Jusupovic
4928	303790736812	024-3-023-000	Land and Building	R1	50	50	Meridian	ST	O'Dell Walker
3619	312865723126	044-2-062-000	Land and Building	RA	58-64	58	Monroe	ST	Marjios Properties
2004	312876722913	044-2-070-000	Land and Building	R4	61-63	61	Monroe	ST	Carl F. Albarelli
827	308917726980	038-1-002-000	Cemetery	E	455	455	North	AVE	Burlington City Cemetery Dept. Lake View Cemetery
814	303750734902	028-1-078-000	Land and Building	R1	1464	1464	North	AVE	Migmar Dolma
830	303068734920	024-2-072-000	Land and Building	R2	1477	1477	North	AVE	John Whitehouse Revocable Trust
899	303097735140	024-2-058-000	Land and Building	R1	1490	1490	North	AVE	Sharon L. Fosbrook
831	302757734982	024-2-075-000	Land and Building	RA	1501	1501	North	AVE	Salamin Handy Mountaha Handy
848	302760735193	024-2-072-000	Land and Building	R1	1519	1519	North	AVE	Elizabeth Jane Fitzpatrick
792	302609735366	024-2-100-000	Land and Building	C	1541	1541	North	AVE	Thunderbolt Garage LLC
791	302538735400	024-2-102-000	Land	RL	1547	1547	North	AVE	Jolley Associates
789	303094735926	024-2-033-000	Rental Land	E	1554	1554	North	AVE	BHA Franklin Square
869	302504735476	024-2-030-000	Land and Building	C	1555	1555	North	AVE	Jolley Associates
870	302612735734	024-2-030-000	Rental Land	E	1562	1562	North	AVE	Burlington Housing Authority
786	302372735591	024-2-127-000	Land and Building	C	1563	1563	North	AVE	Sisters & Brothers Investment Group, LLP
885	302280735657	024-2-128-000	Land and Building	R2	1571	1571	North	AVE	Lisa McLamb
783	302362735872	024-2-027-000	Land and Building	R1	1586	1586	North	AVE	Pauline R. Grogan Wanda L. Grogan Kevin L. Grogan
12273	302163735806	024-2-143-000	Land and Building	R1	1595	1595	North	AVE	John R. Fisher Kathleen C. Fisher
779	302235735997	024-2-024-000	Land and Building	R1	1604	1604	North	AVE	Ginger J. Santor
778	302193736040	024-2-023-000	Land	RL	1610	1610	North	AVE	Champlain Housing Trust Inc.
711	302070736171	024-2-020-000	Land and Building	R1	1628	1628	North	AVE	Mary Lariere
575	302029736215	024-2-019-000	Land and Building	R1	1634	1634	North	AVE	Simone M. Felty
529	301474736078	023-4-038-000	Land and Building	E	1645	1645	North	AVE	City of Burlington School Dept.
528	301904736343	024-2-016-000	Land and Building	R1	1652	1652	North	AVE	Hien Nguyen Phuong Chung
369	301761736459	023-4-056-000	Land and Building	R1	1670	1670	North	AVE	Francis J. Fagga Jr Anne G. Fagga
354	301722736500	023-4-055-000	Land and Building	R1	1676	1676	North	AVE	Terrence G. Moore Carol J. Moore
368	300740737598	023-3-065-000	Land and Building	R1	1922	1922	North	AVE	Elizabeth S. Lewis
353	300361737619	023-3-049-000	Land and Building	RA	1925	1925	North	AVE	New Northgate Housing, LLC
366	300696737649	023-3-064-000	Land and Building	R1	1928	1928	North	AVE	Kenneth Gokley
362	300549737529	023-3-048-000	Land and Building	R1	1929	1929	North	AVE	Leah A. Oklan Ezra Oklan
360	300604737753	023-3-062-000	Land and Building	R1	1942	1942	North	AVE	Denny Lee Johnson Christine H. Johnson
359	300537737842	023-3-057-000	Land and Building	R1	1954	1954	North	AVE	Brent Huff Nicole Huff
93	300462737951	023-3-055-000	Land and Building	R1	1968	1968	North	AVE	Edmund Parent Judy Parent
123	300432738027	023-3-054-000	Land and Building	R1	1976	1976	North	AVE	Jeannine Kneeland
122	300154738202	021-2-027-000	Land and Building	R1	2007	2007	North	AVE	Michael L. Besette Arline S. Besette
99	300168738517	021-2-058-000	Land and Building	R1	2040	2040	North	AVE	Amylynn Streeter David H. Streeter
121	300154738592	021-2-057-000	Land and Building	R1	2044	2044	North	AVE	Rama Lakshmi Courcy Charles P. Courcy
101	299972738571	021-2-033-000	Land and Building	R1	2047	2047	North	AVE	Thomas M. Leclair Jody A. Leclair
118	300132738657	021-2-056-000	Land and Building	R1	2048	2048	North	AVE	Robert Lapointe
103	299905738701	021-2-035-000	Land and Building	R1	2061	2061	North	AVE	Gary D. Dion Linda D. Dion
114	300064738860	021-2-033-000	Land and Building	R1	2070	2070	North	AVE	Alfred Cyr III Cherie K. Cyr
64	299852738831	021-2-037-000	Land and Building	R1	2075	2075	North	AVE	Tony-Anna Torres Luis Torres
143	298505739683	021-2-067-000	Land	RL	3127	3127	North	AVE	Thomas Furland Karen Furland
11	298595739779	021-2-065-000	Land and Building	R1	3130	3130	North	AVE	P. Maria Spadanuda
41	298501739747	021-2-066-000	Land	RL	3135	3135	North	AVE	2751 North Miami Avenue LLC
25	298438739892	020-3-001-000	Land and Building	R1	3139	3139	North	AVE	Sandra A. Labombard Todd M. Labombard
22	298528739922	021-1-002-000	Land and Building	ML	3140	3140	North	AVE	Todd M. Labombard Tina M. Tofani Irena H. Labombard
4702	298469740063	020-3-019-000	Land and Building	R1	3152	3152	North	AVE	Tor D. Bortz Lorena K. Bortz
4701	298378740302	020-3-015-000	Land and Building	R1	3174	3174	North	AVE	Treehouse Garage LLC
4700	312299740480	044-1-255-000	Land and Building	R2	87	87	North	ST	PHE, INC.
4699	312335724076	044-1-254-000	Land and Building	E	89	89	North	ST	Burlington Emergency Shelter Inc
32	312380724053	044-1-253-000	Land and Building	CR	98-97	93	North	ST	Melissa B. Lafayette
4877	312464724115	044-1-252-000	Land and Building	R4	101-103	101	North	ST	J. Stuart McGowan Joan H. Watson
4776	298293740997	020-3-029-000	Land	E	0	0	North Avenue	EXT	City of Burlington - Parks Dept.
4782	312713727677	044-2-019-000	Rental Land and Building	E	20-Oct	10	North Champlain	ST	Burlington Housing Authority
59	312439723683	044-1-310-000	Land and Building	CR	99	99	North Champlain	ST	Erkson Real Estate LLC
60	312478723958	044-1-316-000	Land and Building	R1	125	125	North Champlain	ST	Martha J. Caswell Seth Wolcott-MacCausland
61	298854740073	021-1-027-000	Land and Building	R1	40	40	North Cove	RD	Robert Bristow-Johnson Phyllis Bristow-Johnson
12123	298848740167	021-1-030-000	Land and Building	R2	50	50	North Cove	RD	Chad E. Dewey

53	298852740449	021-1-031-000	Land	RL	52	52	North Cove	RD	Timothy A. Muir Frances D. Muir
50	298633740466	021-1-019-000	Land and Building	ML	94	94	North Cove	RD	Edward R. Peters Jr. Theresa Leona Peters Kathy Peters
461	298509740501	000-0-000-000	Land	X	99	99	North Cove	RD	Guy L. Southwell
2085	300949737976	023-1-160-001	Land and Building	R1	67	67	North View	DR	David C. Francis Donna Powell
1656	301769733600	027-3-001-000	Land and Building	R1	49	49	Oakland	TER	Dagolija Neimane
4800	301950733803	028-1-165-000	Land and Building	R1	50	50	Oakland	TER	George H. Cootey Gail M. Cootey
4753	301788733928	027-3-039-000	Land and Building	R1	74	74	Oakland	TER	Joanne Kalisz
4745	312268723375	044-2-043-000	Land and Building	R1	66	66	Park	ST	Malcolm M. Sanders
4747	312288723481	044-1-307-000	Land and Building	R2	76	76	Park	ST	James Design Build (John J. Burns)
4744	312278723743	044-1-301-000	Land and Building	RA	102	102	Park	ST	102 Park Street LLC
12282	312268723841	044-1-299-000	Land and Building	R1	112	112	Park	ST	Stephen Smith Carmen Smith
12283	312265723882	044-1-298-000	Land and Building	R2	116	116	Park	ST	Adam H. Holmes
4879	31226723949	044-1-296-000	Land	RL	124	124	Park	ST	Champlain Housing Trust Inc.
4878	31226723952	044-1-295-000	Land	RL	128	128	Park	ST	Champlain Housing Trust Inc.
4881	312963722733	044-2-021-000	Land and Building	CR	68	68	Pearl	ST	68 Pearl Street LLC
4942	313046722741	044-2-022-000	Land	EL	70	70	Pearl	ST	City Of Burlington - Department of Public Works
12732	313106722710	044-2-023-000	Rental Land and Building	CR	80-90	80	Pearl	ST	Josephine Bernardini Bove Richard J. Bove Jr.
7166	312857723305	044-2-084-000	Land and Building	R2	21	21	Peru	ST	BP'S Management LLC
7168	313163721587	049-1-125-000	Condo Land and Building	CC	84	84	Pine	ST	84 Pine Street Association
7169	313297219975	049-2-007-000	Land and Building	R2	220	220	Pine	ST	Nicholas S. Papaserafchim Deanna Papaserafchim
7171	313222719880	049-2-009-000	Land and Building	R3	230	230	Pine	ST	Chris Khammel
892	313233719823	049-2-010-000	Land and Building	R1	234	234	Pine	ST	Diana L. Doll
893	313253719593	049-2-013-000	Land and Building	C	266	266	Pine	ST	Pine Properties LLC
546	302324736305	024-2-150-000	Land and Building	R1	68	68	Plattsburg	AVE	Mariah Ogden
547	302314736369	024-2-151-000	Land and Building	R1	76	76	Plattsburg	AVE	Abi N. Chamlagi Mon M. Chamlagi
548	302301736570	024-1-012-000	Land and Building	R1	94	94	Plattsburg	AVE	Katherine B. Janson
1788	3022993736626	024-1-013-000	Land and Building	R1	100	100	Plattsburg	AVE	Michael E. Cornell Mary E. Cornell
1744	302288736683	024-1-014-000	Land and Building	R1	104	104	Plattsburg	AVE	Kristina Wood Tyler Rouille
1787	300280734501	027-3-159-000	Land and Building	R1	21	21	Pleasant	AVE	Merima Elkaz
1784	300386734578	027-3-109-000	Land and Building	R1	22	22	Pleasant	AVE	Maureen K. Linsenmeir
1781	300336734438	027-3-158-000	Land and Building	R1	29	29	Pleasant	AVE	Margaret B. Bombard Stephen Hadeka
1751	300502734240	027-3-154-000	Land and Building	R1	55	55	Pleasant	AVE	Boris Katsnelson Marina Katsnelson
1778	300762734134	027-3-117-000	Land and Building	R1	80	80	Pleasant	AVE	David P. Devold Jacqueline C. Devold
1761	300699733692	027-3-124-000	Land and Building	R1	134	134	Pleasant	AVE	Cynthia A. Warwick Jason F. Seller
1766	300523733869	027-3-127-000	Land and Building	R1	156	156	Pleasant	AVE	Thomas O. Ross Mary M. Ross
1771	300389734256	027-3-140-000	Land and Building	R1	195	195	Pleasant	AVE	Meghan Fay-McCaffrey Liam P. McCaffrey
288	300267734171	027-3-133-000	Land and Building	R1	198	198	Pleasant	AVE	Deborah L. Clemons
7227	300334734323	027-3-139-000	Land and Building	R1	203	203	Pleasant	AVE	Richard W. Hanzel Trust (Richard W. Hanzel)
7562	300444738520	021-4-001-000	Land and Building	R1	40	40	River View	DR	Karen J. Anderson
7563	313396721479	049-3-017-000	Land and Building	C	95	95	Saint Paul	ST	Investors Corporation of Vermont
8403	313439719772	049-4-045-000	Land	RL	237-241	237	Saint Paul	ST	Stephen W. Conant Margaret C. Conant
8401	31349719645	049-4-044-000	Land and Building	C	249	249	Saint Paul	ST	Carrie Ann Rockwood Todd M. Rockwood
8400	314532717779	053-3-044-000	Land and Building	CR	463-465	463	Saint Paul	ST	Alan R. Longe Pamela B. Longe
8386	314572717680	053-3-042-000	Land and Building	RA	469	469	Saint Paul	ST	Gisele J. Fontaine Family Trust (Gisele J. Fontaine)
8397	314606717643	053-3-041-000	Land and Building	R3	475-477	475	Saint Paul	ST	Yee Properties LLC
8391	314805717706	053-3-027-000	Land and Building	R4	484-486	484	Saint Paul	ST	Four Eighty Four St Paul St. LLC
8395	314700717391	053-3-038-000	Land and Building	R3	507	507	Saint Paul	ST	Amanda H. Goossen Daniel Goossen
8755	314973717440	053-3-032-000	Land and Building	R1	516	516	Saint Paul	ST	Mathew Viens Johnnie McLaughlin
8392	314811717342	053-3-036-000	Land and Building	R1	517	517	Saint Paul	ST	Bryan A. Wilhok
8754	314880717150	053-3-033-000	Land and Building	R1	539	539	Saint Paul	ST	David M. Burffington Meredith A. Coeyman
8841	31508717216	054-1-004-000	Land and Building	R3	540	540	Saint Paul	ST	LBC 515 & 540 LLC
8843	314915717029	054-1-001-000	Land and Building	RA	567	567	Saint Paul	ST	Sisters & Brothers Investment Group, LLP
8844	315211717046	054-1-077-000	Land and Building	R1	4	4	Shelburne	ST	Terrance A. McGrath Timothy L. McGrath
4892	315224716923	054-1-080-000	Land and Building	R1	14	14	Shelburne	ST	Kevin F. Quirino James J. Elias
675	315177716626	054-2-014-000	Land and Building	C	44	44	Shelburne	ST	Mary S. Burns Trust
10100	303097737144	024-1-098-000	Land and Building	R1	12	12	Sky	DR	Earl J. Babcock Jr.
8768	303251737123	074-1-100-000	Land and Building	R1	24	24	Sky	DR	Sylvia J. Bernardina
8763	318700717168	058-3-001-000	Land and Building	C	568	568	South Prospect	ST	Burlington Country Club Corp.
8762	314984717720	054-1-015-000	Land and Building	R1	467	467	South Union	ST	Rachel L. Morton Trust
8835	315058717420	054-1-010-000	Land and Building	R1	493	493	South Union	ST	Peter Keating Kathleen Keating
8760	315072717368	054-1-009-000	Land and Building	R1	499	499	South Union	ST	George L. Shelley IV Rachel W. Shelley
8836	315281717323	054-1-071-000	Land and Building	R3	508-510	508	South Union	ST	Marcel Jacobs
8837	31526717276	054-1-072-000	Land and Building	R2	512	512	South Union	ST	Mary B. Hennessy
8758	315094717225	054-1-006-000	Land and Building	R1	515	515	South Union	ST	515 South Union Street-540 Saint Paul Street, LLC
7935	315270717219	054-1-073-000	Land and Building	R2	516-518	516	South Union	ST	William T. McGrath Jr. McGrath Income Only Trust

8865	315108717174	054-1-005-000	Land and Building	RA	525-527	525	South Union	ST	Alain W. Brunet
8862	315665718448	054-1-102-000	Land and Building	R1	405	405	South Willard	ST	Northeastern Family Institute Of Vermont Inc.
8869	315581718256	054-1-100-000	Land and Building	R1	425	425	South Willard	ST	Mark A. Stoler Diane A. Gabriel
8871	315540718188	054-1-099-000	Land and Building	R1	429	429	South Willard	ST	William Mares Christine Hadsel
8880	315795718100	054-1-106-000	Land and Building	R1	436	436	South Willard	ST	Jane A. Smith 2011 Revocable Trust
8848	315726717952	054-1-108-000	Land and Building	R1	452	452	South Willard	ST	Guido Maza Anne Kathleen Dougherty
8945	315317717210	054-1-084-000	Land and Building	R2	531-533	531	South Willard	ST	Tom Davies LLC
8946	315291717084	054-1-084-000	Land and Building	R2	543	543	South Willard	ST	Michael L. Richards
1507	315300716530	054-2-015-000	Land and Building	E	600	600	South Willard	ST	Greek Orthodox Church
1535	297948733336	027-1-061-035	Land and Building	S1	2	2	Starr Farm	BC	Daniel M. Boardman Trust
1534	298064733663	027-1-061-050	Land and Building	S1	5	5	Starr Farm	BC	Edward H. Starr Robin Robertson Starr
1503	298679733994	027-1-061-175	Land and Building	S1	9	9	Starr Farm	BC	Thomas W. Dow Jr Leslie E. Twitchell Elizabeth A. Dowe
1513	298716734186	027-1-061-170	Land and Building	S1	10	10	Starr Farm	BC	Pasquale George Martone Patricia M Martone
1518	298928734405	027-1-056-000	Land and Building	S1	13	13	Starr Farm	BC	W. Philip Wagner Revocable Trust Barbara E. Wagner Revocable Trust
1520	298245734244	027-1-061-065	Land and Building	S1	15	15	Starr Farm	BC	Katherine P. Pond Patrick S. Robins
1523	298537734316	027-1-061-090	Land and Building	S1	19	19	Starr Farm	BC	Gerald L. Curley Laura C. Curley
1522	298786734414	027-1-061-100	Land and Building	S1	21	21	Starr Farm	BC	Paul R. Sisson
1526	298981734539	027-1-061-115	Land and Building	S1	23	23	Starr Farm	BC	Richard H. Wiemann
1536	298699734639	027-1-061-110	Land and Building	S1	24	24	Starr Farm	BC	Richard R. Lee Kathleen P. Lee
498	299041734748	027-1-061-130	Land and Building	S1	27	27	Starr Farm	BC	Carmela Monaco
501	299373735397	027-1-061-180	Land and Building	S1	34	34	Starr Farm	BC	Denis O'Brien Isela M O'Brien
502	301479735575	023-4-026-000	Land	CL	43	43	Starr Farm	RD	John J. Flynn Estate
506	300858735154	023-4-029-000	Land and Building	R1	151	151	Starr Farm	RD	Marina C. Collins
507	30077735004	023-4-032-000	Land and Building	R1	167	167	Starr Farm	RD	Allen L. Barr Jr. Mary E. Barr
508	300679735022	023-4-033-000	Land and Building	R1	173	173	Starr Farm	RD	Daniel Elliott Joanna Elliott
1705	300625734986	023-4-034-000	Land and Building	R1	179	179	Starr Farm	RD	Neal Bernard Hayes Jr Nikki Lee Hayes
1741	300562734939	023-4-035-000	Land and Building	R1	187	187	Starr Farm	RD	Caroline M. Rudd
595	300477734780	027-3-103-000	Land and Building	R1	201	201	Starr Farm	RD	Ted Jacobites
592	300430734716	027-3-105-000	Land and Building	R1	207	207	Starr Farm	RD	Maurice A. Paquette Karen M Paquette
590	302811737138	024-1-066-000	Land and Building	R1	65	65	Sunset	DR	Richard Than
589	302949736960	024-1-063-000	Land and Building	R1	87	87	Sunset	DR	Norma C. Brunelle
689	303070736795	024-1-061-000	Land and Building	R1	109	109	Sunset	DR	Thaddeus Zabiegalski Frances Zabiegalski
898	303109736727	024-1-060-000	Land and Building	R1	117	117	Sunset	DR	Andrew E. Potter Meagan G. Potter
850	303315736735	024-1-112-000	Land and Building	R1	126	126	Sunset	DR	Mary A. Perry Joan G. Perry Judith B. Bailey
851	303299736401	024-2-157-000	Land and Building	R1	151	151	Sunset	DR	Yolanda Flores
853	302428735423	024-2-104-000	Land and Building	R1	13	13	Tracy	DR	Neil Guilmette Michelle Guilmette
1681	302371735380	024-2-105-000	Land and Building	R1	19	19	Tracy	DR	Michelle Valquette John J. Valquette Jr.
1683	301514734657	027-3-069-000	Land and Building	R1	131	131	Tracy	DR	Hue Thi Nguyen Tuan Nguyen
1684	301438734640	027-3-071-000	Land and Building	R1	139	139	Tracy	DR	Liam N. Page
1688	301386734597	027-3-073-000	Land and Building	R1	145	145	Tracy	DR	Debra A. LeBlanc
553	301107734379	027-3-083-000	Land and Building	R1	181	181	Tracy	DR	Margaret Poulin Kirk Poulin Robin A. Smith Laura J. Blaise
12655	302040736842	024-1-020-000	Land and Building	R1	37	37	Turf	RD	Jay P. Bessette Diem T. Ha
661	302210736963	024-1-019-000	Land and Building	R2	57	57	Turf	RD	BPAWG, LLC
662	303063737772	024-1-078-000	Condo Land	RC	1	1	Valade	ST	Valade Park Condo Association
663	303195737405	024-1-084-000	Land and Building	R1	42	42	Venus	AVE	Harvey C. Allard Jr. Margaret M Allard
665	303276737383	024-1-085-000	Land and Building	R1	46	46	Venus	AVE	Ziyu Fang
953	303360737360	024-1-086-000	Land and Building	R1	54	54	Venus	AVE	Anthony M Mazza Elizabeth A Mazza
950	303507373747	024-3-012-000	Land and Building	R1	77	77	Venus	AVE	Angelina Fitzpatrick James J. Fitzpatrick
873	303733737206	024-3-016-000	Land and Building	R1	94	94	Venus	AVE	John F K Rouille Mary R Rouille
881	303700737029	024-3-009-000	Land and Building	R1	101	101	Venus	AVE	Muaz Omanovic Kja Omanovic
492	302132735650	024-2-131-000	Land and Building	R1	19	19	West	RD	Richard Sener Kira J. Sener
491	301910735636	024-2-139-000	Land and Building	R1	38	38	West	RD	Gina A. Scafa
1631	301501735308	023-4-018-000	Land and Building	R1	90	90	West	RD	Joshua Farley Andrea Farley
12221	301575735164	023-4-014-000	Land and Building	R1	95	95	West	RD	Heinrich Savelberg Christina T. Savelberg Casandra C. Savelberg
12222	301521733604	027-3-014-000	Land and Building	R1	66	66	Western	ST	Kimberly Ann Hunt Alexander T. Messinger
463	300746737816	023-3-061-000	Land	RL	19	19	Woods	AVE	Champlain Housing Trust Inc.
1626	300886738042	023-3-164-000	Land and Building	R1	40	40	Woods	ST	First United Methodist Church of Burlington VT
1625	301216733969	027-3-031-000	Land and Building	R1	10	10	York	DR	Roland A Dion Gail A Dion
1650	301364733886	027-3-009-000	Land and Building	R1	15	15	York	DR	Kim M. Palasts
	301438733948	027-3-008-000	Land and Building	R1	29	29	York	DR	Steven R. Benoit Jean M. Benoit
	301447734149	027-3-033-000	Land and Building	R1	38	38	York	DR	Robert Hart Dorcas Hart

*Properties on
LEGEND.

Department of Permitting & Inspections--Trades Division
Department of Permitting & Inspections--Housing Division
Department of Permitting & Inspections--Zoning Division

TO: City of Burlington, Board of Finance
City of Burlington, City Council

FROM: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering, and Sustainability

DATE: June 17, 2024

SUBJECT: Request to Execute a Construction Manager at Risk (CMAR) Contract with Engelberth Construction, Inc (ECI) for Project NexT the North Concourse Replacement Project, to accept and execute a Federal Aviation Administration (FAA) Grant Application and accept and execute a Northern Borders Regional Commission (NBRC) grant for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NexT".

REQUEST

The Patrick Leahy Burlington International Airport (Airport or BTV) seeks approval and authorization:

1. To Execute a Construction Manager at Risk (CMAR) Contract with Engelberth Construction, Inc (ECI) for Project NexT the North Concourse Replacement Project.
2. To approve and recommend to the Board of Finance and City Council to accept and execute a Federal Aviation Administration ("FAA") grant application for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NexT".
3. To approve and recommend to the Board of Finance and City Council to accept and execute a Northern Borders Regional Commission (NBRC) Grant for utilization of domestic construction materials (Mass Timber) in construction of the North Concourse Replacement Project "Project NexT".

EXECUTIVE SUMMARY AND BENEFITS ANTICIPATED

1. Project Summary:

Project NexT - North Concourse Replacement Project includes new concourse replacement (approximately 25,000 SF of new gross floor area on the second level, with the first level available for storage); removal of the existing dated concourse; four (4) new aircraft gate replacements; four (4) new passenger boarding bridge replacements, new passenger circulation and hold room space.

Furthermore, integral to this project is the addition of a third floor dedicated to office space, catering to airport administration needs, alongside a versatile public event and observation area. This space will boast both indoor event facilities and outdoor patio areas, offering a dynamic experience for visitors, guests, and events.

This ambitious project is not just about accommodating larger aircraft and boosting passenger capacity; it's about ushering our terminal into the future with modern amenities tailored to meet the demands of the next generation of travelers.

The urgency and significance of replacing this terminal cannot be overstated. As the beating heart of our busiest terminal area, its seamless operation is fundamental to the overall success and efficiency of our airport. By prioritizing this vital upgrade, we are not only ensuring smoother, safer operations but also enhancing the overall experience for travelers passing through our gates.

As we embark on this transformative journey, we remain steadfast in our commitment to delivering a world-class terminal that not only meets but exceeds the expectations of our passengers and stakeholders. With each milestone achieved, we move one step closer to realizing our collective vision of a modern, efficient, and passenger-centric airport experience.

In line with our forward-thinking vision and mission at Leahy BTV, sustainability lies at the core of this new development. The design incorporates a myriad of elements aimed at minimizing environmental impact.

The project consists of the construction and demolition and removal of the existing outdated north concourse and the construction of the new north terminal concourse, Project NexT. The outdated area would then be used for airport apron, allowing additional space between the terminal building and Taxiway Alpha. Currently the dimensions of this apron between building and active taxiways is far too small to allow the appropriate sized aircraft to park, resulting in unusable gate/apron space for the majority of the commercial aircraft utilized by our partner airlines requiring access.

2. Benefits Anticipated:

This upgrade will provide the much-needed shift to the new north concourse. This will provide a significant level of comfort and safety where passengers have adequate room to wait for their flight. The interior of the new building will be designed according to FAA standards and provide the space needed for passenger quantities and future forecast, which currently does not exist, for all of the aircraft sizes that use Leahy BTV.

This project as mentioned above includes the demolition of the existing North Concourse, which causes encroachment on the Taxiway Alpha safety areas when aircraft are maneuvering into and out of their gate positions. The Terminal expansion will be located 150'+ farther from Taxiway Alpha, thus improving airfield safety.

PROJECT APPROACH

Jacobs Engineering Group (JEG) was selected to provide the design and construction inspection services through the Airport's selection process by meeting standards by the FAA for this project. This price was determined through an extensive pricing process established by the FAA for all airport improvement projects (AIP) grant funded projects. For FAA AIP projects a qualification-based process with an independent fee estimate (IFE) is completed for projects. Anything over \$100,000.00 requires it to be reviewed by an independent engineer/reviewer of scope and fee. Once this is completed a record of negotiations (RON) is completed if needed, dependent in the results IFE.

After a diligent qualifications review process with 5 proposers, Engelberth Construction was selected as the Construction Manager at Risk (CMAR). A maximum guaranteed construction price will be agreed to.

FUNDING:

The funding is anticipated from the FAA through the typical Airport Improvement Program (AIP) process, with the funds coming from a Federal Fiscal Year 2023 Congressional Directed Spending Bill (CDS) appropriation which provides 90% funding once the project is bid and grant offer received. As a reminder, the original \$34 Million Congressionally Directed Spending (CDS) grant was authorized for acceptance by the Airport Commission, Board of Finance and approved by the City Council on March 25, 2024. This grant, plus the additional \$7,960,801 will fund the majority of Project Next. The remaining 10% is the local share which will supplemented with Passenger Facility Charges (PFC) and a portion of ineligible costs will be funded with local airport funding. It is expected at this time that the CDS appropriation will cover the majority of the existing terminal removal and new terminal construction. It is anticipated at this time that additional funds will be needed from the Airport Terminal Program (ATP), an additional CDS request with the final back up to use a portion of the

Bipartisan Infrastructure Legislation (BIL) appropriation. At this time, the Airport has a total of approximately \$16 million remaining in BIL appropriations. The project progression will be:

1. Existing Terminal Removal and New Terminal Construction
2. New Passenger Boarding Bridges (PBB)
3. Apron Improvements for new PBB aircraft location – Gate 1
4. Existing Terminal Second Floor Renovation

It should also be noted that we have applied for funding assistance from the Northern Borders Regional Commission (NBRC) for utilization of domestic mass timber construction materials.

PROPOSED MOTIONS:

Board of Finance

1. “To approve and recommend that the City Council authorize the Director of Aviation to execute a Construction Manager at Risk (CMAR) contract with Engelberth Construction Inc. in the amount of up to \$47,931,525.00 with a 15% contingency totaling up to \$55,121,253.80, as allowed by the grant for the construction of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney’s Office.”
2. “To approve and recommend that the City Council authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount up to \$6,922,436, with a 15% contingency, totaling up to \$7,960,801.40, as allowed under the grant, for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project “Project NEXT” Grant Application 2, subject to review by the City Attorney’s Office.”
3. “To approve and recommend to the City Council to accept and execute a Northern Borders Regional Commission (NBRC) Grant in the amount of up to \$1,778,400.00 for utilization of domestic mass timber construction materials in construction of the North Concourse Replacement Project “Project NEXT”, subject to review by the City Attorney’s Office.”

City Council

1. "To approve and authorize the Director of Aviation to execute a Construction Manager at Risk (CMAR) contract with Engelberth Construction Inc. in the amount of up to \$47,931,525.00 with a 15% contingency totaling up to \$55,121,253.80, as allowed by the grant for the construction of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office."
2. "To approve and authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount up to \$6,922,436, with a 15% contingency, totaling up to \$7,960,801.40, as allowed under the grant, for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NEXT" Grant Application 2, subject to review by the City Attorney's Office."
3. "To approve and accept and execute a Northern Borders Regional Commission (NBRC) Grant in the amount of up to \$1,778,400.00 for utilization of domestic mass timber construction materials in construction of the North Concourse Replacement Project "Project NEXT", subject to review by the City Attorney's Office."

Board of Finance and City Council Submission Checklist

Department: Airport Submitter: H. Dusablon
Project Next Grant Acceptance, Construction Manager at Risk (CMAR) Contract and Mass
Title/Subject: Timber Grant Acceptance

	Approval:	Meeting Date:
☒	Board of Finance	6/17/24
☒	City Council	6/24/24
☐	Concurrent	

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	5/23/2024	N. Longo
Mayor's Office informed and approved memo	Yes	6/13/2024	E. Jacobsen
Board/Commission, if required	Yes	6/5/2024	
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	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	6/13/2024	E. Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	6/3/2024	K. 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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	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.



Patrick Leahy
Burlington International Airport

June 24, 2024

Project NexT Presentation















Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET FOR FISCAL
YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30,
2025

RESOLUTION_____

Sponsor(s): Board of Finance & Mayor
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:

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- That WHEREAS, Section 157 of the City Charter requires the Mayor, on or before June 15 of each year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each department and branch of the City government for the next fiscal year to be known as the “budget”; and
- WHEREAS, the Administration discussed summaries of proposed department budgets for the fiscal year starting on July 1, 2024, and ending on June 30, 2025 (“FY25”) with the Board of Finance and City Council at public sessions on May 13, May 15, May 22, and May 29, 2024, and then publicly presented a CAO-reviewed FY25 general fund budget to the Board of Finance on June 3 and June 10; and
- WHEREAS, on June 10, the Mayor provided the Board of Finance and the City Council the Mayor’s Recommended Budget for FY25, which is an estimate of the necessary appropriations to cover the expenditures of each fund, department, and branch of City government; an estimate of the revenues from sources other than property taxes, including certain operating transfers; and an estimate of the amount to be raised by taxation upon real and personal property within the City of Burlington (the “Mayor’s Budget”); and
- WHEREAS, it is now appropriate to make cost of living compensation adjustments for FY25 for eligible City employees, including Burlington Electric Department employees, who are not covered by a collective bargaining agreement; and
- WHEREAS, the City has received federal funding through the American Rescue Plan Act (“ARPA”) and intends to use those funds in FY25 to help the City recover from the COVID crisis; and
- WHEREAS, the City of Burlington receives interdepartmental revenues and employee contributions to fund Workers’ Compensation, Health, Dental, Life, and Liability Insurances, and the City recognizes that these revenues are for the sole purpose of funding these expenditures; and
- WHEREAS, the City remains committed to racial justice, equity, inclusion, and belonging, it is undergoing a re-design and re-envisioning process with its REIB department to better support and integrate across departments the City’s equity and inclusion work;

24 WHEREAS, on October 18, 2021, the City Council adopted Resolution No. 7.075, which set a target
25 sworn officer headcount of eighty-seven (87) (inclusive of eight (8) sworn officers at the airport), based upon
26 an operational assessment conducted by CNA Analysis & Solutions; and

27 WHEREAS, the City realistically anticipates being able to hire ten (10) sworn officers in FY25, and
28 currently the Burlington Police Department has 67 sworn officers on staff, so that a total of seventy-seven (77)
29 sworn officers have been included in the budget; and

30 WHEREAS, the City remains committed to staffing its police department fully, and the Mayor will
31 endeavor to find funding if the City is successful in recruiting more than ten (10) sworn officers during FY25,
32 in furtherance of the target of eighty-seven (87) officers set in 2021; and

33 WHEREAS, the City realistically anticipates being able to hire in FY25 additional Community Service
34 Officers (CSOs) up to the authorized number of eleven (11), so that a total of eleven (11) CSOs have been
35 included in the budget; and

36 WHEREAS, the City is committed to recruiting and retaining police officers using evidence-based
37 strategies, so that \$100,000 has been included in the FY25 budget to support these efforts; and

38 WHEREAS, the City is committed to community safety, the City is implementing a voter-approved 2-
39 cent increase in the public safety tax, which will generate an estimated 1.35 million dollars in additional
40 revenues in order to fund its Police and Fire Departments adequately so as to ensure the viability of both its
41 traditional public safety services, as well as its new and innovative community response programs; and

42 WHEREAS, the City is committed to a comprehensive approach to community safety, the City is
43 creating in FY25, and including in the FY25 budget funding for year one, a two-year, temporary Senior
44 Advisor on Community Safety position in the Mayor's Office to advise the Mayor and work across
45 Departments and across the City to effectuate the City's health and safety goals; and

46 WHEREAS, the City is committed to improving the safety of the library environment, it is authorizing
47 additional security staffing and a social worker position at the downtown Fletcher Free Library in the FY25
48 budget; and

49 WHEREAS, the City is committed to the health and safety of all, including the unhoused, it is
50 authorizing 50,000 dollars in FY25 to support basic human services like portable toilets, handwashing, and
51 trash removal in strategic locations on City land; and

52 WHEREAS, the City's police department budget grows by approximately \$2.47 million in the FY25
53 budget and its fire department by \$1.4 million, the City intends to use revenue generated by the increase in the
54 consumption taxes for improving the safety of our community, including through efforts of the BPD and the
55 BFD, as well as for additional contracts for security services, the hiring of an in-house social worker at the

library, and a temporary Senior Advisor on Community Safety to help design and implement data-informed, immediate and long-term responses to the City’s safety challenges; and

WHEREAS, the City has determined to fill the currently-vacant Housing Administrator Position in the Department of Permitting and Inspections, which is a revenue-generating position; and

WHEREAS, the City is aiming to improve community safety and affordability for residents, the City is raising consumption taxes by increasing the hotel-motel tax from 2 cents to 4 cents and the non-lodging gross receipts tax from 2% to 2.5%, subject to further approval of the City Council by ordinance; and

WHEREAS, subject to further approval of the City Council by ordinance, the non-lodging gross receipts tax increase will sunset at the end of FY25 but the hotel-motel tax increase will not; and

WHEREAS, the City wishes to realize vacancy by leaving currently-vacant positions unfilled for FY25, but not eliminating any positions this year until City officials can conduct a more deliberative review of all positions; and

WHEREAS, the City will engage in a review of its fees and fines related to out-of-compliance rental units to ensure fairness and habitability for tenants while also increasing revenue generation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables of the Mayor’s Budget are hereby adopted as the annual appropriation and budget of the City of Burlington for FY25 (the “FY25 Budget”); and

BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund departments or programs noted in the previous paragraph (“non-General-Fund departments”), including but not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not available for expenditure until a corresponding revenue amount is received or unless additional revenues are reasonably expected to be received within six (6) months of the expenditure; and

BE IT FURTHER RESOLVED that the unexpended balances from prior years’ appropriations made for any non-General-Fund departments, as well as all reserve funds, debt service reserves, and insurance reserves, except as otherwise provided below, shall be carried over to the FY25 Budget upon determination by the Chief Administrative Officer of the availability of such unexpended balances; and

BE IT FURTHER RESOLVED that Two Million Four Hundred Thousand Dollars and No Cents (\$2,400,000.00) in previously allocated ARPA funds shall be reallocated as set forth in the FY25 Budget; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of Two Hundred Sixty-four Thousand Three Hundred Eighty-eight Dollars and No Cents (\$264,388.00) assigned for REIB staffing in

87 Fiscal Year 2023 has not been used for this purpose, and the Chief Administrative Officer is hereby authorized
88 to transfer said amount for REIB staffing in FY25; and

89 BE IT FURTHER RESOLVED that it has been determined that the entirety of the Two Hundred
90 Thousand Dollars and No Cents (\$200,000) assigned as a development reserve many years ago but has not yet
91 been needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community
92 safety in FY25; and

93 BE IT FURTHER RESOLVED that it has been determined that the entirety of the Forty-Nine
94 Thousand One Hundred Seventy-two Dollars and No Cents (\$49,172) assigned as the Burlington Telecom
95 escrow many years ago is the amount leftover after the transaction has concluded so it is no longer needed,
96 and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in
97 FY25; and

98 BE IT FURTHER RESOLVED that it has been determined that the entirety of the Twenty-five
99 Thousand Dollars and No Cents (\$25,000) assigned for a Human Resources consultant and this assignment
100 was already concluded and the money was paid from the general fund so amount is no longer needed, and the
101 Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

102 BE IT FURTHER RESOLVED that it has been determined that the entirety of the Twenty-six
103 Thousand Two Hundred and Fifty Dollars and No Cents (\$26,250) assigned for Regional Arts Programs was
104 already spent and the money was paid from the general fund so amount is no longer needed, and the Chief
105 Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

106 BE IT FURTHER RESOLVED that it has been determined that the entirety of the Fifteen Thousand
107 Dollars and No Cents (\$15,000) assigned for the bystander training project was already spent and the money
108 was paid from the general fund so amount is no longer needed, and the Chief Administrative Officer is hereby
109 authorized to transfer said amount for community safety in FY25; and

110 BE IT FURTHER RESOLVED that it has been determined that the entirety of the Fifty Thousand
111 Dollars and No Cents (\$50,000) assigned for Indigenous People was already spent and the money was paid
112 from the general fund so amount is no longer needed, and the Chief Administrative Officer is hereby
113 authorized to transfer said amount for community safety in FY25; and

114 BE IT FURTHER RESOLVED that the FY25 budget assigns One Hundred Thousand Dollars and No
115 Cents (\$100,000) to the Burlington Police Department for recruitment and retention, and about which the
116 police department will report to the City Council in July 2024 and quarterly thereafter, detailing its plans,
117 strategies, efforts, and expenditures to recruit and retain officers the Chief Administrative Officer is hereby
118 authorized to transfer said amount for said purpose in FY25; and

BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for FY25 shall be as set forth in the section of the FY25 Budget entitled “Personnel Listing”, except that because the budgeted positions are based on attrition and anticipated staff efficiencies, any determination to reclassify any existing staff position is subject to appropriate approvals according to the City’s Personnel Policies and any applicable union contract; and

BE IT FURTHER RESOLVED that effective July 1, 2024, all eligible regular employees not covered by a collective bargaining agreement that provides otherwise shall receive a cost of living adjustment equal to that which has been negotiated for FY25 with AFSCME, except for Burlington Electric and Burlington Fire Department employees not covered by a collective bargaining agreement, who shall receive a cost of living adjustment equal to that which has been negotiated for FY25 with IBEW and BFFA, respectively; and

BE IT FURTHER RESOLVED that effective July 1, 2024, all eligible employees, except those who have opted out legally of the City’s health insurance program, shall contribute six and 111/1,000 percent (6.111%) of their annual salary to the City’s Health Insurance Fund (Fund 150) to achieve the target of having employees contribute twenty percent (20%) of the total cost of the City providing health benefits; and

BE IT FURTHER RESOLVED that the City Council hereby agrees that effective July 1, 2024, all Class B employees not covered by a collective bargaining agreement that provides otherwise shall contribute four and 340/1,000 percent (4.340%) of their annual salary, and all Class A employees not covered by a collective bargaining agreement that provides otherwise shall contribute fourteen percent (14%) of their annual salary (fire) or seventeen and 610/1,000 percent (17.610%) of their annual salary (police), to the City’s Retirement Fund (Fund 125) to achieve the target of having employees contribute thirty percent (30%) of the total retirement contributions required; and

BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as “Contingency”, with an amount of One Hundred Thousand Dollars and No Cents (\$100,000.00), none of which shall be expended without prior approval of the City Council; and

BE IT FURTHER RESOLVED to establish Internal Service Funds, Fund 150, for self-insured Health and Dental, and fund 175 for self-insured Workers’ Compensation and Liability and Life Insurance, and that any excess revenue or deficit be carried forward and used in future budgets within these funds; and

BE IT FURTHER RESOLVED that monthly COBRA premiums for Health and Dental insurance shall be as follows:

	Health	Dental
Single	\$1,284.00	\$34.82
Single +1	\$2,388.00	\$64.39

Family \$3,197.00 \$117.56; and

BE IT FURTHER RESOLVED that any unspent funds from the Department of Public Works' FY24 Repair & Maintenance budget for purchase of salt, account number 101-19-152-481.6300_140, up to One Hundred Thousand Dollars and No Cents (\$100,000.00), will be allocated to FY25 fleet lease payments, account number 101-19-151.7900_116; and

BE IT FURTHER RESOLVED that Three Hundred Thousand dollars and No Cents (\$300,000.00) of ARPA funds that were previously allocated to the Champlain Housing Trust for supporting affordable housing are reallocated in the FY25 budget to support community safety; and

BE IT FURTHER RESOLVED that Three Hundred Thousand dollars and No Cents (\$300,000.00) of Housing Trust Fund funds, a dedicated tax, shall be allocated directly to Champlain Housing Trust for supporting affordable housing, in replacement of previously allocated ARPA funds; and

BE IT FURTHER RESOLVED that any unspent funds from CEDO's FY24 Language Access Plan funding, up to Twenty Thousand Dollars and No Cents (\$20,000.00), will be allocated to FY25 for the Language Access Program (LAP) to avoid a gap in available LAP assistance while the City secures alternative funding from the State of VT; and

BE IT FURTHER RESOLVED that any unspent funds from REIB's FY24 Empowerment Fund, up to Forty-four Thousand Dollars and No Cents (\$44,000.00), will be allocated to FY25 for the same purpose; and

BE IT FURTHER RESOLVED that the REIB Office is hereby reorganized as follows: there shall be one (1) Interim Director, a market-factored position, in place of Director, a market-factored position, and one (1) Limited Term Administrative Coordinator at Grade 15 in place of one (1) Program Manager at Grade 19, in accordance with the attached job descriptions and organizations chart; and

BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make expenditures, from the General Fund of the City, for the purpose of acquisition, construction, and installation of certain capital improvements or other obligations. The City may intend that such expenditures, including but not limited to parking and terminal improvements at the Burlington International Airport, downtown parking, and street capital improvements, to be reimbursed through the issuance of tax-exempt bonds or other obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer is hereby authorized and designated as a representative of the City to adopt an official intent, on behalf of the City, to determine, in each case, whether an approved expenditure for capital improvements will be reimbursed with the proceeds of bonds or other forms of obligation; and

BE IT FURTHER RESOLVED that the fees charged by the Department of Permitting & Inspections shall be set as outlined in the attached FY25 Fee Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2024, the fees charged for water and wastewater shall be set as provided on the three attached schedules entitled FY25 Private Fire Protection Fee Schedule, FY25 Water and Wastewater Fixed Charge by Meter Size Schedule, and FY25 Water and Wastewater Volumetric Rate Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2024, the fees charged for stormwater shall be set at \$3.33 per ISU (1,000 square feet of impervious surface) so that the flat rate for a single-family residence shall be \$8.89 per month, for a duplex \$8.82 a month, and for a triplex \$10.19; and

BE IT FURTHER RESOLVED that effective July 1, 2024, the Solid Waste Generation Tax shall increase from Five Dollars and Sixty-six Cents (\$5.66) to Six Dollars and Ninety Cents (\$6.90) per month per residential dwelling unit; and

BE IT FURTHER RESOLVED that a department head may authorize recurring purchases for routine operational costs that are included within the department's annual budget, such as treatment chemicals for water or wastewater operations, postage, filing, or licensing fees, or replacement equipment, without the requirement of additional approval, if there is no contractual obligation to make the purchase; and

BE IT FURTHER RESOLVED that investment management fees and related administrative expenditures of the Burlington Employees Retirement System must be funded from the investment returns of the Retirement Fund and shall not exceed \$1,000,000 in FY25, but other operating expenses, including retirement employee wages, shall be paid by appropriation of the retirement tax revenue to the System; and

BE IT FURTHER RESOLVED that the FY25 budget includes an allocation of One Hundred Thousand Dollars and No Cents (\$100,000) to the Burlington Police Department for recruitment and retention expenditures and efforts, about which the police department will report quarterly to the City Council beginning in July 2024; and

BE IT FURTHER RESOLVED that the FY25 budget includes an allocation of One Hundred Twenty-five Thousand Dollars and No Cents (\$125,000.00) to the Mayor's Office for year one of a two-year Senior Advisor on Community Safety position; and

BE IT FURTHER RESOLVED that the FY25 budget includes an allocation of One Hundred Fifty Thousand Dollars and No Cents (\$150,000.00) to the Fletcher Free Library for additional security and the hiring of an in-house social worker; and

BE IT FURTHER RESOLVED that the FY25 budget includes two allocations of expected opioid settlement funds: Two Hundred and Fifty-one Thousand Dollars and No Cents (\$251,000) to the Fire

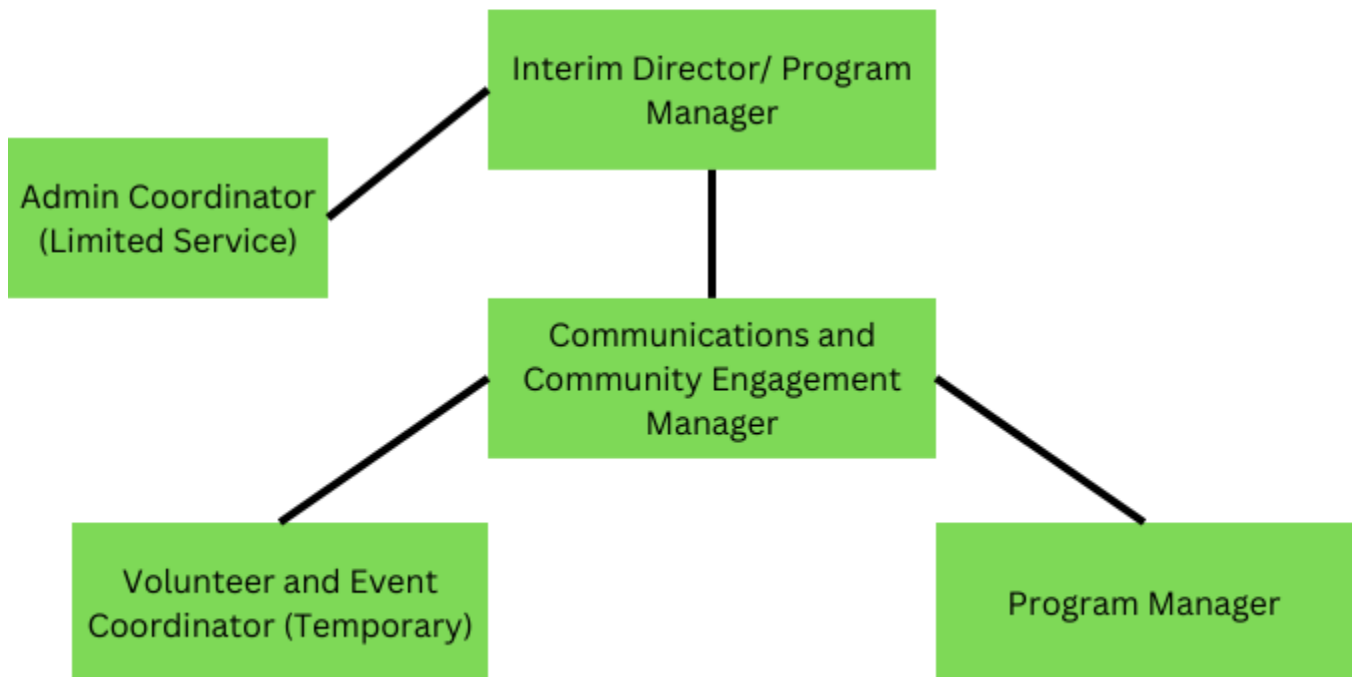
Department for the continuation of the Community Response Team; and One Hundred and Eighteen Thousand
One Hundred Forty-Nine Dollars and No Cents (\$118,149) to CEDO for the salary and benefits of the
Substance Use Policy Analyst; and

BE IT FURTHER RESOLVED with respect to the proposed additional hotel and motel and non-
lodging gross receipts taxes as outlined in the recitals, that the Chief Administrative Officer will report
updated revenue figures to the Board of Finance monthly and will track the City's gross receipts taxes'
alignment with local option tax revenue patterns in surrounding communities to the Board of Finance so that
the City can respond by making budget adjustments if necessary.

KS/ER/Resolutions 2024/FY25 Budget Resolution
June 24, 2024

REIB Organizational Chart

June 21, 2024



City of Burlington, Vermont
Department of Permitting & Inspections
FY2025 Fee Schedule

Unless otherwise noted all fees are non-refundable

Development Applications and Permits	Applicable Fee
Administrative Review	
Administrative pre-application conference	No charge
Administrative Time Extension	No charge
Administrative Determinations	1. \$15 filing fee + 2. \$140
Awning Permit (no signage) Basic Zoning Permit (non-design control RL) Fence Permit Certificate of Appropriateness Level I (COA I) Change of use or projects with an estimated construction cost (ECC) of less than \$28,000 ^F	1. \$15 filing fee + 2. \$107
Sign Permit	1. \$15 filing fee + 2. \$118 for one sign 3. + \$80 for each additional sign 4. 1/2 price per sign if part of an approved Master Sign Plan.
Certificate of Appropriateness (COA) Level II For projects with an estimated construction cost (ECC) of greater than or equal to \$28,000. ^F Administrative review as allowed under Section 3.2.7 (b) of the Comprehensive Development Ordinance. A. Application Fee	1. \$15 filing fee + 2. \$140 + 2. \$2.20 per \$1,000 of ECC.
B. Development Review Fee (due prior to release of permit)	\$4.50 per \$1,000 of ECC.
Certificate of Appropriateness (COA) Level III Lot Line Adjustments and Lot Merger – no new lots created	1. \$15 filing fee + 2. \$140

Development Review Board Review	
Sketch Plan Review A. Initial Review B. Subsequent Review	\$300 per Board per visit \$250 per Board per visit
Certificate of Appropriateness (COA) Level III <u>Preliminary Plat</u> A. Application Fee	1. \$200 + 2. \$2 per \$1,000 of ECC; <u>or</u> \$300 per

Other Fees	
Impact Fees	Visit: https://www.burlingtonvt.gov/PZ/Impact-Fees
Documents, Copies, etc. a. Audio Tapes b. File research c. Planning documents i. Municipal Development Plan ii. Comprehensive Development Ordinance d. Postage and Handling e. Photocopies f. Paper zoning map g. Digital Maps	\$3.50/tape \$20.00/hour Actual cost of publication (hardcopy or CD) \$4.00 in-state \$5.00 out-of-state \$0.10 per page (black-and-white) \$1.00 per page (color) \$15.00 per map (24 x 36, color) No charge

Other Related Fees	
Zoning Compliance Report A. Standard B. Expedited (within 2 weeks) C. Renewal (if within 2 years of prior compliance report)	\$35 \$70 \$17
Zoning Certificate of Occupancy A. Final Certificate of Occupancy B. Temporary Certificate of Occupancy C. "After the fact" Zoning Certificate of Occupancy	Included in application fees above, the fee is \$30 + 10% of the total application fees and may be refunded if the permit is not enacted. \$150 each See attached schedule

Appeals of DRB Decision to the Vermont Superior Court Environmental Division	Visit: https://www.vermontjudiciary.org/fees
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Fee Schedule Notes

- A. All fees are non-refundable and are due at the time of application unless otherwise noted.
- B. All revenue generated by this Fee Schedule, with the exception of Impact Fees, is deposited into the City's General Fund. Therefore, this Fee Schedule shall not apply when any fees would also be paid out of the City's General Fund, with the exception of the payment of Impact Fees, in order to eliminate the duplicative and unnecessary accounting for payments and deposits within the same City fund. For any application submitted by a municipal entity listed as a City Department by the City of Burlington that is not fully funded by the City's General Fund, the application and development review fee shall together be capped at \$165,000. The payment of Impact Fees out of the City's General Fund and/or other funds shall continue to apply.
- C. Permit fees include a \$15 filing fee assessed by the Burlington Clerk/Treasurer's office as required by state statute unless otherwise noted.
- D. Checks should be made payable to the "City of Burlington." Credit cards are accepted (Visa, MasterCard, and American Express) for a \$3 processing fee plus 2.65% for transactions over \$123.00.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double, triple or triple plus up to \$500 the application fee as specified under Section 2.7.9 of the *Burlington Comprehensive Development Ordinance*.
- F. "ECC" is the Estimated Construction Cost as specified under Section 3.2.4 (a) of the *Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. The Administrative Officer shall make the determination if an application shall be administered as an amendment to an existing permit or a new project entirely based on the relationship between what is being proposed and the original permit. Applications for an amendment to modify an active permit will be assessed based on the net difference in ECC from the original permit or actual area affected by the proposed amendment.
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Section 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2024, this amount is \$28,000.

FY25 WATER RESOURCES RATE SCHEDULES

FY 25 Private Fire Protection Fee Schedule	
Fire Service Size/Type	Monthly Charge
1.5"	\$37.20
2"	\$37.20
3"	\$37.20
4"	\$37.20
6"	\$108.00
8"	\$230.16
10"	\$413.92
Private Fire Hydrant	\$108.00

FY 25 Water and Wastewater Fixed Charge by Meter Size Schedule		
	Water	Wastewater
Meter Size	Monthly Charge	
5/8"	\$3.93	\$5.69
3/4"	\$5.90	\$8.53
1"	\$9.81	\$14.22
1.5"	\$19.59	\$28.44
2"	\$31.34	\$45.49
3"	\$58.75	\$85.29
4"	\$97.90	\$142.14
6"	\$195.79	\$284.26
8"	\$313.23	\$454.79
10"	\$450.29	\$812.84

FY 25 Water and Wastewater Volumetric Rate Schedule		
	Water	Wastewater
Meter Type and Usage Tiers	Rate per 100 Cubic Feet (CF) per month	
Single Unit Residential		
Tier 1 (0 - 400 CF)	\$2.93	\$7.28

Tier 2 (401 CF and higher)	\$7.31	\$7.28
Duplex		
Tier 1 (0 - 600 CF)	\$2.93	\$7.28
Tier 2 (601 CF and higher)	\$7.31	\$7.28
Triplex		
Tier 1 (0 - 900 CF)	\$2.93	\$7.28
Tier 2 (901 CF and higher)	\$7.31	\$7.28
Multi-Family Residential	\$5.01	\$7.28
Mixed Residential & Commercial	\$5.01	\$7.28
Commercial	\$5.01	\$7.28
City	\$5.01	\$7.28
Irrigation	\$8.76	-
Process Water for Heating or Cooling	\$5.66	-

FY 25 Stormwater Rate Schedule		
Stormwater Monthly Fee	\$3.33	per ISU per month
1 ISU = 1,000 square feet of impervious		
The Council sets the ISU fee which is then multiplied by the flat rate multipliers in the ordinance to establish the Flat Fees for Single Family, Duplex and Triplex customers.		
Single Family	\$8.89	per month
Duplex	\$8.82	per month
Triplex	\$10.19	per month



Office of Mayor Emma Mulvaney-Stanak

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
CC: Katherine Schad, CAO
Date: June 24, 2024
Re: Proposed Fiscal Year 2025 Budget

I am pleased to present a balanced fiscal year 2025 (FY25) budget to the City Council for your consideration. In this budget you will see our collective commitment to community safety, affordability for residents, and sustainability of City operations. I set these priorities early in my administration, and I am grateful to all who worked diligently, steadily, and collaboratively to help us craft a budget that moves us closer to achieving these goals.

This budget also reflects the challenges of budgeting in a post-pandemic era in which we must move away from using one-time funds for ongoing needs. The City's budget grew by approximately 7.3% in FY23 and by 9.1% in FY24. This year's budget represents a 7.0% increase, so though we are heading in the right direction, our financial challenges will not be solved upon the passage of this year's budget. However, I am confident that by starting work on the FY26 budget this summer and by implementing long-range budgeting practices, we will be better prepared for what lies ahead while also making further strides toward improving community health and safety, making our city more affordable, and right-sizing our city government.

Budget Process

In January 2024, Councilors and the public were told to anticipate a \$9 million gap between revenue and expenses for the upcoming fiscal year. Shortly after I took office in April 2024, we learned that the gap was an estimated \$13.1 million. In mid-April, I shared this information with City Staff, the Council, and the public. This budget gap required us to make difficult decisions, and from the beginning, I was committed to being transparent about these challenges and the solutions we would pursue to address them.

In mid-April, I convened my Budget Advisors, a diverse group of community partners who provided expertise, analysis, and recommendations for the FY25 budget. That team met four times over the course of this Spring, and they helped me ensure that this budget aligns with the City's priorities and financial requirements.

In late April, I asked Department Heads to conduct a comprehensive review of their budgets to find additional areas for cost-savings, including identifying projects that could be paused, one-time funds that could be reallocated, or vacancies that could be held open in FY25. I also asked for creative solutions to generate revenue. I am grateful to this leadership team; they each rose to this challenge and worked collaboratively to help us close this gap.

In early May, I met with several Department Heads and city staff about community-safety-related budget priorities. That meeting generated dozens of ideas, both immediate and longer-term, and directly informed the community safety-related expenditures that are reflected in this year's budget.

In mid-May, I shared with the community and City Council an update on our work to balance the FY25 budget. In that communication, I shared that we not only closed the \$13.1 million gap, but we identified an additional \$325,000 in the general fund and \$250,000 in opioid settlement funds. These additional funds were allocated to support immediate community safety solutions developed from the early May city staff recommendations.

On June 3rd, I presented a budget overview to the Board of Finance, and on June 7th, I learned from our CAO that the budget gap was actually \$1.1 million larger than as calculated in April. The CAO and her team then worked quickly to find solutions, and on June 10th, I presented the budget with updated information to the City Council. Leading up to the June 3rd and June 10th presentations, and over the past few weeks, my office has been working collaboratively with both the Progressive and Democratic City Council Caucuses, and that collaboration has led to this final budget proposal for FY25.

Finally, I would be remiss if I did not emphasize the hundreds of hours of hard work by CAO Schad and her team; I am deeply grateful for their expertise and unwavering commitment, as I am to everyone who so ably confronted these challenges and helped identify solutions.

Budget Pressures

A number of factors contributed to this year's \$14.2 million budget gap: the drying up of one-time, Covid-related federal funding; unsustainable use of the City's fund balance; and less money in our capital budget that can be used for capital-related salaries—all while personnel and operational costs continue to rise due to cost of living adjustments, increased healthcare costs, a growing City government, and inflation. As well, due to timing and inaccurate assumptions about the city's fee schedules, we were unable to implement most of the savings or additional revenue recommendations from two consultant studies, which proposed approximately \$4 million in operational efficiencies and user fees. In sum, this meant we had to find solutions for approximately \$6.5 million fewer dollars in revenue in the coming year, while facing increased expenses totaling around \$6.6 million.

In addition, the City does not currently engage in long-term budget planning. We know that our current budget pressures will persist in future fiscal years and that we need to take steps now

to right-size and modernize our City government. My administration intends to immediately begin planning for FY26 by examining the long-awaited findings from the Operational Efficiency study that was commissioned by the prior administration; by further examining the recently-completed User Fee study; by meeting with Department Heads at our August “budget summit;” and by initiating processes for proactive budgeting that allow us to innovate, while also emphasizing inclusion and affordability for residents.

Reduction in Revenues:

The City has been relying on unsustainable revenue sources, and we had to find solutions for replacing \$4.6 million of our fund balance, \$1.4 million in ARPA monies; and \$.5 million in capital money that was used to fund general fund salaries.

Increased Personnel and Operational Costs:

As with last year, public safety costs make up the most significant portion of the increases in personnel and operational costs in our FY25 budget. The prior administration proposed the public safety tax increase to maintain the operational costs of the police and fire budgets, not to fund new public safety initiatives. In turn, the only two departments that I did not ask to find cost savings are police and fire, and their budgets grow by a total of \$3.87 million (\$2.47 million for police and \$1.4 million for fire) in FY25. These budgets reflect my community safety priorities and the will of the voters who both approved increasing our public safety tax and elected a Mayor whose community safety solutions go beyond just increasing numbers of sworn officers. *(See below for more details about my community safety investments in this year’s budget.)*

Solutions for closing the Gap

We have identified a number of solutions to close the \$14.2 million gap, while also ensuring we have some additional funding for strategic investments in community safety. Broadly, these include through increasing tax revenue; increasing user fees as well as our efforts to collect outstanding fees owed to the City; strategic use of one-time funds; and various budget reductions such as not filling current vacancies and reducing programmatic expenses. *Please see the below table for a more detailed breakdown of these approaches, with estimated savings amounts.*

Increased Tax Revenue:

In all, the below tax increases are forecasted to bring in approximately \$5.8 million in new revenue this fiscal year.

Public Safety Tax:

Voters approved an up-to 3-cent increase in the public safety tax, and I am implementing a 2-cent increase this year. Because our City charter allows revenue from the public safety tax to be spent only on the police and fire departments, and because my community safety investments include expenditures beyond those two departments (e.g., funding additional security and a social worker at the Library), I decided to rely on other revenue sources beyond the public safety tax to help address our safety challenges. As well, this provides some flexibility for next

year's budget should we determine we need to implement the full 3 cents authorized, while also keeping in mind affordability for residents in this year's budget.

Gross receipts taxes (Hotels, Restaurants and Amusements):

In order to balance investing in community safety and affordability, I am increasing two consumption taxes so that some of the tax burden will fall not just on property owners. I am increasing the hotel-motel tax from 2% to 4%, and the non-lodging gross receipts tax from 2% to 2.5%. The non-lodging tax increase will sunset at the end of this fiscal year; the hotel tax will not sunset. CAO Schad will closely track gross receipts revenues and report monthly to the Board of Finance.

Retirement and Debt Service Taxes:

These two taxes increase annually in an amount based on the value of the grand list. The retirement tax is governed by ordinance, and the debt service tax is governed by Charter. The retirement tax is estimated to bring in \$1.93 million in revenue in FY25, and the debt service tax \$800,000.

Non-tax Revenue: Increasing Fees

I will be implementing several fee increases in FY25. These fee increases are informed by the User Fee study, which found that several of our fees are far below market rates, and in many cases were not covering expenses. The Fire Department, Parks Department, and Burlington City Arts will all be making upward adjustments in fees. In all cases, we maintain access to services for residents who cannot afford the fees, and in many cases, we did not increase fees this year to the full amount recommended by the fee study report. We will examine our fee structures and the user fee study again when crafting the FY26 budget.

Vacancy savings:

As the below table shows, keeping current vacancies open is a high-yield strategy, amounting to approximately \$1 million in savings for the FY25 budget. Department Heads identified 18 vacancies in FY25 we can hold open without significant impact on the core functions of their departments for one year. None of these positions are being eliminated this year, but looking ahead to FY26, I will be working with Departments to take a more strategic, thorough, and fair approach to vacancies and identifying efficiencies in our city government. We unfortunately did not have time to do that careful work this year, and nor did we have the benefit of a finalized Operational Efficiency study, the findings of which I look forward to considering as we look ahead to FY26 budget planning, beginning this summer.

I also look forward to doing strategic and thoughtful work with the REIB office this year, which will retain several vacancies in FY25. That Department was funded primarily by one-time ARPA funds, and with those funds drying up, the REIB office will be focusing on strategic planning and re-envisioning to ensure its work is sustainable, mission-based, and integrated across the City. I am wholly committed to supporting the REIB in this process and in helping ensure that equity and inclusion informs the work not just of the REIB, but of all city Departments, including the Mayor's Office.

Reducing Expenses:

One of the budget savings measures is identifying services that no longer require General Fund dollars because there are reliable sources of federal and/or state funding. Examples include language access services and childcare—services which are certainly crucial, but which need not be supported by General Fund dollars.

Budget Solutions - Updated as of 6/21/24	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
Repurposed unused or already used assigned funds	\$ 365,125
Unassigned fund balance	\$ 100,000
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	\$ 3,427,125
Budget Savings	
Vacancy savings from 18 FTEs	\$ 1,045,000
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	\$ 2,777,000
Increase Other Revenues and CT Office Solutions	
PILOT-related	\$ 690,000
Increased gross receipts collection	\$ 700,000
Increase investment income	\$ 100,000
Increase bond premiums	\$ 200,000
Increase financial services	\$ 50,000
Increase recording fees	\$ 50,000
Increased accounts receivable	\$ 197,537
Delay ambulance payment	\$ 115,000
Reduce CT consulting	\$ 50,000
Updated interest on taxes	\$ 50,000
Subtotal	\$ 2,202,537
Tentative Total	\$ 14,875,549
Strategic Investments in Community Safety	\$ 675,000

Investments in Community Safety

My administration is deeply committed to responding to Burlington's health and safety challenges with a collaborative, compassionate, and data-informed approach. We are proposing new strategies, while responding to direct requests from city departments, City Councilors, and the community to continue what is working while also making some additional strategic investments.

Community safety priorities are reflected in the FY25 budget as follows:

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- \$344,000 to fund and commence BTV CARES;
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- Hiring up to the authorized limit of 11 Community Support Officers (up from 6 currently on staff);
- Additional \$100,000 for the police department to support recruitment and retention with quarterly reporting on our progress and adaptability to workforce hiring challenges;
- Fully staffing fire fighters at the authorized limit;
- Fully funding the Fire Department's Community Response Team (CRT);
- \$500,000 continued funding to supplement city departments with private security services;
- \$150,000 additional funding for the Library to hire more security and an in-house social worker;
- \$50,000 to fund services and supports on City land near encampments;
- Funding for year one of a Senior Advisor on Community Safety, a temporary, two-year position;
- Continued stable funding of the Howard Street Outreach Team, Rape Crisis Center, Steps to End Domestic Violence, and Turning Point Center when we slightly reduced funding to other area non-profits to help balance the significant budget gap.

In my short time as Mayor, it has become clear to me that our City's community safety response system has developed in silos. Important work is underway, but we lack coordination and efficient use of limited resources. We need to examine our approach and identify new and data-informed ways to address complex issues, so that we can better deliver critical services to our City. This work must come from the Mayor's Office, as it will be focused on our entire City, including departments, stakeholders, and partners. To do this critical work well, my office needs more capacity. The proposed Senior Advisor on Community Safety would be a temporary two-year position to advance this work by making policy recommendations, engaging with the

community; and crafting plans for implementation that modernizes our current community safety system to better meet the needs of our City. The FY25 budget includes funding for this position, but our office is seeking Congressionally-directed spending to support this position, and should we secure that funding, we will adjust the budget accordingly.

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- This is a \$0.08 or 10.7% increase
- This increase includes \$.02 increase to police and fire tax as approved by voters.
- It also includes the ordinance- and Charter- required increases, specifically \$.0238 for debt tax and \$.035 for retirement tax.

		FY24		FY25	
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		Budget	Projected	Budget	Projected
		Tax Rate	Taxes	Tax Rate	Taxes
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	General City	0.1952	\$ 11,037,405	0.1952	\$10,995,934
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	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	0.1416	7,975,125
		=====	=====	=====	=====
TOTAL		0.7523	\$ 42,538,059	0.8326	\$46,904,160

Looking Ahead to FY26 and beyond

I will be implementing proactive budgeting practices that allow the City to plan not just for FY26, but also beyond. My administration will continue to prioritize affordability, sustainability, and the health and safety of our community. I look forward to meeting with Departments in August for our budget summit and to continue the work we started on right-sizing our government. We made some important strides this year by reducing our budget growth by 2.1% over last year's budget, and I intend to continue this downward trend. Some of the approaches I will employ in FY26 are as follows, with more ideas certainly to come.

- Examining the recommendations from the Operational Efficiency Study and working with City staff, the City Council, advisory groups, and the community to determine steps for modernizing and making more sustainable our city government structure;
- Further examining the recommendations from the User Fee Study to determine whether more can be done to ensure fees align with costs while also maintaining equitable access to City programs and services;
- Collecting outstanding fees owed to the City and making sure we are effectively enforcing our housing code to ensure both habitability and fee sanctions for violations of that code;
- Creating a policy on the amount of capital funds that can be spent on salaries and seeking sources of revenue for capital other than through bonding;
- Creating fair and transparent processes for our regional programs and empowerment fund grants;
- Working with City Staff and our grants office to seek outside funding sources, while avoiding seeking one-time funding for ongoing needs;
- Examining whether we need to move away from a self-insured health care model;
- Working with our state and federal delegations to ensure effective communication and collaboration with City government so that needs of Burlington are well-represented.
- Beginning to create multi-year budget planning models so we can better forecast and plan for our city's needs, including when we need to raise revenue through municipal tax increases and/or utility rate increases and coordination of bonding and debt service payments.



Office of Mayor Emma Mulvaney-Stanak

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
CC: Katherine Schad, CAO
Date: June 24, 2024
Re: Proposed Fiscal Year 2025 Budget

I am pleased to present a balanced fiscal year 2025 (FY25) budget to the City Council for your consideration. In this budget you will see our collective commitment to community safety, affordability for residents, and sustainability of City operations. I set these priorities early in my administration, and I am grateful to all who worked diligently, steadily, and collaboratively to help us craft a budget that moves us closer to achieving these goals.

This budget also reflects the challenges of budgeting in a post-pandemic era in which we must move away from using one-time funds for ongoing needs. The City's budget grew by approximately 7.3% in FY23 and by 9.1% in FY24. This year's budget represents a 7.0% increase, so though we are heading in the right direction, our financial challenges will not be solved upon the passage of this year's budget. However, I am confident that by starting work on the FY26 budget this summer and by implementing long-range budgeting practices, we will be better prepared for what lies ahead while also making further strides toward improving community health and safety, making our city more affordable, and right-sizing our city government.

Budget Process

In January 2024, Councilors and the public were told to anticipate a \$9 million gap between revenue and expenses for the upcoming fiscal year. Shortly after I took office in April 2024, we learned that the gap was an estimated \$13.1 million. In mid-April, I shared this information with City Staff, the Council, and the public. This budget gap required us to make difficult decisions, and from the beginning, I was committed to being transparent about these challenges and the solutions we would pursue to address them.

In mid-April, I convened my Budget Advisors, a diverse group of community partners who provided expertise, analysis, and recommendations for the FY25 budget. That team met four times over the course of this Spring, and they helped me ensure that this budget aligns with the City's priorities and financial requirements.

In late April, I asked Department Heads to conduct a comprehensive review of their budgets to find additional areas for cost-savings, including identifying projects that could be paused, one-time funds that could be reallocated, or vacancies that could be held open in FY25. I also asked for creative solutions to generate revenue. I am grateful to this leadership team; they each rose to this challenge and worked collaboratively to help us close this gap.

In early May, I met with several Department Heads and city staff about community-safety-related budget priorities. That meeting generated dozens of ideas, both immediate and longer-term, and directly informed the community safety-related expenditures that are reflected in this year's budget.

In mid-May, I shared with the community and City Council an update on our work to balance the FY25 budget. In that communication, I shared that we not only closed the \$13.1 million gap, but we identified an additional \$325,000 in the general fund and \$250,000 in opioid settlement funds. These additional funds were allocated to support immediate community safety solutions developed from the early May city staff recommendations.

On June 3rd, I presented a budget overview to the Board of Finance, and on June 7th, I learned from our CAO that the budget gap was actually \$1.1 million larger than as calculated in April. The CAO and her team then worked quickly to find solutions, and on June 10th, I presented the budget with updated information to the City Council. Leading up to the June 3rd and June 10th presentations, and over the past few weeks, my office has been working collaboratively with both the Progressive and Democratic City Council Caucuses, and that collaboration has led to this final budget proposal for FY25.

Finally, I would be remiss if I did not emphasize the hundreds of hours of hard work by CAO Schad and her team; I am deeply grateful for their expertise and unwavering commitment, as I am to everyone who so ably confronted these challenges and helped identify solutions.

Budget Pressures

A number of factors contributed to this year's \$14.2 million budget gap: the drying up of one-time, Covid-related federal funding; unsustainable use of the City's fund balance; and less money in our capital budget that can be used for capital-related salaries—all while personnel and operational costs continue to rise due to cost of living adjustments, increased healthcare costs, a growing City government, and inflation. As well, due to timing and inaccurate assumptions about the city's fee schedules, we were unable to implement most of the savings or additional revenue recommendations from two consultant studies, which proposed approximately \$4 million in operational efficiencies and user fees. In sum, this meant we had to find solutions for approximately 6.5 million fewer dollars in revenue in the coming year, while facing increased expenses totaling around \$6.6 million.

In addition, the City does not currently engage in long-term budget planning. We know that our current budget pressures will persist in future fiscal years and that we need to take steps now

to right-size and modernize our City government. My administration intends to immediately begin planning for FY26 by examining the long-awaited findings from the Operational Efficiency study that was commissioned by the prior administration; by further examining the recently-completed User Fee study; by meeting with Department Heads at our August “budget summit;” and by initiating processes for proactive budgeting that allow us to innovate, while also emphasizing inclusion and affordability for residents.

Reduction in Revenues:

The City has been relying on unsustainable revenue sources, and we had to find solutions for replacing \$4.6 million of our fund balance, \$1.4 million in ARPA monies; and \$.05 million in capital money that was used to fund general fund salaries.

Increased Personnel and Operational Costs:

As with last year, public safety costs make up the most significant portion of the increases in personnel and operational costs in our FY25 budget. The prior administration proposed the public safety tax increase to maintain the operational costs of the police and fire budgets, not to fund new public safety initiatives. In turn, the only two departments that I did not ask to find cost savings are police and fire, and their budgets grow by a total of \$3.87 million (\$2.47 million for police and \$1.4 million for fire) in FY25. These budgets reflect my community safety priorities and the will of the voters who both approved increasing our public safety tax and elected a Mayor whose community safety solutions go beyond just increasing numbers of sworn officers. *(See below for more details about my community safety investments in this year’s budget.)*

Solutions for closing the Gap

We have identified a number of solutions to close the \$14.2 million gap, while also ensuring we have some additional funding for strategic investments in community safety. Broadly, these include through increasing tax revenue; increasing user fees as well as our efforts to collect outstanding fees owed to the City; strategic use of one-time funds; and various budget reductions such as not filling current vacancies and reducing programmatic expenses. *Please see the below table for a more detailed breakdown of these approaches, with estimated savings amounts.*

Increased Tax Revenue:

In all, the below tax increases are forecasted to bring in approximately \$5.8 million in revenue this fiscal year.

Public Safety Tax:

Voters approved an up-to 3-cent increase in the public safety tax, and I am implementing a 2-cent increase this year. Because our City charter allows revenue from the public safety tax to be spent only on the police and fire departments, and because my community safety investments include expenditures beyond those two departments (e.g., funding additional security and a social worker at the Library), I decided to rely on other revenue sources beyond the public safety tax to help address our safety challenges. As well, this provides some flexibility for next

year's budget should we determine we need to implement the full 3 cents authorized, while also keeping in mind affordability for residents in this year's budget.

Gross receipts taxes (Hotels, Restaurants and Amusements):

In order to balance investing in community safety and affordability, I am increasing two consumption taxes so that some of the tax burden will fall not just on property owners. I am increasing the hotel-motel tax from 2% to 4%, and the non-lodging gross receipts tax from 2% to 2.5%. The non-lodging tax increase will sunset at the end of this fiscal year; the hotel tax will not sunset. CAO Schad will closely track gross receipts revenues and report monthly to the Board of Finance.

Retirement and Debt Service Taxes:

These two taxes increase annually in an amount based on the value of the grand list. The retirement tax is governed by ordinance, and the debt service tax is governed by Charter. The retirement tax is estimated to bring in \$1.93 million in revenue in FY25, and the debt service tax \$800,000.

Non-tax Revenue: Increasing Fees

I will be implementing several fee increases in FY25. These fee increases are informed by the User Fee study, which found that several of our fees are far below market rates, and in many cases were not covering expenses. The Fire Department, Parks Department, and Burlington City Arts will all be making upward adjustments in fees. In all cases, we maintain access to services for residents who cannot afford the fees, and in many cases, we did not increase fees this year to the full amount recommended by the fee study report. We will examine our fee structures and the user fee study again when crafting the FY26 budget.

Vacancy savings:

As the below table shows, keeping current vacancies open is a high-yield strategy, amounting to approximately 1.4 million in savings for the FY25 budget. Department Heads identified 21 vacancies in FY25 we can hold open without significant impact on the core functions of their departments for one year. None of these positions are being eliminated this year, but looking ahead to FY26, I will be working with Departments to take a more strategic, thorough, and fair approach to vacancies and identifying efficiencies in our city government. We unfortunately did not have time to do that careful work this year, and nor did we have the benefit of a finalized Operational Efficiency study, the findings of which I look forward to considering as we look ahead to FY26 budget planning, beginning this summer.

I also look forward to doing strategic and thoughtful work with the REIB office this year, which will retain several vacancies in FY25. That Department was funded primarily by one-time ARPA funds, and with those funds drying up, the REIB office will be focusing on strategic planning and re-envisioning to ensure its work is sustainable, mission-based, and integrated across the City. I am wholly committed to supporting the REIB in this process and in helping ensure that equity and inclusion informs the work not just of the REIB, but of all city Departments, including the Mayor's Office.

Reducing Expenses:

One of the budget savings measures is identifying services that no longer require General Fund dollars because there are reliable sources of federal and/or state funding. Examples include language access services and childcare—services which are certainly crucial, but which need not be supported by General Fund dollars.

Budget Solutions - Updated as of 6/21/24	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
Repurposed unused or already used assigned funds	\$ 365,125
Unassigned fund balance	\$ 100,000
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	\$ 3,427,125
Budget Savings	
Vacancy savings from 18 FTEs	\$ 1,045,000
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COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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To: Board of Finance
City Council
From: Sarah Russell, Special Asst. to End Homelessness
Date: June 24, 2024
Subject: Budget Justification: FY25 Seasonal Health Response to Encampments

Background

A cross-department working group led by CEDO, and including Parks, Recreation and Waterfront, Public Works, the City Attorney's Office, Human Resources, Burlington Police and Fire Departments, and Mayor's Office has met weekly since April 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. As presented previously to City Council, we recommend focusing on three 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.

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.

Budget

During the May 29th Board of Finance meeting, the Mayor proposed \$50,000 as part of the FY25 Community Safety budget to support unsheltered members of our community. The attached draft budget represents a break-down of anticipated costs associated with **Strategy #1**. The City plans to provide the following resources in three locations:

- Toilets
- Refuse removal
- Access to handwashing and potable water
- Sharps receptacles

Note: An additional \$20,000 has been set aside for remediation when necessary.

Location	Resource Type	Quantity	Cost (Freq.)	# of months	Item Totals
City Land/Dog Park					
	Dumpster (3 yd)	1	\$149	3	\$447.00
	Portable Toilets	2	\$210	3	\$1,260.00
	Potable Water Tank	1	\$769	-	\$769.00
	Sharps Container	1	\$1,600	-	\$1,600.00
	Handwashing Station	1		-	
Urban Reserve					
	Dumpster (3 yd)	1	\$149	3	\$447.00
	Portable Toilets	2	\$210	3	\$1,260.00
	Sharps Container	1	\$1,600	-	\$1,600.00
	Handwashing Station	1		-	
Manhattan Drive Bike Path	Dumpster (3 yd)	1	\$149	3	\$447.00
	Portable Toilets	2	\$210	3	\$1,260.00
	Potable Water Tank	1	\$769	-	\$769.00
	Sharps Container	1	\$1,600	-	\$1,600.00
Other Items					
	Remediation				\$20,000.00
	Contingency				\$18,541.00
Current Est. Totals					\$50,000.00

Current resources include portable toilet and dumpster located near the dog park. Additional resources will be installed following approval of FY25 Community Safety Budget. Prior to deployment of resources at Manhattan Drive, community engagement, led by CEDO, will take place.

Updates from the June 10th City Council Seasonal Health Response to Encampments Working Session will be provided prior to the July 15th City Council meeting.



Final Presentation of FY25 Mayor's Budget

June 24, 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%



FY25 Municipal Tax Rate

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	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.



Principles

Committing to affordability for Burlington taxpayers

- Implement \$.02 of the \$.03 of voter-approved public safety tax
- Reducing rate of growth of general fund budget



Y to Y	Budget Change
FY22-23	7.3%
FY23-24	9.1%
FY24-25	6.9%



Principles

Identifying sustainable financial practices that move us away from relying on one-time funds

- Implementing several fee increases informed by the User Fee study
- Study found that several of our fees are far below market rates, and in many cases were not covering expenses.
- The Fire Department, Parks Department, and Burlington City Arts are all making upward adjustments in fees. In all cases, we maintain access to services for residents who cannot afford the fees.



Principles

Working to right-size city government by providing what the community needs most now and into the future

- \$1 million in savings for the FY25 budget from 18 vacancies City is holding open without significant impact on core functions
- Implement Operational Efficiency Study, when received to ensure that departments are appropriately sized for now and the future



Principles

Being fair in raising new revenue across the entire community

- To balance investing in community safety and affordability, increase two consumption taxes so that some of the tax burden will fall beyond property owners.
- Increasing the hotel-motel tax from 2% to 4%, and non-lodging gross receipts tax from 2% to 2.5% (sunset at end of fiscal year)



Principles

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

- Approximately \$3.87 million more in the Police (\$2.47M) and Fire (\$1.4M) operating budgets from FY24 to FY25
- \$344,000 to fund and commence BTV CARES
- Hiring 10 new sworn officers and up to the authorized limit of 11 Community Support Officers (up from 6 currently on staff)
- Additional \$100,000 for the police department to support recruitment and retention
- City services retained amidst budget gap
- Slowed budget growth and avoided layoffs



Looking Ahead to FY26 and Beyond

- Many of the FY25 budget challenges are likely to intensify in future years so City leadership meeting end of August to begin FY26 planning.
- Begin robust community discussions on rightsizing government to make it affordable after operational analysis received. 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.
- Will continue to report out monthly to BOF on revenues and expenses, including gross receipts and user fees so we can adjust as needed and plan for FY26.



Questions and Discussion

Resolution Relating to

**ANNUAL APPROPRIATION AND BUDGET FOR FISCAL
YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30,
2025**

RESOLUTION 6.2

Sponsor(s): Board of Finance & Mayor

Introduced: 06/24/24

Referred to: _____

Action: adopted

Date: 06/24/24

Signed by Mayor: 06/25/24

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, Section 157 of the City Charter requires the Mayor, on or before June 15 of each year,
2 provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
3 department and branch of the City government for the next fiscal year to be known as the “budget”; and

4 WHEREAS, the Administration discussed summaries of proposed department budgets for the fiscal
5 year starting on July 1, 2024, and ending on June 30, 2025 (“FY25”) with the Board of Finance and City
6 Council at public sessions on May 13, May 15, May 22, and May 29, 2024, and then publicly presented a
7 CAO-reviewed FY25 general fund budget to the Board of Finance on June 3 and June 10; and

8 WHEREAS, on June 10, the Mayor provided the Board of Finance and the City Council the Mayor’s
9 Recommended Budget for FY25, which is an estimate of the necessary appropriations to cover the
10 expenditures of each fund, department, and branch of City government; an estimate of the revenues from
11 sources other than property taxes, including certain operating transfers; and an estimate of the amount to be
12 raised by taxation upon real and personal property within the City of Burlington (the “Mayor’s Budget”); and

13 WHEREAS, it is now appropriate to make cost of living compensation adjustments for FY25 for
14 eligible City employees, including Burlington Electric Department employees, who are not covered by a
15 collective bargaining agreement; and

16 WHEREAS, the City has received federal funding through the American Rescue Plan Act (“ARPA”)
17 and intends to use those funds in FY25 to help the City recover from the COVID crisis; and

18 WHEREAS, the City of Burlington receives interdepartmental revenues and employee contributions to
19 fund Workers’ Compensation, Health, Dental, Life, and Liability Insurances, and the City recognizes that
20 these revenues are for the sole purpose of funding these expenditures; and

21 WHEREAS, the City remains committed to racial justice, equity, inclusion, and belonging, it is
22 undergoing a re-design and re-envisioning process with its REIB department to better support and integrate
23 across departments the City’s equity and inclusion work;

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Approved....., 20

..... Mayor

Vol. Page

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WHEREAS, on October 18, 2021, the City Council adopted Resolution No. 7.075, which set a target sworn officer headcount of eighty-seven (87) (inclusive of eight (8) sworn officers at the airport), based upon an operational assessment conducted by CNA Analysis & Solutions; and

WHEREAS, the City realistically anticipates being able to hire ten (10) sworn officers in FY25, and currently the Burlington Police Department has 67 sworn officers on staff, so that a total of seventy-seven (77) sworn officers have been included in the budget; and

WHEREAS, the City remains committed to staffing its police department fully, and the Mayor will endeavor to find funding if the City is successful in recruiting more than ten (10) sworn officers during FY25, in furtherance of the target of eighty-seven (87) officers set in 2021; and

WHEREAS, the City realistically anticipates being able to hire in FY25 additional Community Service Officers (CSOs) up to the authorized number of eleven (11), so that a total of eleven (11) CSOs have been included in the budget; and

WHEREAS, the City is committed to recruiting and retaining police officers using evidence-based strategies, so that \$100,000 has been included in the FY25 budget to support these efforts; and

WHEREAS, the City is committed to community safety, the City is implementing a voter-approved 2-cent increase in the public safety tax, which will generate an estimated 1.35 million dollars in additional revenues in order to fund its Police and Fire Departments adequately so as to ensure the viability of both its traditional public safety services, as well as its new and innovative community response programs; and

WHEREAS, the City is committed to a comprehensive approach to community safety, the City is creating in FY25, and including in the FY25 budget funding for year one, a two-year, temporary Senior Advisor on Community Safety position in the Mayor's Office to advise the Mayor and work across Departments and across the City to effectuate the City's health and safety goals; and

WHEREAS, the City is committed to improving the safety of the library environment, it is authorizing additional security staffing and a social worker position at the downtown Fletcher Free Library in the FY25 budget; and

WHEREAS, the City is committed to the health and safety of all, including the unhoused, it is authorizing 50,000 dollars in FY25 to support basic human services like portable toilets, handwashing, and trash removal in strategic locations on City land; and

WHEREAS, the City's police department budget grows by approximately \$2.47 million in the FY25 budget and its fire department by \$1.4 million, the City intends to use revenue generated by the increase in the consumption taxes for improving the safety of our community, including through efforts of the BPD and the BFD, as well as for additional contracts for security services, the hiring of an in-house social worker at the

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library, and a temporary Senior Advisor on Community Safety to help design and implement data-informed, immediate and long-term responses to the City's safety challenges; and

WHEREAS, the City has determined to fill the currently-vacant Housing Administrator Position in the Department of Permitting and Inspections, which is a revenue-generating position; and

WHEREAS, the City is aiming to improve community safety and affordability for residents, the City is raising consumption taxes by increasing the hotel-motel tax from 2 cents to 4 cents and the non-lodging gross receipts tax from 2% to 2.5%, subject to further approval of the City Council by ordinance; and

WHEREAS, subject to further approval of the City Council by ordinance, the non-lodging gross receipts tax increase will sunset at the end of FY25 but the hotel-motel tax increase will not; and

WHEREAS, the City wishes to realize vacancy by leaving currently-vacant positions unfilled for FY25, but not eliminating any positions this year until City officials can conduct a more deliberative review of all positions; and

WHEREAS, the City will engage in a review of its fees and fines related to out-of-compliance rental units to ensure fairness and habitability for tenants while also increasing revenue generation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables of the Mayor's Budget are hereby adopted as the annual appropriation and budget of the City of Burlington for FY25 (the "FY25 Budget"); and

BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund departments or programs noted in the previous paragraph ("non-General-Fund departments"), including but not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not available for expenditure until a corresponding revenue amount is received or unless additional revenues are reasonably expected to be received within six (6) months of the expenditure; and

BE IT FURTHER RESOLVED that the unexpended balances from prior years' appropriations made for any non-General-Fund departments, as well as all reserve funds, debt service reserves, and insurance reserves, except as otherwise provided below, shall be carried over to the FY25 Budget upon determination by the Chief Administrative Officer of the availability of such unexpended balances; and

BE IT FURTHER RESOLVED that Two Million Four Hundred Thousand Dollars and No Cents (\$2,400,000.00) in previously allocated ARPA funds shall be reallocated as set forth in the FY25 Budget; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of Two Hundred Sixty-four Thousand Three Hundred Eighty-eight Dollars and No Cents (\$264,388.00) assigned for REIB staffing in

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Fiscal Year 2023 has not been used for this purpose, and the Chief Administrative Officer is hereby authorized to transfer said amount for REIB staffing in FY25; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the Two Hundred Thousand Dollars and No Cents (\$200,000) assigned as a development reserve many years ago but has not yet been needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the Forty-Nine Thousand One Hundred Seventy-two Dollars and No Cents (\$49,172) assigned as the Burlington Telecom escrow many years ago is the amount leftover after the transaction has concluded so it is no longer needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the Twenty-five Thousand Dollars and No Cents (\$25,000) assigned for a Human Resources consultant and this assignment was already concluded and the money was paid from the general fund so amount is no longer needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the Twenty-six Thousand Two Hundred and Fifty Dollars and No Cents (\$26,250) assigned for Regional Arts Programs was already spent and the money was paid from the general fund so amount is no longer needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the Fifteen Thousand Dollars and No Cents (\$15,000) assigned for the bystander training project was already spent and the money was paid from the general fund so amount is no longer needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the Fifty Thousand Dollars and No Cents (\$50,000) assigned for Indigenous People was already spent and the money was paid from the general fund so amount is no longer needed, and the Chief Administrative Officer is hereby authorized to transfer said amount for community safety in FY25; and

BE IT FURTHER RESOLVED that the FY25 budget assigns One Hundred Thousand Dollars and No Cents (\$100,000) to the Burlington Police Department for recruitment and retention, and about which the police department will report to the City Council in July 2024 and quarterly thereafter, detailing its plans, strategies, efforts, and expenditures to recruit and retain officers the Chief Administrative Officer is hereby authorized to transfer said amount for said purpose in FY25; and

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BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for FY25 shall be as set forth in the section of the FY25 Budget entitled "Personnel Listing", except that because the budgeted positions are based on attrition and anticipated staff efficiencies, any determination to reclassify any existing staff position is subject to appropriate approvals according to the City's Personnel Policies and any applicable union contract; and

BE IT FURTHER RESOLVED that effective July 1, 2024, all eligible regular employees not covered by a collective bargaining agreement that provides otherwise shall receive a cost of living adjustment equal to that which has been negotiated for FY25 with AFSCME, except for Burlington Electric and Burlington Fire Department employees not covered by a collective bargaining agreement, who shall receive a cost of living adjustment equal to that which has been negotiated for FY25 with IBEW and BFFA, respectively; and

BE IT FURTHER RESOLVED that effective July 1, 2024, all eligible employees, except those who have opted out legally of the City's health insurance program, shall contribute six and 111/1,000 percent (6.111%) of their annual salary to the City's Health Insurance Fund (Fund 150) to achieve the target of having employees contribute twenty percent (20%) of the total cost of the City providing health benefits; and

BE IT FURTHER RESOLVED that the City Council hereby agrees that effective July 1, 2024, all Class B employees not covered by a collective bargaining agreement that provides otherwise shall contribute four and 340/1,000 percent (4.340%) of their annual salary, and all Class A employees not covered by a collective bargaining agreement that provides otherwise shall contribute fourteen percent (14%) of their annual salary (fire) or seventeen and 610/1,000 percent (17.610%) of their annual salary (police), to the City's Retirement Fund (Fund 125) to achieve the target of having employees contribute thirty percent (30%) of the total retirement contributions required; and

BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as "Contingency", with an amount of One Hundred Thousand Dollars and No Cents (\$100,000.00), none of which shall be expended without prior approval of the City Council; and

BE IT FURTHER RESOLVED to establish Internal Service Funds, Fund 150, for self-insured Health and Dental, and fund 175 for self-insured Workers' Compensation and Liability and Life Insurance, and that any excess revenue or deficit be carried forward and used in future budgets within these funds; and

BE IT FURTHER RESOLVED that monthly COBRA premiums for Health and Dental insurance shall be as follows:

	Health	Dental
Single	\$1,284.00	\$34.82
Single +1	\$2,388.00	\$64.39

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..... Mayor

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151 Family \$3,197.00 \$117.56; and

152 BE IT FURTHER RESOLVED that any unspent funds from the Department of Public Works' FY24
153 Repair & Maintenance budget for purchase of salt, account number 101-19-152-481.6300_140, up to One
154 Hundred Thousand Dollars and No Cents (\$100,000.00), will be allocated to FY25 fleet lease payments,
155 account number 101-19-151.7900_116; and

156 BE IT FURTHER RESOLVED that Three Hundred Thousand dollars and No Cents (\$300,000.00) of
157 ARPA funds that were previously allocated to the Champlain Housing Trust for supporting affordable housing
158 are reallocated in the FY25 budget to support community safety; and

159 BE IT FURTHER RESOLVED that Three Hundred Thousand dollars and No Cents (\$300,000.00) of
160 Housing Trust Fund funds, a dedicated tax, shall be allocated directly to Champlain Housing Trust for
161 supporting affordable housing, in replacement of previously allocated ARPA funds; and

162 BE IT FURTHER RESOLVED that any unspent funds from CEDO's FY24 Language Access Plan
163 funding, up to Twenty Thousand Dollars and No Cents (\$20,000.00), will be allocated to FY25 for the
164 Language Access Program (LAP) to avoid a gap in available LAP assistance while the City secures alternative
165 funding from the State of VT; and

166 BE IT FURTHER RESOLVED that any unspent funds from REIB's FY24 Empowerment Fund, up to
167 Forty-four Thousand Dollars and No Cents (\$44,000.00), will be allocated to FY25 for the same purpose; and

168 BE IT FURTHER RESOLVED that the REIB Office is hereby reorganized as follows: there shall be
169 one (1) Interim Director, a market-factored position, in place of Director, a market-factored position, and one
170 (1) Limited Term Administrative Coordinator at Grade 15 in place of one (1) Program Manager at Grade 19,
171 in accordance with the attached job descriptions and organizations chart; and

172 BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make
173 expenditures, from the General Fund of the City, for the purpose of acquisition, construction, and installation
174 of certain capital improvements or other obligations. The City may intend that such expenditures, including
175 but not limited to parking and terminal improvements at the Burlington International Airport, downtown
176 parking, and street capital improvements, to be reimbursed through the issuance of tax-exempt bonds or other
177 obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to
178 reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer
179 is hereby authorized and designated as a representative of the City to adopt an official intent, on behalf of the
180 City, to determine, in each case, whether an approved expenditure for capital improvements will be
181 reimbursed with the proceeds of bonds or other forms of obligation; and

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BE IT FURTHER RESOLVED that the fees charged by the Department of Permitting & Inspections shall be set as outlined in the attached FY25 Fee Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2024, the fees charged for water and wastewater shall be set as provided on the three attached schedules entitled FY25 Private Fire Protection Fee Schedule, FY25 Water and Wastewater Fixed Charge by Meter Size Schedule, and FY25 Water and Wastewater Volumetric Rate Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2024, the fees charged for stormwater shall be set at \$3.33 per ISU (1,000 square feet of impervious surface) so that the flat rate for a single-family residence shall be \$8.89 per month, for a duplex \$8.82 a month, and for a triplex \$10.19; and

BE IT FURTHER RESOLVED that effective July 1, 2024, the Solid Waste Generation Tax shall increase from Five Dollars and Sixty-six Cents (\$5.66) to Six Dollars and Ninety Cents (\$6.90) per month per residential dwelling unit; and

BE IT FURTHER RESOLVED that a department head may authorize recurring purchases for routine operational costs that are included within the department's annual budget, such as treatment chemicals for water or wastewater operations, postage, filing, or licensing fees, or replacement equipment, without the requirement of additional approval, if there is no contractual obligation to make the purchase; and

BE IT FURTHER RESOLVED that investment management fees and related administrative expenditures of the Burlington Employees Retirement System must be funded from the investment returns of the Retirement Fund and shall not exceed \$1,000,000 in FY25, but other operating expenses, including retirement employee wages, shall be paid by appropriation of the retirement tax revenue to the System; and

BE IT FURTHER RESOLVED that the FY25 budget includes an allocation of One Hundred Thousand Dollars and No Cents (\$100,000) to the Burlington Police Department for recruitment and retention expenditures and efforts, about which the police department will report quarterly to the City Council beginning in July 2024; and

BE IT FURTHER RESOLVED that the FY25 budget includes an allocation of One Hundred Twenty-five Thousand Dollars and No Cents (\$125,000.00) to the Mayor's Office for year one of a two-year Senior Advisor on Community Safety position; and

BE IT FURTHER RESOLVED that the FY25 budget includes an allocation of One Hundred Fifty Thousand Dollars and No Cents (\$150,000.00) to the Fletcher Free Library for additional security and the hiring of an in-house social worker; and

BE IT FURTHER RESOLVED that the FY25 budget includes two allocations of expected opioid settlement funds: Two Hundred and Fifty-one Thousand Dollars and No Cents (\$251,000) to the Fire

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214 Department for the continuation of the Community Response Team; and One Hundred and Eighteen Thousand
215 One Hundred Forty-Nine Dollars and No Cents (\$118,149) to CEDO for the salary and benefits of the
216 Substance Use Policy Analyst; and

217 BE IT FURTHER RESOLVED with respect to the proposed additional hotel and motel and non-
218 lodging gross receipts taxes as outlined in the recitals, that the Chief Administrative Officer will report
219 updated revenue figures to the Board of Finance monthly and will track the City's gross receipts taxes'
220 alignment with local option tax revenue patterns in surrounding communities to the Board of Finance so that
221 the City can respond by making budget adjustments if necessary.

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225 KS ER Resolutions 2024 FY25 Budget Resolution
226 June 24, 2024

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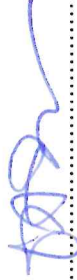
RESOLUTION RELATING TO

Annul Appropriation And Budget For Fiscal Year Beginning July 1, 2024, And
Ending June 30, 2025

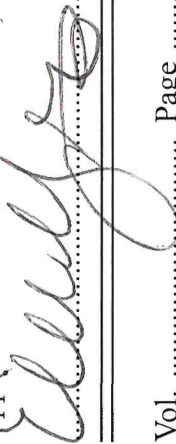
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Adopted by the City Council

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

 Clerk

Approved June 25....., 20 24.....

 Mayor

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Resolution Relating to

ANNUAL TAX ASSESSMENTS ON THE PROPERTY
GRAND LIST OF THE CITY FOR THE FISCAL YEAR
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

RESOLUTION _____
Sponsor(s): Mayor Mulvaney-Stanak;
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:

That WHEREAS, the taxes on the Property Grand List of the City made up in 2024 (the “Grand List”) hereby are levied and assessed for the fiscal year beginning July 1, 2024, and ending June 30, 2025 (“the Fiscal Year ending June 30, 2025” or “FY 25”), as follows:

FIRST: that a tax of nineteen and fifty-two one-hundredths cents (\$.1952), one-half cent (\$.0050) of which is dedicated to the Bike Path Maintenance and Improvement Fund, on the dollar of said Grand List is levied and assessed for City purposes to meet the accrued and accruing liabilities of the City for the Fiscal Year ending June 30, 2025; and

SECOND: that a tax of five and fifty-one-hundredths cents (\$.0550), thirty-two-hundredths of a cent (\$.0032) of which is dedicated to tree and green belt improvements, on the dollar of said Grand List is levied and assessed to pay for keeping the streets of the City in repair during the Fiscal Year ending June 30, 2025; and

THIRD: that a tax of nine and eight-five one-hundredths cents (\$.0985) on the dollar of said Grand List is levied and assessed to meet the facility and other needs of the City Police Department and the City Fire Department for the Fiscal Year ending June 30, 2025; and

FOURTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to provide funding for open space land conservation for the Fiscal Year ending June 30, 2025; and

FIFTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to provide funding for the Housing Trust Fund for the Fiscal Year ending June 30, 2025; and

SIXTH: that a tax of four and fifty-one-hundredths cents (\$.0450) on the dollar of said Grand List is levied and assessed for the care and improvement of park property and expenses of the parks and recreation department for the Fiscal Year ending June 30, 2025; and

SEVENTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and for the funding of the “Penny for Parks” program administered by the Parks and Recreation Department for the Fiscal Year ending June 30, 2025; and

25 EIGHTH: that a tax of three and twelve one-hundredths cents (\$.0312) on the dollar of said Grand List
26 is levied and assessed to pay for keeping the highways of the City in repair during the Fiscal Year ending June
27 30, 2025; and

28 NINTH: that a tax of fifty one-hundredths of a cent (\$.0050) on the dollar of said Grand List is levied
29 and assessed for the purchase of books and other media and other book acquisition related expenses for the
30 Fletcher Free Library for the Fiscal Year ending June 30, 2025; and

31 TENTH: that a tax of three and forty-two one-hundredths cents (\$.0342) on the dollar of said Grand
32 List is levied and assessed to pay for transportation (Green Mountain Transit) for the Fiscal Year ending June
33 30, 2025; and

34 ELEVENTH: that a tax of forty-one one-hundredths of a cent (\$.0041) on the dollar of said Grand List
35 is levied and assessed to pay the County tax against the City for the Fiscal Year ending June 30, 2025; and

36 TWELFTH: that a tax of nineteen and twenty-eight one-hundredths cents (\$.1928) on the dollar of said
37 Grand List is levied and assessed to provide the funds required for the appropriations to be paid to the
38 Burlington Employees' Retirement system for the Fiscal Year ending June 30, 2025 under the provision of the
39 Ordinance relating thereto; and

40 THIRTEENTH: that a tax of fourteen and sixteen one-hundredths cents (\$.1416) on the dollar of said
41 Grand List is levied and assessed for payments of bonds due for general City purposes for the Fiscal Year
42 ending June 30, 2025; and

43 FOURTEENTH: that a tax of three- and fifty one-hundredth cents (\$.0350) on the dollar of non-
44 residential properties located in the downtown improvement district of said Grand List is levied and assessed
45 for the purposes of a downtown parking program for the Fiscal Year ending June 30, 2025; and

46 FIFTEENTH: that the total Municipal Tax Rate for the year ending June 30, 2025, which includes all
47 elements set forth above (except paragraph Fourteenth) is eighty-three and twenty-six one-hundredths cents
48 (\$.8326) on the dollar of said Grand List for the Fiscal Year ending June 30, 2025;

49 NOW, THEREFORE, BE IT RESOLVED that the City Clerk-Treasurer's office is directed to include
50 in the preparation of tax bills for the year ending June 30, 2025, the Local Agreement Tax Rate required by 32
51 V.S.A. §5404a (d), which shall be of eleven one-hundredth cents on the dollar (\$.0011), and this tax rate shall
52 be shown as a separate and distinct tax rate; and

53 BE IT FURTHER RESOLVED that the City Clerk Treasurer's office is directed to include in the
54 preparation of tax bills the annual tax assessment for the Burlington School Department as directed by the
55 Board of School Commissioners in accordance with the City Charter and State law; and

56 BE IT FURTHER RESOLVED that the Chief Administrative Officer is directed to make out tax rate
57 bills of all the foregoing taxes as soon as can be completed for the collection properly certified according to
58 law.

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ER/KS/Resolutions 2024/Treasurer - Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1, 2024
(Tax Assessment)
6/20/2024

Resolution Relating to

ANNUAL TAX ASSESSMENTS ON THE PROPERTY
GRAND LIST OF THE CITY FOR THE FISCAL YEAR
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

RESOLUTION 6.3

Sponsor(s): Mayor Mulvaney-Stanak;

Bd. of Finance

Introduced: 06/24/24

Referred to: _____

Action: adopted

Date: 06/24/24

Signed by Mayor: 06/25/24

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, the taxes on the Property Grand List of the City made up in 2024 (the "Grand List")
2 hereby are levied and assessed for the fiscal year beginning July 1, 2024, and ending June 30, 2025 ("the
3 Fiscal Year ending June 30, 2025" or "FY 25"), as follows:

4 FIRST: that a tax of nineteen and fifty-two one-hundredths cents (\$.1952), one-half cent (\$.0050) of
5 which is dedicated to the Bike Path Maintenance and Improvement Fund, on the dollar of said Grand List is
6 levied and assessed for City purposes to meet the accrued and accruing liabilities of the City for the Fiscal
7 Year ending June 30, 2025; and

8 SECOND: that a tax of five and fifty-one-hundredths cents (\$.0550), thirty-two-hundredths of a cent
9 (\$.0032) of which is dedicated to tree and green belt improvements, on the dollar of said Grand List is levied
10 and assessed to pay for keeping the streets of the City in repair during the Fiscal Year ending June 30, 2025;
11 and

12 THIRD: that a tax of nine and eight-five one-hundredths cents (\$.0985) on the dollar of said Grand List
13 is levied and assessed to meet the facility and other needs of the City Police Department and the City Fire
14 Department for the Fiscal Year ending June 30, 2025; and

15 FOURTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to
16 provide funding for open space land conservation for the Fiscal Year ending June 30, 2025; and

17 FIFTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to
18 provide funding for the Housing Trust Fund for the Fiscal Year ending June 30, 2025; and

19 SIXTH: that a tax of four and fifty-one-hundredths cents (\$.0450) on the dollar of said Grand List is
20 levied and assessed for the care and improvement of park property and expenses of the parks and recreation
21 department for the Fiscal Year ending June 30, 2025; and

22 SEVENTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and for the
23 funding of the "Penny for Parks" program administered by the Parks and Recreation Department for the Fiscal
24 Year ending June 30, 2025; 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

* * * * *

EIGHTH: that a tax of three and twelve one-hundredths cents (\$.0312) on the dollar of said Grand List is levied and assessed to pay for keeping the highways of the City in repair during the Fiscal Year ending June 30, 2025; and

NINTH: that a tax of fifty one-hundredths of a cent (\$.0050) on the dollar of said Grand List is levied and assessed for the purchase of books and other media and other book acquisition related expenses for the Fletcher Free Library for the Fiscal Year ending June 30, 2025; and

TENTH: that a tax of three and forty-two one-hundredths cents (\$.0342) on the dollar of said Grand List is levied and assessed to pay for transportation (Green Mountain Transit) for the Fiscal Year ending June 30, 2025; and

ELEVENTH: that a tax of forty-one one-hundredths of a cent (\$.0041) on the dollar of said Grand List is levied and assessed to pay the County tax against the City for the Fiscal Year ending June 30, 2025; and

TWELFTH: that a tax of nineteen and twenty-eight one-hundredths cents (\$.1928) on the dollar of said Grand List is levied and assessed to provide the funds required for the appropriations to be paid to the Burlington Employees' Retirement system for the Fiscal Year ending June 30, 2025 under the provision of the Ordinance relating thereto; and

THIRTEENTH: that a tax of fourteen and sixteen one-hundredths cents (\$.1416) on the dollar of said Grand List is levied and assessed for payments of bonds due for general City purposes for the Fiscal Year ending June 30, 2025; and

FOURTEENTH: that a tax of three- and fifty one-hundredth cents (\$.0350) on the dollar of non-residential properties located in the downtown improvement district of said Grand List is levied and assessed for the purposes of a downtown parking program for the Fiscal Year ending June 30, 2025; and

FIFTEENTH: that the total Municipal Tax Rate for the year ending June 30, 2025, which includes all elements set forth above (except paragraph Fourteenth) is eighty-three and twenty-six one-hundredths cents (\$.8326) on the dollar of said Grand List for the Fiscal Year ending June 30, 2025;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk-Treasurer's office is directed to include in the preparation of tax bills for the year ending June 30, 2025, the Local Agreement Tax Rate required by 32 V.S.A. §5404a (d), which shall be of eleven one-hundredth cents on the dollar (\$.0011), and this tax rate shall be shown as a separate and distinct tax rate; 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

* * * * *

BE IT FURTHER RESOLVED that the City Clerk Treasurer's office is directed to include in the preparation of tax bills the annual tax assessment for the Burlington School Department as directed by the Board of School Commissioners in accordance with the City Charter and State law; and

BE IT FURTHER RESOLVED that the Chief Administrative Officer is directed to make out tax rate bills of all the foregoing taxes as soon as can be completed for the collection properly certified according to law.

ER KS Resolutions 2024 Treasurer - Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1, 2024
(Tax Assessment)
6/20/2024

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

Annual..Tax..Assessments..On..The..Property Grand List Of The City For The Fiscal Year
Beginning July 1, 2024 And Ending June 30, 2025
.....

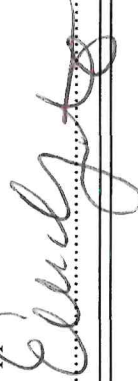
.....

Adopted by the City Council

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

 Clerk

Approved..... June 25, 20 24.....

 Mayor

Vol. Page

* * * * *

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

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

ORDINANCE _____

Sponsor: Ordinance Committee
(without recommendation)

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

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) percent for one fiscal year, and to increase restaurant, amusement, and admissions taxes on gross receipts for one 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 services to the City's residents.

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

(I) *GENERAL PROVISIONS: As written.*

(II) *TAXES IMPOSED*

(A) *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) percent of gross receipts from taxable business, as herein defined, done per monthly period in accordance with the provisions of this section.

(C)-(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 at two (2) percent. The Chief Administrative Officer shall report quarterly to the City Council regarding the revenues generated by this temporary tax increase.

(H) Temporary Hotel & Motel 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 hotel and motel tax on gross receipts set forth in subdivision (B) above shall be increased from two (2) percent of gross receipts to four (4) percent. Commencing on July 1, 2025, said rate shall again be set to two (2) percent. The Chief Administrative Officer shall report quarterly to the City Council regarding the revenues generated by this temporary increase.

(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.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

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

ORDINANCE _____

Sponsor: Shannon, Bergman, Traverse

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

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) percent ~~for one fiscal year~~, and to increase restaurant, amusement, and admissions taxes on gross receipts for one 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 services to the City's residents.

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

(I) *GENERAL PROVISIONS: As written.*

(II) *TAXES IMPOSED*

(A) *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 ~~four (4) two (2)~~ percent of gross receipts from taxable business, as herein defined, done per monthly period in accordance with the provisions of this section.

(C)-(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 at two (2) percent.

~~The Chief Administrative Officer shall report quarterly to the City Council regarding the revenues generated by this temporary tax increase.~~

~~(H) Temporary Hotel & Motel 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 hotel and motel tax on gross receipts set forth in subdivision (B) above shall be increased from two (2) percent of gross receipts to four (4) percent. Commencing on July 1, 2025, said rate shall again be set to two (2) percent. The Chief Administrative Officer shall report quarterly to the City Council regarding the revenues generated by this temporary increase.~~

(III) – (XV) *As written.*

Section 4. 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.



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 24, 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 for one fiscal year of gross receipts taxes on restaurants, amusements, and admissions to two and one-half percent (2.5%).

Ordinance Committee Review

On May 23, 2024, at the Ordinance Committee's request, the Committee reviewed a proposed ordinance prepared by the City Attorney's Office prior to presentation to the City Council. The Committee considered several changes to the ordinance. It ultimately voted unanimously to refer the ordinance to the City Council as amended by it, but without recommendation. Amendments requested by the Committee included the following:

- Sunset the hotel and motel tax at the end of Fiscal Year 2025. As originally prepared by the City Attorney's Office, this tax would have been permanent, whereas the one-half percent (0.5%) increase in other gross receipts taxes would have been temporary. (This change had support from all three Committee members.)
- Require quarterly reporting by the Chief Administrative Officer. (This change had support from Councilors Shannon and Brown McKnight.)

The Committee also discussed dedicating revenues generated by the increase to public safety. The majority of the committee wanted to have this language either in the budget amendment or the ordinance and without commitment to either. However, the majority did not want to recommend the Ordinance change, but rather preferred to move it forward without recommendation.

Administration's Recommendations

Since the Ordinance Committee meeting, changes considered by the Committee may no longer be necessary or appropriate. Regarding public safety, the Mayor's proposed budget has been revised to provide additional funding for public safety, to include three additional Community Service Officers, a Housing Administrator position in the Department of Permitting & Inspections, and one-time recruitment funds for FY25 for the Burlington Police Department. Funding has been identified for these purposes that will not require dedicating the full amount of the additional gross receipts taxes to public safety, but ongoing funding of additional personnel would render the proposed sunset of the hotel and motel tax infeasible. Regarding quarterly reporting, this will be reflected in the draft budget resolution, and the Chief Administrative Officer has committed to providing monthly financial reporting to the Board of Finance.

The version of the ordinance sponsored by the Ordinance Committee is attached as Attachment A to this memo. However, the Administration requests the City Council to adopt the marked up version of the ordinance attached as Attachment B (sponsored by Shannon, Bergman, and Traverse), which removes the reporting requirements and the sunset for the hotel and motel tax.

Next Steps

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. Because the new fiscal year begins next Monday, July 1, 2024, and in line with the Administration's Recommendations outlined above, staff recommends that the City Council suspend the rules and place the version of the ordinance attached as Attachment B in all stages of passage. This will allow the ordinance to take effect as soon as possible in the new fiscal year to maximize revenues. Referring an ordinance back to the Ordinance Committee and bringing it back for a second reading could delay the process by a month or more, thereby reducing the amount potentially realized from the ordinance by close to 10%.

Proposed Motion

Move to waive the reading, suspend the rules, adopt the amendment to Chapter 21, Section 31 of the Burlington Code of Ordinances as detailed in the ordinance form attached as Attachment B, which amends the version of the ordinance sponsored by the Ordinance Committee by eliminating the reporting requirements and sunset proposed by the Committee, and place the amendment in all stages of passage.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

RESTAURANT, HOTEL, AMUSEMENT AND ADMISSIONS
TAXES

BCO SEC. 21-31

ORDINANCE 6.4

Sponsor: Councilors Shannon,
Bergman, Traverse
Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: 06/24/24

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: 06/25/24

Published: 07/10/24

Effective: 08/01/24

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) percent, and to increase restaurant, amusement, and admissions taxes on gross receipts for one 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 services to the City's residents.

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

(I) *GENERAL PROVISIONS: As written.*

(II) *TAXES IMPOSED*

(A) *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 four (4)two (2) percent of gross receipts from taxable business, as herein defined, done per monthly period in accordance with the provisions of this section.

(C)-(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

ORIGINAL

AN ORDINANCE
IN RELATION TO

Introduced by

Councilor _____

Read in City Council first time

_____, 20_____.

Attest,

_____, Clerk.

Rules suspended, and ordinance placed in all stages of
passage.

_____, 20_____.

Attest,

_____, Clerk.

Read in City Council second time

_____, 20_____.

Attest,

_____, Clerk.

Passed in City Council at meeting held

_____, 20_____.

Attest,

_____, Clerk.

Approved _____, 20_____.

_____, Mayor.

I, _____, City Clerk of the City of Burlington
and Clerk of the City Council of said City, do hereby certify that the within written Ordinance has
been duly published according to Law and the Charter of the City, and in compliance with said
Charter this certificate is hereto attached.

And the within Ordinance was ordered published for _____ day,

namely the _____ day of _____, 20_____.

Adopted _____ Published _____ Effective _____
_____, City Clerk

Attest:

Distribution

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

* * * * *

(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 at two (2) percent.

(III) – (XV) *As written.*

Section 4. 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/*Restaurant, Hotel, Amusement and Admissions Taxes, BCO Sec. 21-31*
June 24, 2024

ORIGINAL

AN ORDINANCE IN RELATION TO

Restaurant, Hotel, Amusement And Admissions

Taxes BCO Sec 21-31

Introduced by

Councilor s Shannon, Bergman, Traverse

Read in City Council first time

_____, 20____.

Attest,

_____, Clerk.

Rules suspended, and ordinance placed in all stages of passage.

June 24 _____, 20____.

Attest,

_____, Clerk.

Read in City Council second time

_____, 20____.

Attest,

_____, Clerk.

Passed in City Council at meeting held

_____, 20____.

Attest,

_____, Clerk.

Approved June 25, 2024

Mayor, Mayor.

I, CAO Schad, City Clerk of the City of Burlington and Clerk of the City Council of said City, do hereby certify that the within written Ordinance has been duly published according to Law and the Charter of the City, and in compliance with said Charter this certificate is hereto attached.

And the within Ordinance was ordered published for _____ Wednesday _____ day,

namely the _____ 10th _____ day of _____ July _____, 20____.

Adopted _____ 06/24/24 Published _____ 07/10/24 Effective _____ 08/01/24

CAO Schad / City Clerk /

Distribution

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

Attest: