City Council

Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

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1. Agenda

Subject	**1.1. Motion to amend/adopt agenda**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the agenda item 3. Work Session Regarding OPC Update to Council (per Kara Alnasrawi); remove from the Deliberative Agenda Item 7.5. Resolution: Advancing Indigenous Equity, Recognition, And Community Partnership (Councilors Sanchez-Parkinson, Schachter)(per Councilor Sanchez-Parkinson)

2. Executive Session (20 mins.)

Subject	**2.1. Union Negotiation Update**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Executive Session (20 mins.)
Department	City Attorney
Type	Action Procedural
Recommended Action	1. Move to make a specific finding that premature general public knowledge of the status of the City's labor negotiations would clearly place the City at a substantial disadvantage; and 2. Based upon that finding, move to enter executive session pursuant to 1 VSA 313(a)(1)(B) to discuss the status of bargaining a successor labor relations agreement with AFSCME (Local 1343), and to include in attendance the City's bargaining team and staff from the Mayor's Office, the Human Resources Department, the Department of Finance and Administration, and the City Attorney's Office.

3. Work Session (30 mins.) **AGENDA ITEM HAS BEEN REMOVED**

Subject	**3.1. OPC Update to Council**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Work Session (30 mins.) **AGENDA ITEM HAS BEEN REMOVED**
Department	Mayor's Office
Type	Discussion Information Presentation

4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**

Subject	**4.1. Verbal Comments**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

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

Subject	**5.1. Verbal reports**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Mayor - General City Affairs (up to 10 mins.)
Department	Council and Board
Type	Information

6. Consent Agenda

Subject	**6.1. Motion to adopt the consent agenda and take the actions indicated**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	**6.2. Accountability List - C/T**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	**6.3. May 11, 2026 Regular City Council Meeting Minutes - C/T**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes
Subject	**6.4. May 11, 2026 Local Control Commission Meeting Minutes - C/T**

Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

Subject	**6.5. May 11, 2026 City Council With Mayor Presiding Meeting Minutes - C/T**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

Subject	**6.6. Authorization of Sale of Surplus SCBA Equipment to the Town of Fair Haven and Appropriation of Proceeds for Burlington Fire Department Filling Station Repairs - Fire**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Fire Department
Type	Action (Consent)
Recommended Action	1. To approve and authorize the sale of 13 (thirteen) Self-Contained Breathing Apparatus (SCBA) units, currently held as capital assets for use by the Burlington Fire Department, and as more particularly described in Attachment A, to the Town of Fair Haven, Vermont, for a total purchase price of $22,750, and to further authorize the Chief Engineer to execute a bill of sale memorializing the transaction, and any other documents necessary or convenient to effecting such transaction, subject to the review and approval as to form by the City Attorney's Office. 2. To approve and authorize the Chief Administrative Officer or designee to effect all budget amendments and transfers of funds necessary to apportion the proceeds of the sale of the SCBA units as herein described, totaling $22,750, to the Fire Department's Fiscal Year 2026 Operating Budget for the purpose of allocating such proceeds to be available for necessary repairs to the Department's existing SCBA filling station.

Subject	**6.7. AEMT Average Final Compensation for Non-Union Command Staff - Fire**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category	6. Consent Agenda
Department	Fire Department
Type	Action (Consent)
Recommended Action	approve and authorize the inclusion of the 4% AEMT incentive for non-union Fire Department employees as pensionable compensation for AFC purposes, such that the percentage of employee wages to be contributed to BERS as set annually by the City Council annual budget appropriation resolution will be understood to be of base wages plus the AEMT incentive for such non-union employees, with required employee and employer retirement contributions
Subject	**6.8. Special Event Outdoor Entertainment Permit Application (two days only): Burlington City Arts, City Hall Park, June 12 & 13, 2026, 6 pm - 11:30 pm, FIFA World Cup games**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent)
Recommended Action	approve the two day only special event outdoor entertainment permit application for Burlington City Arts, City Hall Park, June 12 7 13, 2026, 6 pm - 11:30 pm, FIFA World Cup games
Subject	**6.9. Special Event Outdoor Entertainment Permit Application (one day only): Burlington Odd Fellows, 1416 North Avenue, June 27, 2026, 12 pm - 8 pm, parking lot, driveway and front lawn, outdoor festival**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent)
Recommended Action	approve the one day only special event outdoor entertainment permit application for Burlington Odd Fellows, 1416 North Avenue, June 27, 2026, 12 pm - 8 pm, parking lot, driveway and front lawn, outdoor festival
Subject	**6.10. Umbrella Entertainment Permit Application (June 3 - 7, 2026): Flynn Center for Performing Arts, Jazzfest, various locations and times around the City**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration

Type	Action (Consent)
Recommended Action	approve the umbrella permit application for Flynn Center for Performing Arts, Jazzfest, June 3 - 7, 2026, various locations and times around the City
Subject	**6.11. 202 Main Street Burlington - Encumbrance Permit Application - Outdoor Seating Area - DPW**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve the Encumbrance Application for Bar Renee at 202 Main Street requesting use of the sidewalk area for an outdoor seating area and authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney’s Office
Subject	**6.12. DEW Construction Corp - 25 Cherry Street - License Agreement Amendment Request - DPW**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve the First Amendment to License Agreement between the City and DEW Construction Corp. dated November 18th 2025, in order to extend the term of the agreement through until July 3rd, 2026, granting use of the City right-of-way for construction fencing located at 25 Cherry Street; and, to authorize the Mayor to execute the First Amendment to the License Agreement with the Applicant subject to approval by the City Attorney’s Office
Subject	**6.13. 260 North Street Burlington - Encumbrance Permit Application - Outdoor Seating Area - DPW**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve the Encumbrance Application for TWF Culinary,LLC, d/b/a The Wise Fool at 260 North Street requesting use of the sidewalk area for an outdoor seating area and authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney’s Office

Subject	**6.14. Water Resources Metering Services Personnel Reorganization - DPW - Water Resources**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	1. To approve the: ☐ Reclassification of the Water Meter Field Technician, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position to the tiered Water Meter Field Technician In Training/I/II as follows: o Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and, o Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and, o Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position. ☐ Reclassification and retitling of one Meter to Cash Analyst I/II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16/17 position to the tiered Water Meter Field Technician In Training/I/II as follows: o Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and, o Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and, o Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position. ☐ Reclassification and retitling of the Water Meter Working Foreperson, a Regular, Full-time, Non Exempt, AFSCME, Grade 16 position to the Metering Operations Lead, a Regular, Full-time, Non Exempt, AFSCME, Grade 19 position.
Subject	**6.15. Construction Contract for 2026 Water Distribution Improvements - DPW - Water Resources**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	to authorize the Public Works Director to execute a $1,326,385.00 contract with S.D. Ireland Brothers Corporation, subject to review and approval as to form by the City Attorney’s Office, with authorization for contingency funding of an additional $265,277.00 for the construction of 2026 Water Distribution Improvements
Subject	**6.16. Reclassification and Retitling an Assistant City Attorney — Director of General Government & Transactional Services to Assistant City Attorney — City Attorney's Office**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	City Attorney

Type	Action (Consent)
Recommended Action	to approve the reclassification and retitling from Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26, to Assistant City Attorney, Regular, Full-time, Exempt, Non-Union, Grade 24
Subject	**6.17. Communication: Lisa Gerlach, Member, Housing Board of Review, re: Resignation**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
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 thanking Lisa Gerlach for her time served as a Member of the Housing Board of Review
Subject	**6.18. Authorization for 180 College Street Kiosk Sublease — CEDO**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	to approve the authorization of a sublease from Taste of France LLC to Sabah's House LLC through the end of their lease agreement (July 31, 2026)
Subject	**6.19. Reclassification Request — Small Business Support Specialist, Grade 15 to Grade 18 — CEDO**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	to approve and authorize the reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 15 position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 18 position
Subject	**6.20. Communication: R. Marcus West, re: Political assistance of heroin-rackets and narcotic drug-abuse in Vermont by Burlington City officials**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	**6.21. Request to Accept and Execute a Federal Aviation Administration (FAA) for the Residential Sound Insulation Program (RSIP) Phase 6 Grant and a Contract agreement with Jones Payne Group, Inc. (JPG) for the completion of this RSIP Phase 6 project — Airport**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Patrick Leahy Burlington International Airport
Type	Action (Consent)
Recommended Action	1. "To authorize the Director of Aviation to execute a contract agreement with Jones Payne Group, Inc. for up to $1,344,245.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,545,882.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office." 2. "To authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount of up to $1,222,871.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,406,302.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office." 3. "To authorize the Director of Aviation to take such further actions, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby."
Subject	**6.22. Request to Execute a Federal Aviation Administration (FAA) grant for the Cargo Apron Construction project and execute a Contract with Hoyle Tanner and Associates (HTA) and execute a Contract with S.D. Ireland Concrete Construction Corporation (SDI) - Airport**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Patrick Leahy Burlington International Airport
Type	Action (Consent)
Recommended Action	1. "To authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount of up to $3,925,260 with a 15% contingency, as allowed by the grant, for an amount up to $4,514,049 for the Cargo Apron Construction project, subject to review and approval of the City Attorney's Office." 2. "To authorize the Director of Aviation to execute a contract agreement with Hoyle Tanner and Associates (HTA) for up to $422,400 with a 15% contingency, as allowed by the grant, for an amount up to $485,760 for the construction administration and resident project representative (RPR) services, subject to review and approval of the City Attorney's Office."

3. "To authorize the Director of Aviation to execute a contract agreement with S.D. Ireland Concrete Construction Corporation (SDI) for up to $3,927,000 with a 15% contingency, as allowed by the grant, for an amount up to $4,516,050 for the construction services, subject to review and approval of the City Attorney's Office."

Subject	**6.23. FIO Documents**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication Information
Recommended Action	for information only
Subject	**6.24. Resolution: Authorization To Submit 2026 Burlington One-Year Action Plan (Councilor Schachter)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent) Resolution
Recommended Action	to waive the reading and adopt the attached resolution related to the Authorization to submit the 2026 Burlington One Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD

7. Deliberative Agenda

Subject	**7.1. Public Hearing Regarding Burlington Waterfront Tax Increment Financing District: Substantial Change Request**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action Public Hearing
Recommended Action	open the Public Hearing close the Public Hearing
Subject	**7.2. Waterfront TIF Substantial Change Request — CEDO (15 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category	7. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve the City's substantial change request to VEPC for the Waterfront TIF District and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter
Subject	**7.3. CSWD - FY27 Proposed Budget Presentation (15 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Department of Finance and Administration
Type	Action Presentation
Recommended Action	to approve the Chittenden Solid Waste District's FY2027 budget as presented by District staff
Subject	**7.4. Authorization to Accept a Work of Public Art from the Abenaki Nation of Missisquoi Tribal Council - BCA (25 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	City Arts
Type	Action
Recommended Action	Burlington City Arts (BCA) respectfully requests City Council approve the following motion: "To approve and authorize the Director of BCA to accept a public art donation as described in Attachment A, with a total value of $20,000 from the Missisquoi Abenaki Nation; to facilitate site preparation up to a maximum amount of $25,000; and to execute all necessary documents upon final review and approval by the City Attorney's Office."
Subject	**7.5. Resolution: Advancing Indigenous Equity, Recognition, And Community Partnership (Councilors Sanchez-Parkinson, Schachter)(20 mins.) **AGENDA ITEM REMOVED****
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Council and Board
Type	Action Resolution

Recommended Action	waive the reading and adopt the resolution
Subject	**7.6. Resolution: Authorizing The Production And Installation Of The Burlington Safety & Security Guide Signage In Public Spaces (Councilors Singh, Schachter, Carpenter, Barlow, Traverse, Litwin, Brown McKnight)(20 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	**7.7. Ordinance: Housing - Inspection Required BCO Chapter 18, Art. II, Sec. 16 (Department of Permitting and Inspections and Ordinance Committee)(15 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Permitting & Inspections
Type	Action Ordinance - Second Reading
Recommended Action	second reading, waive the reading and adopt the ordinance
Subject	**7.8. Ordinance: Consumer Protection BCO Chapter 21, Art. I (Ordinance Committee)(15 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Council and Board
Type	Action Ordinance - Second Reading
Recommended Action	second reading, waive the reading and adopt the ordinance
Subject	**7.9. FY27 General Fund Budget Overview of the Mayor's Budget to the City Council (25 mins.)**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Department of Finance and Administration

Type	Information Presentation

8. Committee Reports

Subject	**8.1. Verbal reports**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. Committee Reports
Department	Council and Board
Type	Information

9. City Council - General City Affairs (to include Climate Emergency Reports & Public Health & Safety Updates: up to 5 mins. per Councilor)

Subject	**9.1. Verbal reports**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	9. City Council - General City Affairs (to include Climate Emergency Reports & Public Health & Safety Updates: up to 5 mins. per Councilor)
Department	Council and Board
Type	Information

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

Subject	**10.1. Verbal reports**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	10. City Council President - Council Updates (up to 5 mins.)
Department	Council and Board
Type	Information

11. Adjournment

Subject	**11.1. Motion to adjourn**
Meeting	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	11. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

12. Informational and Non-Discrimination Statements

Subject	**12.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Council and Licensing 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	May 18, 2026 - Regular City Council Meeting - Monday, May 18, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	12. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information



BURLINGTON
VERMONT

Overdose Prevention Center

Services Assessment Report

VCJR Vermonters for Criminal Justice Reform

This report was prepared by Staff at the Pacific Institute for Research and Evaluation: Vanessa Berman, Amy Livingston, Winnie Luseno, Julia Pencek, and Alan Delmerico in consultation with the Special Assistant on OPC Implementation at the City of Burlington's Office of the Mayor and the OPC Implementation Organization, Vermonters for Criminal Justice Reform (VCJR).

Acknowledgements

This assessment was made possible through the generous collaboration and openness of many individuals and organizations. We extend our sincere gratitude to the organizational partners and service providers who contributed their time, expertise, and operational knowledge to inform this work. Their commitment to evidence-informed practice and community well-being was essential to the completion of this report.

We are especially thankful to the survey respondents and interview participants who shared their experiences, perspectives, and insights. Their willingness to engage candidly and thoughtfully provided critical depth and context to the findings. We also acknowledge the broader community members who participated in listening sessions and informal consultations related to the overdose prevention center; their lived experience and local knowledge were invaluable in shaping a more comprehensive understanding of community needs and impacts.

Funding for this assessment was provided by the City of Burlington. The findings and conclusions presented in this report are those of the authors and do not necessarily reflect the official views or policies of the City.

Finally, while care was taken to use rigorous methods and multiple data sources, all findings are subject to limitations inherent in self-reported information, sample representation and the complexity of balancing and transparently representing the diverse perspectives shared through multiple data sources.

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Executive Summary

This Services Assessment Report was conducted to inform the planning, design, and implementation of an Overdose Prevention Center (OPC) in Burlington, Vermont, in accordance with the Vermont Overdose Prevention Center Operating Guidelines. The assessment was commissioned by the City of Burlington and carried out by the Pacific Institute for Research and Evaluation (PIRE) between October 2025 and March 2026, in partnership with Vermonters for Criminal Justice Reform (VCJR) and the Mayor's Office. Its primary purpose was to center the perspectives of people with living experience (PWLE) who use drugs, while also incorporating input from community members, service providers, first responders, healthcare systems, and other key stakeholders who will intersect with OPC operations.

The assessment used a mixed-methods, co-design approach that combined in-person surveys with PWLE (n=49), in-depth interviews with a subset of PWLE (n=5), an online multilingual community survey (n=1,505), interviews and group discussions with community partners and first responders (n=26), and review of local overdose and service utilization data. Engagement efforts were intentionally broad to meet guideline requirements and to capture diverse perspectives, including both strong support for and concerns about an OPC in Burlington.

Findings indicate that Burlington continues to experience a high burden of overdose mortality relative to state and national averages, driven largely by fentanyl and stimulant-involved overdoses. Despite recent reductions in overdose deaths, risk remains elevated, especially among individuals who are unhoused, have chronic health conditions, and frequently use drugs in public or alone. PWLE respondents described daily or near-daily substance use, extensive public drug use, high rates of prior overdose, and significant unmet needs related to health care, housing, safety, and basic necessities.

Support for OPC utilization among PWLE was strong. Over 90 percent of surveyed PWLE indicated they would consider using an OPC once it opens, and nearly three-quarters reported they would use it most or all of the time they used drugs. Primary motivators included access to compassionate overdose response, prevention supplies, medical care, drug checking, avoidance of using alone, and the ability to use drugs indoors rather than in public spaces. PWLE emphasized that services beyond supervised consumption should be low-barrier, optional, and delivered by nonjudgmental, trauma-informed staff, ideally including peers with lived or living experience.

Community perspectives were more mixed but leaned supportive overall. Community survey respondents rated the helpfulness of an OPC at an average of 6.3 on a 10-point scale. Supportive respondents most often identified overdose prevention, connections to treatment and social services, reductions in public drug use and litter, and reduced strain on emergency services as key benefits. Respondents who opposed or expressed skepticism raised concerns about enabling drug use, negative neighborhood impacts, decreased public safety, lack of treatment capacity, and the use of already limited public resources. These findings underscore the importance of thoughtful implementation, transparency, and ongoing community engagement.

Both PWLE and community respondents identified downtown Burlington as the most effective location for an OPC, followed by the Old North End for PWLE and the area near Riverside Avenue and the Intervale for community survey respondents. Most PWLE reported willingness to travel no more than 15 minutes to access services. If the OPC is located outside the downtown core, providing a free, continuously running shuttle staffed by harm reduction specialists was identified as an important strategy to reduce access barriers.

Respondents supported an OPC model that accommodates multiple routes of consumption, particularly inhalation, given prevalent local drug use patterns. High-priority services included overdose prevention and response, medical and wound care, peer support, drug checking, case management, mental health services, and referrals to treatment. Privacy, confidentiality, a nonjudgmental atmosphere, and skilled de-escalation by trusted staff were consistently identified as essential to creating a safe and welcoming environment. Perspectives on security were mixed, with emphasis on minimizing intimidation and avoiding a law-enforcement–like presence within consumption spaces.

Healthcare providers and first responders emphasized the importance of adequate staffing, on-site medical capacity, clear protocols for emergency response and 911 activation, and strong coordination with existing systems of care. They underscored that an OPC should function as one component of a broader continuum, not a standalone solution. Participants also highlighted the need for realistic expectations, especially regarding treatment availability and recovery pathways, to avoid reinforcing stigma when system capacity is limited.

Overall, findings from this services assessment indicate that an OPC in Burlington has potential to reduce overdose mortality, decrease public drug use, and connect vulnerable individuals to health and social supports, if implemented in alignment with evidence-based practices and community-informed recommendations. The report outlines actionable guidance related to location, staffing, hours of operation, services, communication, public safety, and ongoing monitoring. Continued transparency, data-driven evaluation, and structured community and partner engagement will be essential to support effective implementation and sustained community trust once the OPC becomes operational.



Introduction

Context: Overdose Crisis in Vermont and Burlington

Drug overdose deaths in the United States declined substantially from a peak of 107,941 in 2022 to 79,384 in 2024. This reduction was driven largely by fewer opioid-related fatalities, particularly those involving fentanyl. Despite this progress, national overdose mortality remains higher than pre-COVID levels.[1]

The New England area continues to experience significant impacts from the overdose crisis. In 2024, Vermont reported an overdose death rate of 33.6 per 100,000, well above the national average of 23.1 per 100,000. This placed Vermont ninth highest in the nation and second highest within New England. Vermont's opioid-specific mortality rate was also notably elevated at 29 per 100,000 compared with the national rate at 16 per 100,000, making it the highest in the region and fifth in the nation.[2] Recent data from 2024 show that fentanyl was the primary substance involved in overdose fatalities, with cocaine the next most frequently implicated drug. Deaths involving xylazine have also continued to rise steadily since it was first included in toxicology testing in 2019.[3]

As of November 2025, Vermont recorded an estimated 148 overdose deaths, a rate lower than 2024 levels at 22.9 per 100,000. Chittenden County experienced the highest number of deaths (28), though this figure represents a reduction of more than half compared with its average over the previous three years.[4] Most overdose deaths in Chittenden County occurred in Burlington in both 2023 and 2024.[5] However, Burlington's share declined from 56% in 2023 (35 of 63 deaths) to 44% in 2024 (28 of 64 deaths).[5]

Overdose Prevention Centers (OPCs)

Nationally, the decline in drug overdose deaths in recent years cannot be explained by any single factor; rather, it reflects the cumulative effects of multiple public health initiatives—such as expanding access to treatment, naloxone, information about tainted drugs, and drug testing kits. These initiatives have contributed to improved outcomes. Within this broader landscape, overdose prevention centers (OPCs), also known as supervised consumption sites, offer an additional evidence-based strategy aimed at preventing fatal overdoses.[1,6]

OPCs provide clean, supervised spaces where people can use drugs they have already obtained, with trained staff present to support safer use. These centers serve two key purposes: to enhance safety for people who use drugs and to reduce public drug use and associated litter in places such as parks, restrooms, and streets. They promote safety by providing sterile supplies, rapid overdose

response, safe disposal of used equipment, and onsite or referral pathways to medical care, substance use treatment, and social services. Importantly, they also offer a safer environment for people who might otherwise use drugs alone—a circumstance that significantly increases the risk of a fatal overdose.[7]

OPC in the US and Canada

OPCs have operated in Europe for decades, but the first North American site did not open until 2003 in Vancouver, British Columbia.[7] As of March 2026, 33 authorized OPCs were operating across seven provinces in Canada, down from 39 sites in 2024. These centers offer services such as drug checking for toxic or unexpected substances, including fentanyl. Depending on their authorization, sites may allow substance use by inhalation, injection, intranasal, oral routes, as well as peer-assisted consumption.[8]

In the United States, unofficial OPCs have operated since at least 2014, with early evidence, published anonymously to protect site locations, showing reduced overdose events.[9] Underground sites have also been documented in cities such as Seattle. In Philadelphia, a proposed OPC was approved locally in 2019 but stalled after federal authorities warned they would prosecute staff. Since then, several states and cities have taken divergent approaches. Rhode Island authorized privately funded OPCs in 2021, with the first opening in Providence in 2025. In November 2021, New York City opened two nonprofit centers that continue to operate without federal intervention. By contrast, in 2022 California's governor vetoed legislation that would have launched OPC pilot programs in three major cities.[7]

Evidence from Canada and the United States demonstrates that OPCs deliver clear health benefits for people who use drugs. In Canada, OPCs have consistently served the most marginalized people who inject drugs (PWID), promoted safer injection conditions, improved access to primary health care, and reduced overdose risk. Notably, none of Canada's facilities have ever reported a fatality. Canada's first sanctioned OPC in Vancouver remains the source of much of the evidence showing reduced lethal overdoses, decreased transmission of hepatitis C and HIV, and increased engagement with additional health services.[10, 11, 12]

Evidence from the United States, though more limited, points to similar benefits. The underground OPC operating since 2014 oversaw more than 10,500 injections and reversed 33 overdoses through 2019, demonstrating the feasibility and impact of supervised consumption in unsanctioned settings. [9] In New York City, the two OPCs that opened in 2021 reported 230 overdose reversals by April 3, 2022, underscoring their role in preventing fatal overdoses.[7]

Studies examining broader community impacts show generally neutral economic effects. In New York City, no significant changes in neighborhood-level foot traffic or consumer spending were detected one year after the two OPCs opened.[13]

Findings regarding crime, public safety and neighborhood impact are more mixed, with some studies reporting no change in crime, others documenting decreases in crime, and still others noting increases in drug-use litter or EMS calls. However, overall, the findings lean toward no increase in community harms. For example, in New York City, police data and emergency service calls showed no significant rise in crime over the four-year period spanning the OPCs' opening.[14] A Canadian study similarly found no city-wide increase in crime and suggested possible reductions

in property and violent crime in the OPC policing district.[12] Additionally, a longitudinal study of the unsanctioned OPC in the U.S. reported decreases in crime after the site opened, though similar trends were observed in one of the control areas.[15]

A larger body of international literature—primarily from Vancouver and Sydney—further indicates reductions in public drug use, drug-related incivilities, and injection-related litter. However, some localized studies note increases in needle pickup services, outreach team activity, EMS calls, and community concerns within 100 meters of some sites, highlighting the importance of local context and implementation.[10, 12]

The decline in the number of authorized OPCs in Canada reflects notable provincial policy shifts over the past two years. In Ontario, new location restrictions under the Community Care and Recovery Act, 2024, require supervised consumption services to be at least 200 meters from schools or childcare centers, prompting the planned closure of several sites by March 31, 2025. Many affected programs have been encouraged to transition into abstinence-based HART (Homelessness and Addiction Recovery Treatment) Hubs, which do not permit supervised consumption. Alberta has similarly moved toward a recovery-oriented model, closing multiple high-profile sites, with final closures scheduled by June 30, 2026.[12, 16, 17]

Services Assessment Objectives and Purpose of the Report

This services assessment was conducted in accordance with the *Vermont Overdose Prevention Center Operating Guidelines* (Appendix A). Its primary objective was to engage people with living experience in Burlington, VT as well as community members, partners, and other interested parties to gather insights that will inform the OPC's structure, operations, and policies. These perspectives will be used to ensure the OPC aligns with community needs and evidence-based harm reduction practices. In addition to fulfilling required data collection obligations, the assessment team intentionally incorporated additional data collection components to deepen understanding of the population to be served, capture community perspectives, and identify opportunities to support effective implementation. These additional components were designed to inform program development, provide insight into the population served, capture community perspectives, and support the City's oversight and governance of the OPC. The services assessment is one component in an ongoing process to understand the perspectives of PWLE, the community, and other service providers. There will be opportunities for further conversations, communication, collaboration, and planning. Summary findings from the engagement activities are presented in this report.

Methods

Co-design Approach

Pacific Institute for Research and Evaluation (PIRE; www.pire.org) was contracted by the City of Burlington to conduct the services assessment. PIRE is a 501(c)(3) non-profit organization headquartered in Beltsville, Maryland with major research centers in North Carolina, California, Kentucky, and New Mexico, as well as additional off-site offices across the country, including in Vermont. This project was led by PIRE's Chapel Hill Center and included three project team members based in Vermont. The assessment was conducted from October 2025 through March 2026.

PIRE led efforts to develop the methodology, data collection tools, and recruitment strategies with input from the City of Burlington Mayor's Office and Vermonters for Criminal Justice Reform (VCJR) to ensure a sound assessment that aligned with the OPC Operating Guidelines and the City's OPC Compliance Guidelines (Appendix B). Further, assessment tools used in this study were informed by prior research and existing best practices. Specifically, the community survey and the Persons with Living Experience (PWLE) survey were modeled in part after instruments developed for the Somerville Supervised Consumption Site Needs Assessment and Feasibility Report[1], with adaptations made to reflect the local context and assessment goals. Data collection tools may be found in Appendix C. Additional guidance was drawn from researchers with SAFER (Study Assessing the Effectiveness of Overdose Prevention Centers Through Evaluation Research)[2], including question framing, response options, and trauma-informed language. These sources helped ensure that the tools aligned with established methodologies, promoted clarity and accessibility for respondents, and captured comparable measures related to service engagement and community experiences, while allowing for necessary customization based on stakeholder input.

Community Involvement

The *Vermont Overdose Prevention Center Operating Guidelines* required the following sectors be represented in community engagement efforts to help inform the OPC's operation: Local social service providers; Mental health providers; Substance use treatment and recovery providers; Harm reduction agencies serving the same geographic region; Individuals with Lived Experience; Law enforcement and public safety agencies; Emergency medical services agencies; Local hospitals; Restorative justice organizations; City or town government officials; City or town employees, including grounds, road maintenance, sanitation, and park and recreation staff; Community-Creating Providers, including, but not limited to, health care providers who support lesbian, gay, bisexual, trans and queer communities, Black, Indigenous, and People of Color communities, disability communities, and veteran communities; and Public transportation providers. The table below details the percentage of each sector's response representation in the community survey as well as other methods of engagement. Of the 677 community survey respondents who indicated

[1] somerville-scs-final-report.pdf
[2] https://safer.opcinfo.org/people/

they worked in Burlington, 640 responded when asked which sector they worked in. Only the sectors required by the Operating Guidelines are indicated below; all of which either participated in data collection efforts with PIRE (e.g., discussion, focus group, or survey participation) or engaged in other activities such as meetings with City of Burlington or VCJR staff or attendance at government meetings (e.g., Ward or City Council meetings).

Table 1: Sectors represented in community engagement efforts

	Community Survey Response (N=640)	Engagement Methods
Social service provider such as mental health providers	13%	• Interview with PIRE staff • Situation Table Meeting Discussion • Discussion with Special Assistant on OPC Implementation and VCJR staff
Substance use treatment and recovery providers	5%	• Interview with PIRE staff • Situation Table Meeting Discussion • Discussion with Special Assistant on OPC Implementation and VCJR staff
Harm reduction agency	4%	• Interview with PIRE staff • PWLE data collection site • Discussion with Special Assistant on OPC Implementation
Law enforcement and public safety agency	5%	• Situation Table Meeting Discussion • Discussion with Special Assistant on OPC Implementation
Emergency medical services agency	4%	• Interview with PIRE staff • Situation Table Meeting Discussion • Discussion with Special Assistant on OPC Implementation
Hospitals or other health provider agency	8%	• Interview with PIRE staff • Situation Table Meeting Discussion • Discussion with Special Assistant on OPC Implementation
Restorative justice organization	3%	• Situation Table Meeting Discussion
City or town government official	1%	• Discussion with Special Assistant on OPC Implementation
City or town employee	10%	• Discussion with Special Assistant on OPC Implementation
Community-Creating Providers, including, but not limited to, health care providers who support lesbian, gay, bisexual, trans and queer communities, Black, Indigenous, and People of Color communities, disability communities, and veteran communities	5%	• Interview with PIRE staff • Situation Table Meeting Discussion • Discussion with Special Assistant on OPC Implementation
Public transportation providers	--[3]	• Discussion with Special Assistant on OPC Implementation

[3] To protect the anonymity of respondents, data is suppressed when fewer than 5 people answered a question in a particular way. These instances are noted with dashes in the cell (---).

Data Collection Methods

Survey of People with Living Experience (PWLE)

On October 27, 30 and 31, 2025, PIRE staff conducted in-person surveys with 49 adults (age 18 or older) who reported using drugs in the past 30 days. PIRE staff administered the survey at VCJR and Howard Center Safe Recovery. The instrument included questions about demographics, perceptions about the OPC, likelihood of OPC use, facilitators and barriers to OPC use, substance use patterns and practices, overdose experiences, OPC location and operational preferences, service needs, and preferred communication channels.

Participants were recruited through word of mouth and referrals from staff at Burlington harm reduction organizations. Individuals interested in participating were informed of the days and times PIRE staff would be on-site. Some participants were recruited while on-site receiving regular services. Surveys were conducted in-person by a PIRE staff person entering participant responses directly into Alchemer survey software. Participation was anonymous, all participants were verbally consented prior to the interview, and each participant received a $25 Visa gift card for their time.

Community Members Survey

The Overdose Prevention Center (OPC) community survey was available for completion from November 7 to December 15, 2025 using an online platform called Alchemer. Respondents could complete the survey on a mobile device, tablet, or phone. We received a total of 1505 completed surveys. Because participants were not required to answer every question, the number of responses for individual survey items may be lower than the total sample size of 1,505. The survey link was disseminated through multiple channels, including online webinars, email listservs, Burlington's Front Porch Forum neighborhood email distribution, and in-person community meetings. The survey was available in six languages (Arabic, English, French, Nepali, Spanish, and Swahili). Identifying information was not collected from respondents.

PWLE Interviews

As a follow-up to the PWLE survey, PIRE staff conducted in-person interviews in February 2026 with five individuals with living experience who would be potential clients at an OPC to explore some of the survey topics in more depth. Two PIRE staff scheduled an afternoon to be on-site at VCJR for walk-in interviews. Participants were selected at random by inviting VCJR clients who were in the building for services to participate in the interviews. To ensure the participant pool could engage in conversation around OPC preferences and utilization, potential participants were screened to ensure that they were 1) currently smoking or injecting substances, and 2) that they would be interested in utilizing OPC services in the future. The first five individuals invited to be screened were all eligible to participate, and all interviews were completed by two staff in one afternoon.

Community Partners and Interested Partners Discussions

As a component of qualitative data collection with community partners, PIRE staff held virtual and in-person meetings with people representing a range of community sectors to gather their thoughts on the OPC's operation. Meetings were held in February and March 2026 with three healthcare providers (representing Community Health Center of Burlington, Howard Center Chittenden Clinic, and UVM Medical Center), two community service providers (representing Champlain Valley Office

of Economic Opportunity (CVOEO) and Vermont CARES), and four First Responders from the Burlington Fire Department. PIRE was also allotted time after a Situation Table[4] Meeting to engage in small group discussions with 18 meeting attendees representing various direct service providers, and an additional five Situation Table attendees responded to a brief questionnaire when they could not participate in the discussion directly. The goal of these meetings was to support a connection with key players who will be intersecting with OPC staff and/or participants upon opening and to hear their perspectives, questions, and recommendations.

Secondary Data

In conjunction with direct data collection approaches, PIRE utilized overdose data reported by the City of Burlington, and unduplicated client numbers from VCJR and Howard Center Safe Recovery.

Ethics Approval

All survey data and data gathered from PWLE through interviews was anonymous. PIRE staff and partners recorded responses in a manner that prevented participants' identities from being directly or indirectly identifiable. The overall assessment plan was reviewed and approved by PIRE's Institutional Review Board (IRB). Two components involving the anonymous community survey and community group discussions were determined to be exempt from further IRB oversight under federal exemption criteria. PIRE received permission from community provider discussion staff to indicate their organization or sector in this report.

Data Analysis Methods

Quantitative Data

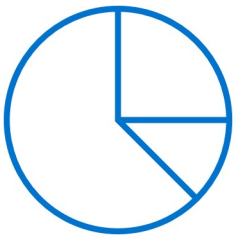
Quantitative data from the PWLE survey and the OPC Community Survey were first cleaned and re-coded where appropriate before analysis. Frequency tables were generated for all categorical variables, while descriptive statistics (mean, median, mode, range) were assessed for all continuous numeric variables in the dataset.

Qualitative Data

Open-ended survey responses were analyzed using a thematic qualitative approach. Staff reviewed responses to each open-field question to identify recurring concepts and patterns. One or more codes for identified themes were assigned to segments of each response, as appropriate. Assigned themes were then quantified to examine their frequency and distribution across responses. Qualitative data from PWLE interviews and community partner discussions were analyzed using a structured review process. PIRE staff reviewed either verbatim transcripts of recorded interviews or detailed notes taken by an assigned note-taker during the discussion. Interviews were guided by a set of targeted questions to elicit input relevant to the services assessment goals. Key themes and insights were identified in transcripts and notes then incorporated into the study findings.

[4] The Situation Table is a multi-agency, collaborative initiative designed to address high-risk cases of public safety, homelessness, and addiction through coordinated, rapid social service intervention.

Results



Results from the PLWE survey and interviews, the community members survey, and community partner and community member conversations are detailed below. We first present quantitative data to describe the survey participants and proceed to detail quantitative and qualitative findings that specifically address the requirements of the services assessment report, e.g., utilization and perception of the OPC, OPC location, access to the OPC, services and supports, and details on the OPC physical space and operations.

To maintain the integrity of community respondents' voices, language that could be considered stigmatizing was retained in select quotes to preserve the authenticity of participants' perspectives and to accurately reflect how stigma influences perceptions of OPC utilization, access, and services.

Because survey participants were not required to answer every question, the number of responses for individual survey items may be lower than the total sample sizes. Sample size is noted only in cases when an item was asked of a subset of the total sample. To protect the anonymity of respondents, data is suppressed when fewer than 5 people answered a question in a particular way. These instances are noted with dashes in the cell (---).

People with Living Experience Survey Results

The 49 respondents to the PWLE survey were asked questions to help inform the development and implementation of the OPC. Questions asked about drug use behaviors, living situations, health conditions, overdose history, and OPC thoughts and preferences. When asked, "what is your current gender", 61% responded Male and 39% responded Female. The majority of respondents, almost 90%, self-reported their race and ethnicity as White, non-Hispanic. The majority of respondents reported being unhoused, with 80% indicating they were unsheltered or living in an outdoor public space within the past three months. Only 16% reported living in an apartment or house that they rented or owned in the past three months. Most respondents (90%) reported having at least one chronic health condition, such as chronic circulation problem, abscesses, diabetes, Hepatitis C, or other conditions affecting the heart, liver or lungs.

Drug use behaviors varied amongst participants, though all respondents had used an illicit substance within the past 30 days. Table 2 below details PWLE respondent characteristics.

Table 2: PWLE survey respondent demographics

Current Gender[5]	
Male	61%
Female	39%
Self-Reported Race and Ethnicity	
Black, Indigenous, and People of Color (BIPOC)[6]	10%
White, non-Hispanic	90%
Places Where Respondents Lived or Stayed in Past Three Months[7]	
Apartment/house that you rent or own	16%
Friend or family's place	31%
Couch surfing	18%
Rented room (hotel, motel)	12%
Unsheltered/outdoor public space (incl. tent)	80%
Shelter	10%
Recovery or residential treatment center	---
Hospital	---
Correctional Facility	12%
Somewhere else (e.g. Elmwood Ave pods, halfway house, van)	---
Past 30-Day Drug Use[8]	
Crack cocaine (rock)	86%
Crystal methamphetamine	76%
Opioids (heroin, fentanyl or other non-prescribed opioids)	65%
Cocaine (powder)	49%
Xylazine	43%
Marijuana	39%
Alcohol	29%
Benzos (e.g., Ativan, Valium not as prescribed)	18%
Hallucinogens	12%
Something else	---

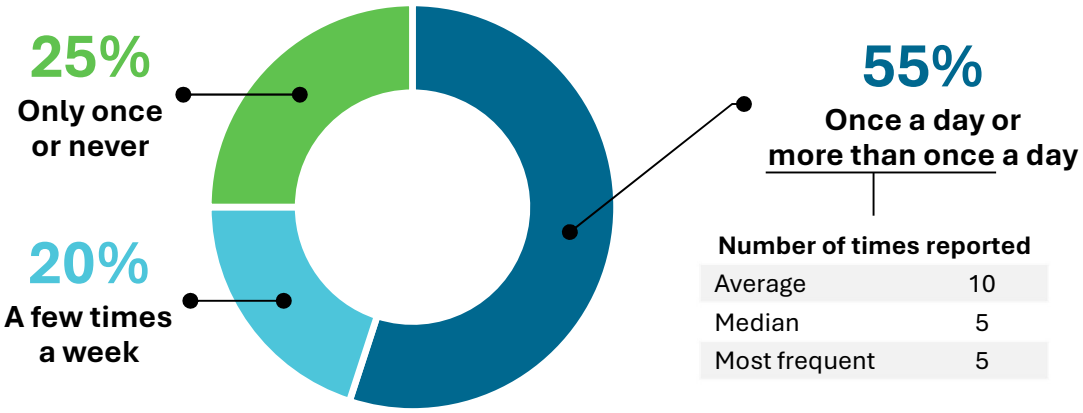
[5] These were the only two responses provided to this open-ended question, "What is your current gender?".
[6] BIPOC includes those who answered American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Middle Eastern or North African, and Native Hawaiian or Pacific Islander when asked their race and ethnicity.
[7] Because respondents may have listed more than one, response options may sum to more than 100%.
[8] Because respondents may have listed more than one, response options may sum to more than 100%.

Most respondents (96%) had smoked or inhaled drugs as one of their methods to consume drugs in the past 30 days, while just over half (53%) injected, and 12% either ingested or snorted. Of those who injected drugs, 30% either always or sometimes needed help injecting or to have someone inject for them.

Most respondents (86%) reported using drugs at least once per day in the past month, and 43% of respondents said that they used alone most of the time or always. Location of use included where respondents were living or staying (78%), somewhere outside like a park or alley (70%), a vehicle (67%), outside at City Hall Park (63%), at someone else's residence (61%), public restrooms (57%), outside on or near Church Street (55%), outside at the Waterfront (51%) and at a public building like a library (43%).

When asked how frequently drug use occurred in public in the past month, 55% said they used in public once a day or more than once a day, 20% used in public a few times a week, and 25% used in public only once or never. Of those who used more than once per day, the average number of times reported was 10, the median number of times was 5, and the most frequent response was 5.

Figure 1: Frequency of drug use that occurred in public in the past month



PWLE survey respondents shared details on their past overdoses, showing that approximately half (47%) had experienced an overdose within the past year: 18% of respondents experienced one overdose in the past year, 14% experienced between 2 and 4 overdoses in the past year, and 14% experienced five or more. Of those who experienced an overdose in the past year, approximately one quarter of them were alone during their most recent overdose, 69% had 911 called, and 64% went to the Emergency Department if 911 was called.

Community Survey Results

Of the 1,505 community survey respondents, 74% identified as Burlington residents, 45% work in Burlington, and 2% are Burlington business owners. Twelve percent of respondents did not identify as living or working in Burlington and included former residents, residents of neighboring towns that frequent Burlington, have children who attend school in Burlington, or other Vermonters who feel they have an interest in Burlington.

The median age of respondents was 48, with ages ranging from 16-100 years. Fifty percent of respondents identified as female, 30% as male, 2.8% as non-binary, 1.2% as genderqueer, .7% as two-spirit, and 3.7% as something else, agender, or questioning. Twelve percent of respondents preferred not to answer this question. Table 3 below details the respondents' race and ethnicity responses.

Table 3: Community survey respondents' race and ethnicity

Self-Identified Race and Ethnicity	
American Indian or Alaska Native	1%
Asian	1%
Black or African American	2%
Hispanic or Latino/a	2%
Middle Eastern or North African	1%
Native Hawaiian or Pacific Islander	---
White	72%
Prefer not to answer	16%
Something else	4%

8%

of community survey respondents identified as a person who currently uses or formerly used non-prescription opioids or stimulants



To ensure that the voices of people with lived or living experience with drug use shared input on the OPC, respondents were asked if they identify as a person who currently uses, or previously used, non-prescription opioids or stimulants. Eight percent answered yes to this question.

Services Assessment Findings

This section details mixed-methods findings drawn from the PWLE survey, the community survey and all interviews and discussions with a focus on required measures outlined in the OPC Operating Guidelines as well as additional measures that inform the context of the results. A report with the complete results from the community survey can be found in Appendix D.

Utilization and Perception of the OPC

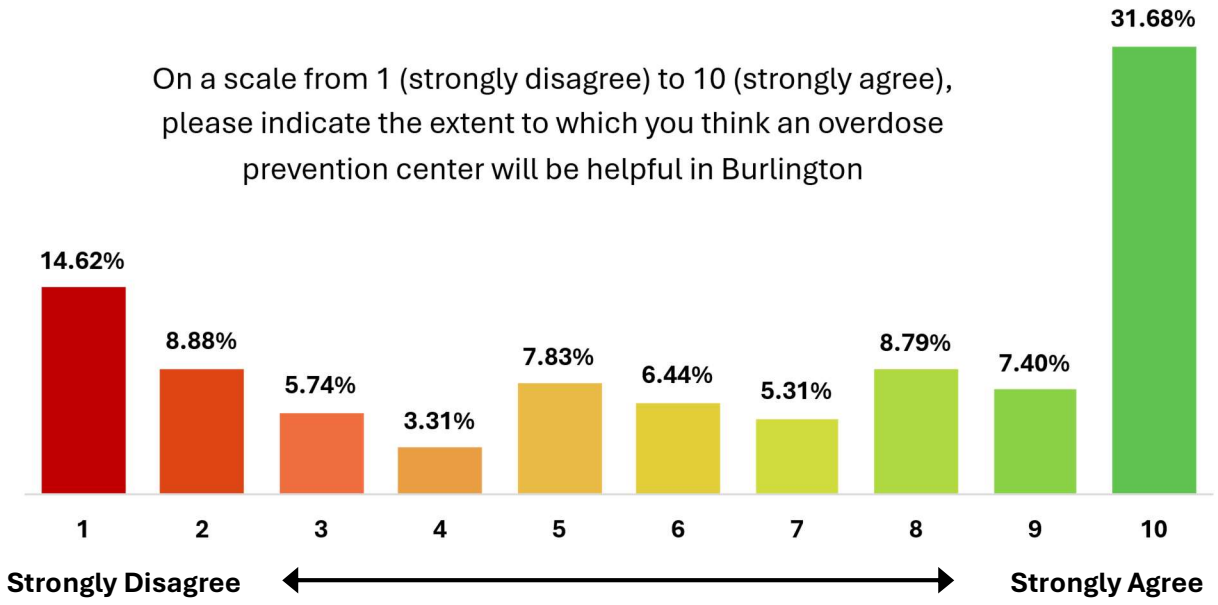
Of the 49 PWLE surveyed, 92% responded that they would consider using the OPC once it opens in Burlington and 73% would use it all or most of the time. The small number of respondents who indicated that they would not use an OPC were asked about reasons why they would not use one. The most common responses were that they did not feel like they were at high risk for overdose, they didn't want to be seen or for other people to know about their drug use, they already have a place to use drugs, and that they preferred not to use drugs in an OPC setting (due to small sample size, exact percentages cannot be included). Table 4 below details the reasons why respondents would use an OPC. Note that respondents were asked to respond "yes" or "no" to whether each of the reasons listed applied to them. Percentages in the table below reflect the percentage of respondents indicating that the reason applies to them.

Table 4: Reasons PWLE survey respondents would use an OPC

	N=45
Access to compassionate overdose response	98%
Access to overdose prevention supplies and education	98%
Access to health professionals (e.g., basic medical care, wound care)	98%
Able to use indoors rather than in public	96%
Access to sterile injection and/or smoking equipment	96%
Access to referrals for treatment or social services	93%
Safety from being seen and/or arrested by police while at the OPC	93%
Want any overdose to be reversed/avoid fatal overdose	93%
On-site drug checking	91%
Safety from crime or violence	91%
Don't want to use alone	80%
Something else: Some of the other responses included being able to use away from children, being able to use in a safe, non-judgmental space, using less crack because it would be out of the wind.	20%

Community survey respondents were asked to what extent they agree or disagree that an OPC would be helpful in Burlington, using a scale from 1-10 with 1 being strongly disagree and 10 being strongly agree. The mean selection was 6.3, the median was 7 and the mode was 10, with 14.6% of respondents selecting "1" or "strongly disagree", and 31.7% of respondents selecting "10" or "strongly agree".

Figure 2: Perception of how helpful an overdose prevention center will be in Burlington



Respondents who selected 1 through 5 on the above scale were asked to share the reason(s) they felt an OPC would not be helpful and the respondents who selected 6 through 10 were asked to share the reason(s) they felt an OPC in Burlington would be helpful.

Why community survey respondents think an OPC would be helpful

Respondents who selected 6 through 10 on the above question were asked to share thoughts on why an OPC would be helpful. Analysis of the 584 open-text responses revealed that 42% believed it would provide a connection to treatment and recovery services, serving as a gateway to counseling, housing, and mental health services. Additionally, 32% emphasized the importance of OPCs in providing immediate intervention to save lives and prevent overdoses. Many respondents also highlighted the value of OPCs in offering monitored environments that reduce the risks of using alone (18%) and in minimizing syringe and drug-related litter (15%) as well as public drug use and visibility (13%), reflecting interest in cleaner, safer public spaces. Additional themes included reference to evidence-based, proven approaches (14%) and the importance of nonjudgmental, human-centered care (10%). The following quotes encapsulate many of the themes mentioned above:

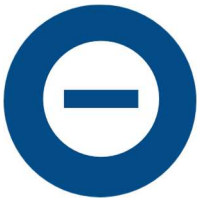
> *"An OPC could save lives, offer human/health connections to vulnerable stigmatized substance users, reduce load of first responders, offer harm reduction and life-enhancing services, reduce public drug use and drug litter, offer connections to recovery and mental health services, provide food and clothing, recognize the humanity and value of addicted neighbors, and offer health and hope."*

> *"An Overdose Prevention Center (OPC) in Burlington would save lives, reduce public drug use, and connect people to essential services like housing, mental health care, and recovery programs. By offering a safe, supervised space for people to use substances under medical supervision, it prevents fatal overdoses and limits the spread of diseases from shared needles. It would also ease the strain on emergency responders and make public spaces cleaner and safer by reducing discarded syringes. For Burlington, where overdoses remain a growing crisis, an OPC represents a compassionate, data-driven approach that aligns with Vermont's values of equity and community care—ensuring that all residents, especially the most vulnerable, have the support they need to live safely and thrive."*

Less frequent but notable themes focused on OPCs lowering HIV/HCV risk via providing sterile supplies (7%), reducing police involvement (5%), and alleviating pressure on emergency medical services (5%). Other smaller themes mentioned OPCs as places where basic needs, such as warmth and food, can be met (2%), and as a fiscally prudent approach to address drug use in Burlington.

> *"An OPC in Burlington would reduce the number of fatal overdoses and infections like HIV and Hep C, increase access to treatment and recovery services, and save the city money by alleviating the burden placed on emergency services and the healthcare system. All of these things lead to a safer and healthier Burlington community."*

Why community survey respondents think an OPC would not be helpful



Respondents who selected 1 through 5 on the above question were asked to share thoughts on why an OPC would be not be helpful. Analysis of the 394 open-text responses revealed that 24% cited concerns that an OPC would enable, condone, or normalize illegal drug use, and reduce accountability for people who use drugs.

> *"I don't think Burlington should be encouraging drug use-the emphasis should be on recovery and connecting people with services and medically assisted drug treatment."*

An additional 20% expressed concern that an OPC would attract more people who use drugs and drug dealers to Burlington, potentially exacerbating the challenges that the city is already facing.

> *"I'm concerned about the impact on the neighbors in the location of the center, and the possibility that the center attracts more addicts to the area from other regions, exacerbating our problems locally"*

> *"We already have a problem with people with addiction issues congregating in City Hall Park, which is bad for tourism and our local economy. This would probably cause an increase of addicted individuals coming here from all over the state and nearby states, which would overwhelm an already overwhelming problem."*

> *"I think the center would attract drug dealers and users to the areas near the center. Dealers go where users go, and I have seen the effects of the Howard Center needle exchange on Clarke Street. It creates a easy destination for dealers and users."*

Additional comments also mentioned concern that OPCs are a "band-aid" solution that does not address the underlying issues related to drug use such as mental health challenges, and the lack of housing and jobs (15%). Other concerns that were mentioned frequently included the belief that an OPC will not be effective at reducing public drug use, drug-related litter, and getting people into treatment (13%), that an OPC is not a good use of limited public funds (11%), and that treatment capacity is inadequate to support recovery pathways from an OPC and that more treatment options should be the priority (10%).

> *"If the city wants to address the overdose crisis effectively, it should focus first on improving accountability, enforcing public safety, coordinating services, and creating structures that actually encourage treatment and long-term recovery. Without these steps, adding an OPC would be another well-intentioned program layered on top of a system that already struggles to produce meaningful outcomes for the broader community."*

Other less frequently mentioned but important themes included concerns about increased crime, disorder, and other neighborhood impacts near the location of an OPC (9%), preference for increased enforcement, consequences, or accountability instead of harm reduction services (8%), belief that people who use drugs would not utilize an OPC (6%), that it would be difficult to appropriately staff an OPC (3%), that current harm reduction, treatment, and other support services for people who use drugs are sufficient (i.e., additional services are not needed) (1%), and that an OPC violates federal law (1%).

Importance of OPC Outcomes

Community survey respondents were asked to rank a list of seven evidence-based public health and public safety outcomes in order of their importance to the respondent. The table below details the order of importance, with 1 being the most important and 7 being the least important based on the average rankings (Table 5).

Tabe 5: Outcomes ranked by order of importance

Rank Order Most Important ▼	Outcome
1	Prevent overdoses and save lives
2	Reduce the number of people using drugs outdoors and in public spaces
3	Help connect people to drug treatment and health and social services
4	Reduce burden on emergency rooms, police, fire, and EMS by reducing overdose-related calls
5	Reduce crime in the area surrounding the overdose prevention center
6	Reduce the number of syringes or other litter related to drug use improperly discarded in public
7	Reduce HIV and hepatitis C transmission due to syringe sharing

OPC Location

Though the PWLE survey questions were primarily focused on the location of the OPC at a fixed site location, of which 92% of respondents indicated they would utilize, respondents were also asked about the likelihood of utilizing a mobile OPC on a scale of very unlikely, unlikely, likely, or very likely. The majority of PWLE survey respondents (75%) shared that they would be likely or very likely to use a mobile OPC that moved to different sites throughout Burlington. They were also asked about the likelihood of using an OPC at various fixed-site locations throughout Burlington. The location with the highest percent of "likely or very likely" responses was downtown Burlington followed by the Old North End.

Table 6: Likelihood of PWLE using an OPC by location (PWLE survey respondents)[9]

	Likely or Very Likely
In a building in downtown Burlington	95.8%
In a building in the Old North End of Burlington	85.4%
In a building near Riverside Avenue and the Intervale	80.9%
In a building in the New North End of Burlington	60.4%
In a building in the South End of Burlington	43.8%

Community engagement focused heavily on the topic of where the OPC will be located. In alignment with the location preference of PWLE, community survey noted that the OPC would be most effective in Downtown Burlington (43%), followed by near Riverside/Intervale area (29%), Old North End (25%), South End (11%), the New North End (6%), and the Hospital/East End (4%). Note that the 4% of respondents who selected Hospital/East End did so via open-text responses rather than a predefined option, which likely underrepresents actual interest in this location.

Table 7: Location where OPC would be most effective (community survey respondents)[10]

Downtown Burlington	43%
Near Riverside/Intervale	29%
Old North End	25%
South End	11%
New North End	6%
Hospital/East End	4%
Other[11]	33%

[9] The response options were "select all that apply" and therefore may add up to greater than 100%.
[10] The response options were "select all that apply" and therefore may add up to greater than 100%.
[11] "Other" open-text responses included locations outside of Burlington or responses that did not address the question.

When asked what factors should be considered when selecting the location of the OPC, most respondents (52%) selected the importance of accessibility for clients, followed by how close it is to schools and playgrounds (40%), access to other support services and agencies (40%), access to public transportation (38%), and frequency of overdoses (36%). Smaller, though still substantial, percentages of respondents selected how close it is to primarily residential areas (30%), the Church Street Marketplace (30%) and emergency medical services (25%) as important factors. Some of the "other" factors mentioned included the importance of prioritizing the needs of residents and businesses.

> *"I think the most important factor is to not have it further deter Burlington area residents from keeping the city vibrant for residents and visitors."*

Others emphasized the importance of accessibility:

> *"It won't work if it is not accessible to where people are living and using. We should not be making people ride the bus, which is no longer free, to access this space."*

Table 8: Factors to consider when selecting OPC location (community survey respondents)[12]

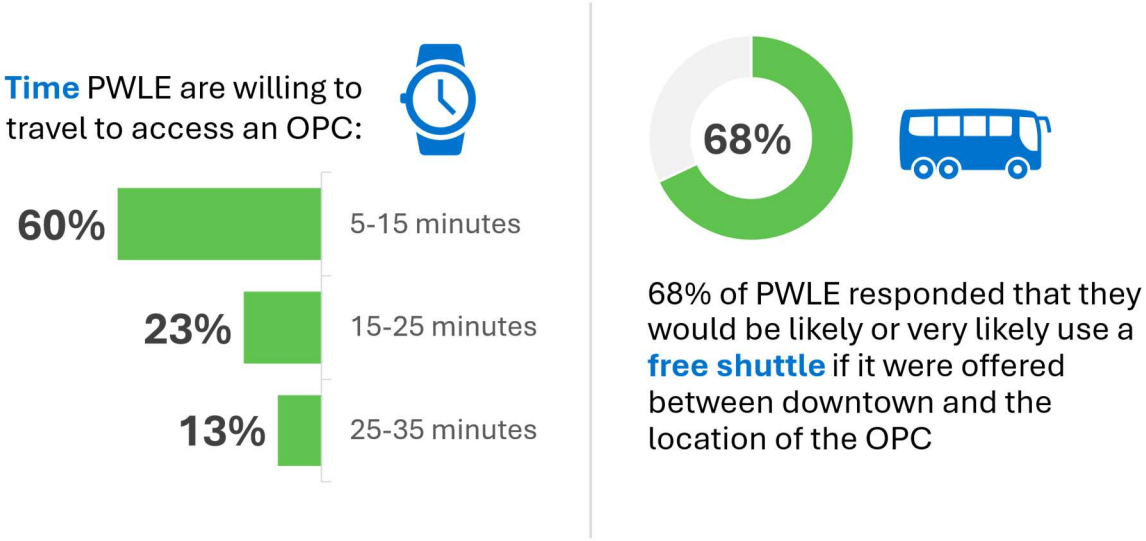
Accessible for potential clients	52%
How close it is to schools and playgrounds	40%
How close it is to other support services and agencies	40%
How close it is to public transportation	38%
Frequency of overdoses in the neighborhood	36%
How close it is to the Church Street Marketplace	30%
How close it is to primarily residential areas	30%
How close it is to emergency medical services	25%
Other	20%

[12] The response options were "select all that apply" and therefore may add up to greater than 100%.

Access to the OPC

Concerns related to how and when participants would access the OPC were brought up in open-ended responses to the community survey and during discussions with community providers. The PWLE survey sought to learn more about OPC access from the perspective of those who would be using it. We learned that in addition to the location being close to where people are already spending their time (e.g., downtown Burlington), travel time to the OPC is important. Sixty percent of PWLE survey respondents shared that they would be willing to travel up to 15 minutes to access the OPC, 23% would be willing to travel up to 25 minutes, and only 13% would be willing to travel up to 35 minutes to access the OPC, highlighting the importance of proximity. In order to ease the burden and shorten the travel time if the OPC were to be located outside of downtown, 68% of survey respondents indicated that they would be likely or very likely to use a free shuttle that circled between downtown Burlington and the OPC location, should there be such a need.

Figure 3: Travel time and transportation to access the OPC



Most PWLE survey respondents felt that an OPC open every day would be the most useful (63%), while the remaining responses included preference for the end of the week or after the first of the month when people get paid, when other places that offer similar services are closed, and suggestions for specific days, usually including at least Thursday through Saturday. PWLE respondents were also asked the most useful hours of operation, with 64% reporting normal business hours (i.e., 8:00 a.m. or 9:00 a.m. to 5:00 p.m. or 6:00 p.m.) and 29% indicating the preference for an OPC to be open 24 hours/day. Other responses included a preference for early morning hours (i.e., opening at 6:00 a.m.) or a preference for evening hours (i.e., after 6:00 p.m.).

Services and Supports

In addition to supervised consumption aimed at preventing overdose, the OPC will offer a range of supportive services. Respondents to both the PWLE survey and the community survey were provided with a list of possible services to offer at the OPC and were asked to indicate the importance of these services as very important, important, slightly important or not at all important. Table 9 below shows the percentage of responses from both groups of survey respondents who indicated the proposed service to be either important or very important.

Table 9: Importance of OPC services by PWLE and community survey respondents

	Very Important or Important Responses	
	PWLE Survey	Community Survey Respondents
Access to contraception	85%	58%
Assistance with legal services (courts, probation and parole, DCF, treatment courts)	92%	51%
Bathrooms	98%	73%
Buprenorphine treatment on-site	87%	74%
Case Management to assist with basic needs (e.g., housing, food)	94%	65%
Drug checking	94%	70%
Harm reduction education	89%	64%
HIV, hepatitis C and STI testing	98%	67%
Meals	72%	45%
Medical care	94%	70%
Mental health services onsite or referrals	94%	81%
Nap pods	53%	38%
Peer support	94%	72%
Referrals to drug treatment	92%	85%
Showers	87%	54%
Snacks	75%	40%
Space to spend time after using	89%	52%
Supports for non-English speakers, such as translation support, multi-lingual staff, and materials available in multiple languages	70%	56%

PWLE survey respondents appreciated the availability of additional services but were clear that these should remain optional, not mandatory.

> *"Offer services, but don't push them too hard. If people want to hear the information or receive services, it's optional."*

Healthcare providers offered a similar perspective that the co-location of services at the OPC should be balanced with the autonomy of participants who may simply want a safe consumption space.

Healthcare providers also offered the perspective that staffing will play a key role in the engagement of participants with resources they are referred to. The OPC, like shelters and syringe services programs (SSPs), must rely on skilled, trauma-informed staff who can navigate complex interpersonal dynamics, respond to mental health crises, and maintain a culture of dignity and respect. Providers described de-escalation as a process of helping someone feel safe enough to regulate themselves, something only possible through trust-based relationships.

First responders emphasized the importance of building adequate onsite medical capacity and clear internal thresholds for when to call 911. They shared that OPC protocols should reflect state EMS rules, which indicate that once EMS assumes care, transport to a receiving medical doctor is required.

OPC Space and Operations

Beyond the type of services the OPC will offer, data collected related to the physical space, staffing and consumption space operations yielded informative and important results. Security, safety and comfort are issues relevant to both the consumers of the OPC and the community surrounding it. PWLE were asked about the importance of certain policies or procedures that may be put in place to make the OPC a safe and comfortable space for all. When asked about specific qualities, all respondents felt it was important or very important to have trained staff present who can respond to an overdose, that there be an opportunity to stay 10-15 minutes after using, and that staff include people who have used drugs or others with shared lived experiences. PWLE were also asked what else would help to create a safe, welcome and accessible environment for all. The most frequent responses to the question "What else, if anything, would help to create a safe, welcoming and accessible environment at the OPC?" emphasized the importance of peer support, staff with lived experience, and a friendly, non-judgmental atmosphere.

> *"Having peer support, people who have been there, people who understand and who are not judgmental."*

Community service providers emphasized that effective OPC operations hinge on deep coordination across shelters, SSPs, EDs, EMS, and mobile teams, but even more critically, on the skill and relational expertise of frontline harm-reduction staff. They described staff-led de-escalation as not just a best practice but a *non-negotiable operational requirement* for any low-barrier, life-saving space.

Staff de-escalation works because it is grounded in rapport, trust, and familiarity, elements that private security or law enforcement cannot replicate. Providers repeatedly stressed that people who use drugs respond to staff who know them, understand their triggers, and can read subtle

shifts in behavior. This relational foundation allows staff to intervene early, prevent escalation, and maintain safety without punitive measures.

Many PWLE respondents stressed the need for strong confidentiality measures, including a private or discreet entrance. Several expressed concerns about police presence in or around the OPC, noting that it could deter people from accessing the space.

Opinions of PWLE varied on the idea of providing comfortable rest spaces such as nap pods. While some felt these would be helpful, others emphasized the importance of not allowing people to linger inside or outside the OPC after using, citing concerns about drug dealing or creating a negative atmosphere.

> *"The OPC is going to save lives and it is so important for the community. There needs to be accountability and people who leave the OPC need to move along after."*

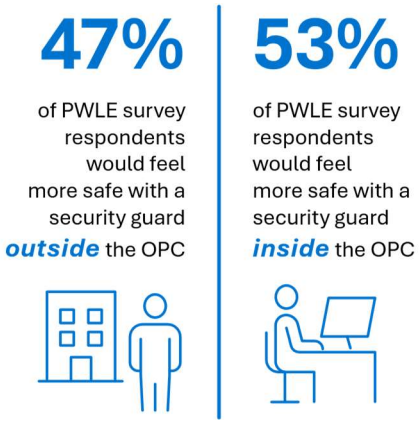
PWLE also identified several other features that they felt would support a safe and welcoming environment:

- ★ Support for family members
- ★ Education on safer drug use
- ★ Access to phones while onsite
- ★ Limiting the number of people in the OPC at one time
- ★ Cubicles that can accommodate two people
- ★ A location close to other resources used by unhoused community members
- ★ Activities and supports such as art, music, and therapy dogs

Across responses, several clear themes emerged: the importance of non-judgmental, peer-informed staffing, strong confidentiality and privacy protections, low-barrier, optional access to services, and an environment that prioritizes safety and dignity, and calm.

The layout and design features of the physical space inside the OPC came up in discussion with law enforcement, Fire/EMS officials, and community providers. From the perspective of law enforcement, they want there to be transparency that if they witness activities occurring inside the OPC that are illegal[13], they have a duty to respond. This impacts the layout of the OPC and highlights the importance of common areas, away from consumption areas, that give space for law enforcement and other non-clients (e.g., medical first responders) if they are asked to respond. First responders emphasized the importance of clear access for stretchers, wide corridors and/or elevators to maintain patients flat for ventilation, and that areas where participants use substances should be near exits. Community service providers emphasized that accessibility must be a core design principle of the OPC, not an afterthought. They described the importance of physical accessibility, privacy at entry, and safety for people with complex legal or interpersonal constraints. Further, given an overdose could occur throughout the OPC, and not only in the consumption area, adequate visibility of participants at all times is important.

[13] Act 178, an act related to a harm-reduction criminal justice response to drug use, provides civil and criminal immunity for individuals using the services, staff members, operators, property owners, and state/municipal employees acting in good faith at an approved OPC.



Safety on-site at the OPC was found to be important to the PWLE who were asked about the presence of security guards either *inside* the OPC or *outside* the OPC. 47% of PWLE survey respondents would feel more safe with a security guard *outside* the OPC, 19% would feel less safe with a security guard *outside*, and 34% wouldn't feel more safe or less safe. A slightly higher percentage shared they would feel more safe with a security guard *inside* (53%), the same percentage would feel less safe (19%), and 28% wouldn't feel more safe or less safe with a security guard *inside* the OPC.

PWLE were asked to share additional thoughts on the issue of security, with the majority saying they believe some form of security presence is necessary to keep both clients and staff safe. Many emphasized that if security staff are present, they must be non-judgmental, compassionate, and ideally have lived experience or familiarity with the population served.

> *"Because I've been robbed, assaulted in public, to protect the staff and clients there should be some sort of protection."*

> *"That way there is somebody there who can intervene if needed. Need to be understanding and non-judgmental, only intervening when it is a safety issue."*

At the same time, some respondents expressed concern or ambivalence about having security at the OPC. They noted that a visible security presence could make some people uncomfortable, increase anxiety, or deter them from accessing the site.

> *"Security guards would be intimidating. People would be nervous to access the OPC."*

> *"I would prefer no guard, but I think that there needs to be some aspect of security, but it needs to be someone who is trusted by us."*

Service providers shared the perspective that the presence of security guards can heighten anxiety, trigger trauma responses, or escalate conflict, especially for people with histories of criminalization. Providers noted that security should not enter bathrooms or consumption spaces and should not be tasked with conflict resolution.

Concerns about privacy and visibility also emerged. Some worried that a security guard—especially one in uniform—could draw unwanted attention to the OPC or make the space feel punitive. Several PWLE said that if security staff are used, they should not wear uniforms. Opinions varied on whether security should carry weapons: a few suggested concealed weapons, while others felt weapons would make the environment less safe.

> *"A security guard in a uniform would make me feel less safe to go in but that's not to say that there should not be order and safety. Have a person who can remove someone if needed but not patrolling at the door. Having a reporting system for us to let you know if something is happening."*

Overall, responses reflect a delicate balance: people want safety and protection, but they also want to avoid creating an environment that feels intimidating, stigmatizing, or too closely associated with law enforcement.

Further Input from Healthcare Provider, Community Service Provider and First Responder Conversations

Overall, discussion participants and Situation Table Meeting participants had similar expectations for ways the OPC may benefit the community, including to reduce overdose mortality, reduce public drug use, reduce syringe litter, and ideally serve as a connection hub for other services (e.g., treatment coordination, mental health referrals, wound care, harm reduction education, etc.). Some of the participants who engaged in these conversations voiced concern that the theoretical benefits may not play out as intended at the OPC in Burlington, though many voiced hope and shared that they would support the OPC through collaboration. Healthcare providers noted that the early experiences of participants will shape future engagement in OPC services, as word of mouth is a trusted source of information for individuals using substances.

Healthcare providers noted that an OPC will support the current system of care and emphasized that it is *one part* of a broader continuum and not a singular solution. They noted concern that the OPC will be under a microscope and the increased public scrutiny, combined with the highly politicized topic, may further stigmatize consumers of the OPC.

Concerns noted by both healthcare providers and first responders focused on adequate staffing, both in terms of number of staff and the training level of medical staff, noting the challenges of finding available and skilled personnel. Questions arose, such as whether the OPC would need to reduce hours and leave participants without services if staffing levels are inadequate. First responders expressed concern that without appropriate onsite medical triage and staffing, the OPC could potentially lead to an increased number of calls from the site to address medical issues that are not necessarily overdose-related such as altered breathing, mental status, and wounds. They noted that while overdose calls from around the city may decrease, the worry is that they could receive a high number of calls from the site, increasing the stress and demand on the EMS system.

> *"If not implemented correctly… if there's no medical staff on site to assess and triage… is it just building stress on our system for relief calls."*

Community providers shared concerns around limited hours, unrealistic expectations and stigma from the public, and whether people will travel to the site if it is not located where they already spend time. Community providers also stressed the need for community education to counter stigma and prevent neighborhood backlash, with one noting that if the community expects the OPC to connect people to treatment, but sufficient treatment resources do not exist, then people who use drugs will be further stigmatized for not engaging in treatment. First responders shared the concern that treatment pathways may not actually exist or have capacity.

Discussions with healthcare providers, community services providers and first responders highlighted the need and desire for coordinated efforts between these sectors and the OPC. Healthcare providers envision the OPC serving as a formal clinical pathway to medical treatment when a higher level of care is needed than what can be accessed at the OPC, both for overdose and for other health conditions. First responders stressed the importance of having open channels of communication, adding that regular participation by the OPC at the Situation Table will be helpful as well as routine data reports on the number of 911 calls, the types of medical services being provided onsite, and connections OPC participants have made with other services.

Participants noted the benefit of having designated contacts at various agencies that will liaise with OPC staff to create streamlined and rapid care coordination.

Measuring Outcomes

Discussion participants were asked how they would measure success of the OPC, i.e., how will participants, providers, and the larger community know if the OPC is a success? Both quantitative and qualitative approaches were suggested, with fewer overdose deaths, fewer presentations of overdoses at the Emergency Department, reduction in other drug-related Emergency Department visits and return rate of participants noted as quantitative measures to track. Suggested qualitative measures included participant feelings about trust and respect, positive neighborhood sentiment measured by baseline and follow-up environmental/community assessments, and noted collaborations with service providers that streamline, rather than burden, the existing system of care.

First responders were interested in data on how many and what types of calls are being made to 911 from the OPC as an indicator of whether the built-in medical support is working and impact on EMS workload.

> *"Once it's open and running, I would like to see the data… is it working, is it increasing our call load?"*

One first responder articulated that just looking at reduced overdose calls would not be sufficient:

> *"I don't know if that would truly be a success because in my mind, we had an ability to look at all data and say not only were overdoses down, but that population was able to get housing, shelter, preventative wound care, preventative medicine care and in general call types to an unhoused individual in need was reduced because data over here shows an increase in services available, that would be a better marker of success."*

First responders also noted that another success would be a decrease in calls from a cohort of individuals who are involved in a large number of 911 calls for medical issues other than overdose because they might be getting connected to medical and other services through the OPC.

Description of Potential Participants

Based on the number of individuals accessing harm reduction services in Burlington through Howard Center Safe Recovery and VCJR, as well as estimates based off of the Rhode Island OPC, Project Weber/RENEW, we estimate that the OPC will serve approximately 100–150 unduplicated individuals per quarter in its first year of operation, with the number increasing each quarter as new clients seek services.

We anticipate that the demographic profile of OPC participants will closely mirror that of PWLE survey respondents, with a majority identifying as White and non-Hispanic, roughly 60% identifying as male and 40% as female, and the majority being unhoused with chronic health conditions. The number of people served may increase over time if reductions occur in other services traditionally used by the anticipated OPC client population.

Anticipated Community Impact

As noted in the Introduction, a large body of literature has examined neighborhood-level and community impacts of OPCs in Canada and New York. Studies from New York City found no measurable effects on local economic activity, while findings related to public safety generally show no change or modest decreases in crime. Some research has identified localized increases in drug-use litter or EMS calls. Taken together, this literature highlights the importance of monitoring site-specific and neighborhood-level impacts over time, particularly in the areas immediately surrounding an OPC. Locally, community partners we spoke with shared that the OPC has the potential to positively impact the surrounding neighborhoods and greater Burlington community by reducing fatal overdoses, decreasing public drug use, and minimizing improperly discarded syringes and other drug-related litter in public spaces. They were hopeful that with proper planning and adequate on-site staffing, including medical staff, the OPC could reduce strain on emergency medical services and build bridges for participants to engage in other supportive services. As the OPC is not yet opened, a systematic, post-opening evaluation will be essential to assess neighborhood-level effects over time and to most importantly, inform continuous quality improvement.

Recommendations

Recommendations are embedded in the body of this report. The following recommendations are specific to the requirements of the services assessment report per the OPC Operating Guidelines and are based heavily on the viewpoint of those potential OPC participants who completed the PWLE survey and interviews. Additional guidance to inform these recommendations comes from community service providers, including first responders and other community members and overdose data from Burlington. The recommendations, written in consultation with the City of Burlington and VCJR, consider the feasibility of implementation and the parameters put in place by the OPC Operating Guidelines. They are intended to be practical and implementable and should be weighed against feasibility considerations such as available budget, staffing capacity, and operational readiness and should be adapted as local conditions and resources evolve.

Overdose Prevention Center Location

The OPC should be located in the downtown area of Burlington, in the Old North End, or near Riverside/Intervale Avenue, near other existing social supports and services, away from schools and playgrounds. Though a mobile site was an acceptable option to the majority of PWLE survey participants, the feasibility of an accessible and usable mobile location may not make it a sound alternative to a fixed-site location.

If the location is further than a 10-15 minute walk from downtown (i.e., City Hall Park), then the OPC should provide a free shuttle running continuously to and from downtown to the OPC location. The shuttle should be staffed with harm reduction specialists who will support riders on their way to and from the OPC.

Prior to opening, Emergency Medical Services staff should complete a walk-through of the space in order to know the layout of the building for most effective emergency response.

Staffing

As noted above, adequate staffing is imperative to the success of the OPC, as the staff play a key role in engaging participants and connecting them with appropriate resources. The OPC must rely on skilled, trauma-informed staff who are experienced with de-escalation and can navigate complex interpersonal dynamics, respond to mental health crises, and maintain a culture of dignity and respect, in addition to being able to respond to potential overdose situations. Enough staff should be on site during open hours to support the supervised consumption area, supervise the pre- and post-consumption areas, and support other needs of the clients. These safe staffing ratios should always be maintained and may be supported by having on-call staff who are available if other staff are unexpectedly unavailable.

A medically trained person should be present on-site or available on call during all operating hours to manage severe overdoses unresponsive to standard interventions and to assess, treat, or triage other acute health concerns, including wounds and illness. Include EMS in discussions related to

medical policies, procedures, and staffing to ensure clear protocols for when to call 911 and what to expect when EMS arrives.

PWLE and community providers shared support for the OPC staff including individuals with lived or living experience. Of the PWLE survey respondents, 94% indicated that peer support was an important or very important service of the OPC and that having peers on staff was an important component to create a safe, welcoming and accessible environment at the OPC.

Hours of Operation

Although preferences for hours of operation varied among people who use drugs, we recommend that the consumption area of an OPC be available daily with a focus on afternoon and evening hours. Though nearly 30% of PWLE survey participants expressed a preference for access 24 hours per day, we acknowledge the operational and staffing challenges associated with sustaining 24-hour services. As a start, expanding hours into the evening is recommended based on data showing the times of overdose calls in Burlington are concentrated during the hours of noon and 6:00 p.m. (35%) followed by evening hours 6:00 p.m. to midnight (28%). The most frequent days of the week overdoses were responded to in Burlington were Thursday (19%), followed by Friday (18%), Monday (15%), Sunday (13%), and Tuesday, Wednesday and Saturday with 11% of the calls on each of those days[14]. Expanding hours in the future should be considered based on OPC usage, participant preference, and operational abilities.

Support Services

The OPC should provide supports beyond safe consumption, to include services such as case management (e.g., housing, legal), access to supplies (e.g., safer injection and smoking supplies, contraception, drug checking strips, and naloxone), on-site buprenorphine treatment and other treatment linkages (e.g., coordination, transportation, etc. need to support access to in-patient or MOUD treatment), and supports related to basic needs (e.g., bathrooms, showers, bus passes, weather appropriate gear, meals or snacks). The provision of services beyond the scope of what VCJR is already offering should be rolled out slowly to allow staff and participants to find their footing at the safe consumption space before taking on too many new endeavors.

Collaboration with other service providers to establish clear MOUs, offer warm handoffs, and have embedded medical services (e.g., nurses, wound care, MOUD access) to ensure seamless integration with the broader care system are integral to the success of the OPC. The creation of a liaison network, with designated contacts at frequently accessed providers will allow for coordinated and efficient access.

Communication Methods

We expect that news of the OPC opening will travel by word of mouth quickly once the OPC is operational. In addition to informal promotion of the OPC, PWLE suggest targeted efforts to utilize

[14] Based on Burlington EMS incidents between January 1, 2025 and March 31, 2026 where the responder indicated 'opiates' in either their Working Diagnosis or the Secondary Impression.

peers to share news of the OPC opening. Additionally, informing service providers, especially street outreach staff, will be an important promotional strategy. While approximately three-quarters of PWLE survey respondents shared that public promotion (e.g., posters, social media, and local news) could be effective methods, some noted their preference to keep the OPC location and opening hours less public for privacy purposes.

Guidelines and Operations, Including Public Safety

Given almost all PWLE surveyed (96%) had smoked or inhaled drugs as one of their methods to consume drugs in the past 30 days, it is recommended that the OPC be designed to support inhalation as well as other consumption methods (e.g., snorting, injection, ingestion).

To ensure a level of discreetness for those utilizing the consumption space, it is recommended that there be private areas for consumption that are separated from the areas where other services are being provided. If possible, separate entrances and/or waiting areas will help maintain this level of confidentiality as well as allow space for collaborating service providers (e.g., medical providers, community partners, EMS or law enforcement) away from the consumption areas. This will address participants' concerns about privacy and community-based stigma, as well as law enforcements' perspective that they would need to respond to illegal activity if they were to see it.

As suggested by the healthcare providers we spoke with, PIRE supports the creation of a clearly communicated protocol for instances when participants decline an emergency department referral or other medical interventions. This would include a capacity assessment, communication of risks and benefits, and a harm reduction safety plan with follow-up options.

The presence of security personnel are not a requirement of the OPC Operating Guidelines, and the input from PWLE and community providers related to this issue was mixed. As such, we do not have a specific security recommendation but do suggest that all staff are trained in de-escalation and communicate clearly to all participants the protocols and expectations related to safely entering and existing the OPC.

Community Partner Relations

Engagement with residents, businesses, and the broader community through community events/meetings, outreach, and quarterly operational updates will be important moving forward to facilitate community support. Many community survey respondents (62%) indicated that they want an opportunity to share questions, concerns, incidents, etc. with the City and the OPC provider.

It will be important to create a provider working group, set to meet monthly for the first 6-12 months of OPC operation, to share data, monitor issues, and determine best practices for coordinated care that best serves the OPC participants.

Lastly, VCJR and the City should focus on educating the public in a way that addresses and reduces stigma while providing transparent access to OPC and other related data. Community survey respondents called for clear goals, measurable outcomes, progress reports, and transparency about OPC impacts.

Continued Monitoring and Assessment

As noted above, community providers were asked for input on ways they would measure the success of the OPC. Community survey respondents shared a desire for transparency when it comes to OPC outcomes. As such, we recommend a systematic collection of data, aligned with the requirements of the OPC Operating Guidelines, that includes OPC consumption space usage, drug testing results and emerging trends, participant services and referrals utilization, participant satisfaction, neighborhood impact based on community sentiment and environmental observations like litter and drug use, and overdose experiences including data on 911 calls.

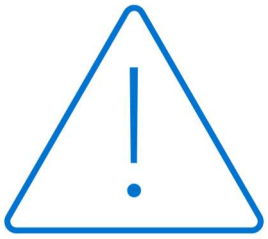
Next Steps

- Once a site is determined, and prior to opening, conduct a neighborhood assessment showing baseline data on syringe litter, outdoor drug use, overdose incidents, and public safety instances in the neighborhood closely surrounding the planned OPC site.

- The City and VCJR will meet with neighbors and bordering businesses, if applicable, to discuss approaches to positive integration of the OPC into the local community.

- The City and VCJR will meet with various sectors (e.g., law enforcement, community service providers, transportation, business owners, etc.) to discuss approaches for streamlined coordination of care and referrals.

Limitations



This evaluation has several limitations which should be considered when interpreting the findings. First, the PWLE survey used a convenience sample and should not be assumed to represent all people who use drugs in the Burlington area. Participants were primarily recruited through organizations who are already serving this population, which means individuals who use drugs but are not connected to services or who are not likely to seek such services are underrepresented. The PWLE survey respondents were also predominantly unhoused with lower socio-economic status, thus excluding the perspective of people who use drugs from other economic backgrounds. In addition, surveys were interviewer-administered, which may have introduced recall and/or social desirability bias.

Although City staff made significant efforts to promote the community survey broadly throughout Burlington using both digital and in-person methods, the survey still relied on a convenience sample and should not be assumed to represent the views of all people who live and/or work in Burlington. In addition, because the survey was available only online, community members with limited digital literacy or without reliable access to technology may not have been able to participate.

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Appendices

A. Vermont Overdose Prevention Center Guidelines
B. Proposal for Overdose Prevention Center (OPC) Guidelines Compliance
C. Survey Instruments: PWLE Survey and Interview Guide, and Community Member Survey
D. Results from the Burlington OPC Community Survey

A. Vermont Overdose Prevention Center Operating Guidelines

Vermont Overdose Prevention Center Operating Guidelines

Published September 2024

VERMONT
DEPARTMENT OF HEALTH

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I. Introduction

A. Authority

i. These Operating Guidelines ("Guidelines") for Overdose Prevention Centers have been developed by the Vermont Department of Health in accordance with Act 178 (2024).

B. Purpose

ii. These Guidelines apply to all entities establishing or operating an Overdose Prevention Center.

iii. The purpose of the Guidelines is to establish requirements for operating an Overdose Prevention Center in Vermont, and to provide administrative instructions and best practice recommendations for doing so.

C. Definitions

i. "ASAM" means the American Society of Addiction Medicine.

ii. "Code of Conduct" means a set of guidelines that establishes the expected behaviors and standards at the Overdose Prevention Center.

iii. "De-Escalation" means a set of techniques that Staff may use to reduce Participant agitation or aggression, while also improving Participant-Staff relationships.

iv. "Department" means the Vermont Department of Health.

v. "Fixed Site" means an Overdose Prevention Center that operates at a permanent location inside of a building.

vi. "Grievance" means an expression of dissatisfaction about any matter.

vii. "Hazardous Waste" means waste that can harm people or the environment if not managed and handled properly and includes, but is not limited to, syringes, needles, blades, razors, unused substances, drug residue, chemicals, radioactive materials, and contaminated containers.

viii. "Health Care Services" means any treatment or procedure delivered by a licensed health care professional to maintain an individual's physical or mental health or to diagnose or treat an individual's physical or mental health condition, including services ordered by a licensed health care professional, chronic care management, preventive care, wellness services, and medically necessary services to assist in activities of daily living.

ix. “HCV” means hepatitis C virus.
x. “HIV” means human immunodeficiency virus.
xi. “Ineligibility Criteria” means the behaviors, conditions, or other considerations that would make accessing services at an OPC unsafe for the Participant or the staff and the volunteers.
xii. “Intervention” means providing a treatment, procedure, or other action to prevent harm, reduce potential harm, or treat or improve the health or wellbeing of an individual.
xiii. “Licensed Health Care Professional” means an individual required by law to hold a license, registration, or certification to provide health care services in Vermont.
xiv. “Living Experience” means an individual who currently uses substances.
xv. “Lived Experience” means an individual who has previously used substances.
xvi. “Medical Director” means the Overdose Prevention Center Staff position with the responsibilities set forth in Section IV.B.ii. herein.
xvii. “Mobile Site” means an Overdose Prevention Center that can move locations, such as a van or a bus, or a non-permanent unit or short-term unit that operates for less than 180 days.
xviii. “Observation” and “Observe” mean to view and monitor the condition of a Participant at no more than five-minute intervals during and after the consumption of a substance.
xix. “Opioid antagonist” means a medication that prevents opioid receptors from being activated in the central or peripheral nervous system and can, thereby, block the effects of opioids and treat an opioid overdose.
xx. “Overamping” means an overdose-like experience related to stimulants and can include both physical and psychological symptoms.
xxi. “Overdose Prevention Center” or “OPC” means an organization providing the facilities and services described in 18 V.S.A. § 4256(a).
xxii. “Overdose Prevention Center Director” or “OPC Director” means the Overdose Prevention Center Staff position with the responsibilities set forth in Section IV.B.iii. herein.
xxiii. “Overdose Prevention Center Managing Personnel” or “OPC Managing Personnel” means the Medical Director, OPC Director, RPIC, and any other personnel designated by the Administrative Body as a member of the OPC Managing Personnel.
xxiv. “Participant” means each unique individual using the services provided by an Overdose Prevention Center.

xxv. “Participant Visit” means each time a Participant enters the Overdose Prevention Center.
xxvi. “Responsible Person in Charge” or “RPIC” means the Overdose Prevention Center Staff position with the responsibilities set forth in Section IV.B.v. herein.
xxvii. “Reportable and Communicable Diseases” means identified diseases, syndromes, and treatments identified in the Vermont’s Reportable and Communicable Diseases Rules that must be reported to the Department. The Reportable and Communicable Diseases Rule can be found on the Health Department’s website.
xxviii. “Staff” means individuals employed by or contracting with the Overdose Prevention Center to provide services at the Overdose Prevention Center.
xxix. “STI” means sexually transmitted infection.
xxx. “Termination” means ending the ability for a Participant to access services at the Overdose Prevention Center.
xxxi. “Total Visits” means the total number of Participant Visits, as that term is defined above.

II. Management

A. Administrative Body

i. Each Overdose Prevention Center must have an Administrative Body.
ii. If an established organization is operating an Overdose Prevention Center and the established organization has an existing Administrative Body (e.g., a Board of Directors), the established organization’s existing Administrative Body may serve as the Administrative Body for the Overdose Prevention Center.
iii. The Administrative Body shall have procedures governing the role and function of the Administrative Body, including procedures establishing a meeting schedule for the Administrative Body.
iv. Duties
    1. Each Overdose Prevention Center shall have an Administrative Body that is ultimately responsible for
        a. Development and maintenance of the policies and procedures set forth in Section II.B., herein;
        b. Management and control of the finances and operations of the Overdose Prevention Center;

c. Assurance of quality care and services;
d. Compliance with these Operating Guidelines and all other applicable laws; and
e. Maintenance of all relevant health and safety requirements, including ensuring that the Overdose Prevention Center maintains the necessary levels of qualified Staff, physical resources, financial reserves, equipment, supplies, and services to ensure the health and safety of the Staff, volunteers, and Participants.

B. Required Policies and Procedures

i. In consultation with community partners, individuals with Living and Lived Experience, OPC Management Personnel, and others, the Administrative Body shall develop new policies and procedures or adapt and revise existing policies and procedures to address the following topics as they relate to the Overdose Prevention Center:
   1. Employment and Staff Contracting, including
      a. Job descriptions for OPC Staff that include, at a minimum, the responsibilities set forth in Section IV, herein;
      b. Qualifications, education, training, and experience Staff members must hold to provide care to a Participant, specific, where necessary, for each service provided at the Overdose Prevention Center and consistent with Section IV, herein;
      c. A determination of whether to perform criminal background checks and state and federal registry checks and, if so, how to account for results in hiring determinations; and
      d. Codes of ethics and conduct for volunteers and employees.
   2. Quality assurance and assessment, including evaluations of Staff competence, Overdose Prevention Center compliance with these operating guidelines, and Overdose Prevention Center responsiveness to community needs;
   3. Volunteer roles and training requirements;
   4. The Medical Director role, including number of hours required to be present at the OPC site and on-call responsibilities;
   5. Conflict of interest policy and protocol for the Administrative Body, Staff, and volunteers;

6. Budget development, fiscal management, and financial record keeping;
7. Fiscal audits and oversight;
8. Services to be provided at the Overdose Prevention Center, which shall include those services set forth in Section VI, herein;
9. Participant orientation, including the timing of such an orientation and a process for obtaining a Participant's informed consent for services, as needed;
10. Participant-to-Staff ratios for each Overdose Prevention Center space, ensuring there is at least one Overdose Prevention Specialist for every four Participants in consumption and post-consumption spaces;
11. Environmental management and establishment of environmental controls to assure a safe, comfortable, sanitary environment. Such a policy shall include requirements addressing the cleaning of surfaces that may be contaminated with leftover drug residue and/or hazardous waste and the infection control procedures set forth in the OPC's Infection Control and Infectious Disease Prevention policies;
12. Infection control and infectious disease prevention, as informed by the Medical Director, in compliance with state and federal laws, and including those requirements set forth in Section III.D., herein;
13. Reporting of Reportable and Communicable Diseases to the Health Department, consistent with the Reportable and Communicable Diseases Rule;
14. Participant navigation of the Overdose Prevention Center spaces, as informed by the Overdose Prevention Center Director;
15. Security measures for the Overdose Prevention Center, which shall address the unique needs of Participants, Staff, and volunteers and shall include those requirements set forth in Section III.G.;
16. Hazardous waste management, handling, and disposal;
17. Emergency response, including responding to overdoses for opioids, stimulants, and other substances;
18. Coordination with local emergency medical services ensuring that the policy and procedure are agreed upon with local emergency medical services;

19. Coordination with local hospitals that may receive transported Participants, ensuring that the policy and procedure are agreed upon with the local hospitals;
20. Engagement with local fire and law enforcement services, ensuring that local fire and law enforcement have been consulted about how the Overdose Prevention Center will engage with local fire and law enforcement;
21. Collection of Participant information and assignment of a non-identifiable Participant ID in accordance with Sections II.C., V.C., and VI;
22. Staff access to Participant records, including how often and for what purposes Staff may access a Participant's records. Such a policy shall limit Staff access to Participant records to the minimum necessary to provide safe and effective services to the Participant and to protect the Staff;
23. Participant record keeping requirements, including those requirements set forth in Section II.C.v.1. and those set forth in VI.ii., regarding referrals;
24. Confidentiality requirements, including those requirements set forth in Section III.c.i.;
25. Data collection and reporting requirements, including those requirements set forth in Section II.C.;
26. Data sharing to inform the Department of Health's evaluation efforts as set forth in Section II.C.;
27. Data security measures including safeguarding against security breaches;
28. Participant Ineligibility Criteria and Participant screening, including those requirements set forth in Section V.B.;
29. Provision of services to Participants younger than 18-years-old, ensuring compliance with state and federal laws regarding access to and the provision of medical and nonmedical treatment for substance use for minors;
30. A Code of Conduct governing Participant conduct in the OPC while participating in OPC services;
31. Consequences for violating the Code of Conduct, striving to ensure Participants remain eligible for Overdose Prevention Center services whenever possible;
32. Termination of Participant access to Overdose Prevention Center services;
33. Grievance processes for Staff, volunteers, and Participants, including processes for Participants who have been excluded

from receiving Overdose Prevention Center services due to a violation of the Code of Conduct;

34. Observation, as that term is defined herein, of Participants during and after use of a substance;
35. Responding to Participants' carrying guns and violence in the Overdose Prevention Center;
36. Community Service Assessment requirements, including those requirements set forth in Section II.C.iv.;
37. Community outreach to ensure effective and ongoing community engagement;
38. Business internal control documentation;
39. Participant storage requirements, abandoned property, and unclaimed property;
40. Drug disposal by Participants and for drugs left behind; and
41. Adoption of new policies, protocols and procedures, including those identified by OPC Management Personnel.

C. Data Reporting and Evaluation.

i. Within 10 business days of a request by the Department, the Administrative Body shall provide to the Department the policies and procedures developed by the Administrative Body pursuant to Section II.B.

ii. In the interest of ensuring data quality and effective program evaluation, Overdose Prevention Centers shall collect data (e.g., the data specified in Section III.B.) in a manner that is consistent with and aligns with evaluation efforts.

iii. Upon request from the Department, the Administrative Body shall provide to the Department a budget and budget narrative of the initial 12-month period of an Overdose Prevention Center. The budget and budget narrative shall include at least the applicable line items from the Division of Substance Use Programs Invoice Template, which can be found on the Department's website or can be requested from the Department.

iv. Service Assessment

1. Prior to opening and operating, an Overdose Prevention Center shall engage individuals with Living Experience from the geographic region to be served through the Overdose Prevention Center to inform the structure and organization of the Overdose Prevention Center's operation.

a. Individuals with Living Experience should be compensated by the Overdose Prevention Center for their time participating in the service assessment process.
b. Individuals with Living Experience should be asked the following questions:
    i. What services would be helpful at the Overdose Prevention Center to help them reduce their risk of overdose?
    ii. How far would you be willing to travel to use an Overdose Prevention Center?
    iii. What model would be most accessible: fixed site or mobile site?
    iv. What location would be best for a fixed site Overdose Prevention Center (if applicable)?
    v. What locations would be best for a mobile Overdose Prevention Center to be accessed (if applicable)?
    vi. What days and hours of operation would be ideal for an Overdose Prevention Center?
    vii. What is your preferred method of consuming substances?
    viii. What safety measures would need to be in place to ensure a welcoming and accessible environment for an Overdose Prevention Center?
    ix. What would be the best ways to spread the news or advertise that the Overdose Prevention Center was available?

2. Following the initial engagement with individuals with living experience, an organization shall engage with community partners and other interested parties to help inform the Overdose Prevention Center's operation. The following sectors shall be engaged through this process:
    a. Local social service providers;
    b. Mental health providers;
    c. Substance use treatment and recovery providers;
    d. Harm reduction agencies serving the same geographic region;
    e. Individuals with Lived Experience;
    f. Law enforcement and public safety agencies;

g. Emergency medical services agencies;
h. Local hospitals;
i. Restorative justice organizations;
j. City or town government officials;
k. City or town employees, including grounds, road maintenance, sanitation, and park and recreation staff;
l. Community-Creating Providers, including, but not limited to, health care providers who support lesbian, gay, bisexual, trans and queer communities, Black, Indigenous, and People of Color communities, disability communities, and veteran communities; and
m. Public transportation providers.

3. Summary findings from these engagement sessions should be documented in a Service Assessment Report, which shall be submitted to the Health Department 90 days prior to opening an Overdose Prevention Center.
    a. The summary findings must include:
        i. Summary responses to and findings from the questions asked to individuals with Living Experiences;
        ii. Summary findings of the engagement sessions with community partners and other interested parties;
        iii. A list of community partners and other interested parties engaged as part of this process;
        iv. A description of the target Participant population;
        v. The potential number of Participants based on local harm reduction service information;
        vi. Identification of area(s) to locate an Overdose Prevention Center;
        vii. Type of Proposed Overdose Prevention Center Site (i.e., fixed, mobile, both)
        viii. Anticipated impact of an Overdose Prevention Center on the community; and
        ix. Services to be provided at the Overdose Prevention Center.

v. *Administrative Records and Reports*.

1. The Overdose Prevention Center shall maintain administrative records, which shall include the following deidentified data.

The data shall be specific to each day the Overdose Prevention Center is open and each day's data shall be separately documented in the record.

a. Number of visits
    i. Number of Participant Visits (by Participant ID number)
    ii. Number of Total Visits (by Participant ID number)
    iii. Total number of visits per day
b. Number of Participants by consumption method
c. Numbers of services used, including but not limited to:
    iv. Drug-checking
    v. HIV/HCV/STI screening
    vi. Safer-smoke supplies provided
    vii. Safer-injection supplies provided
    viii. Safer-snort supplies provided
    ix. Wound-care supplies provided
    x. Wound-care first aid provided
    xi. First aid provided
d. Participant Visit times of check-in and check-out
e. Overdoses
    xii. Number of non-fatal overdoses
    xiii. Number of fatal overdoses
        a. In Overdose Prevention Center
        b. During transportation to the local hospital
    xiv. Number of opioid antagonists used for each overdose (if applicable), including full or partial doses
    xv. Number of non-opioid antagonist interventions used for opioid overdoses and type of interventions
    xvi. Number of and type of interventions used for overamping
    xvii. Number of times emergency services called for an overdose response
    xviii. Number of times Participant transported to hospital
    xix. Drug(s) suspected to have resulted in the overdose
f. Number of referrals broken down by referral type.

2. Each Overdose Prevention Center shall report the above data in aggregate to the Department, monthly for the first 3 months of operation, and then quarterly thereafter. Data shall be reported by the 15th of the month following the end of the reporting period.

vi. *Act 178 Study*

1. Overdose Prevention Centers shall support the Department of Health and its associated contractors in their effort to complete the study described in Act 178, Section 3 (2024) and other evaluation initiatives. Overdose Prevention Centers shall strive to provide data to the Department of Health in a timely manner and to collect the data and additional information requested by the Department and its contractors.

vii. *Annual Reporting Requirements*

1. As required by 18 V.S.A. Sec. 4256(d), the Overdose Prevention Center shall publicly post the following data annually on or before January 15th:
    a. Number of program Participants;
    b. Deidentified demographic information of program Participants;
    c. Number of overdoses and the number of overdoses reversed on-site;
    d. Number of times emergency medical services were contacted and responded for assistance;
    e. Number of times law enforcement were contacted and responded for assistance; and
    f. The number of Participants directly and formally referred to other services and the type of services.

III. Operations

A. Hours of Operation

i. The hours of operation for Overdose Prevention Centers shall be informed by the following:

1. Engagement of anticipated Participants through the needs assessment process described in Section II.C.iv. of these Guidelines;
2. Trend data on non-fatal and fatal overdoses as identified by the Health Department; and

3. Staffing levels, to ensure appropriate implementation of services and consumption supervision.

ii. The hours of operation shall be posted conspicuously on the door of the Overdose Prevention Center, online, and on VT Helplink.
    1. Any changes to the hours of operation shall be identified and communicated two weeks in advance to Participants, posted on the door of the Overdose Prevention Center, online, and on VT Helplink.
    2. If, during an emergency, the Overdose Prevention Center needs to change the hours of operation and cannot provide two weeks' notice, the Overdose Prevention Center shall provide as much notice as possible and shall post updated hours of operation conspicuously on the door of the Overdose Prevention Center, online, and on VT Helplink.

B. Records Content and Maintenance.

i. Overdose Prevention Centers shall maintain a record for every Participant in accordance with the policies and procedures adopted pursuant to Section II herein.
    1. A Participant's name shall never be included in their Participant record. The Participant record shall include the non-identifiable Participant ID, assigned in accordance with the policy adopted pursuant to Section II.B., herein.
    2. Records and all the data contained therein shall be confidential and maintained in accordance with Section III.C.

ii. Overdose Prevention Centers shall attempt to collect the following information, at a minimum, at the time of the Participant's orientation, and to confirm or update the information at intervals determined by the Overdose Prevention Center:
    1. Consideration of whether any of the Ineligibility Criteria apply to the Participant;
    2. The following demographic information:
        a. Date of birth
        b. Race(s)
        c. Ethnicity or ethnicities
        d. Gender
        e. Housing status
        f. Town in which they typically sleep
        g. Town in which they spend most of their waking hours
        h. Sexual Orientation

iii. All information from Participants should be collected through self-report by the Participant, through informed consent, and with the understanding that accessing services will not be denied for refusal to provide the information requested.
iv. Overdose Prevention Centers shall collect the following information at each Participant Visit:
    1. The services provided to the Participant;
    2. If a referral was provided; and
    3. Any emergency services provided.
v. Staff shall strive to collect data and maintain records in a manner that is minimally intrusive and burdensome for Participants.

C. Confidentiality

i. Overdose Prevention Centers shall collect, store, and disclose protected health information, data, and other Participant information and records in compliance with 42 C.F.R. Part 2, HIPAA, and all other applicable state and federal laws.
ii. Overdose Prevention Centers shall comply with all state and federal laws regarding notification and reporting of breaches of protected health information.

D. Infection Control

i. The Infection Control policy and procedures adopted in accordance with Section III.D. herein, shall include provisions governing the following topics:
    1. Infection surveillance;
    2. Reporting occurrences of Reportable and Communicable Diseases and other infections in accordance with federal and state law;
    3. Sanitization or disinfection of all Participant areas, as appropriate, including a process for ensuring sanitization of consumption spaces between Participants;
    4. Handling and disposal of hazardous and medical waste and contaminants;
    5. A process for responding to, reporting, and monitoring accidental needlesticks or other injuries from used drug tools; and
    6. Evaluating occurrences of infection to assess ways to prevent recurrent infections

E. Physical Space

i. *Fixed Location*

1. Overdose Prevention Centers shall have the following areas in their fixed site locations:
    a. Registration and waiting area where Participants are greeted, wait for an available consumption area, and receive their orientation;
    b. Supplies area where supplies, including safer use supplies and tools, are made available to Participants for use in the consumption spaces and for use outside of the Overdose Prevention Center;
    c. A non-smoking consumption area for other methods of consumption, observed in accordance with the Observation policy adopted pursuant to Section II.B.i.32. herein;
    d. Post-consumption area, observed in accordance with the Observation policy adopted pursuant to Section II.B.i.32. herein;
    e. Medical intervention area where Staff and volunteers can provide additional health services, such as first aid and wound care first aid;
    f. Private consultation areas for Staff and volunteers to meet with Participants for referrals and other needs; and
    g. A secured area accessed only by Staff and volunteers for storage of supplies and equipment and other needs, such as a Staff break room.
2. All consumption areas shall be laid out to ensure Overdose Prevention Specialists can Observe Participants in accordance with the OPC's Observation Policy.
3. The spaces within the Overdose Prevention Center shall permit unimpeded access for emergency medical services. This shall include ensuring all doorways, hallways, and walkways are wide enough for ambulance stretchers and wheelchairs.
4. The medical intervention area shall be able to accommodate multiple emergency responses at one time.
5. The Overdose Prevention Center's interior and exterior space shall be compliant with the Americans with Disabilities Act.

6. All areas of the Overdose Prevention Center shall be well lit, except for areas serving Participants in need of dimly lit spaces. The Overdose Prevention Center shall have an emergency lighting system to ensure appropriate levels of light in the event the primary source of electricity is disrupted.
7. Overdose Prevention Centers shall be designed such that Participants are not visible to people located outside the building.
8. Overdose Prevention Centers shall have a secure storage area for Participants to use.

ii. Smoking Consumption Area
    1. Within twelve months of opening an Overdose Prevention Center, an Overdose Prevention Center shall have a smoking-consumption area that complies with the requirements of these guidelines.
        a. If an Overdose Prevention Center is unable to complete the work of building a compliant smoking-consumption area within this twelve-month period, the Overdose Prevention Center shall provide the following notice to the public and the Department:
            i. The Overdose Prevention Center smoking-consumption area is not complete; and
            ii. The specific date the compliant smoking-consumption area in the Overdose Prevention Center will be complete, which shall be no later than twelve months after the original twelve-month period.
    2. The smoking consumption area shall include:
        a. Non-porous and non-permeable chair and counter or table; and
        b. Hazardous waste disposal receptacles.
    3. If the smoking consumption area is inside of the building, there must be a mechanical ventilation system that runs at all times the Overdose Prevention Center is open for Participants or is occupied by Staff.
        a. The mechanical ventilation system serving the smoking-consumption area shall be separate from the ventilation system serving the rest of the Overdose Prevention Center building.
        b. The mechanical ventilation system for the smoking-consumption area shall be designed to ensure smoke

does not move into the non-smoking spaces of the building when people enter and exit the smoking-consumption area.

c. The air from the smoking-consumption area shall be ventilated directly outside of the building. Air from the smoking consumption area shall not be recirculated through the Overdose Prevention Center building.

d. The smoking-consumption area shall be sufficiently separated from non-smoking areas of the Overdose Prevention Center such that smoke from the smoking-consumption area does not negatively impact the air quality for the surrounding, non-smoking areas.

4. If the smoking-consumption area at the OPC is not inside of the OPC building, the OPC shall ensure that the smoking consumption of substances at the OPC does not impact the air quality for the rest of the Overdose Prevention Center's fixed-site location, for neighboring buildings, or for the public.

iii. *Mobile Location*.

1. Mobile units shall adhere to the standards described in parts 2-4 and 6-8 of Section III.E.i., herein.
2. Staff in mobile units shall be able to observe Participants in accordance with the OPC's Observation policy adopted pursuant to Section II.B.i.32. herein.
3. Mobile units shall ensure that they have a potable source of water and sufficient plumbing for handwashing for Participants.
4. Mobile units shall ensure that phone service is available at all locations where the unit stops in the event emergency services must be called to serve Participants.
5. Smoking-consumption is not permitted inside of a mobile unit.

F. Equipment and Supplies

i. Overdose Prevention Centers shall have the following equipment on site:

1. Safer-smoke supplies
2. Safer-snort supplies
3. Safer-injection supplies including syringes
4. Drug-preparation tools
5. Saline and distilled water for drug preparation
6. Naloxone

7. Self-inflating bag valve mask
8. Pulse-oximeters
9. Automated external defibrillator (AED)
10. Handwashing stations
11. Personal protective equipment for Staff and volunteers
12. Hospital-grade disinfectant cleaning supplies to be used in all areas of the Overdose Prevention Center
13. Hazardous waste disposal equipment, including sharps disposal and fire-proof ash disposal for smoking-consumption areas
14. Ash and other smoking litter disposal equipment
15. Fire extinguishers
16. Drug-checking equipment, including test strips or Fourier-transform infrared spectroscopy and associated materials and
17. Appropriate equipment to effectively log required Participant data.

ii. Drug-checking services must be in compliance with the Vermont Community Drug-Checking Program Guidelines.
iii. All furniture in consumption and medical intervention areas of the Overdose Prevention Center must be nonporous and nonpermeable.
iv. All equipment shall be stored in a safe manner, including storage of oxygen tanks away from sources of heat and flame.
v. Handwashing stations shall be readily available to Participants throughout the Overdose Prevention Center. The non-smoking consumption area shall have sufficient handwashing stations to allow Participants to use the stations while not disrupting the flow of the Overdose Prevention Center.

G. Security

i. Overdose Prevention Centers shall comply with policies for security and coordination with emergency medical services, hospitals, fire and law enforcement agencies, as developed in accordance with Section II.B., herein.
ii. Security measures shall, at a minimum, address the following:
    1. Ensuring Participants can enter and exit the Overdose Prevention Center safely;
    2. Ensuring entrances to the consumption areas are secured to ensure Overdose Prevention Center Staff and volunteers can

control the entrance and exit of Participants for the safety and well-being of all Participants, Staff and volunteers;
3. Ensuring Participants have a safe location in the Overdose Prevention Center to store personal items when accessing the consumption and post consumption areas of the Overdose Prevention Center; and
4. The location and use of security and panic alarms.

iii. Staff and volunteers shall wear an identification badge with a photo that states at a minimum their name and position at the Overdose Prevention Center.
1. The Responsible Person in Charge for each shift shall include on their identification badge that they are serving in that position.

iv. The Overdose Prevention Centers shall establish a process for Participants entering and exiting the Center.

H. Emergency Protocols

i. Overdose Prevention Centers shall comply with policies for responses to emergencies and for coordination with emergency medical services, hospitals, fire, and law enforcement agencies, as developed in accordance with Section II.B., herein.

ii. Emergency policies and procedures shall clearly indicate the necessary steps to treat an overdose, including when to provide oxygen, to administer an opioid antagonist, and to call emergency services.
1. Emergency policies and procedures shall address how to safely move a Participant from a smoking-consumption area to a non-smoking area of the building prior to use of oxygen.

iii. All Overdose Prevention Center Staff and volunteers shall receive sufficient training on all emergency policies and procedures to ensure a safe environment for Participants, volunteers, and Staff members.

iv. Overdose Prevention Centers shall develop a process to ensure Participants agree, prior to engagement in services at the Overdose Prevention Center, to comply with and adhere to the emergency protocols and procedures.

IV. Staff and Training

A. Staffing

i. During operating hours, Overdose Prevention Centers shall have trained professionals present in the building or mobile facility who can provide, at a minimum, basic medical care, such as CPR, overdose interventions, first aid, and wound care, and who can perform medical assessments of Participants to determine if there is a need for emergency medical service response.

ii. Overdose Prevention Center Staff and volunteers, who provide services at an Overdose Prevention Center that require a state or federal license or registration to provide, shall hold the required license or registration. The license or registration shall be current and in good standing.

B. Staff

i. Generally

1. Overdose Prevention Centers shall employ or contract with a Medical Director, and shall employ an OPC Director and Overdose Prevention Specialists in accordance with these Guidelines and the policies adopted pursuant to Section II.B.
2. Overdose Prevention Specialists
    a. Each Overdose Prevention Center shall maintain appropriate numbers of trained Overdose Prevention Specialists during operating hours.
    b. Overdose Prevention Centers shall maintain a ratio of Overdose Prevention Specialists that meets the requirements of the policy adopted in Section II.B. but there shall never be more than four Participants for every one Staff member in a consumption and post-consumption area.
3. Responsible Person in Charge (RPIC)
    a. An Overdose Prevention Center shall ensure that there is a Responsible Person in Charge identified and present at the Overdose Prevention Center the entire time the Overdose Prevention Center is open.
    b. Any Staff member meeting the qualifications established in the policies developed pursuant to Section II.B.i.1., herein, may serve as the RPIC. Volunteers shall not serve as the RPIC.

ii. Medical Director
    1. The Medical Director shall be a physician licensed in accordance with 26 V.S.A. Chapter 23 or 26 V.S.A. Chapter 33, an advanced nurse practitioner licensed in accordance with 26 V.S.A. Ch. 28, or a physician assistant licensed in accordance with 26 V.S.A. Ch. 31.
    2. The Medical Director shall be present at the Overdose Prevention Center at least five (5) hours per week and available for on-call responsibilities in accordance with the policy adopted pursuant to these Guidelines.
    3. The Medical Director shall provide general supervision to OPC Staff providing services to Participants.
    4. The Medical Director shall be responsible for the following within the Overdose Prevention Center:
        a. Developing training plans for each Overdose Prevention Center Staff member with direct Participant contact, including initial and ongoing training requirements;
        b. Ensuring each Overdose Prevention Center Staff member and volunteer is proficient in:
            i. Recognizing signs of overdose of opioids, stimulants, and other substances;
            ii. Responding to overdoses of opioids, stimulants, and other substances;
            iii. Infection control and infectious disease prevention protocols and practices; and
            iv. Other relevant trainings as required in policies established in accordance with Section II.B., herein.
        c. Assisting with medically complex cases and providing support for wound care for Participants;
        d. Supporting the Administrative Body with the development and implementation of policies, protocols, and procedures; and
        e. Development of overdose response policies, protocols, and procedures.

iii. OPC Director
    1. The Overdose Prevention Center Director shall be proficient in operations, financial management, records management, personnel management, community development, and overdose response.

2. The Overdose Prevention Center Director is responsible for the following:
    a. Day-to-day operations of the Overdose Prevention Center;
    b. Managing Staff, ensuring the appropriate Staffing levels for each day, and adjusting Overdose Prevention Center Participant flow if there is a reduced Staffing capacity;
    c. Developing Staff and volunteer orientation policies, protocols, and procedures;
    d. Ensuring all Staff and volunteers have completed required trainings prior to working directly with Participants;
    e. Maintaining security measures for Participants, Staff, and volunteers; and
    f. Receiving and responding to community concerns.

iv. Overdose Prevention Specialists
1. Overdose Prevention Specialists shall be responsible for
    a. Observing Participants in consumption areas, in accordance with the Observation policy adopted pursuant to Section II.B.;
    b. Observing Participants in post-consumption areas, in accordance with the Observation policy adopted pursuant to Section II.B.;
    c. Responding to overdoses in the Overdose Prevention Center in accordance with the policies adopted pursuant to Section II.B.; and
    d. Providing harm reduction, overdose prevention, infectious disease, sexually transmitted infections, drug tool disposal, and first aid education to Participants.

v. *Responsible Person in Charge*
1. There shall be a Responsible Person in Charge assigned and present during all hours of operation of the OPC.
2. The Responsible Person in Charge is responsible for the following during their shift:
    a. Monitoring the ratio of Overdose Prevention Specialists to Participants in consumption and post-consumption spaces to ensure that the number of Participants never exceeds four for every one specialist;
    b. Monitoring the Overdose Prevention Center to ensure Participants' needs are met and to minimize, to the

extent possible, the waiting time for Participants at the consumption spaces;
    c. Monitor compliance with Overdose Prevention Center policies and procedures by Participants, Staff, and volunteers;
    d. Ensuring the appropriate procedures are observed when Staff respond to an overdose; and,
    e. Maintaining appropriate safety of Participants, Staff, and volunteers.
  3. This role shall be integrated into all emergency and operational procedures for the Overdose Prevention Center.

vi. Other Staff
  1. The Overdose Prevention Center may employ other Staff, as needed, including peers, case managers, medical professionals, and mental health counselors.
  2. Licensed Health Care Professionals
    a. If a licensed health care professional is employed by, contracts with, or volunteers at an Overdose Prevention Center to provide health care services within the scope of that licensed health care profession, the licensed health care professional shall hold a current license in that profession, in good standing, and in Vermont.
    b. Licensed health care professionals employed by, contracting with, or volunteering at an Overdose Prevention Center shall practice competently, provide safe and acceptable care to Participants, and provide care that conforms to the essential standards of acceptable and prevailing practice.

C. Training

i. Required Training for All Staff
  1. All Overdose Prevention Center Staff and volunteers are required to satisfactorily complete training in the following areas as part of their orientation and at regular intervals, thereafter, as determined by the Administrative Body, Medical Director, and Overdose Prevention Center Director in the policy established pursuant to Section II.B., herein:
    a. Proper use of the equipment and supplies listed in Section III.F.
    b. CPR

c. AED use
d. Administration of opioid antagonists
e. De-escalation
f. Stigma related to substance use
g. Translation services
h. Monitoring and assessing oxygen levels
i. Infection control and infectious disease prevention
j. Collection, disposal, and transportation of hazardous waste
k. Storage and handling of drug tools and other drug use equipment
l. Obtaining informed consent
m. The ASAM levels of care
n. Substance use and mental health resources in Vermont, including use of VT Helplink's website
o. Participant confidentiality, including 42 CFR Part 2, HIPAA, and other applicable Federal and State laws
p. Any other trainings as determined by the Administrative Body, Medical Director, or Overdose Prevention Center Director.

ii. Required Training for Medical Director, Overdose Prevention Center Director, and Overdose Prevention Specialists:
    1. In addition to the trainings set forth in subsection (i), the Medical Director, Overdose Prevention Center Director, Overdose Prevention Specialists, and any other positions engaging with Participants in consumption and post-consumption areas shall complete training in the following areas in accordance with the policies adopted pursuant to Section II.B., herein:
        a. Harm-reduction practices and safer-use skills
        b. How to educate Participants on harm reduction practices and safer use skills
        c. Identification and response to overdoses of all drug classes and of different complexities
        d. Mental health first aid
        e. First aid and wound-care first aid
        f. Overdose safety assessments, including assessing when a Participant can safely leave the Overdose Prevention Center without risk of overdose from consumption at the Overdose Prevention Center
        g. Safer sex practices
        h. How to educate Participants on safer sex practices

i. How to conduct HIV, hepatitis, and sexually transmitted infections screenings and communicating results
j. How to report communicable diseases to the Health Department in alignment with the Reportable and Communicable Diseases Rule
k. Community drug-checking and result delivery in accordance with state and federal laws
l. Withdrawal management when an opioid antagonist is administered to a Participant on site
m. Culturally appropriate care
n. Trauma-informed care
o. Person-centered approaches

V. Provision of Services

A. Rights of Participants

i. Code of Conduct.
    1. The Code of Conduct developed by the Administrative Body, in accordance with Section II.B., herein, shall be posted within the Overdose Prevention Center in a conspicuous location.
    2. A written copy of the Code of Conduct and the consequences of failing to observe the Code of Conduct shall be provided to each Participant during their orientation. Overdose Prevention Specialists or other specified Staff shall review with the Participant the Code of Conduct and the potential consequences of violating the Code of Conduct.
    3. The Code of Conduct shall be translated into at least the following languages:
        a. Arabic
        b. Burmese
        c. Dari
        d. French
        e. Kirundi
        f. Nepali
        g. Pashto
        h. Somali
        i. Spanish
        j. Swahili
        k. Vietnamese
ii. Grievance Policies and Procedures

1. Grievance policies and procedures developed by the Administrative Body, in accordance with Section II.B., herein, shall be posted in a conspicuous location within the Overdose Prevention Center.
2. Grievance policies and procedures shall be provided to Participants during their orientation to the Overdose Prevention Center.

B. Participant Eligibility

i. The Overdose Prevention Centers shall develop a policy regarding Ineligibility Criteria in accordance with Section II.B.
ii. The Overdose Prevention Center shall also establish a process for screening Participants to determine whether any of the Ineligibility Criteria apply.
iii. Participants shall not be asked to present identification to be eligible for services.
iv. The Ineligibility Criteria and screening process developed pursuant to Section II.B. shall be posted conspicuously at the registration area of the Overdose Prevention Center.
v. When a Participant arrives at an Overdose Prevention Center, they shall first be screened for Ineligibility Criteria by a Staff person, who has been trained in accordance with these operating guidelines and Overdose Prevention Center policies.
    1. After completion of the screening process, the Staff person who conducted the screening will determine whether the Participant is eligible for services at the Overdose Prevention Center.
    2. If the Staff person conducting the screening determines the Participant is not eligible for services, the Participant may file a grievance in accordance with the grievance policies and procedures established by the Overdose Prevention Center.
    3. If the Participant is deemed eligible for services, the Participant shall be provided with a Participant orientation.
    4. A Participant deemed ineligible for services may be deemed eligible for services at a later date.
vi. The policy for denial of services developed in accordance with Section II.B., herein, shall include protocols for addressing the needs of Participants who cannot self-inject or who are overly intoxicated and other circumstances that make a Participant ineligible for services. The policies shall consider the personal and professional

liability of the individual Staff and the whole Overdose Prevention Center.

C. Participant Orientation

i. After a Staff member determines that a Participant is eligible to receive services from the Overdose Prevention Center, an orientation to the Overdose Prevention Center and services shall be provided by the Overdose Prevention Center Staff to the Participant.
ii. The orientation shall include the following:
    1. The mission and value statements of the Overdose Prevention Center
    2. Services provided at the Overdose Prevention Center
    3. Services available through consultation and referral
    4. Participant Code of Conduct and potential consequences for violating the Code of Conduct
    5. Overdose Prevention Center policies and procedures, including
        a. Emergency Procedures
        b. Drug usage and sharing policy
        c. Disposal of paraphernalia
        d. Confidentiality and anonymity
        e. Participant termination criteria and Grievance process
        f. Security
iii. Participants shall agree to the Emergency Procedures prior to receiving services.
iv. Participants shall receive their Participant ID following completion of their orientation.
    1. The Participant ID is intended to allow anonymity of the Participant while allowing the Overdose Prevention Center the ability to track the Participant's Overdose Prevention Center use and medical and other referrals. This will facilitate effective follow-up and wrap around support of Participants.

VI. Required Services

i. General
    1. Overdose Prevention Centers shall provide the following services, at a minimum:
        i. Observation of consumption of pre-obtained substances through injection, snorting, or ingestion;

ii. In accordance with III.E.ii.1, observation of pre-obtained substances through smoking; and
iii. Post-consumption observation and assessment of safety following consumption.

2. Overdose response including observing oxygen levels, administering opioid antagonists, responding to overheating and seizures, and calling emergency medical services;
3. Education on safer use, harm reduction, and overdose prevention practices;
4. Education on overdose responses including responses to opioid, stimulant, and multi-substance overdoses;
5. Provision of supplies for safer use and harm reduction practices including:
    i. Safer-smoke supplies
    ii. Safer-snort supplies
    iii. Safer-injection supplies, including syringes
    iv. Drug-preparation tools
    v. Opioid antagonists
6. Education on disposal of use tools including syringes;
7. Collection and secured disposal of hazardous materials, including hypodermic needles and syringes, other injection equipment, and other drug-consumption tools;
8. Education on safer sex practices;
9. Provision of safer sex supplies, including condoms and lubrication;
10. Infectious disease education;
11. HIV, HCV, and STI screenings;
12. First aid;
13. Wound-care first aid;
14. Drug-checking;
15. Support using VT Helplink services; and
16. Referrals to:
    i. Substance use treatment services
    ii. Substance use recovery services
    iii. Harm reduction organizations
    iv. Wound care services
    v. Primary care, dental, infectious disease providers, and other medical services
    vi. Housing, nutritional support, and other social services

vii. Legal aid services
viii. Mental health service

ii. Referrals

1. Overdose Prevention Centers shall establish direct referral processes through which the Overdose Prevention Center contacts the agency being referred to on behalf of the Participant to reduce the burden on the Participant to initiate the engagement.
2. The direct referral processes shall include informed consent by the Participant and align with federal regulation regarding sharing of protected health information.
3. The Overdose Prevention Center shall maintain a record of referrals made on behalf of a Participant. The record shall be maintained separately from the Participant's Overdose Prevention Center record. The record shall contain the Participant's ID, the Participant's name, and any other information needed to make the referral. The record shall be maintained in accordance with the Confidentiality policy established pursuant to Section II.B. of these Guidelines and subject to Section III.C herein.
4. Overdose Prevention Centers shall establish direct referral processes with at least the following service providers in their geographic region:
    i. Hub provider
    ii. Infectious disease provider
    iii. Mental health agency
5. Overdose Prevention Centers shall establish an evaluation process with direct referral agencies to identify the number of direct referrals made by the Overdose Prevention Center that resulted in at least one appointment by the Participant.
6. Overdose Prevention Centers shall have an established shared response protocol with the mental health crisis team serving in the Center's geographic region.

B. Proposal for Overdose Prevention Center (OPC) Guidelines Compliance

Proposal for Overdose Prevention Center (OPC) Guidelines Compliance

Introduction

The City of Burlington is required to submit a City Council-approved proposal that meets or exceeds the minimum requirements in Act 178 (2024) and the OPC Operating Guidelines set forth by the Vermont Department of Health (VDH) to establish a subrecipient agreement for the operations of an Overdose Prevention Center in Burlington.

Our proposal outlines a phased approach to ensure a structured and efficient process, prioritizing service assessment and policy development to build capacity before full implementation.

The Subrecipient must adhere to the Health Department Operating Guidelines, enter into a subrecipient agreement with the City of Burlington, and meet all city and state minimum grant agreement requirements prior to an executed contract and access to funding. Subrecipient must be in good standing with the State of Vermont.

All unspecified references herein are to the OPC Operating Guidelines.

1. Service Assessment (Section II.C.iv.3, Pg. 9-11) Phase 1

Objective: Conduct a comprehensive Service Assessment in compliance with Operating Guidelines to inform the structure, operations, and policies of the OPC, ensuring alignment with community needs and evidence-based harm reduction practices.

OPC Provider Submission Requirements: (Section II.C.iv.3, Pg. 9-11)

- Work collaboratively with the City and seek to contract with Pacific Institute for Research & Evaluation (PIRE) or a similarly qualified entity to conduct the required activities outlined in **Section II.C.iv.3**
- Conduct and complete all requirements in Service Assessment as listed.
- Submit Service Assessment Report to the City **upon completion**, or no less than **120 days** before OPC operations begin.

The City requirements (Section II.C.iv.3)

- Work collaboratively with the OPC Provider and their contractors to support the required activities related to the Service Assessment.
- Conduct community listening sessions & outreach meetings to understand concerns and promote transparency.
- Submit the Service Assessment Report to VDH no less than **90 days** before OPC operations begin.

- The Special Assistant on OPC Implementation will provide a copy of the Service Assessment Report to the City Council no less than **90 days** before OPC operations begin.

Required Activities:

Engagement with People with Living Experience (Section II.C.iv.1, Pg. 10)

- Engage with individuals who currently use substances to assess their needs, preferences, and barriers to accessing OPC services.
- Compensate participants for their time and insights to ensure equitable engagement.

Document feedback on:

- Preferred service offerings (e.g., wound care, drug-checking, naloxone distribution).
- Ideal OPC locations & accessibility considerations.
- Barriers to engagement & potential solutions.
- Preferred operational hours and consumption space design.

Stakeholder & Community Engagement (Section II.C.iv.2, Pg. 10-11)

Engage with key community partners & stakeholders, including:

- Local social service providers & harm reduction organizations (e.g., syringe service programs, housing and homelessness service providers).
- Medical & behavioral health providers (e.g., primary care, MAT providers, emergency departments, mental health).
- Law enforcement & emergency medical services (EMS).
- City officials & community organizations focused on public health and equity.
- Develop a neighborhood assessment to better understand and inform the City & OPC Provider.

  Areas of interest include but not limited to:

  - Considerations for potential site locations.
  - Proximity to other community-based resources & social services.
  - Community concerns.
  - Prioritization of limiting residential impact.
  - Baseline data on syringe litter, outdoor drug use, overdose incidents, public safety issues etc.
  - Strategies for positive integration of the Center.

Service Assessment Report Requirements *(Section II.C.iv.3, Pg. 11)*

Summarize key findings, including:

- Target participant population characteristics.
- Estimated service demand based on harm reduction program data.

- Recommended facility location & model (fixed-site, mobile, or hybrid).
- Potential impact on community health & safety.
- Services to be provided at the Center.

2. Management (Section II.A & II.B- Pg. 5-9) Phase 1

Objective: Establish a strong governance structure to oversee OPC operations in compliance with Operating Guidelines. **The Administrative Body of the Center assumes ultimate responsibility for financial, operational, and policy management.**

The OPC Provider Requirements:

- Must have an Administrative Body. **(Section II.A, i, ii, iii – Page 5).**
- Work collaboratively with the City and seek to contract with Project Weber/Renew or a similarly qualified entity for technical assistance in completing the required activities outlined in **(Section II.A & II.B - Pg. 5-9).**
- Shall document and submit Governance Policies, Quality Assurance & Compliance Framework, Policies & Procedures for OPC Operations, Financial Policies & Procedures to the City **upon completion** and no later than 120 days prior to operating the OPC.
- Shall meet with the City OPC Implementation Special Assistant a minimum of monthly to strategize & share updates on implementation progress and potential setbacks or barriers.

The City requirements (Section II.C, Pg.9)

- The City shall provide the Policies and Procedures developed by the Administrative Body pursuant to **Section II.B** Within 10 business days of a request by VDH.
- Shall appoint a City Designee to oversee and work collaboratively with the Administrative Body and OPC Staff and manage the project.

Required Activities of the Administrative Body and OPC Provider:

Administrative Body (Section II.A - Pg.5-6)

- Shall maintain copies of the Policies & Procedures set forth in Section II.B **(Section II.A.1.a - Page 5).**
- Develop clear decision-making processes, meeting cadence & understanding of ultimate responsibilities. **(Section II.A.iii - Page 5).**
- Develop a quality assurance & compliance framework to include timely reporting structure. **(Section II.A.iv.c & d- Page 6).**
- Develop and/or adapt current financial policies and procedures to mitigate risk and ensure legal and financial accountability for the operations of the OPC. **(Section II.A.iv.b- Page 5).**
- Develop all relevant health and safety requirements **(Section II.A.vi.1.e - Page 6).**

Policy & Procedures Development (Section II.B - Pg. 6-9)

- The Administrative Body shall develop new policies and procedures or adapt and revise existing policies and procedures in Section II.B, by working in collaboration with OPC leadership and staff, technical assistance providers, such as Project Weber/RENEW (Rhode Island) or a similar expert entity.
- Develop comprehensive policies & procedures **(Section II.B,i, # 1 thru 41)** informed by the findings from the Service Assessment.
- Ensure policies align with **Sections II.C.i, III.C, D, III.F, III.G, III.H.**
- Establish policies covering but not limited to:
    - Employment & Staff contracting.
    - Volunteer roles & training.
    - Participant intake and eligibility screening.
    - Overdose response protocols (including opioid & stimulant overdoses).
    - Security & emergency response plans with medical services, hospital, fire, police.
    - Data collection and privacy protection under HIPAA and 42 CFR Part 2.
    - Workforce training & supervision policies.
    - Infection Control, Universal Precautions & Blood Bourne Virus Control.
    - Hazardous waste management.
    - Data sharing agreements.
    - Participant Code of Conduct.
    - Grievance and termination.
    - Drug disposal.
    - Conflict of Interest.

Budget Submission (Sections II.C.iii - Pg. 9)

The OPC Provider Requirements:

- Upon request from the City and/or VDH the Administrative Body shall provide a 12-Month Budget & Budget Narrative **(Section II.C.iii, Pg. 9).**
- Shall at minimum include applicable line items from the Division of Substance Use Programs (DSUP) Invoice Template.

The City requirements:

- Upon request from VDH the City shall provide VDH a 12-Month Budget & Budget Narrative **(Section II.C.iii, Pg. 9).**
- Shall at minimum include applicable line items from the Division of Substance Use Programs (DSUP) Invoice Template.

3. Operations - Phase 1

Objective: Identify and secure a safe, accessible, and legally compliant site for the OPC, ensuring alignment with Operating Guidelines **(Section III.E, Pg. 16-18).**

Physical Space (Section III.E, Pg. 16-18)

The OPC Provider requirements:

- Work collaboratively with the City and utilize the Service Assessment (including the neighborhood assessment) to inform site considerations.
- Submit Site Aquisition Plan to the City.

The City requirements:

- Support OPC Provider in their search for a site.
- Cooperate in good faith in the issuance of any required building, land use, or other entitlements required from the City to operate.

Required Activities:

Develop a site acquisition plan, including but not limited to:

- Assessment of commercial real estate market.
- Connect with property broker.
- Lease/purchase strategy.
- Compliance with local zoning requirements.
- Consideration of accessibility for participants.
- Utilization of data related to overdose trends and incident reporting.
- Community Impacts and community health & safety concerns.

Develop initial facility design ideas to meet OPC Guideline requirements, including but not limited to:

- Consumption spaces (supervised use areas for injection, smoking, and other routes of administration). **(Section III.E.i.1, Pg. 16).**
- Post-consumption monitoring areas (ensuring participant safety after drug use). **(Section III.E.i.1.d, Pg.16).**
- Medical intervention & wound-care spaces. **(Section III.E.i.1.e, Pg. 16).**
- Smoking area requirements. **(Section III.E.ii, Pg. 17).**
- Private meeting areas for counseling, case management & referrals.

4. Operations- Phase 2

Objective: Facilitate final operational preparations for OPC launch, including site approval, facility setup, staffing, training, service implementation, and compliance with all City and State requirements.

Ensure that the Center is ready to provide comprehensive, low-barrier services to promote participant safety, health, and access to care.

The OPC Provider requirements:

- Work with the City to finalize approval of selected site, including by obtaining all necessary land use, building, and other entitlements.
- Ensure all required policies, procedures, protocols, and budgets identified in previous sections have been submitted to the City, submit any outstanding documents at least 90 days prior to the OPC opening.
- Submit any new or updated policies, protocols and process documents at least 90 days prior to the OPC opening.
- Pre-opening site visit with the City Designee at least 30 days prior to opening.

Facility Setup & Operations Launch

- Finalize site acquisition & facility setup ***(Section III.E, Pg. 16-18)*****.**
- Install necessary harm reduction supplies & medical equipment ***(Section III.F, Pg. 18-19)*****.**
- Implement participant intake & orientation process and confidentiality protocols developed in phase 1, Section II.B ***(Sections V.B & V.C, Pg. 27-28)*****.**

Equipment & Supplies (Section III.F, Pg. 18-19)

- Procure and safely store all required harm reduction supplies, medical equipment, and furnishings in compliance with regulations, ensuring the site is fully operational at launch. **(Section III.F.i.1-17 – Pg. 18-19).**
- Collaboration with existing SSP providers for Drug Checking services and harm reduction supply distribution as needed. **(Section III.F.ii - Pg. 19).**
- Procure regulation approved furniture **(Section III.F.iii - Pg. 19).**
- Ensure safe storage of all supplies with special attention to oxygen tanks. **(Section III.F.iv- Pg. 19).**
- Ensure handwashing stations readily available for participants throughout the Center. **(Section III.F.v - Pg. 19).**

Security (Sections III.G - Pg. 19-20)

- Implement the guideline-compliant security protocols adopted in phase 1, Section II.B to ensure the safety of participants, staff, and the broader community. **(Sections III.G.i & ii - Pg. 19-20).**
- Ensure all staff and volunteers have identification badges in alignment with guidelines. ***(Section III.G.iii - Pg. 20).***
- Implement participant entry and exit protocol developed in phase 1, Section II.B ***(Section III.G.iv - Pg. 20).***

Emergency Protocols (Section III.H -Pg. 20)

- Establish and integrate emergency response systems and overdose protocols in alignment the policy adopted in phase 1, Section II.B ***(Sections III.H.i, Pg. 20).***
- Establish emergency overdose response training & procedures ***(Section III.H.ii - Pg. 20).***

- Establish a policy for participants to agree to adhere to emergency protocols and procedures developed in phase 1, Section II.B ***(Section III.H.iv - Pg. 20).***

Staffing, Training, & Required Participant Services (Sections IV, V, VI)

Objectives: Ensure adequate staffing, complete training, and delivery of all participant services as required under the OPC guidelines.

The OPC Provider requirements:

- Maintain sufficient, qualified staffing to ensure safe operations, adequate supervision, and responsive care during all hours of OPC operation. **(Section IV.A.i.ii, Section IV.B.i.ii.iii.iv.v.vi, Pg. 21-24).**
- Ensure all staff and volunteers receive comprehensive, role-specific training to safely and effectively support participants with evidence-based, trauma-informed, and harm reduction-centered practices. ***(Section IV.C.i.ii, Pg. 24-26).***
- Conduct mandatory HIPAA, 42 CFR Part 2. Harm Reduction Principles, de-escalation and confidentiality training for staff. ***(Section IV.C, Pg. 24).***
- Implement participant-centered policies for rights, eligibility, and orientation that uphold equity, transparency, and safety. **(Section V.A.i.ii, Pg. 26-27), (Section V.B.i.ii.iii.iv.v.vi, Pg. 27), (Section V.C.i.ii.iii.iv, Pg. 28).**

Required Services per Operating Guidelines

Objective: Deliver a full continuum of harm reduction services, including supervised consumption, medical support, health education, and direct referrals to care.

The OPC Provider requirements:

- Must provide at minimum the services outlined in (**Section VI Pg. 28-30).**
- Must adhere to all Policies and Procedures adopted in (**Section II.B).**

Data Reporting & Evaluation (Section II.C- Pg.9-13)

Objective: Implement a robust data systems and reporting protocols to ensure ongoing compliance, transparency, and outcome tracking.

Administrative Records & Reports (Section II.C- Pg.11-12)

The OPC Provider Requirements:

- Maintain required administrative records, ensuring compliance with de-identified data reporting. **(Section II.C.v.1, Pg. 12).**

- Establish an Administrative Record System such as NEO360 or comparable tracking system to collect required data **(Section II.C.v.1.a thru f.) Pg. 12).**
- Submit a data report in aggregate monthly for the first 3 months of operation, and quarterly thereafter. **(Section II.C.v.1, Pg. 13).**
- Submit reports due to The City by the 10th of the month following the end of the reporting period.

The City requirements:

- Submit a data report to VDH in aggregate monthly for the first 3 months of operation, and quarterly thereafter. **(Section II.C.v.1, Pg. 13).**
- Submit data reports to VDH. Reports due by the 15th of the month following the end of the reporting period. **(Section II.C.v.1, Pg. 12).**

Records Content and Management (Section III.B - Pg. 14)

Objective: Implement a secure, compliant administrative record system that supports participant confidentiality. **Section III.B & C, Pg. 14).**

The OPC Provider requirements:

- Maintain records for every participant in accordance with the policies and procedures adopted in phase 1, Section II.B **(Section III.B.i - Pg. 14).**
- Establish an Administrative Record System such as NEO360 or comparable tracking system to collect required data (**Section III.B.ii.2.a-h - Pg.14).**
- Adhere to operating guideline requirements **(Section III.B.iii, iv. & v).**

6. Annual Reporting Requirements (Section II.C.vii, Pg. 13)

The OPC Provider requirement:

- Submit required annual reports to the City no later than January 10th of each year of OPC operation. **(Section II.C.vii.1.a.b.c.d.e.f, Pg. 13).**

The City requirement: (Section II.C.vii.1.a.b.c.d.e.f, Pg. 13).

- Shall publicly post annual reports no later than January 15th of each year of OPC operation.
- Shall provide the Legislature the annual report no later than January 15th of each operating year.

Act 178 Study Collaboration (Section II.C.vi)

Objective: Support and participate in required evaluation efforts to assess the public health impact of OPC implementation in Burlington (**Section II.C.vi, Pg. 13**.).

The OPC Provider & City requirements:

- The City and its sub grantees will collaborate with the Department of Health and its associated contractors to complete the study as required by Act 178, supporting data collection and evaluation.
- The City and its sub grantees will participate in additional evaluation efforts that aim to provide information on the impacts of this pilot project in Burlington VT.
- The City and its sub grantees will collaborate with VDH & research entities to establish pre-implementation baseline data.

Conclusion

This phased approach provides a structured path to achieving full OPC compliance while allowing time for comprehensive planning and capacity building. By prioritizing service assessment, policy development and site search in Phase 1, the City ensures that all requirements are met before opening the OPC. The collaborative efforts between the City, OPC Partner, and technical assistance contractors will create a well-structured and sustainable harm reduction initiative in Burlington.

C. Survey Instruments – PWLE Survey and Interview Guide and Community Member Survey

VT OPC Services Assessment Survey for People with Living Experience

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Screening Questions

Are you age 18 or older?

( ) Yes

( ) No

Do you reside or spend most of your time in Burlington?

( ) Yes

( ) No

Have you used illicit substances (e.g., opioids including heroin, fentanyl, or other painkillers that were not prescribed to you; cocaine or crack; crystal meth, or any antianxiety drugs such as benzos that were not prescribed to you, or any other prescription drugs that were not prescribed to you) in the past 30 days?

( ) Yes

( ) No

Do you agree to participate in the survey?

( ) Yes, agrees to participate

( ) No, does not agree to participate

Demographics

Participant #:

_____

1) What is your current gender? ***(Select one)***

( ) Agender
( ) Genderqueer
( ) Man
( ) Non-binary
( ) Woman
( ) Two-spirit
( ) Do not know/questioning
( ) Refuse
( ) Something else:: _____

2) What is your race or ethnicity? ***(Choose all that apply)***

[ ] American Indian or Alaska Native
[ ] Asian
[ ] Black or African American
[ ] Hispanic or Latino
[ ] Middle Eastern or North African
[ ] Native Hawaiian or Pacific Islander
[ ] White
[ ] Something else:: _____

3) What type of setting have you lived or spent the night during the last three months, for example, an apartment, outside, or a friend's house? ***(Choose all that apply)***

[ ] Apartment/house that you rent or own

[ ] Friend or family's place

[ ] Couch surfing (inconsistent place to stay that may change night to night)

[ ] Rented room (hotel, motel)

[ ] Unsheltered, outside, outdoor public space, including a tent

[ ] Shelter

[ ] Recovery or residential treatment center

[ ] Hospital

[ ] Correctional Facility

[ ] Somewhere else:: _____

[ ] Prefer not to say

Drug Use, Overdose and Health

4) I'm going to read a list of substances. Please tell me, yes or no, which substances you have used in the past 30 days ***(Choose all that apply)***

[ ] Cocaine (powder)

[ ] Crack cocaine (rock)

[ ] Crystal methamphetamine

[ ] Opioids (heroin, fentanyl or other non-prescribed opioids)

[ ] Xylazine

[ ] Marijuana

[ ] Alcohol

[ ] Hallucinogens

[ ] Benzos (e.g. Ativan, Valium not as prescribed or purchased off the street)

[ ] Something else: : _____

5) In the past month, how often did you use drugs?

( ) More than once a day

( ) Once a day

( ) A few times a week

( ) A few times a month

( ) Only once

( ) Other:: _____

6) How often are you using drugs alone or where no one else can see you?

( ) Always (100% of the time)

( ) Most of the time (51-99%)

( ) Sometimes (25-50%)

( ) Occasionally (<25%)

( ) Never

7) I'm going to read a list of different possible places you may have used drugs, please tell me yes or no if these are places you typically use drugs *(Check all that apply)*

[ ] Where you're currently living or staying

[ ] Other residence (friend or acquaintance)

[ ] Public restrooms

[ ] Car or other vehicle

[ ] Outside on or near Church Street

[ ] Outside at City Hall Park

[ ] Outside at Waterfront

[ ] Other outside locations not specified (e.g. park, alley)

[ ] Public building (e.g. library)

[ ] Somewhere else:: _____

8) In the past month, how often did you use drugs in public?

( ) More than once a day

( ) Once a day

( ) A few times a week

( ) A few times a month

( ) Only once

( ) Never use in public

( ) Something else:: _____

9) How many times do you use drugs in public on an average day?

_____

10) What methods have you used to consume drugs in the past 30 days? *(Check all that apply)*

[ ] Inject

[ ] Smoke/inhale

[ ] Snort

[ ] Ingest/swallow

[ ] Rectal/booty bumping

11) Do you ever need help injecting, or do you have others inject for you?

( ) Yes, always

( ) Yes, sometimes

( ) No, I don't need help

( ) No, I have never injected, or did not inject in the past 30 days

12) In the past year, how many overdoses have you had personally?

( ) None
( ) 1 overdose
( ) 2-4 overdoses
( ) 5 or more overdoses
( ) Unsure
( ) Refused

13) Thinking about your most recent overdose, were you alone during that overdose?

( ) Yes
( ) No
( ) Unsure
( ) Refused

14) Did someone call 911?

( ) Yes
( ) No
( ) Unsure
( ) Refused

15) Did you go to the Emergency Department?

( ) Yes
( ) No
( ) Unsure
( ) Refused

16) Now I have a question about your health. I'll read a list of different health conditions you may have experienced. Please tell me which ones, if any, you have ever experienced or are currently experiencing.

[ ] Chronic health condition like diabetes, HIV or Hepatitis C

[ ] Wounds or scarring from an injury

[ ] Circulation problems

[ ] Blood infection

[ ] Abscess

[ ] Liver problems

[ ] Lung problems

[ ] Heart problems

[ ] Other health conditions mentioned::

_____

[ ] None

Use of and preferences for the Overdose Prevention Center

An Overdose Prevention Center (OPC) is a legally operated facility where people come to use their own drugs where trained staff or volunteers can intervene in the event of an overdose. People can access safer injection supplies (e.g. cotton, syringes, cookers, water), medical care, and/or be referred to health and social services.

17) When an OPC opens in Burlington, would you consider using this service?

( ) Yes

( ) No

( ) Not sure

18) I'm going to read a list of possible reasons why someone would want to use an OPC. Please let me know which reasons for using an OPC apply to you, if any.

[ ] Want any overdose to be reversed/avoid fatal overdose

[ ] Don't want to use alone

[ ] Access to sterile injection and/or smoking equipment

[ ] Able to use indoors rather than in public

[ ] Safety from being seen and/or arrested by police while at the OPC

[ ] Safety from crime or violence

[ ] Access to health professionals (e.g. basic medical care, wound care)

[ ] Access to referrals for treatment or social services

[ ] Access to overdose prevention supplies and education

[ ] Access to compassionate overdose response

[ ] On-site drug checking

[ ] Something else:: _____

19) Now I'd like you to think about the times you use drugs and try to estimate how often you would use the OPC once it is opened. When making this estimate, assume the OPC is in a location that is convenient for you and is open during the hours you would want it to be, would you use the OPC...

( ) Always

( ) Most of the time

( ) Some of the time

( ) Rarely

( ) Never

( ) I'm not sure

20) I'm going to read a list of possible reasons why someone may not want to use an OPC. Please let me know by saying yes or no, which reasons for not using an OPC apply to you, if any.

[ ] You don't want to be seen/don't want people to know about use

[ ] You don't want to use in an OPC setting

[ ] You would find it difficulty traveling to an OPC

[ ] You don't want to delay using

[ ] You don't feel you are at high risk for overdose

[ ] You are concerned about police around the site or getting caught by police

[ ] You already have a place to use

[ ] You are concerned about consequences related to DOC

[ ] You are concerned about consequences related to DCF

[ ] Something else:: _____

Use of and preferences for the Overdose Prevention Center – continued

[if participant indicated that they would not consider using the OPC, then the following statement was read prior to question 21]

The remaining questions ask your opinion and preferences about an OPC in Burlington. Even though you do not think you would use an OPC, please think about your peers who may use the OPC and answer as best you can.

21) Using a scale of "Very unlikely, Unlikely, Likely or Very Likely, please tell me how likely you (or your peers) would be to use an OPC at the following locations:

	Very unlikely	**Unlikely**	**Likely**	**Very likely**
In a building in downtown Burlington	( )	( )	( )	( )
In a building in the Old North End of Burlington	( )	( )	( )	( )
In a building in the New North End of Burlington	( )	( )	( )	( )

In a building in the South End of Burlington	( )	( )	( )	( )
In a building near Riverside Avenue and the Intervale	( )	( )	( )	( )
Other	( )	( )	( )	( )

If "other" is selected above, please describe below:

_____

22) What are the most useful <u>days of the week</u> for the OPC to be open?

( ) Every day

( ) Only weekdays

( ) Only weekends

( ) Something different:: _____

( ) Don't know, prefer not to answer

23) What are the most useful <u>hours</u> for the OPC to be open?

_____

24) How long would you (your peers) be willing to travel (walk, car, bike, or bus) to access an OPC?

( ) 5-15 minutes

( ) 15-25 minutes

( ) 25-35 minutes

( ) 35 minutes or longer

( ) Don't know, unsure, prefer not to answer

25) If the OPC were to be located away from downtown, how likely would you (your peers) be to use a free shuttle service offered every 30-60 minutes between downtown and the OPC site?

( ) Very Likely

( ) Likely

( ) Not very likely

( ) I would not use the shuttle if it were offered

( ) Other:: _____

26) If the OPC were in a mobile van that traveled around Burlington and parked in a setting such as a parking lot, how likely would you (your peers) be to use it?

( ) Very Likely

( ) Likely

( ) Not very likely

( ) I would not use a mobile van if it were offered

( ) Other:: _____

27) In which of the following ways, do you think people who use drugs should be involved with operation of the OPC. I'll read a list, please tell me yes or no if you think what I say is a way you would want people who use drugs to be involved with the operation of the OPC.

[ ] At the entrance/greeting clients

[ ] Registering clients

[ ] In the waiting area

[ ] Monitoring in the injecting room or smoking area

[ ] Intervening to reverse overdoses

[ ] Outreach to others who might use the OPC

[ ] In the post-use room or chill-out room

[ ] I think people who use drugs should only be involved as participants of the OPC

[ ] Something else:: _____

[ ] Don't know, unsure, prefer not to answer

28) Various services are being considered to provide in an OPC. For each of the following, please let me know if these would be very important, important, slightly important, or not at all important to you.

	Very important	**Important**	**Slightly important**	**Not at all important**
Medical care (e.g., wound care, vaccines)	( )	( )	( )	( )
Bathrooms	( )	( )	( )	( )
Showers	( )	( )	( )	( )
Snacks	( )	( )	( )	( )
Meals	( )	( )	( )	( )
Nap pods	( )	( )	( )	( )
Peer support	( )	( )	( )	( )
Drug checking (e.g., fentanyl testing strips)	( )	( )	( )	( )
HIV, hepatitis C and STI testing	( )	( )	( )	( )

Access to contraception (condoms, birth control, etc.)	( )	( )	( )	( )
Referrals to drug treatment (methadone, buprenorphine, or other services)	( )	( )	( )	( )
Being able to start buprenorphine - on-site	( )	( )	( )	( )
Mental health services onsite or referrals	( )	( )	( )	( )
Space to spend time after using	( )	( )	( )	( )
Help with basic needs like shelter, housing, food, transportation	( )	( )	( )	( )
Assistance with legal services (courts, probation and parole, DCF, treatment courts)	( )	( )	( )	( )
Supports for non-English speakers, such	( )	( )	( )	( )

as translation support, multi-lingual staff, and materials available in multiple languages				
Harm reduction education	( )	( )	( )	( )

29) The operators of the OPC and the City of Burlington want to make the OPC a safe and comfortable place for all. For each of the following, please let me know how important they would be for creating a safe, welcoming and accessible environment for the OPC?

	Very important	**Important**	**Slightly important**	**Not at all important**
Trained staff present who can respond to overdoses	( )	( )	( )	( )
Opportunity to stay 10-15 minutes after using to make sure you are okay	( )	( )	( )	( )
Staff include people who use drugs or others with shared lived experiences	( )	( )	( )	( )

30) What else, if anything, would help to create a safe, welcoming and accessible environment at the OPC?

_____

_____

_____

_____

Use of and preferences for the Overdose Prevention Center – continued

Safety is an important component of the OPC, the next two questions will ask for your opinions about the presence of a security guard inside and outside of the OPC.

31) First I'll ask about a security guard outside the OPC: Do you think having a security guard outside the OPC would make you feel...

( ) More safe

( ) Less safe

( ) Neither more safe or less safe

32) Now I'll ask about a security guard inside the OPC: Do you think having a security guard inside the OPC would make you feel...

( ) More safe

( ) Less safe

( ) Neither more safe or less safe

33) Please share any additional thoughts on the presence of security guards either inside or outside of the OPC.

_____

_____

_____

_____

34) I have one last list to read off, this time the question is asking about good ways to let people know that the OPC is open for use. Please let me know by saying yes or no which of the following would be a good way to let people know that the OPC is open for use.

[ ] Word of mouth

[ ] Peer to peer outreach

[ ] Posters in the community (e.g., at library, grocery stores, drug treatment centers, shelters, SSPs, Turning Point Center, health centers, park billboards)

[ ] Social Media

[ ] Local News (e.g., television, newspaper)

[ ] Street Outreach staff

[ ] Staff at social service agencies

[ ] Other:: _____

35) Is there anything else you want us to know about your thoughts on the OPC opening in Burlington?

_____

_____

_____

_____

Thank You!

Burlington OPC PWLE Interview Guide

1. Thanks for talking with me today. To start, can you tell me what helps you feel comfortable when you come to VCJR? Is there anything that makes you uncomfortable when you come here?

Usage and Services

2. What does an Overdose Prevention Center mean to you? When you think about using the OPC, what services, programming or supports would make you want to come back again?
3. What are the reasons you might not want to use an OPC? What are the barriers?

Safety and Security

4. What would make the OPC feel safe and comfortable for you while you're there using the space?
5. What rules or expectations would feel fair to have?
6. Are there any rules you think would not feel fair or might keep people from coming in?
7. How do you feel about having security guards at the center?
8. What would help make security feel supportive instead of intimidating? Is there a difference to you if the security guard is outside versus inside?

Peer Workers / Peer Volunteers

9. How do you feel about having peers—other people who use drugs—working or volunteering at the OPC?
10. What kinds of roles do you think peers should have in the center?
    (Examples: greeting people, helping in the consumption room, giving supplies, offering support, doing outreach, clearing paraphernalia from the surrounding area, etc.)
11. Is there anything that would make you uncomfortable about peers working here?

Location

12. We are not sure where the OPC will be located yet. If it is not in downtown Burlington, what are your thoughts about using a free shuttle service that picks people up from Downtown and brings them to where the OPC is? How far would you be willing to travel to an OPC?

Closing

13. If you could design your ideal overdose prevention center, what would it look like (e.g., days and hours of operation, mobile van that moves around the community or a fixed site)?
14. Is there anything else you want us to know that would help make an OPC work well for you and others?

Burlington VT OPC Community Survey

Pacific Institute for Research and Evaluation (PIRE), an independent, not-for-profit research organization, is conducting this survey on behalf of the City of Burlington and Vermonters for Criminal Justice Reform to learn about your thoughts related to the planned overdose prevention center (OPC) in Burlington. The OPC aims to open in 2026 and this survey is one part of a multi-pronged community engagement plan that promotes transparency, collaboration and documentation of community input to help inform the implementation of the Center.

The survey will take approximately 10 minutes to complete.

We will make every effort to protect your privacy and confidentiality. Your individual responses to this anonymous survey will not be shared with anyone outside of the PIRE project team.

While we may use quotes from your responses in our report, these statements will not be linked to you in any way. Results will only be reported by combining responses from all participants.

If you have any questions about the survey, please contact Vanessa Berman at: vberman@pire.org. If you have questions about the Burlington Overdose Prevention Center, please contact Theresa Vezina at tvezina@burlingtonvt.gov.

Thank you for agreeing to provide your thoughts about an overdose prevention center (OPC) in Burlington. Please keep in mind that the specifics of what the OPC will look like in Burlington have not been decided. This survey is part of the process of gathering information on your perceptions regarding an Overdose Prevention Center and the related public health and safety benefits. Your responses will help us determine the community's needs, concerns and overall understanding. The data collected will also highlight areas that may need to be addressed in the future.

Overdose prevention centers are public health interventions where people can use pre-obtained drugs in a setting that provides access to safer use supplies and where trained staff are nearby and available to respond to an overdose or other emergency, and where drug treatment and other services are available. There are over 120 of these sites across the world, and three programs in the US.

1) On a scale from 1 (strongly disagree) to 10 (strongly agree), please indicate the extent to which you think an overdose prevention center will be helpful in Burlington. By helpful, we mean preventing overdose deaths, limiting the spread of HIV and hepatitis C, connecting people to treatment, reducing public drug use, and reducing drug-related litter.

Strongly Disagree_____[slider from1-10]_____Strongly Agree

[if respondent selected 1-5, then they were asked question 2]

2) Please explain why you think an overdose prevention center would not be helpful in Burlington.

_____
_____
_____
_____

[if respondent selected 6-10 then they were asked question 3]

3) Please explain why you think an overdose prevention center would be helpful in Burlington.

_____
_____
_____
_____

---

4) Overdose prevention centers have many proven public health and public safety outcomes in their communities. Please rank the following outcomes in order of their importance to you, with 1 being the *most* important and 7 being the *least* important.

_____Reduce the number of syringes or other litter related to drug use improperly discarded in public

_____Reduce crime in the area surrounding the overdose prevention center

_____Prevent overdoses and save lives

_____Reduce the number of people using drugs outdoors and in public spaces

_____Help connect people to drug treatment and health and social services

_____Reduce HIV and hepatitis C transmission due to syringe sharing

_____Reduce burden on emergency rooms, police, fire, and EMS by reducing overdose-related calls

5) Various services are being considered to provide in an OPC. For each of the following, please indicate if these would be very important, important, slightly important, or not at all important to you.

	Very important	Important	Slightly important	Not at all important
Medical care (e.g., wound care, vaccines)	( )	( )	( )	( )
Bathrooms	( )	( )	( )	( )
Showers	( )	( )	( )	( )
Snacks	( )	( )	( )	( )
Meals	( )	( )	( )	( )
Nap pods	( )	( )	( )	( )
Peer support	( )	( )	( )	( )
Drug checking (e.g., fentanyl testing strips)	( )	( )	( )	( )
HIV, hepatitis C and STI testing	( )	( )	( )	( )
Access to contraception (condoms, birth control, etc.)	( )	( )	( )	( )
Referrals to drug treatment (methadone, buprenorphine, or other services)	( )	( )	( )	( )

Being able to start buprenorphine - on-site	( )	( )	( )	( )
Mental health services onsite or referrals	( )	( )	( )	( )
Space to spend time after using	( )	( )	( )	( )
Help with basic needs like shelter, housing, food, transportation	( )	( )	( )	( )
Assistance with legal services (courts, probation and parole, DCF, treatment courts)	( )	( )	( )	( )
Supports for non-English speakers, such as translation support, multi-lingual staff, and materials available in multiple languages	( )	( )	( )	( )
Harm reduction education	( )	( )	( )	( )

6) What Burlington area do you think an overdose prevention center should be located in to be most effective? ***Please select all that apply.***

[ ] Downtown Burlington

[ ] Old North End of Burlington

[ ] New North End of Burlington

[ ] South End of Burlington

[ ] Near Riverside Avenue and the Intervale

[ ] Other:: _____

7) The overdose prevention center location in Burlington has not been selected yet. What do you think are among the most important factors when considering the vicinity an OPC is located in Burlington? ***Please select all that apply.***

[ ] How close it is to the Church Street Marketplace

[ ] How close it is to primarily residential areas

[ ] Accessible for potential clients

[ ] How close it is to other support services and agencies

[ ] How close it is to schools and playgrounds

[ ] How close it is to public transportation

[ ] How close it is to emergency medical services

[ ] Frequency of overdoses in the neighborhood

[ ] Other:: _____

8) Would you have any concerns if an overdose prevention center was located nearby to where you live or work?

( ) Yes

( ) No

( ) Unsure

[if respondent selected “yes” or “unsure”, then they were asked question 9]

9) What concerns or questions would you have if an overdose prevention center was nearby to where you live or work?

_____

_____

_____

_____

---

10) How would you want to engage in community conversations to provide input and ask questions about the overdose prevention center? ***Please select all that apply.***

[ ] Community gathering events

[ ] In-person gathering

[ ] Virtual gathering

[ ] Neighborhood Planning Association (NPA) meetings

[ ] Community listening sessions

[ ] E-mail address of city or site employee

[ ] Online form submitted to city or site employee

[ ] Phone number to leave a voice mail or text message

[ ] Comment box located at City Hall, Library, etc.

[ ] Other:: _____

11) Currently, there are programs aimed at addressing the overdose crisis in Burlington, including syringe services programs, post overdose response teams, and naloxone distribution. How helpful do you view these types of programs for supporting people living with substance use disorder?

Not helpful at all_____[slider from 0-10]_____ Extremely helpful

[ ] Unsure/I am not familiar with these programs

12) How satisfied are you with the City of Burlington's approach to combating the overdose crisis?

( ) Very Satisfied ( ) Satisfied ( ) Unsure ( ) Dissatisfied ( ) Very Dissatisfied

13) What do you think the City of Burlington could do to better address the overdose crisis in your community?

_____

_____

_____

_____

---

14) In what ways can we foster positive relationships with businesses, residents, and the broader community? ***Please select all that apply.***

[ ] Provide an opportunity for community to share questions, concerns, incidents, etc. with the City and OPC Provider

[ ] Data Sharing

[ ] Ongoing Community Events

[ ] Other:: _____

15) What is your relationship to Burlington? ***Please select all that apply.***

[ ] Burlington resident

[ ] Burlington business owner

[ ] Work in Burlington

[ ] Something else:: _____

16) In which of the following sectors do you work in Burlington? ***Select all that apply.***

[ ] Social service provider such as mental health providers

[ ] Substance use treatment and recovery providers

[ ] Harm reduction agency

[ ] Law enforcement and public safety agency

[ ] Emergency medical services agency

[ ] Hospitals or other health provider agency

[ ] Restorative justice organization

[ ] City or town government official

[ ] City or town employee

[ ] Retail

[ ] Community-Creating Providers, including, but not limited to, health care providers who support lesbian, gay, bisexual, trans and queer communities, Black, Indigenous, and People of Color communities, disability communities, and veteran communities

[ ] Public transportation providers

[ ] Other:: _____

17) How long have you lived in Burlington?

( ) Less than 1 year

( ) 1-10 years

( ) More than 10 years

( ) Prefer not to answer

18) What Burlington neighborhood do you live in?

( ) Downtown Burlington

( ) Old North End of Burlington

( ) New North End of Burlington

( ) South End of Burlington

( ) Near Riverside Avenue and the Intervale

( ) Other:: _____

19) What is your age?

_____

20) What is your current gender?

( ) Agender

( ) Genderqueer

( ) Man

( ) Non-binary

( ) Woman

( ) Two-spirit

( ) Do not know/questioning

( ) Prefer not to answer

( ) Something else:: _____

21) What is your race or ethnicity? ***Please select all that apply.***

[ ] American Indian or Alaska Native

[ ] Asian

[ ] Black or African American

[ ] Hispanic or Latino/a

[ ] Middle Eastern or North African

[ ] Native Hawaiian or Pacific Islander

[ ] White

[ ] Prefer not to answer

[ ] Something else:: _____

22) Are you a person who used to use or is currently using non-prescription opioids or stimulants (your response helps us to quantify number of respondents with lived experience of drug use, which is essential to our process)?

( ) Yes

( ) No

( ) Prefer not to answer

( ) Something else:: _____

23) What else, if anything, would you like to share about the opening of an OPC in Burlington?

_____

_____

_____

_____

This concludes the survey. Please click “Submit” (or proceed to the next page using the arrow below if on a mobile device) to finish. You will then see a screen with a website link to the City of Burlington’s Overdose Prevention Center website where you may sign up to receive more information.

Thank You!

If you would like more information about the OPC in Burlington, please click here to be brought to the City of Burlington's OPC website. You will have an opportunity to sign up to receive information about survey results and future opportunities for community engagement throughout the project.

Results from the Burlington OPC Community Survey

Results from the Burlington OPC Community Survey

The Overdose Prevention Center (OPC) community survey was designed to gather input from adults living or working in Burlington and was available for completion from November 7 to December 15, 2025. using an online platform called Alchemer. Respondents could complete the survey on a mobile device, tablet, or phone. The survey link was disseminated through multiple channels, including online webinars, email listservs, Burlington's Front Porch Forum neighborhood email distribution, and in-person community meetings. The survey was available in six languages (Arabic, English, French, Nepali, Spanish, and Swahili). We received a total of 1505 completed surveys.

To maintain the integrity and authenticity of community respondents' voices, language that could be considered stigmatizing was retained in select quotes to preserve the authenticity of participants' perspectives and to accurately reflect how stigma influences perceptions of OPC utilization, access, and services.

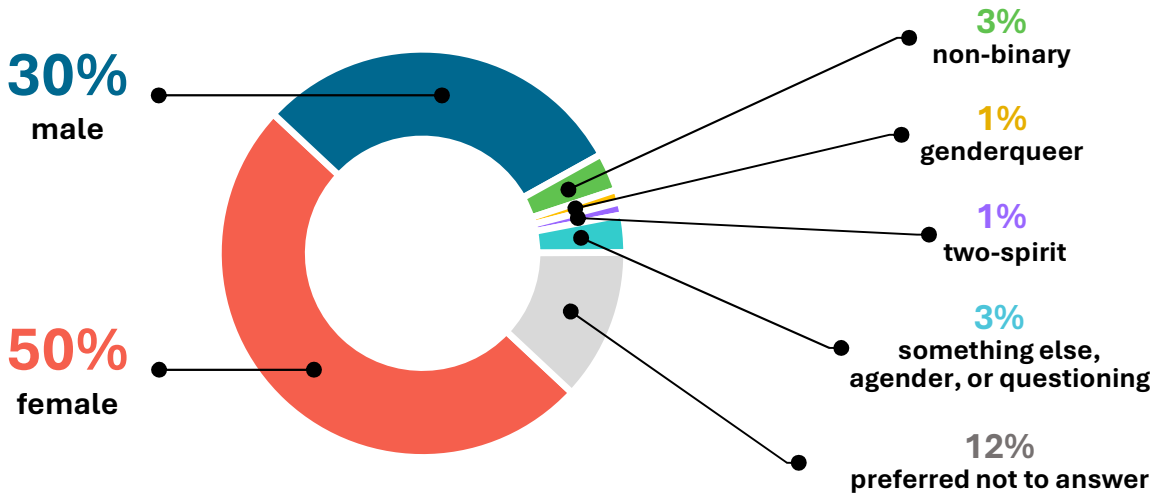
The findings from the 1505 completed surveys are presented below. Because participants were not required to answer every question, the number of responses for individual survey items may be lower than the total sample size of 1,505. Sample size is noted only in cases when an item was asked of a subset of the total sample. For questions that allowed respondents to choose multiple answers, percentages may total more than 100%. To protect respondent privacy, any response option with fewer than five respondents has been suppressed and is shown as '---'.

Description of survey respondents

74% of survey respondents identified as Burlington residents, 45% work in Burlington, and 2% are Burlington business owners. 12% of respondents did not identify as living or working in Burlington and included former residents, residents of neighboring towns that frequent Burlington, have children who attend school in Burlington, or other Vermonters who feel they have an interest in Burlington.

Of those who were Burlington residents, the majority (69%) have lived in Burlington for more than 10 years, with 29% living in Burlington between 1-10 years, and 1% living in Burlington less than a year. The neighborhoods of respondents who lived in Burlington is shown in the table below. Note that the 3% of respondents who reported the East End did so via open-text response by selecting "other".

Downtown Burlington	16%
Old North End	22%
New North End	28%
South End	23%
Near Riverside Ave and the Intervale	4%
East End	3%
Other	5%



The median age of respondents was 48, with ages ranging from 16-100 years. 50% of respondents identified as female, 30% as male, 3% as non-binary, 1% as genderqueer, 1% as two-spirit, and 3% as something else, agender, or questioning. 12% of respondents preferred not to answer this question. The race and ethnicity of respondents are detailed in the table below.

Self-identified race/ethnicity (was select all that apply)

American Indian or Alaska Native	1%
Asian	1%
Black or African American	2%
Hispanic or Latino/a	2%
Middle Eastern or North African	1%
Native Hawaiian or Pacific Islander	---
White	72%
Prefer not to answer	16%
Something else	4%

Respondents who indicated that they worked or owned a business in Burlington were asked to identify which sector they work in. These sectors listed in the survey reflected those that are required by the Vermont Overdose Prevention Center Operating Guidelines to be represented in community engagement prior to opening an OPC. The table below details the percentage of each sector's response representation in the community survey.

Sectors Represented

	N=640
Social service provider such as mental health providers	13%
Substance use treatment and recovery providers	5%
Harm reduction agency	4%
Law enforcement and public safety agency	5%
Emergency medical services agency	4%
Hospitals or other health provider agency	8%
Restorative justice organization	3%
City or town government official	1%
City or town employee	10%
Retail[1]	9%
Community-Creating Providers, including, but not limited to, health care providers who support lesbian, gay, bisexual, trans and queer communities, Black, Indigenous, and People of Color communities, disability communities, and veteran communities*	5%
Public transportation providers	--

The table below shows responses to a question that asked **"Are you a person who used to use or is currently using non-prescription opioids or stimulants?"**

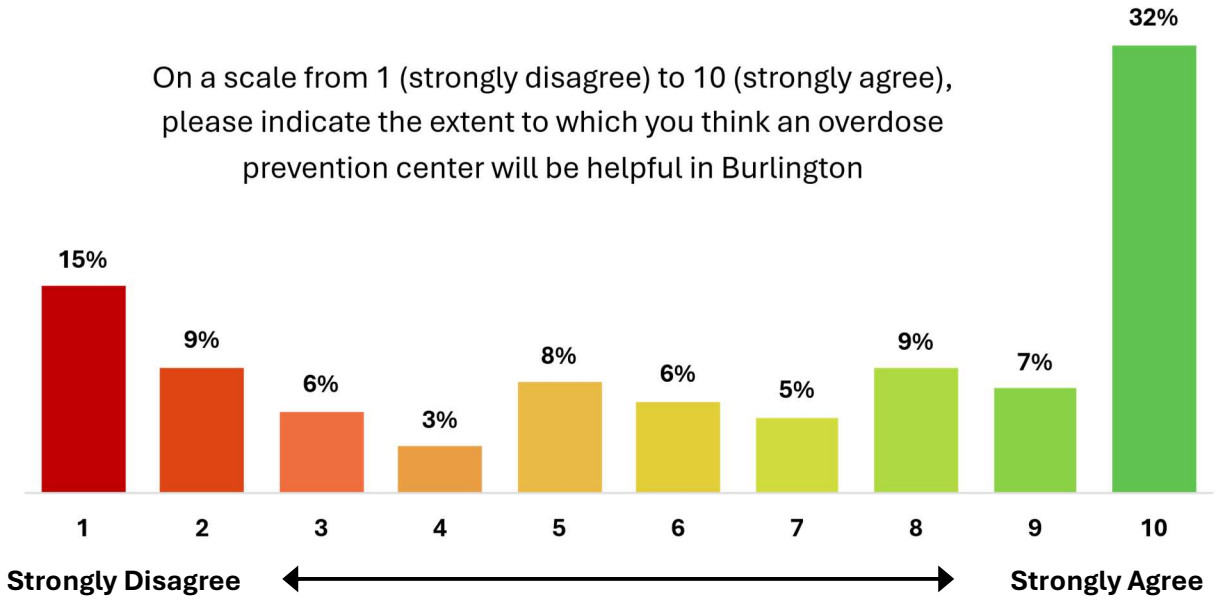
Yes	8%
No	85%
Prefer not to answer	5%
Something else	2%

[1] Engagement of this specific sector is not required by the OPC Operating Guidelines, but was included as a response option in the survey.

Perception of how helpful an OPC will be in Burlington

Respondents were asked to what extent they agree or disagree that an OPC would be helpful in Burlington, using a scale from 1-10 with 1 being strongly disagree and 10 being strongly agree. The mean selection was 6.3, with 15% of respondents selecting "1" or "strongly disagree", and 32% of respondents selecting "10" or "strongly agree".

Perception of how helpful an overdose prevention center will be in Burlington



Respondents who selected 1 through 5 on the above scale were asked to share the reason(s) they felt an OPC in Burlington would not be helpful and the respondents who selected 6 through 10 were asked to share the reason(s) they felt an OPC would be helpful.

Why respondents think an OPC would be helpful

Of the 584 respondents who explained why an OPC would be helpful, 42% believed it would provide connection to treatment and recovery services, serving as a gateway to counseling, housing, and mental health services. Additionally, 32% emphasized the importance of OPCs in providing immediate intervention to save lives and prevent overdoses. Many respondents also highlighted the value of OPCs in offering monitored environments that reduce the risks of using alone (18%) and in minimizing syringe and drug-related litter (15%) as well as public drug use and visibility (13%), reflecting interest in cleaner, safer public spaces. Additional themes included reference to evidence-based, proven approaches (14%) and the importance of nonjudgmental, human-centered care (10%). The following quotes encapsulate many of the themes mentioned above:

> *"An OPC could save lives, offer human/health connections to vulnerable stigmatized substance users, reduce load of first responders, offer harm reduction and life-enhancing services, reduce public drug use and drug litter, offer connections to recovery and mental health services, provide food and clothing, recognize the humanity and value of addicted neighbors, and offer health and hope."*

> *"An Overdose Prevention Center (OPC) in Burlington would save lives, reduce public drug use, and connect people to essential services like housing, mental health care, and recovery programs. By offering a safe, supervised space for people to use substances under medical supervision, it prevents fatal overdoses and limits the spread of diseases from shared needles. It would also ease the strain on emergency responders and make public spaces cleaner and safer by reducing discarded syringes. For Burlington, where overdoses remain a growing crisis, an OPC represents a compassionate, data-driven approach that aligns with Vermont's values of equity and community care—ensuring that all residents, especially the most vulnerable, have the support they need to live safely and thrive."*

Less frequent but notable themes focused on OPCs lowering HIV/HCV risk via providing sterile supplies (7%), reducing police involvement (5%), and alleviating pressure on emergency medical services (5%). Other smaller themes mentioned OPCs as places where basic needs, such as warmth and food, can be met (2%), and as a fiscally prudent approach to address drug use in Burlington.

> *"An OPC in Burlington would reduce the number of fatal overdoses and infections like HIV and Hep C, increase access to treatment and recovery services, and save the city money by alleviating the burden placed on emergency services and the healthcare system. All of these things lead to a safer and healthier Burlington community."*

Why respondents think an OPC would not be helpful

Of the 394 respondents who shared reasons why they do not think an OPC would not be helpful in Burlington, 24% cited concerns that an OPC would enable, condone, or normalize illegal drug use, and reduce accountability for people who use drugs.

> *"I don't think Burlington should be encouraging drug use-the emphasis should be on recovery and connecting people with services and medically assisted drug treatment."*

An additional 20% expressed concern that an OPC would attract more people who use drugs and drug dealers to Burlington, potentially exacerbating the challenges that the city is already facing.

> *"I'm concerned about the impact on the neighbors in the location of the center, and the possibility that the center attracts more addicts to the area from other regions, exacerbating our problems locally."*

> *"We already have a problem with people with addiction issues congregating in City Hall Park, which is bad for tourism and our local economy. This would probably cause an increase of addicted individuals coming here from all over the state and nearby states, which would overwhelm an already overwhelming problem."*

> *"I think the center would attract drug dealers and users to the areas near the center. Dealers go where users go, and I have seen the effects of the Howard Center needle exchange on Clarke Street. It creates a easy destination for dealers and users."*

A large number of comments also mentioned concern that OPCs are a "band-aid" solution that does not address the underlying issues related to drug use such as mental health challenges, and the lack of housing and jobs (15%). Additional concerns that were mentioned frequently included the belief that an OPC will not be effective at reducing public drug use, drug-related litter, and getting people into treatment (13%), that an OPC is not a good use of limited public funds (11%), and that treatment capacity is inadequate to support recovery pathways from an OPC and that more treatment options should be the priority (10%).

Other less frequently mentioned but important themes included concerns about increased crime, disorder, and other neighborhood impacts near the location of an OPC (9%), preference for increased enforcement, consequences, or accountability instead of harm-reduction services (8%), belief that people who use drugs would not utilize an OPC (6%), that it would be difficult to appropriately staff an OPC (3%), that current harm reduction, treatment, and other support services for people who use drugs are sufficient (1%), and that an OPC violates federal law (1%).

Importance of OPC Outcomes

Community survey respondents were asked to rank a list of seven evidence-based public health and public safety outcomes in order of their importance to the respondent. The table below details the order of importance, with 1 being the most important and 7 being the least important based on the average rankings.

Rank Order Most Important ▼	Outcome
1	Prevent overdoses and save lives
2	Reduce the number of people using drugs outdoors and in public spaces
3	Help connect people to drug treatment and health and social services
4	Reduce burden on emergency rooms, police, fire, and EMS by reducing overdose-related calls
5	Reduce crime in the area surrounding the overdose prevention center
6	Reduce the number of syringes or other litter related to drug use improperly discarded in public
7	Reduce HIV and hepatitis C transmission due to syringe sharing

Overdose Prevention Center Location

The community survey asked several questions related to the location of the OPC. When asked what Burlington location would be most effective for an OPC, the most frequent response was Downtown Burlington (43%) followed by near Riverside/Intervale area (29%), Old North End (25%), South End (11%), the New North End (6%), and the Hospital/East End (4%). Note that the 4% of respondents who selected Hospital/East End did so via open-text responses rather than a predefined option, which likely underrepresents actual interest in this location. Other open-text responses included locations outside of Burlington or responses that did not address the question (e.g., stating opposition to the OPC)

Area of Burlington where OPC should be located to be most effective (select all that apply)

Downtown Burlington	43%
Near Riverside/Intervale	29%
Old North End	25%
South End	11%
New North End	6%
Hospital/East End	4%
Other	33%

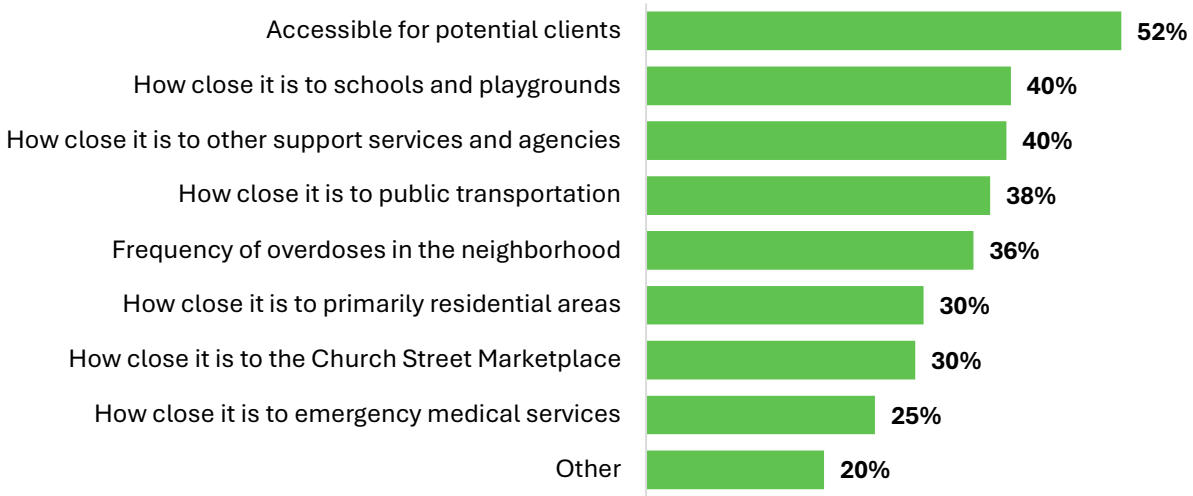
When asked what factors should be considered when selecting the location of the OPC, most respondents (52%) selected the importance of accessibility for clients, followed by how close it is to schools and playgrounds (40%), access to other support services and agencies (40%), access to public transportation (38%), and frequency of overdoses (36%). Smaller, though still substantial, percentages of respondents selected how close it is to primarily residential areas (30%), the Church Street Marketplace (30%) and emergency medical services (25%) as important factors. Some of the "other" factors mentioned included the importance of prioritizing the needs of residents and businesses.

> *"I think the most important factor is to not have it further deter Burlington area residents from keeping the city vibrant for residents and visitors."*

Others emphasized the importance of accessibility:

> *"It won't work if it is not accessible to where people are living and using. We should not be making people ride the bus, which is no longer free, to access this space."*

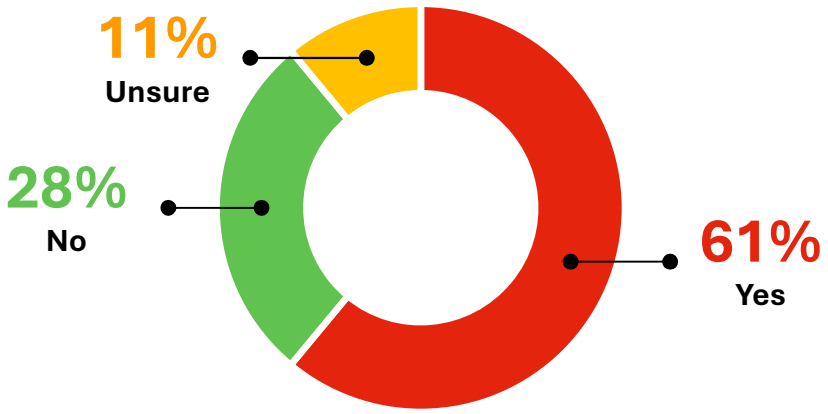
Most important factors when considering the vicinity of an OPC in Burlington



Concerns with an OPC located near home or work

Survey respondents were asked whether they would have any concerns if an overdose prevention center was located near where they live or work. 61% responded “yes”, 28% responded “no”, and 11% were “unsure”.

Would you have any concerns if an overdose prevention center was located nearby to where you live or work?



Those that indicated “yes” or “unsure” were asked a follow-up question about what questions or concerns they would have if the OPC were located near where they live or work. Of the 831 open text responses, over 45% mentioned concerns related to crime and public safety, specifically concerns related to increased crime, violence, theft, drug dealing, harassment, or aggressive behavior.

> *"There will be an increase in crime. There will be an increase in drug dealing. There will be an increase in desperate people who will commit small property crime to feed their habits.”*

Approximately 10% of responses focused on concerns that an OPC will have a negative impact on the neighborhood, including worries that people who use drugs will come from other areas into Burlington to utilize the OPC, that there will be spillover of drug use behaviors into the streets near the OPC and gathering around the center when not using services, and a reduction in property values and neighborhood quality of life.

> *“I agree with the need to have paths to rehabilitation, but I also tend to worry that a prevention center would only keep drug addicts using drugs and cause more addicts coming to Burlington than there already are.”*

> *“Despite the best intentions of the operators, the OPC will attract illegal/undesirable public behavior, illegal drug dealing and a diminished quality of life for persons living, working and visiting the area.”*

Other less frequently mentioned concerns focused on potential negative impacts on local business and tourism such as less foot traffic and fewer people coming to Burlington to spend money, exposing children to drug use and associated behaviors, disapproval of an OPC being near a school or playground, health and environmental hazards like syringe litter, a belief that an OPC normalizes

and promotes illegal drug use or condones drug use. Questions related to the operations and management of the OPC made up 7% of responses, including the hours or operation, the location, transportation to and from the center, what services will be offered at the OPC, plans for security, staff training, and management of emergency situations.

Importance of Proposed Services Offered at the OPC

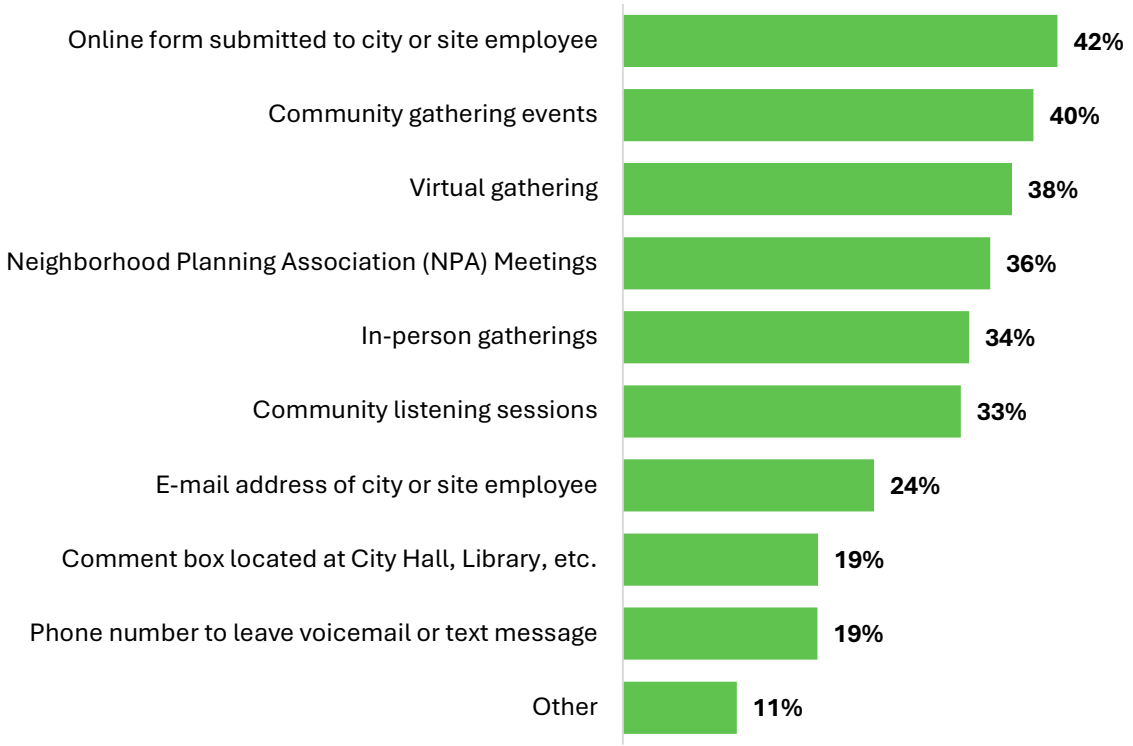
Respondents were asked to indicate the importance of a variety of possibles services the OPC may offer. The table below shows the percentage of respondents who indicated that each potential service was either important or very important.

Service	Percent indicating important or very important
Referrals to drug treatment	85%
Mental health services onsite or referrals	81%
Being able to start buprenorphine on-site	74%
Bathrooms	73%
Peer support	72%
Medical care	70%
Drug checking	70%
HIV, hepatitis C and STI testing	67%
Help with basic needs like shelter, housing, food, transportation	65%
Harm reduction education	64%
Access to contraception	58%
Supports for non-English speakers, such as translation support, multi-lingual staff, and materials available in multiple languages	56%
Showers	54%
Space to spend time after using	52%
Assistance with legal services (courts, probation and parole, DCF, treatment courts)	51%
Meals	45%
Snacks	40%
Nap pods	38%

Preferred Approaches for Community Engagement

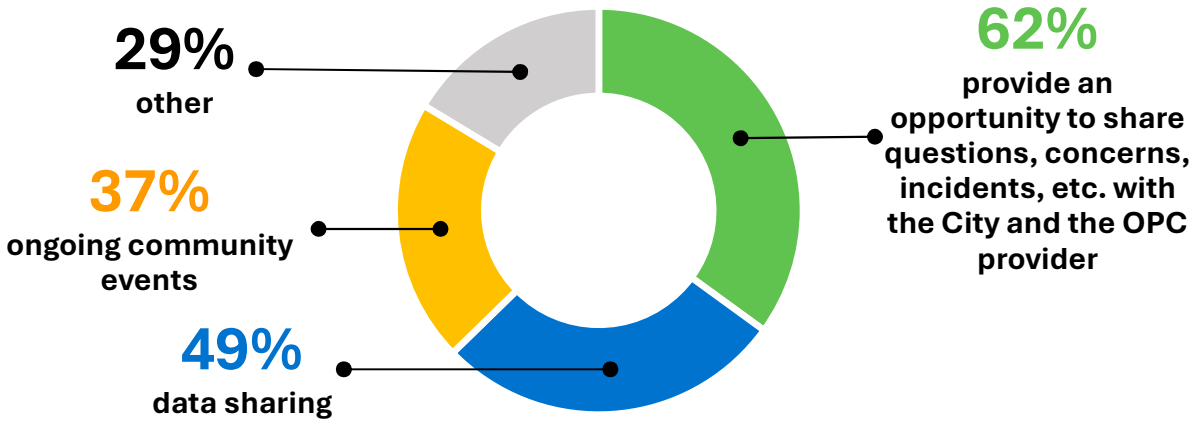
Respondents were asked how they would want to engage in community conversations to provide input and ask questions about the OPC. The graph below shows the breakdown of these responses.

How would you want to engage in community conversations to provide input and ask questions about the overdose prevention center?



Of the 141 respondents that entered open-ended "other" responses, a common theme expressed included the importance of clear, open communication about the OPC plans, rationale, and outcomes. Several respondents preferred structured surveys to gather input, especially for those unable to attend meetings, and some preferred engagement through voting and referendum. Many respondents noted their preference for face-to-face dialogue, community conversations, and listening sessions while others shared concerns about the ineffectiveness of in-person forums, describing concerns around bias and opposing viewpoint backlash. Other ideas included engagement through access to data related to OPC outcomes, focus groups and/or smaller, targeted discussions, and the sharing of information through Front Porch Forum.

Ways the City/OPC Can Foster Positive Relationships with Businesses, Residents, and the Broader Community



Respondents were also asked in what ways the OPC could foster positive relationships with businesses, residents, and the broader community. 62% selected “provide an opportunity to share questions, concerns, incidents, etc. with the City and the OPC provider”, 49% selected “data sharing”, 37% selected “ongoing community events”, and 29% selected “other”. Of the 372 open text responses, most (57%) focused on community engagement and listening, highlighting the need to listen to, involve, and engage businesses, residents, and people with lived experience through meetings, outreach, canvassing, or dialogue. Respondents emphasized the importance of their concerns being adequately listened and responded to.

> *“Don't just hold an event to "listen". Actually listen and address the concerns.”*
>
> *“Opportunities for people to hear directly from their neighbors struggling with substance use (or who are in recovery). We need to stop "othering" folks who use, are houseless, etc. We need to foster a sense of community that includes all of our community, and refuse to engage in dehumanizing words or actions in regards to people struggling.”*
>
> *“Maybe the City could directly contact business owners? Like, the thought of a city representative reaching out to me personally and wanting a genuine conversation about how it's going-- that would be amazing.”*
>
> *“Provide opportunity for conversation with those with lived experience. Story telling and genuine conversation is powerful!”*

55% of respondents touched on the enforcement of laws and policing, calling for the stricter enforcement of laws, increased police presence/staff, and consequences for crime and public disorder.

> *“Calm the city down by bringing crime down. Everyone benefits.”*
>
> *“Demonstrating the city cares about the business community by making a stronger more viable police department- theft, loitering, panhandling shootings- these are real problems.”*
>
> *“Hold people accountable enforce our laws”*

"The city needs to get more realistic. Use the funds for better training for our police force."

Related to this concern, 7% of respondents touched on public safety, emphasizing the desire for a cleaner, safer public environment including reducing open drug use, needle litter, and improving safety in parks, streets, and garages.

"Equally value concerns. The law abiders are now carrying the burden of providing safety for their employees while working and while coming to/from work. Totally imbalanced responsibility."

"Ensure the downtown feels safe to residents and visitors with volunteer needle and graffiti clean up and safety patrols of streets, parks, and parking areas."

"Seriously consider the safety impacts on the average citizen and their families."

Additionally, 7% of respondents noted increased support for businesses & economy. Emphasizing the prioritization of business needs, compensation, direct communication, and customer safety.

"We need to feel safe and protected when we're are home and in the community. The business owners, residents, tourists need to be able to safely and freely conduct business and engage in commerce. Without them we don't have the funds to do any of the intervention and outreach work. Those supporting the economy here should have more rights and protections than those not contributing. It often feels like it's the opposite."

Some respondents made suggestions for increased public education about addiction, data, and efforts to reduce stigma and humanize people who use drugs.

"People need education, not the opportunity for comments based on ignorance. So, I vote for community education programs."

"Humanizing the issue. Fostering radical care and acceptance."

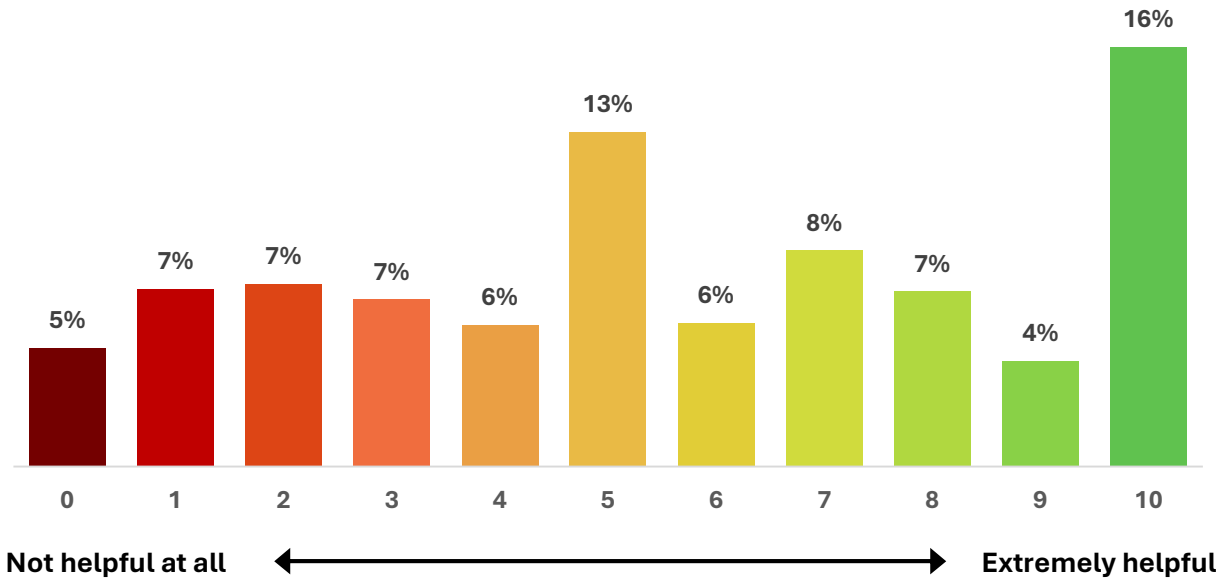
"Educate the public in a way that addresses/reduces stigma."

Lastly, respondents called for accountability, and data sharing, highlighting the importance of clear goals, measurable outcomes, progress reports, and transparency about OPC impacts.

Satisfaction with Burlington's Response to Overdose Crisis

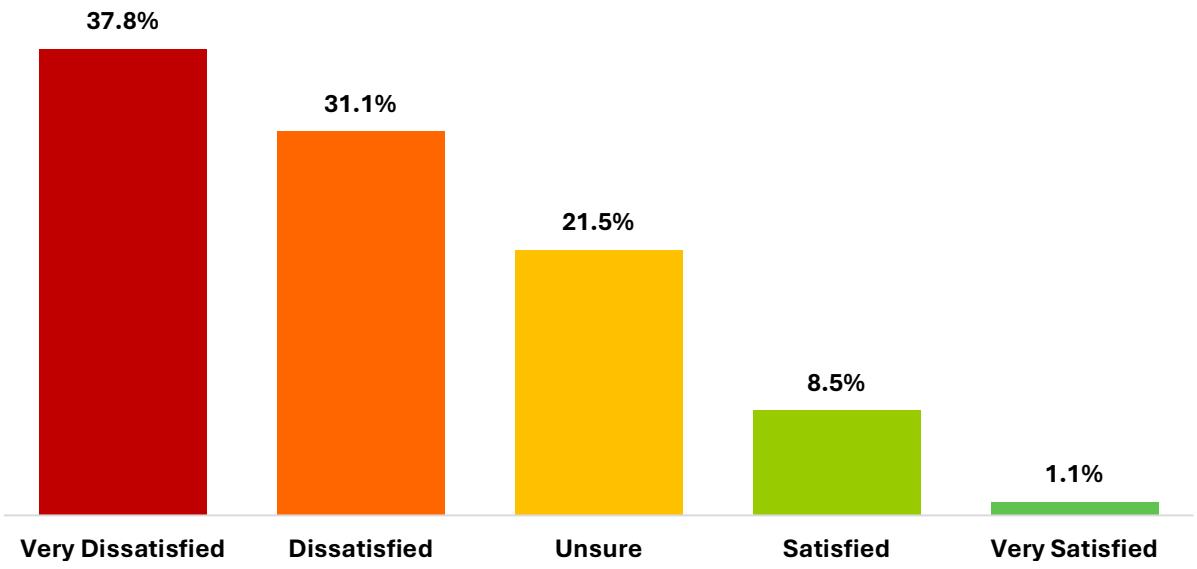
Respondents were asked to rate on a scale of zero (not helpful at all) to ten (extremely helpful) how helpful current programs aimed at addressing the overdose crisis in Burlington are, such as syringe services programs, post overdose response teams and naloxone distribution. 15.2% of respondents indicated that they were unsure or unfamiliar with these programs. The distribution of the remainder of responses is shown below.

Currently, there are programs aimed at addressing the overdose crisis in Burlington, including syringe services programs, post overdose response teams, and naloxone distribution. How helpful do you view these types of programs for supporting people living with substance use disorder?



In response to being asked how satisfied respondents were with the City's approach to combating the overdose crisis, the majority were either very dissatisfied or dissatisfied (69% combined). Of the remaining responses, 21.5% were unsure, 8.5% were satisfied, and 1.1% were very satisfied.

How satisfied are you with the City of Burlington's approach to combating the overdose crisis?



Suggestions for Approaches the City Can Take to Better Address Overdose Crisis

991 respondents entered text in response to the question, "What could the City do to better address the overdose crisis in your community?". The most frequent responses focused on the need to enforce laws and hold people accountable for illegal behavior (40%) including mention of increased policing (with additional funding), arresting and prosecuting dealers or people who use drugs, and enforcing existing laws. Fifteen percent of respondents called for the City to mitigate the community impact of drug use in public spaces in order to improve safety, reduce impact on businesses, and promote better quality of life for residents.

Other suggestions included the prioritization and expansion of social services like housing and shelters (15%), with some noting that being unhoused and without one's basic needs met exacerbates addiction and overdose risks. Support for an OPC was noted in 11% of responses, as was expanding harm reduction services (10%), prevention and youth education (7%), and expanding and supporting mental health services (6%). Some respondents expressed their that the City needs to stop enabling people who use drugs (9%) and noted their concerns that current policies, including the approval of an OPC, enable and attract drug use. The preference would be to instead prioritize and expand treatment, detox, and recovery programs. In few instances, respondents suggested treatment be mandated or combined with enforcement.

> *"I believe it is time to move beyond policies that enable dependency and begin restoring accountability. We must stop catering to the drug market and those who profit from addiction, and instead focus on enforcing existing laws and supporting real recovery. Compassion needs to be paired with responsibility. True help means moving towards recovery, not sustaining harmful cycles."*

> *"Do more to give people hope. Ensure people can see and access a path meeting their basic needs and a better quality of life. More recovery housing so folks know if they seek treatment they will have the tools they need to maintain their recovery and thrive."*

Many respondents noted the complexities of addressing the opioid crisis in Burlington and noted that there is not just one solution, and that there is a need for a multi-pronged approach that requires a balance of providing supportive services in the community with increased support for police and the court system and calls to enforce existing laws with stricter consequences.

> *"There are the people who are using drugs and being harmed through that. But there is also the rest of the community who are harmed in many ways—directly and indirectly—by drug addiction and drug-users' behavior. I think to truly address the overdose crisis we need to consider the needs of the rest of the community and work to put in place practices, like basic policing, that help reduce the impact on the rest of the community—not just people struggling with addiction. If the community feels safe, people will be more open and willing to support services like OPCs that are more focused on immediately addressing the needs of people with addiction."*

Additional thoughts shared at end of survey

A total of 747 respondents provided additional feedback on the proposed OPC in response to a question at the end of the survey that asked "What else, if anything, would you like to share about the opening of an OPC in Burlington?". Most responses reiterated either strong support or significant concerns, as well as suggestions for potential locations, which have been addressed in earlier sections of this report. Additional themes included calls for greater transparency about both risks and benefits, implementing the OPC on a trial basis with clear goals, a focus on outcome measures and reporting, concerns about funding sources and potential tax increases, and the sustainability of the OPC after initial settlement funds run out.

Office of Mayor Emma Mulvaney-Stanak
149 CHURCH STREET • BURLINGTON, VT 05401 • (802) 865-7272

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
Date: May 18, 2026
Re: Mayor's Update to City Council

Please find below a written summary of the Mayor's Updates to City Council for May 18, 2026.

Administration Updates

FY27 Budget Process: My administration is finalizing the Mayor's proposed FY27 budget, which has closed Burlington's projected $10-12 million FY27 structural budget gap without layoffs to current City positions. The balanced budget will be presented to the Board of Finance and City Council on May 18th, and City Council will vote on the budget on June 15th.

Review of March 11th ICE Incident: Pursuant to State and local law and policy, the City of Burlington is conducting a full review of local law enforcement actions during a federal immigration enforcement action in South Burlington on March 11, 2026. The Burlington Police Department and Mayor have completed their Use of Force reviews, and the Chief of Police presented the case to the Police Commission on May 12th for their review. A final decision from the Police Chief is expected by the end of the month.

2026 Organization Day / State of the City: On April 6th, I delivered my annual State of the City address; the full text and a recording are available on the **Mayor's webpage.** In my address, I conveyed a message grounded in momentum and optimism, highlighting meaningful progress across Burlington while outlining an ambitious, results-oriented path forward. Framing the City's progress through three pillars – resilience, innovation, and generational investment – I emphasized that Burlington is turning a corner and is not only rising to meet today's challenges but fundamentally changing how local government works. At the center of

that shift is a clear governing philosophy: pragmatic progressive governance. This approach blends progressive values with practical solutions, and the City is delivering tangible outcomes for residents today while building a stronger foundation for the future.

Staffing Updates

New Chief of Staff Selected: On April 24th, the Mayor announced the hiring of Lisa Gerlach as her new Chief of Staff. Lisa brings extensive political experience and most notably served as Lieutenant Governor David Zuckerman's Chief of Staff. Lisa begins with the Mayor's Office in mid-May, and Kara Alnasrawi, who has been filling in as Interim Chief of Staff, will return to her role as Director of CEDO.

Union negotiations: AFSCME negotiations are underway, and IBEW negotiations have concluded.

Police Chief Search: The International Association of Chiefs of Police (IACP) has begun recruitment for Burlington's next Police Chief, and the City is assembling a selection committee to review candidates. The position is posted and applications are being accepted through the middle of June.

Miscellaneous Updates: Laurie Buker, Customer Service Associate, retired on March 20 after a lengthy career with the City, including 4 years in the Clerk/Treasurer's Office and prior to that serving in an administrative role at BPD. The Fire Department's Lieutenant Phil Luedee from Engine Co.3 also retired after 25 years. We thank Laurie and Phil for their service to the City!

Housing Updates

Problem Properties: DPI's ongoing work to clean up problem properties is paying off! In the last few weeks, two vacant properties were sold to new owners who are already hard at work fixing them up and bringing them back to life. During the preceding month, these efforts facilitated the collection of more than $14,000 in delinquent vacant building fees across multiple sites, representing over half of the targeted FY26 vacant building revenue.

SECORD: On May 11th, City Council approved and authorized the execution of the Development Agreement between the City of Burlington and Ride Your Bike LLC and RYB Building A LLC for Phase 1 of the South End Coordinated Redevelopment (SECORD) Project. Phase 1 will transform a surface parking area into a mixed-income residential building with more than 200 homes, new public streets, and infrastructure that will enable additional housing development across the surrounding parcels. More information on Phase 1 and the Development Agreement can be found **here.**

City Place: On May 11th, City Council approved and authorized the execution of the Fourth amendment to the CityPlace second (2nd) Amended and Restated Development Agreement (ARDA 2.0) between the City of

Burlington and CityPlace Partners LLC. The Fourth Amendment responds to ongoing construction challenges and maintains the on-site delivery of all inclusionary zoning (IZ) units within the North Tower, extends the delivery deadline for the North Tower, and replaces the South Tower safeguard with a predictable, performance-based mechanism tied directly to the completion of the North Tower in order to provide the City with a short term source of capital to provide affordable housing in the event that the Owner fails to meet the revised construction deadline. More information on the Fourth Amendment and on the Amended and Restated Development Agreement (ARDA 2.0) with Cityplace Partners, LLC (CPP) can be found **here.**

Community Health and Safety Updates

Overdose Prevention Center (OPC) Implementation: The City has completed a major milestone in the Overdose Prevention Center (OPC) project: the **Service Assessment** required under the Operating Guidelines. This **assessment** was conducted to inform the planning and design of an Overdose Prevention Center in Burlington, in alignment with state guidelines. It helps identify the right services, design, location, and potential impacts of the OPC. The Pacific Institute for Research and Evaluation (PIRE) was contracted to conduct this work, which began in late July 2025. Vermonters for Criminal Justice Reform (VCJR), the City's lead partner and future operator of the OPC, has been instrumental in supporting the development of this report. The final report was delivered on March 29, ahead of schedule.

Gun reform: Burlington's charter change amendment banning firearms in bars (S. 131) is currently sitting in the House Committee on Government Operations and Military Affairs. Senator Phil Baruth (Chittenden-Central District) has introduced a new bill that aims to take this statewide. The Senate Judiciary was considering an amendment to H.606 (firearms issues) to prohibit a person from possessing a firearm on premises anywhere in the state where alcohol is licensed to be served. Senator Baruth's new bill, S.329, includes provisions from H.606 and the prohibition on possessing a firearm where alcohol is served. The Senate Judiciary is currently considering that bill.

Miscellaneous updates: The Bridges Recovery Shelter is up and running, which is the first of its kind in Chittenden County. The 12-bed shelter is designed to be a safe and supportive environment for people in recovery and is owned by the Howard Center and operated by the Champlain Valley Office of Economic Opportunity (CVOEO). The City of Burlington contributed $104,000 to support the project.

Climate Updates

Climate Advisory Group Final Report: The Mayor's Climate Advisory Group finished its **recommendation report**, which was presented to City Council in a work session on May 11th. The report offers 23 recommendations based on 7 key sectors, plus 2 recommendations pertaining to the McNeil Generating

Station and the Leahy International Airport. The sectors are: Nature-based solutions; food, farm and gardens; water; waste, compost, and recycling; city planning; buildings; and transportation. Thank you to all of the community advisors and city staff who played a role in this group and dedicated significant time generating these recommendations for the City.

Department Updates

Burlington City Arts (BCA): BCA's new exhibition at the BCA Center – "Human Impact: Contemporary Art and the Environment" – runs from March 20 to June 20. On April 9th, BCA hosted a panel conversation – A Conversation on Human Impact and Our Environment – with Human Impact artists, Nicolei Buendia Gupit and Renée Greenlee; Jennifer Green, Director of Sustainability and Workforce Development, Burlington Electric Department; and other community leaders. BCA also opened its newest Public Art piece – VERT MON created by Ben Butler – at the Leahy Burlington Airport's Project NexT on March 31st. BCA is planning its "Summer in the City" activities and planning guide. The completion and opening of Great Streets Main Street will be July 17-18 and include a public art walk and installation. The Festival of Fools will be back for two days in August. Burlington's murals were **showcased** in AAA Magazines.

Burlington Electric Department (BED): On March 18, BED **announced** a five-year renewal of a Power Purchase Agreement (PPA) with Vermont Wind's Sheffield Wind Farm. The PPA represents both continued support of Burlington's energy needs with clean, renewable generation and BED's commitment to in-state and New England renewable resources. The Vermont Wind Sheffield facility is a 40-megawatt, 16-turbine wind farm in northeastern Vermont. BED's renewal of this wind power PPA will continue to ensure delivery of 16 megawatts of Vermont-produced electricity to BED. BED's current contract with Vermont Wind for electricity from the Sheffield Wind Farm expires on October 18, 2026, with the new renewal beginning immediately thereafter. On May 11, BED shared Burlington's **Net Zero Energy (NZE) Roadmap update for 2025** that shows that Burlington's greenhouse gas emissions in the ground transportation and thermal/buildings sectors are down 17.8 percent in 2025 compared to the 2018 baseline, representing a moderate overall rebound in emissions compared to 2024 when emissions were down 19.6 percent. In the ground transportation sector, there are very positive results with fossil fuel consumption down 24.3 percent compared to 2019 due to a combination of more EVs/Plug-in Hybrids and E-buses plus fewer registered gasoline vehicles in the City. The weather normalized data shows 2025 thermal fossil fuel consumption matching 2024, indicating a more positive sustained trend partly due to the deployment of more than 3,400 heat pumps in Burlington. (BED GM Darren Springer presented the Net Zero Energy Roadmap update before the City Council on April 27, 2026. The presentation slides are available **here.**) On May 11, BED announced that two new DC fast chargers (DCFCs) now are online and available for use downtown on St. Paul Street and introduced its new AI customer

support website chatbot, named “Sparky”, that is available to help customers learn about BED rebates, programs and offerings, and more. BED convened the 2nd Annual Electrify Vermont Summit with Renewable Energy Vermont and UVM on April 13th at the Davis Center. BED Customer Nights at the Ballpark with Lake Monsters are scheduled for June 9th and July 28th, and BED’s 5th Annual Net Zero Energy Festival will be held August 22nd (rain date August 23rd) from 12-4pm at the Waterfront.

Patrick Leahy Burlington International Airport (BTV Airport): On March 31st, the Airport held its **Project NeXT** Opening Day ceremony and ribbon cutting. A central component of the airport’s Master Plan for close to a decade, Project NexT’s completion marks a significant phase in Leahy BTV’s long-term transformation. The project has reimagined the terminal as a more linear, interconnected facility – improving operational flow, enhancing safety, and aligning with the evolving needs of modern aviation. The expansion introduced upgraded passenger amenities, including new gate areas, jet bridges, and expanded vendor spaces, while also modernizing airline support areas such as baggage claim and storage to meet current equipment and operational demands. Beyond infrastructure improvements, Project NexT strengthens the airport’s role as an economic engine for the region. The Airport's Blue Lightning Initiative rollout (Human Trafficking Training) has been completed. It is continuing to advance its Safety Management System (SMS) implementation. An Accessibility Enhancement Accreditation process has been launched, and an economic impact study has been completed and is being distributed. The Airport’s Common Use Gate System implementation will increase airline flexibility and long-term competitiveness. The Airport has been conducting ongoing winter operations training and development of a formalized snow training program. Seasonal flights have kicked off for Charleston, SC and, for the first time, Houston, TX.

Community & Economic Development Office (CEDO): The first-ever **ONE Restaurant Week** was held from March 20-29th. Maple Madness was held downtown on March 21st. The **Celebrate Burlington Awards** were held on May 1st after being paused at the start of the COVID pandemic. Awardees this year included Gail Shampnois for the Herb Bloomenthal Award for Community Activism, Nour El-Naboulsi for the Peter Clavelle Legacy Award, and Sally Adams for the Ken Schatz Award. The awards, first launched in 2000, are a celebration of the residents and/or organizations that make our city a great place to live, work, and play. CEDO is working with a number of other departments (DPW, BCA) to plan a Great Streets Main Street Grand Opening event July 17th and 18th. CEDO is also working on events for the country's 250th anniversary and the soccer World Championship. CEDO kicked off an HVAC 101 cohort in partnership with ReSOURCE, and a Personal Care Assistant (PCA+) cohort in partnership with TLC Homecare. The 2026 CDBG Advisory Board allocation decisions have been finalized, and the Board kicked off in mid-Feb. *Note that SECORD and City Place updates are in the Housing section earlier in this memo.*

Office of the City Attorney: The CA Office continues to support the Ordinance Committee on a number of ongoing items.

Office of City Planning (OCP): The **planBTV 2050** Open House was held on April 30th at 1 Main Street and included interactive activities for all ages, information about the plan, and opportunities to provide input throughout the evening. Over 350 community members attended, and another community event will be planned for the fall. The OCP is engaging with stakeholders to support an Inclusionary Zoning amendment with a broad spectrum of perspectives included. This includes interviews with Councilors and with market rate and affordable developers and Planning Commissioners. OCP provided an update on housing barriers related to the January BUILD resolution at the April 13th City Council meeting.

Department of Finance and Administration (DFA): DFA has been finalizing the draft FY27 GF Capital Budget as well as Departmental budgets and completing Budget Nights during April and May. The Department is working with the Mayor to finalize her proposed FY27 budget to present to Board of Finance and City Council. The first version of a **Capital Plan Report** is out and available for the public to explore. The Department is supporting efforts related to the UVM fee for service and State PILOT negotiations. The Department is also testifying at the legislature in support of the WTF TIF percent retention for both municipal and education increment. The Department Solicited and guided proposals for Congressionally Directed Spending (CDS), and the projects considered for CDS/CPF will be the starting point to draft a strategic plan that aligns projects with funding sources that include grants, capital, philanthropy, and partnerships. Behind the scenes, the Department team has been making significant network changes to secure various systems and databases that the city maintains. Due to the great teamwork associated with the Wellness committee, the City has achieved the Gold level of the 2025 Cigna Healthy Workforce Designation. The City's annual Respect in the Workplace training has been launched to all employees.

Department of Public Works (DPW): Final work on Great Streets Main Street and the Champlain Parkway is underway. The work this year is less impactful than past years. Both projects are on track for June (Parkway) and July (Main Street) completions if weather cooperates. Community events are being planned to celebrate the opening of each – late June (date TBD) for the Champlain Parkway and July 17-18 for Main Street. Details on the 2026 construction season can be found in the embedded links: **2026 Paving, 2026 Sidewalk Work, Water Main Work, Manhattan Dr Stormwater Outfall Repair.** DPW presented its winter maintenance approach for streets and sidewalks to City Council on March 23rd. DPW is working with the Burlington School District and Green Mountain Transit to coordinate the transportation-related improvements to be in place for

the start of school at the new building on Institute Road this fall. DPW is working with Casella to ensure we have a smooth implementation ahead of the January 1, 2027, transition to contracting out municipal recycling to Casella.

Burlington Fire Department (BFD): On March 19th, the Department held a tabletop exercise at CVU High School in Hinesburg focused on responding to a school-based emergency incident. This exercise involved school staff, first responders (Police, Fire, and EMS), town officials and more. On April 3rd, the 4th annual Burlington Fire Department's Spring Training Seminar was held, with firefighters from all around New England attending.

Fletcher Free Library (FFL): From February 26th until March 19th, the Library held an exhibit in the Main Reading Room - Vibrant Lives: Discovering Our Roots of Black Vermont - that was a community-driven public oral history initiative illuminating the often-unseen histories, stories, and living legacies of Black Vermonters, past, present, and future, developed by Rajnii Eddins and René Rentería. On March 10th, the Library held a Civic Reads series: A Healthy Union In-Person, which was a discussion of how states can be leaders in creating healthier environments for their residents with the author of A Healthy Union: How States Can Lead in Environmental Health by Susan Kaplan, J.D., in conversation with Christine Vatovec, Ph.D. The mini golf tournament from March 20-21 went really well, and the Library is already planning one again for next year. There were two events in April: the Fictional Book Club showcasing The Light Pirate on April 21st, and a talk with a National Geographic Photographer on April 30th – Through the Lens of Empathy: Photographing Hope in a Fractured World. The Library currently has on display a historic manuscript from the 1450s recently discovered in the Library's files. The Library's Summer Challenge program starts June 20th.

Burlington Police Department (BPD): The Department staffed the No Kings Day March on March 28th. The Department completed its Use of Force Review for the ICE incident in South Burlington on March 11th. The Police Chief presented the case to the Police Commission for their review on May 12th. National Police Week was observed May 10-16, 2026. In 1962, President Kennedy issued the first proclamation for Peace Officers Memorial Day and National Police Week to remember and honor law enforcement officers for their service; May 15th is specifically designated as Peace Officers Memorial Day, which honors law enforcement officers killed or disabled in the line of duty.

Department of Parks, Recreation & Waterfront (BPRW): Many staff in multiple BPRW divisions worked collaboratively with the Old East End Neighborhood Association to facilitate the 2026 Winterlude event at

Schmanska Park on February 20th-21st. The annual Penguin Plunge was held at the waterfront on March 14th. Sea Cave Skating was featured on Vermont Edition, and BPRW Conservation Field Coordinator Daniel Schmidt joined the chat. Summer event planning is underway, including activities for the country's 250th anniversary. SEABA held a book fair on April 18th. Nature Day at the Intervale was held on April 26th, and Green Up Day was held on May 2nd. Kid's Day was held on May 16th.

Department of Permitting & Inspections (DPI): See problem properties update in the Housing section above.

Office of Racial Equity, Inclusion & Belonging (REIB): The Office worked with Ward 3 Councilor Laura Sanchez-Parkinson on an event with UVM on April 14th that focused on helping allies gain a more robust understanding of the issues/history surrounding ICE, learn how they can be helpful in their communities and support their neighbors, understand their rights, and connect with community organizations supporting our immigrant/refugee and larger BIPOC communities. REIB is currently planning for Burlington's annual Juneteenth Celebration, which will take place on June 20th. REIB is working with OCP on deeper engagement with specific populations (Trusted Community Voices, New Americans) on planBTV 2050 feedback.

Recent Community Engagement by the Mayor

4/1 Tour of Rhino Foods

4/2 North District Mayor Meetup

4/3 Burlington Fire Department Spring Training Seminar

4/3 Vermont Mayor's Coalition monthly meeting

4/3 UVM Community Coalition meeting

4/6 Organization Day and State of the City Address

4/7 Kickin' it with Kachi podcast

4/8 Visit to CVOEO Community Resource Center & Feeding Champlain Valley

4/8 TMTV Show with Gene Bergman

4/10 Meeting with longtime Burlington business owners

4/12-14 Final convening of 9th class of Bloomberg Harvard City Leadership Initiative

4/16 Lake Champlain Chamber's 115th Annual Gala

4/29 Meeting with UVM President Dr. Marlene Tromp

4/29 Quarterly meeting with Burlington School District

4/30 Interview with *The Atlantic* magazine on Burlington's response to substance use

4/30 planBTV 2050 Community Open House

5/1 Celebrate Burlington Awards

5/1 T Rugg's Tavern 5th Anniversary Celebration

5/4 Tour of Hula

5/5 Lunch with Winooski Superintendent Wilmer Chavarria

5/5 Meeting with UVM CDAE capstone students on ModernGov project

5/6 WCAX interview on FY27 budget

5/6 Tour of AO Glass

5/6 Tour of new Burlington High School

5/7 North District Mayor Meet Up

5/7 TMTV Mayor's Show on FY27 budget

5/8 Presentation to Climate Mayors group on Burlington's EV initiatives

5/11 Board of Finance and City Council meetings

5/13 Mayor's Monthly Press Conference on FY27 budget

5/13 First pitch at Center City Little League

5/14 36th Annual Vermont Businesses for Social Responsibility Conference

5/14 Guest on Vermont PBS's *Vermont Edition*

5/15 National Bike-to-Work Day

5/16 UVM Commencement Ceremony

Office of Mayor Emma Mulvaney-Stanak
149 CHURCH STREET • BURLINGTON, VT 05401 • (802) 865-7272

MEMORANDUM

To: City Council
From: Mayor Emma Mulvaney-Stanak
Date: May 8, 2026
Subject: Update on Review Process for March 11 ICE Incident in South Burlington

Pursuant to State and local law and policy, the City of Burlington is conducting a full review of local law enforcement actions during a federal immigration enforcement action in South Burlington on March 11, 2026. This memo outlines the timeline and process for the Use-of-Force and FIPP Reviews specifically, including an update of where the City currently is in these processes. We also offer a brief overview of other policy reviews pertaining to the March 11 incident, and more information will be shared on these at a later date.

Overview

Officer Use-of-Force Review

All use-of-force incidents are investigated by the Burlington Police Department (sometimes with referral to external agencies for criminal review), in accordance with the **DD05 Statewide Policy on Police Use of Force** and **DD40 External and Internal Complaints, Supervisor Reviews, Administrative Reviews, Internal Investigations & Discipline.** Ultimate decision-making authority on discipline or other corrective employment actions rests with the Chief of Police. The Mayor and Police Commission play key roles in the review process, as outlined below.

Fair and Impartial Policing Policy (FIPP) Review

In addition to the Use-of-Force Review, the City is evaluating compliance with the **DD03 Statewide Policy on Fair and Impartial Policing**, also known as the FIPP. The Chief of Police and City Attorney's Office will engage in a legal review, beginning the week of May 11. The findings of this legal review will be shared with the Mayor once the review is completed. We anticipate this process to take roughly 14 days from the launch of the review.

Other Policy Review

The City is also examining compliance with **Executive Order 2026-1** as well as existing protocols for interactions with federal immigration enforcement, including mutual aid agreements with neighboring municipalities (see DD20 Agency Jurisdiction, Mutual Aid, NIMS, Disasters, Search & Rescue, Terrorist

Acts, available from the BPD). These reviews are not structured or time-bound in the same way as use-of-force reviews are and will continue after our use-of-force review is completed.

Use-of-Force Review Process

**As of the date of this memo, the City is concluding Step 3 of this process.*

Step 1: BPD Supervisor Review

Status: Completed

Completion Date: April 17, 2026

Applicable Policies: DD40 External and Internal Complaints, Supervisor Reviews, Administrative Reviews, Internal Investigations & Discipline; DD05 Statewide Policy on Police Use of Force

A BPD supervisor was assigned to review all uses of force by BPD officers assigned to the March 11th incident in response to the 121 citizen complaints received, per **DD40 External and Internal Complaints, Supervisor Reviews, Administrative Reviews, Internal Investigations & Discipline**. The supervisor assigned to this review was not involved in the March 11th incident. The review entailed a detailed assessment of officer actions – including body-worn camera footage – alongside officer decision-making, adherence to department policies, and related complaints. It helped answer key questions:

- Did officers act appropriately in a fast-moving, complex scene?
- Were their actions consistent with Burlington's policies and law?
- What lessons can be learned, and what changes may be needed?

All Supervisor Reviews result in an overview and recommendation for the Chief of Police (see Step 2).

Step 2: Chief of Police Review

Status: Completed

Completion Date: May 5, 2026

Applicable Policies: DD40 External and Internal Complaints, Supervisor Reviews, Administrative Reviews, Internal Investigations & Discipline; DD05 Statewide Policy on Police Use of Force

Once the Supervisor Review was completed, findings and evidence, including body-worn camera footage, were referred to Chief of Police Shawn Burke for his review and assessment. At this point, Mayor Mulvaney-Stanak began her own review (see Step 3).

Step 3: Mayoral Review

Status: In progress

Completion Date: May 8, 2026 (planned)

Applicable Policies: Executive Order 2021

The Burlington Mayor has the authority to convene a formal review of use-of-force incidents that raise significant public concerns, per **Executive Order 2021**. This review may include, but is not limited to, the Chief of Police, City Attorney, and Human Resources Director. Mayor Mulvaney-Stanak's review of the case included relevant body-worn camera footage and other evidence, including findings from the BPD Supervisor Review. She engaged retired Vermont State Police Commander, Ingrid Jonas, as a consultant in the review for her expertise and counsel. Mayor Mulvaney-Stanak will share her report and recommendations with Chief Burke before the case is referred to the Police Commission (Step 4).

Step 4: Police Commission Review

Status: Not Started (begins May 12, 2026)

Completion Date: Within 14 days of start of Commission's Review

Applicable Policies: Burlington Police Commission Policy

Police Chief Burke will review the matter with the Police Commission in executive session prior to making his final decision, pursuant to the Commission's **policy on citizen complaints**. He will present both his review and recommendations as well as the Mayor's views to the Commission. The Commission can accept the report and recommendations, request more information, and offer recommendations of its own for Chief Burke to consider.

Once the Police Commission review begins, BPD body-worn camera footage will be released to the public. The footage will be posted on the BPD's YouTube channel, and a media link will be sent to media and posted on the Department's website. Additionally, the Mayor's Office will send a press release with this information and will provide the information as an update to the City's ICE webpage.

Step 5: Final Decision on Use of Force

Status: Not Started

Completion Date: By May 31, 2026 (anticipated)

Applicable Policies: DD40 External and Internal Complaints, Supervisor Reviews, Administrative Reviews, Internal Investigations & Discipline; Executive Order 2021; Burlington Police Commission Policy

Once the above steps are fully completed, the Chief of Police will render a final determination on Use of Force, including any discipline that may be appropriate. This decision will be shared with the public, alongside the BPD's Supervisor Review Report and the Mayor's Use-of-Force Review Report and any supplementary documents.

Use-of-Force Review Timeline

March 11	ICE Incident in South Burlington
March 12	BPD Supervisor Review began
March 23	City Council meeting held
April 8	Special City Council meeting on ICE incident held

April 17	BPD Supervisor Review concluded; Chief of Police Review began
April 27	Mayor UOF Review began
May 5	Chief of Police Review concluded
May 8	Mayor UOF Review concludes
May 12	Chief of Police reviews case with Police Commission; Police Commission review begins; BWC footage released to the public shortly thereafter
May 26	Deadline for Police Commission response
Late May	Chief of Police Final Disciplinary Decision (anticipated); review reports and supplementary documents released to the public (anticipated)

Overall Review Workflow (Burlington specific)

ICE Incident -->

Citizen Complaints Received -->

BPD Supervisor Review (UOF) -->

City Council meetings

Chief of Police Review (UOF) -->

Mayor Review (UOF) -->

Chief of Police Presents to Police Commission (UOF) -->

Police Commission Review (UOF) -->

Public release of BPD bodycam footage

Police and CAO FIPP Legal Review -->

Chief of Police Disciplinary Decision (UOF) -->

Public release of UOF reports and supplementary documents

CA FIPP Legal Decision -->

Other Policy Review -->

Policy Changes (if indicated)

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, Council and Licensing Coordinator

5/18/2026

	Meeting Date	Type of Document and Title	Action Requested	Updated Next Steps in the Process
1	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
2	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
3	9/23/2024	Resolution: The Establishment Of A Downtown Public Safety HUB	the Public Safety Committee shall engage the community on its vision for a public safety hub, and this engagement shall include consultation with interested community partners, including, but not limited to, Neighborhood Planning Assemblies, the DPW Commission, Board of Health, Director of Business and Workforce Development and Church Street Marketplace Commission, Burlington Police Department & Crisis Advocacy Intervention Programs (CAIP), Burlington Fire Department and its Critical Response Team (CRT), Howard Center Street Outreach Team, Burlington Community Justice Center, Burlington Business Association and the general business community	the Public Safety Committee shall report back on the needs and input from the community to the City Council on or by January 21, 2025, including any specific options or recommendations for a public safety hub (e.g.) new or existing freestanding structures, existing storefront space, a mobile public safety hub, etc.); and BE IT FURTHER RESOLVED that after receiving this report from the Public Safety Committee, it is the stated intent of the full City Council to act on specific options or recommendations from the Public Safety Committee on or by March 10, 2025
4	1/27/2025	Resolution: Establishing A Violation Reporting Incentivization Pilot (VRIP)	referred to the Ordinance Committee, to report back to the City Council; CJC to report back to the City Council and Ordinance Committee	on or before March 24, 2025; by March 10, 2025 **UPDATE: The note with the action should state that the attorney-client privilege was waived for this communication by the Ordinance Committee and approved for publication at our September 18, 2025 committee meeting and that the committee deliberated and decided to table the matter to an unspecified future date.**
5	7/14/2025	Ordinance: An Amendment to Appendix D, Sections 2 and 5, Updating Parks Rules and Regulations	referred to to the Parks, Arts and Culture Committee	not-specified
6	8/25/2025	Resolution: Welcoming President Marlene Tromp, Re-affirming Our Longstanding Partnership With the University of Vermont, And Ackowledging Our Shared Commitment to Affordable, Safe, and High Quality Housing for Students	it was requested that the Mayor provide an update on the City and UVM's shared goals on housing, safety, and well-being	end of this calendar year
7	9/8/2025	Resolution: Consumer Choice And Disclosure For Fuel Purchases Made With Debit Cards	referred to the Ordinance Committee	not-specified
8	9/8/2025	Resolution: Consumer Choice And Disclosure Of Parking Terms & Rates In Privately Owned Lots	referred to the Ordinance Committee	not-specified
9	10/6/2025	Resolution: Financial Disclosure For Local Elected Officials	referred to the Ordinance Committee	not-specified
10	10/21/2025	Resolution: March 3, 2026 Annual City Meeting - Charter Change re: General Fund Tax Fairness (Referral to Charter Change Committee)	referred to the Charter Change Committee	12/1/2025
11	10/21/2025	Resolution: March 3, 2026 Annual City Meeting - Charter Change re: City Council Authority to Pledge Credit of the City (Referral to Charter Change Committee)	referred to tbe Charter Change Committee	12/1/2025
12	1/26/2026	Ordinance: CDO-planBTV Downtown Code Fences ZA-26-02	referred to the Ordinance Committee	not-specified
13	2/17/2026	Communication: Authorization to Accept a Work of Public Art from the Abenaki Nation of Missisquoi Tribal Council - BCA	referred to the REIB Committee	not-specified
14	4/13/2026	Ordinance: Bicycles and Motor Vehicle Traffic	referred to the Ordinance Committee	not-specified
15	4/13/2026	Ordinance: Gross Receipts	referred to the Ordinance Committee	report back to the City Council prior to the June 1, 2026 meeting
16	4/13/2026	PaintCare Memo from the CDNR Committee Chair Evan Litwin	referred back to the CDNR Committee to draft a resolution establishing a Graffiti Abatement Committee and recommending sustainable funding sources for the Committee's work	not-specified
17	4/27/2026	Ordinance: BCO Chapter 26 Industrial Pollution Prevention Program Update	referred to the Ordinance Committee	not-specified
	5/11/2026	Resolution: Reinstating The Burlington Aging Council And Implementing The Age-Strong BTV Plan	report due back from the Aging Council	within one year with progress on implementation of the Age-Strong BTV Plan and recommendations for any updates or additional actions needed to ensure Burlington is an age-friendly community

BURLINGTON CITY COUNCIL
CONTOIS AUDITORIUM, 149 CHURCH STREET, 2ND FLOOR
MINUTES OF MEETING
May 11, 2026

1. Agenda

1. Agenda
Acting City Council President Barlow convened the meeting at 6:03 pm.
Members present: Councilors Bergman, Broderick, Carpenter, Grant, Litwin, Sanchez-Parkinson, Schachter and Singh (all in person); Councilors McKnight and Neubieser (both online)
Member absent: City Council President Traverse (arrived in person at 9 pm)
Others present: Mayor Mulvaney-Stanak, Interim COS Alnasrawi, City Attorney Brown, Lori Olberg, Assistant City Attorney Sturtevant and Deputy COS Zakaras (both online)

Subject	**1.1. Motion to amend/adopt agenda**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: add to the consent agenda item 6.14. ONE Cleanup/Cleanout Proposal - Gene Bergman/Laura Sanchez-Parkinson/Melo Grant (per City Council President Traverse per Councilor Neubieser)

1.1. Motion to amend/adopt agenda
Motion made by Councilor Singh, seconded by Councilor Bergman, to adopt the agenda as amended and presented. Motion passed unanimously.
Councilors Broderick and Grant were not at the table for this vote.

2. Executive Session (20 mins.)

2. Executive Session (20 mins.)
City Attorney Brown spoke to this agenda item.

Subject	**2.1. Union Negotiation Update (20 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Executive Session (20 mins.)
Department	City Attorney

Type	Action Procedural
Recommended Action	1. Move to make a specific finding that premature general public knowledge of the status of the City's labor negotiations would clearly place the City at a substantial disadvantage; and 2. Based upon that finding, move to enter executive session pursuant to 1 VSA 313(a)(1)(B) to discuss the status of bargaining a successor labor relations agreement with the IBEW, and to include in attendance the City's bargaining team and staff from the Human Resources Department, Department of Finance and Administration, and City Attorney's Office.

2.1. Union Negotiation Update (20 mins.)
Motion 1: Motion made by Councilor Singh, seconded by Councilor Schachter. Councilors Broderick and Grant were not at the table for this vote.
Motion 2: Motion made by Councilor Singh, seconded by Councilor Schachter. Councillors Broderick and Grant were not at the table for this vote.
Executive Session began at 6:07 pm.
Executive Session ended at 6:34 pm.

3. Work Session (20 mins.)

3. Work Session (20 mins.)
Jen Green spoke to this agenda item.

Subject	**3.1. Final Recommendation Report from the Mayor's Climate Advisory Group**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Work Session (20 mins.)
Department	Mayor's Office
Type	Discussion Information

3.1. Final Recommendation Report from the Mayor's Climate Advisory Group

4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**

4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**
Councilor Grant recused herself from Public Forum.
Acting City Council President Barlow opened Public Forum at 6:35 pm.
Acting City Council President Barlow closed Public Forum at 7:08 pm.

Subject	**4.1. Verbal Comments**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**
Department	Council and Board

Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

4.1. Verbal Comments

BTV residents (in person):

Andrea Viets: older adults in BTV
Nick Persampieri: work session final report of Mayor's Climate Advisory Group
Ashley Adams: shutting down McNeil
Melo Grant: credentials
Charlie Messing: aging and bus
Lisa K. Lax: Climate Advisory Report
Joey Corcoran: public hearing comments
Mayes Moskowitz
Andre Clark: homelessness (public hearing comments)

BTV residents (online):

Robin Lloyd: art in City Hall Lobby
Sharon Bushor: City Affairs
Pike Porter: climate change/netzero

Non-BTV resident (online):

Leendert Huisman: McNeil Greenhouse Gas Emissions

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

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

Subject	**5.1. Verbal reports**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Mayor - General City Affairs (up to 10 mins.)
Department	Council and Board
Type	Information

5.1. Verbal reports

6. Consent Agenda

6. Consent Agenda

Subject	**6.1. Motion to adopt the consent agenda (as amended) and take the actions indicated**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda

Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda (as amended) and take the actions indicated

6.1. Motion to adopt the consent agenda (as amended) and take the actions indicated
Motion made by Councilor Bergman, seconded by Councilor Schachter, to adopt the consent agenda as amended and take the actions indicated. Motion passed unanimously.

Subject	**6.2. Accountability List - C/T**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file

6.2. Accountability List - C/T

Subject	**6.3. April 27, 2026 Regular City Council Meeting Minutes - C/T**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Information Minutes
Recommended Action	approve the minutes

6.3. April 27, 2026 Regular City Council Meeting Minutes - C/T

Subject	**6.4. April 27, 2026 Local Control Commission Meeting Minutes - C/T**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration

Type	Information Minutes
Recommended Action	approve the minutes

6.4. April 27, 2026 Local Control Commission Meeting Minutes - C/T

Subject	**6.5. Update on 2026 Legislative Session**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Mayor's Office
Type	Action (Consent) Information Report
Recommended Action	waive the reading, accept the report and place it on file

6.5. Update on 2026 Legislative Session

Subject	**6.6. Communication: Jonathan Chapple-Sokol, CCRPC Alternate Member, re: Resignation**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication
Recommended Action	waive the reading, accept the communication, place it on file, advertise the vacancy and send a letter of appreciation to Jonathan Chapple-Sokol thanking him for his time served as the CCRPC Alternate Member

6.6. Communication: Jonathan Chapple-Sokol, CCRPC Alternate Member, re: Resignation

Subject	**6.7. Communication: Lisa Lax, re: 4/27 cc comments public forum**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration

Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file

6.7. Communication: Lisa Lax, re: 4/27 cc comments public forum

Subject	**6.8. Communication: Leslie Swackhamer, re: Public Forum 4/27 cc comments**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file

6.8. Communication: Leslie Swackhamer, re: Public Forum 4/27 cc comments

Subject	**6.9. Response to Letter from Christine Hughes, Director of Richard Kemp Center and Funding Recommendation - REIB**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	move to approve and authorize Kelli Perkins, Director of the REIB Office to designate funds in an amount not to exceed $50,000.00 of the REIB budget for dispersal to the Richard Kemp Center, $25,000.00 of which will be dispersed in fiscal year 2027 and another $25,000.00 in fiscal year 2028 subject to final review and approval of the Chief Administrative Officer as well as the Office of the City Attorney

6.9. Response to Letter from Christine Hughes, Director of Richard Kemp Center and Funding Recommendation - REIB

Subject	**6.10. Indoor and Outdoor Entertainment Permit Renewals (2026-2027): see attached list**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration

Type	Action (Consent)
Recommended Action	approve the 2026-2027 Indoor and Outdoor Entertainment Permit Renewals as listed with all standard conditions

6.10. Indoor and Outdoor Entertainment Permit Renewals (2026-2027): see attached list

Subject	**6.11. Communication: Pike Porter, re: 4/26/2026 CC Porter Comments: Net Zero Energy**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file

6.11. Communication: Pike Porter, re: 4/26/2026 CC Porter Comments: Net Zero Energy

Subject	**6.12. FIO Documents**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication Information
Recommended Action	for information only

6.12. FIO Documents

Subject	**6.13. Ordinance: Housing—Inspection Required BCO Chapter 18, Art. II, Div. 1, Sec. 16 (Department of Permitting and Inspections, Ordinance Committee)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Permitting & Inspections

Type	Action (Consent) Ordinance - First Reading
Recommended Action	Motion: First reading, waive the reading, suspend the rules regarding referral back to Ordinance Committee and set for second reading for a date certain of May 18, 2026.

6.13. Ordinance: Housing—Inspection Required BCO Chapter 18, Art. II, Div. 1, Sec. 16 (Department of Permitting and Inspections, Ordinance Committee)

Subject	**6.14. ONE Cleanup/Cleanout Proposal - Gene Bergman/Laura Sanchez-Parkinson/Melo Grant**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Consent Agenda
Department	Council and Board
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council the use of $6,500 from the FY26 City Council Initiative Fund to support the O.N.E. Clean Up event

6.14. ONE Cleanup/Cleanout Proposal - Gene Bergman/Laura Sanchez-Parkinson/Melo Grant

7. Deliberative Agenda

7. Deliberative Agenda

Subject	**7.1. Presentation from Run Vermont regarding the Vermont City Marathon (15 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Council and Board
Type	Information Presentation

7.1. Presentation from Run Vermont regarding the Vermont City Marathon (15 mins.)
Run Vermont Executive Director Anthea Dexter-Cooper spoke to this agenda item.

Subject	**7.2. Resolution: Reinstating The Burlington Aging Council And Implementation The Age-Strong BTV Plan (Councilors Schachter, Carpenter, Grant and Sanchez-Parkinson)(15 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda

Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution

7.2. Resolution: Reinstating The Burlington Aging Council And Implementation The Age-Strong BTV Plan (Councilors Schachter, Carpenter, Grant and Sanchez-Parkinson)(15 mins.)
Motion made by Councilor Schachter, seconded by Councilor Carpenter, to waive the reading and adopt the resolution as amended.
Lines 45 and 46 will be amended with the following language:
BE IT FURTHER RESOLVED, that Aging Council members shall be recommended by the Office of Racial Equity, Inclusion and Belonging and appointed by the City Council, with half of the members serving two-year terms and the other half serving one-year terms beginning July 1, 2026, and shall include:
Motion passed unanimously.

. Motion passed unanimously.

Subject	**7.3. VT Rt 127 Shared Use Path Scoping Study Project Preferred Alternative Approval - BPRW (20 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to approve the VT Rt 127 Shared-Use Path Scoping Study Project Advisory Committee's selection of Alternative 1 to reallocate space for a Shared-Use Path on the north side of the existing bridge over VT Rt 127

7.3. VT Rt 127 Shared Use Path Scoping Study Project Preferred Alternative Approval - BPRW (20 mins.)
Max Madalinski, Maddy Suender and Drew Gringras were present for this agenda item.
Motion made by Councilor Bergman, seconded by Councilor Broderick, to approve the motion as presented. Motion passed unanimously.

Subject	**7.4. Purchase of Vehicle-Installed Equipment for Parking Enforcement - DPW - Parking and Traffic (25 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Public Works Department
Type	Action

Recommended Action	to approve the purchase of a vehicle mounted camera technology from AIMS Parking, for a total cost of $54,508, and to authorize the Director of Public Works to take such further actions, and to execute such further documents approved as to form by the City Attorney's Office, as may be necessary or convenient to effectuate the transactions contemplated hereby

7.4. Purchase of Vehicle-Installed Equipment for Parking Enforcement - DPW - Parking and Traffic (25 mins.)
Chapin Spencer and Jackie Esperti spoke to this agenda item.
Motion made by Councilor Bergman, seconded by Councilor Grant, to approve the motion as presented.
Roll call vote taken:
Ayes: Acting City Council President, Councilors Bergman, Carpenter, Grant, Litwin, McKnight, Sanchez-Parkinson, Schachter, Singh and Traverse
Nays: Councilors Broderick and Neubieser
Motion passed: 10:2.

Subject	**7.5. Public Hearing: Community Development Block Grant and HOME Investment Partnerships Proposed Allocations for the 2026 Action Plan for Housing & Community Development**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action Public Hearing
Recommended Action	open the Public Hearing close the Public Hearing

7.5. Public Hearing: Community Development Block Grant and HOME Investment Partnerships Proposed Allocations for the 2026 Action Plan for Housing & Community Development
Christine Curtis and Kara Alnasrawi spoke to this agenda item.
Acting City Council President Barlow opened the Public Hearing at 9:48 pm.
Acting City Council President Barlow closed the Public Hearing at 9:54 pm.

Public Comments by Sharon Bushor and Travis Poulin.

Subject	**7.6. SECORD Phase 1 Development Agreement - CEDO (25 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve the Development Agreement and to authorize the Mayor of the City of Burlington to execute the Development Agreement between the City of Burlington and Ride Your Bike LLC and RYB Building A LLC for Phase 1 of the South End Coordinated Redevelopment (SECORD) Project, subject to the review and approval of the documents by the City Attorney's Office, and to take such further actions and

execute such further instruments, approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby; provided that the HIA and any substantive amendments to the HIA or to the Development Agreement shall require City Council approval

7.6. SECORD Phase 1 Development Agreement - CEDO (25 mins.)
Kara Alnasrawi and Gummi Johnson spoke to this agenda item.
Motion made by Councilor Singh, seconded by Councilor Schachter, to approve the motion as presented. Motion passed unanimously.

Subject	**7.7. Fourth Amendment to City Place ARDA 2.0 - Inclusionary Housing Delivery Timeline - CEDO (25 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve the amendments to the ARDA and to authorize the Mayor of the City of Burlington to execute the Fourth amendment to the CityPlace second (2nd) Amended and Restated Development Agreement (ARDA 2.0) between the City of Burlington and CityPlace Partners LLC subject to the review and approval of the documents by the City Attorney's Office

7.7. Fourth Amendment to City Place ARDA 2.0 - Inclusionary Housing Delivery Timeline - CEDO (25 mins.)
Kara Alnasrawi and Gummi Johnson spoke to this agenda item.
Motion made by Councilor Traverse, seconded by Councilor Bergman, to approve the motion as presented. Motion passed unanimously.

Subject	**7.8. Ordinance: Consumer Protection BCO Chapter 21, Art. I (Ordinance Committee)(15 mins.)**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Deliberative Agenda
Department	Council and Board
Type	Action Ordinance - First Reading
Recommended Action	Motion: First reading, waive the reading, suspend the rules regarding referral back to Ordinance Committee and set for second reading for a date certain of May 18, 2026.

7.8. Ordinance: Consumer Protection BCO Chapter 21, Art. I (Ordinance Committee)(15 mins.)
Motion made by Councilor Bergman, seconded by Councilor Litwin, to approve the motion as presented. Motion passed unanimously.

8. Committee Reports

8. Committee Reports

Motion made by Councilor Bergman, seconded by Councilor Traverse, to suspend the rules and complete the deliberative agenda. Motion passed unanimously at 10:18 pm.

Agenda items 8 through 10 were not addressed.

Subject	**8.1. Verbal reports**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. Committee Reports
Department	Council and Board
Type	Information

8.1. Verbal reports

9. City Council - General City Affairs (to include Climate Emergency Reports & Public Health & Safety Updates: up to 5 mins. per Councilor)

9. City Council - General City Affairs (to include Climate Emergency Reports & Public Health & Safety Updates: up to 5 mins. per Councilor)

Subject	**9.1. Verbal reports**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	9. City Council - General City Affairs (to include Climate Emergency Reports & Public Health & Safety Updates: up to 5 mins. per Councilor)
Department	Council and Board
Type	Information

9.1. Verbal reports

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

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

Subject	**10.1. Verbal reports**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	10. City Council President - Council Updates (up to 5 mins.)
Department	Council and Board
Type	Information

10.1. Verbal reports

11. Adjournment

11. Adjournment

Subject	**11.1. Motion to adjourn**
Meeting	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	11. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

11.1. Motion to adjourn
Acting City Council President Barlow convened the meeting at 10:55 pm.

12. Informational and Non-Discrimination Statements

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, Council and Licensing 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	May 11, 2026 - Regular City Council Meeting - Monday, May 11, 2026, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	12. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information

12.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Council and Licensing 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.

BURLINGTON LOCAL CONTROL COMMISSION
CONTOIS AUDITORIUM, 149 CHURCH STREET, 2ND FLOOR
MINUTES OF MEETING
May 11, 2026

1. Agenda

1. Agenda
Acting City Council President Barlow convened the meeting at 7:08 pm.
Members present: Mayor Mulvaney-Stanak, Acting City Council President Barlow, Commissioners Bergman, Broderick, Carpenter, Grant, Litwin, Sanchez-Parkinson, Schachter and Singh (all in person); Commissioners McKnight and Neubieser (online)
Member absent: Commissioner Traverse
Others present: Interim COS Alnasrawi, Lori Olberg, City Attorney Brown (all in person): Deputy Zakaras and Assistant City Attorney Sturtevant (both online)

Subject	**1.1. Motion to adopt agenda**
Meeting	May 11, 2026 - Local Control Commission Meeting - Monday, May 11, 2026, 7:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

1.1. Motion to adopt agenda
Motion made by Commissioner Broderick, seconded by Commissioner Singh, to adopt the agenda as presented. Motion passed unanimously.

2. Consent Agenda

2. Consent Agenda

Subject	**2.1. Motion to adopt the consent agenda and take the actions indicated**
Meeting	May 11, 2026 - Local Control Commission Meeting - Monday, May 11, 2026, 7:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Consent Agenda
Department	Council and Board

Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated

2.1. Motion to adopt the consent agenda and take the actions indicated
Motion made by Commissioner Broderick, seconded by Commissioner Singh, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

Subject	**2.2. First, Third Liquor License and Outside Consumption Permit Renewals (2026-2027): see attached list**
Meeting	May 11, 2026 - Local Control Commission Meeting - Monday, May 11, 2026, 7:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent)
Recommended Action	approve the 2026-2027 First, Third Liquor License and Outside Consumption Permit Renewals as listed with all standard conditions

2.2. First, Third Liquor License and Outside Consumption Permit Renewals (2026-2027): see attached list

3. Adjournment

3. Adjournment

Subject	**3.1. Motion to adjourn**
Meeting	May 11, 2026 - Local Control Commission Meeting - Monday, May 11, 2026, 7:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

3.1. Motion to adjourn
Acting City Council President Barlow adjourned the meeting at 7:09 pm.

BURLINGTON CITY COUNCIL WITH MAYOR PRESIDING
CONTOIS AUDITORIUM, 149 CHURCH STREET, 2ND FLOOR
MINUTES OF MEETING
May 11, 2026

1. Agenda

1. Agenda
Mayor Mulvaney-Stanak convened the meeting at 7:09 pm.
Members present: Mayor Mulvaney-Stanak, Acting City Council President Barlow, Councilors Bergman, Broderick, Carpenter, Grant, Litwin, Sanchez-Parkinson, Schachter and Singh (all in person); Councilors McKnight and Neubieser (both online)
Member absent: Councilor Traverse
Others present: City Attorney Brown, Interim COS Alnasrawi, Lori Olberg (all in person): Assistant City Attorney Sturtevant and Deputy COS Zakaras (both online)

Subject	**1.1. Motion to adopt agenda**
Meeting	May 11, 2026 - City Council With Mayor Presiding Meeting - Monday, May 11, 2026, 7:05 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

1.1. Motion to adopt agenda
Motion made by Councilor Singh, seconded by Acting City Council President Barlow, to adopt the agenda as presented. Motion passed unanimously.

2. Cherry Street Condemnation Request: Reconnecting Bank and Cherry Streets

2. Cherry Street Condemnation Request: Reconnecting Bank and Cherry Streets
Israel Maynard, Corey Mims and Laura Wheelock spoke to this agenda item.
Motion made by Councilor Bergman, seconded by Councilor Grant to approve the motion as amended:

1. The City Council authorizes the City to initiate proceedings, pursuant to 19 V.S.A. Chapter 7, for the highway alteration project known as Reconnecting Bank and Cherry (Burlington CDS CD23(1)), and to set a time and place for the site visit and hearings to determine necessity and compensation, if any, at the times and places described in the attached draft Citation/Notice.
a. To set a date for the Necessity Hearing on Monday June 22, 2026 at 6 PM EDT
b. To set a date for the Compensation Hearing on Monday June 22, 2026 at 6 PM EDT
c. To set a date for the Site Visit on Monday June 22, 2026 at 5 PM EDT

Motion passed unanimously.

Subject	**2.1. Cherry Street Condemnation Request: Reconnecting Bank and Cherry Streets - DPW**
Meeting	May 11, 2026 - City Council With Mayor Presiding Meeting - Monday, May 11, 2026, 7:05 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Cherry Street Condemnation Request: Reconnecting Bank and Cherry Streets
Department	Public Works Department
Type	Action
Recommended Action	The City Council With Mayor Presiding authorizes the City to initiate proceedings, pursuant to 19 V.S.A. Chapter 7, for the highway alteration project known as Reconnecting Bank and Cherry (Burlington CDS CD23(1)), and to set a time and place for the site visit and hearings to determine necessity and compensation, if any, at the times and places described in the attached draft Citation/Notice. a. To set a date for the Necessity Hearing on _____ b. To set a date for the Compensation Hearing on_____

2.1. Cherry Street Condemnation Request: Reconnecting Bank and Cherry Streets - DPW

3. Adjournment

3. Adjournment

Subject	**3.1. Motion to adjourn**
Meeting	May 11, 2026 - City Council With Mayor Presiding Meeting - Monday, May 11, 2026, 7:05 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

3.1. Motion to adjourn
Mayor Mulvaney-Stanak adjourned the meeting at 7:32 pm.

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Fire Department Submitter: Brad Kukenberger

Title/Subject: Authorization of Sale and Disposal of Surplus Self-Contained Breathing Apparatus (SCBA) Equipment

Approval Requested:		Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Both BOF and Council	5/18/2026

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/13/2026	Michael Curtin
Mayor's Office	Yes	5/13/2026	Kara Alnaswari
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/13/2026	Hayley McClenehan
CAO for budget, financing, and memo	Yes	5/13/2026	Katherine Schad
Human Resources, if personnel action or policy	Yes	Click or tap to enter a date.	
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Initial MC

Initial kd

Initial HM

Initial kS

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

MEMORANDUM

TO:	Board of Finance and City Council
FROM:	Michael Curtin, Fire Chief
CC:	Katherine Schad, Chief Administrative Officer
DATE:	May 18, 2026
RE:	Authorization of Sale of Surplus SCBA Equipment to the Town of Fair Haven and Appropriation of Proceeds for Burlington Fire Department Filling Station Repairs

Recommendation

The Fire Department respectfully request that the Board of Finance recommend, and the City Council approve: (1) authorization of the sale of thirteen (13) surplus Self-Contained Breathing Apparatus (SCBA) units to the Town of Fair Haven, Vermont in exchange for $22,750; and, (2) appropriates the resulting proceeds to fund needed repairs at the Burlington Fire Department's SCBA filling station via a corresponding FY2026 budget amendment.

Background

The Burlington Fire Department maintains a fleet of SCBA units used by firefighting personnel for respiratory protection in immediately dangerous to life or health (IDLH) atmospheres. The Department originally acquired the SCBA fleet now identified as surplus in 2015 and 2018 from Fire Tech & Safety (S.O. #115536) at a total cost of $310,500. After approximately a decade of operational service, these units have been replaced through the Department's standard SCBA replacement cycle and are no longer in active service. The current replacement cost for an equivalent new unit is approximately $9,062.25 per unit.

In parallel, the Department has identified needed repairs to its SCBA filling station, the fixed equipment used to recharge SCBA cylinders. Sale of the surplus units presents an opportunity to dedicate the proceeds directly toward this operational need at no additional cost to the General Fund.

Surplus Determination

Consistent with the City's surplus property policy (Article 10), the Fire Department has confirmed that the thirteen SCBA units are no longer needed for its operations and has circulated availability to other City departments. No other department has identified a use for the equipment. Accordingly, the units are properly classified as surplus and available for disposition.

Proposed Transaction

The Town of Fair Haven, Vermont — a peer Vermont municipality with an active fire service — has agreed to purchase the surplus units for use in its firefighting and public safety operations. The

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

proposed transaction is documented in the SCBA Bill of Transfer and Sale (attached) and reflects the following terms:

- **Grantor:** City of Burlington, acting by and through the Burlington Fire Department.
- **Grantee:** Town of Fair Haven, Vermont.
- **Equipment:** Thirteen (13) complete SCBA units, each comprising one (1) air pack, one (1) cylinder, and one (1) regulator (Scott X3 4.5 air packs, Scott 4500 cylinders, Scott CBRN regulators). Serial numbers are itemized in Attachment A to the Bill of Transfer.
- **Consideration:** $1,750 per unit, totaling $22,750.
- **Condition:** AS-IS, WITH ALL FAULTS. Grantee is responsible for all collection and transportation costs and indemnifies the City against claims arising from its use, possession, or transportation of the units following the effective date.

The per-unit consideration reflects the equipment's age, its AS-IS condition after roughly a decade of hard operational service, and the absence of any manufacturer warranty or remaining useful life guarantee. The sale to a fellow Vermont municipality also advances the broader public-safety interest of keeping serviceable equipment in active fire-service use within the State.

Capital Asset Records

Upon execution and payment, Finance will remove the thirteen units from the City's capital asset records using the serial numbers listed in Attachment A to the Bill of Transfer. The disposition will be reflected in the FY2026 capital asset reconciliation and reported through the year-end ACFR process.

Use of Proceeds and Budget Amendment

The Department is currently obtaining a formal repair quote for the SCBA filling station. The estimated cost is $24,125. The proposed action would amend the FY2026 Fire Department budget to recognize $22,750 in miscellaneous revenue from the sale and appropriate an offsetting $22,750 in expenditure authority for filling station repairs. Any portion of the repair cost in excess of the proceeds would be absorbed within the Department's existing FY2026 operating budget; any portion of the proceeds remaining after completion of the repairs would lapse to General Fund balance at year-end.

Authority

Section 55 of the Burlington City Charter requires City Council approval for the sale of City-owned personal estate. While the value of the SCBAs Units has significantly depreciated since they were purchased, their value remains above that of negligible or scrap as contemplated by Article 10 of the City’s Policy on Procurement, Property Disposition, and Approval Authority for Public Contracts and Related Financial Transactions, allowing for disposition at the Departmental level. Accordingly, the Bill of Transfer and Sale will be executed only following affirmative City Council approval.

Fiscal Impact

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

Item	Amount
Sale proceeds (revenue)	$22,750
Appropriation – SCBA filling station repairs (expense)	$24,125
Net General Fund impact	**$0 (net-neutral, up to repair estimate)**

Requested Action

Finance and the Fire Department respectfully request that the Board of Finance and City Council for approval the following motions:

Board of Finance

1. To approve and recommend that the City Council approve and authorize the sale of 13 (thirteen) Self-Contained Breathing Apparatus (SCBA) units, currently held as capital assets for use by the Burlington Fire Department, and as more particularly described in Attachment A, to the Town of Fair Haven, Vermont, for a total purchase price of $22,750, and to further authorize the Chief Engineer to execute a bill of sale memorializing the transaction, and any other documents necessary or convenient to effecting such transaction, subject to the review and approval as to form by the City Attorney's Office.
2. To approve and recommend that the City Council approve and authorize the Chief Administrative Officer or designee to effect all budget amendments and transfers of funds necessary to apportion the proceeds of the sale of the SCBA units as herein described, totaling $22,750, to the Fire Department's Fiscal Year 2026 Operating Budget for the purpose of allocating such proceeds to be available for necessary repairs to the Department's existing SCBA filling station.

City Council

1. To approve and authorize the sale of 13 (thirteen) Self-Contained Breathing Apparatus (SCBA) units, currently held as capital assets for use by the Burlington Fire Department, and as more particularly described in Attachment A, to the Town of Fair Haven, Vermont, for a total purchase price of $22,750, and to further authorize the Chief Engineer to execute a bill of sale memorializing the transaction, and any other documents necessary or convenient to effecting such transaction, subject to the review and approval as to form by the City Attorney's Office.
2. To approve and authorize the Chief Administrative Officer or designee to effect all budget amendments and transfers of funds necessary to apportion the proceeds of the sale of the SCBA units as herein described, totaling $22,750, to the Fire Department's Fiscal Year 2026 Operating Budget for the purpose of allocating such proceeds to be available for necessary repairs to the Department's existing SCBA filling station.

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

Attachments

- Attachment A: Description and Itemization of SCBA Units (serial numbers)
- Filling station repair quote (forthcoming)

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

ATTACHMENT A:
Description and Itemization of SCBA Units

AirPacks

SCBA Air Pack Scott X3 4.5 115S1609014813

SCBA Air Pack Scott X3 4.5 115S1517011278

SCBA Air Pack Scott X3 4.5 115S1733027670

SCBA Air Pack Scott X3 4.5 115S1815017630

SCBA Air Pack Scott X3 4.5 115S1641010499

SCBA Air Pack Scott X3 4.5 115S1814016459

SCBA Air Pack Scott X3 4.5 115S1813002311

SCBA Air Pack Scott X3 4.5 115S1832000287

SCBA Air Pack Scott X3 4.5 115S1823006623

SCBA Air Pack Scott X3 4.5 115S1823029273

SCBA Air Pack Scott X3 4.5 115S1733007377

SCBA Air Pack Scott X3 4.5 115S1517011317

SCBA Air Pack Scott X3 4.5 115S1823029275

Cylinders

SCBA Cylinder Scott 4500 IL1058815

SCBA Cylinder Scott 4500 IL1048086

SCBA Cylinder Scott 4500 IL828626

SCBA Cylinder Scott 4500 IL932808

SCBA Cylinder Scott 4500 IL1058762

SCBA Cylinder Scott 4500 IL1058821

SCBA Cylinder Scott 4500 IL828619

SCBA Cylinder Scott 4500 IL932556

SCBA Cylinder Scott 4500 IL932733

SCBA Cylinder Scott 4500 IL932804

SCBA Cylinder Scott 4500 IL1058781

SCBA Cylinder Scott 4500 IL937704

SCBA Cylinder Scott 4500 IL1058814

Docusign Envelope ID: F727CAE4-C038-8293-80DF-8BE2E09436DD

Regulators

SCBA Regulator Scott CBRN 115S1517012464

SCBA Regulator Scott CBRN 115S1517010454

SCBA Regulator Scott CBRN 115S1517012460

SCBA Regulator Scott CBRN 115S1517004414

SCBA Regulator Scott CBRN 115S151701243

SCBA Regulator Scott CBRN 115S1517006455

SCBA Regulator Scott CBRN 115S1517009307

SCBA Regulator Scott CBRN 115R0000429086

SCBA Regulator Scott CBRN 115S2246007548

SCBA Regulator Scott CBRN 115R0000437097

SCBA Regulator Scott CBRN 115S1517019988

SCBA Regulator Scott CBRN 115S151701245

SCBA Regulator Scott CBRN 115R0000009889

Quote

Quote Nbr.:	**Q311951**
Quote Date:	3/9/2026
Expiration Date:	3/24/2026
Customer ID:	C001075
Created By:	Brian Rich

Fire Tech & Safety
100 Business Park Dr #6
Tyngsborough, MA, 01879
Phone: (978) 649-6800
https://firetechusa.com/

BILL TO:	**SHIP TO:**
BURLINGTON FIRE DEPT.-VT 136 SOUTH WINOOSKI AVENUE BURLINGTON VT 05401	BURLINGTON FIRE DEPT.-VT 136 SOUTH WINOOSKI AVENUE BURLINGTON VT 05401

CUSTOMER P.O. NO.	**TERMS**	**CONTACT**
	Net 30 Days	MICHAEL CURTIN

SHIP VIA

Best Way

ITEM	QTY.	PRICE	EXT PRICE
AMERICAN AIRWORKS 7000PSI X 3/16 HOSE GRAY, SOLD BY THE FOOT	360.00	12.00	4,320.00
AMERICAN AIRWORKS HOSE CRIMP, 6000, JIC-F/SWL	3.00	20.00	60.00
AMERICAN AIRWORKS HOSE CIMP, 6000, 1/4 SWL-M NPT, 3/16 ID HOSE	3.00	20.00	60.00
CFS5.5-3S standard scope of supply and including the following additions: Dual function, top mount, four bank cascade panel. The dual function feature offers the ability to refill a storage bank, even with the bank valve closed, while filling SCBA's from	1.00	19,685.00	19,685.00
another bank. The system also includes an air direction valve allowing the operator to select "filling from storage" or "filling direct from the compressor." Additionally the scope includes a remote fill hose connection including bulkhead fitting,	0.00	0.00	0.00
adjustable regulator (for up to 6000 psig service), gauge, isolation valve, and quick connect/disconnect.	0.00	0.00	0.00
SHIPPING & HANDLING TO BE INVOICED ADDITIONALLY AT TIME OF DELIVERY	0.00	0.00	0.00

Total Weight (LB):	0	**Sales Total:**	24,125.00
Total Volume (CFT):	0	**Freight & Misc.:**	0.00
		Less Discount:	0.00
		Tax Total:	0.00
		Total (USD):	24,125.00

NOTICE...One or more of the products listed above may contain PFAS, for the reason the equipment contains PFAS chemicals, and the specific PFAS chemicals in the product you must contact the manufacturer of the items.
Fire Tech & Safety Terms and Conditions: https://firetechusa.com/FTSTAC.pdf

BURLINGTON FIRE DEPARTMENT

136 S. Winooski Avenue, Burlington, VT 05401
Phone: (802) 864-4554 Fax: (802) 865-5387

MEMO

TO: **Board of Finance / City Council**
CC: **Katherine Schad – CAO, Lynn Reagan – HR Director**
FROM: **Michael Curtin – Fire Chief**
DATE: **May 11, 2026**
SUBJECT: **AEMT Average Final Compensation for Non-Union Command Staff**

Background

The contract with the Burlington Fire Fighter Association (BFFA) provides a 4% incentive for Advanced EMT (AEMT) certification. It has been past practice for non-union command staff to receive the same benefits as union command staff and as such this 4% incentive is given to all staff with the certification.

As of July 1, 2025 a new feature of the collective bargaining agreement is for this incentive to be included in the Average Final Compensation (AFC) for pension calculations. Due to a grievance and subsequent contract interpretation, union employees do not pay pension contributions on this portion of their compensation.

Non-union command staff are eligible for similar incentive pay under the Fire Leadership Pay Scale (FLPS); however, its treatment for retirement purposes has not been formally established. Additionally, the loss or uncertainty of this 4% incentive when transitioning from a union position to a non-union role has become a deterrent for promotion to Battalion Chief, as it reduces the overall value of the promotional increase.

Proposal

The Department proposes the following for non-union Fire Department employees:

- The 4% AEMT incentive will be included in AFC calculations as pensionable earnings.
- Employee retirement contributions will be required on this compensation.

This approach differs from the union structure and ensures that all pensionable earnings for non-union employees are fully contributed toward the retirement system. This proposal is intended to:

- Provide clarity and consistency in how specialty pay is treated for non-union employees AFC;
- Maintain the value of AEMT certification for recruitment and retention of command staff;
- Avoid creating additional unfunded pension liability.

BURLINGTON FIRE DEPARTMENT

136 S. Winooski Avenue, Burlington, VT 05401
Phone: (802) 864-4554 Fax: (802) 865-5387

Financial Impact

The financial impact is limited to the employer share of retirement contributions associated with the 4% AEMT incentive. Because employee contributions will be made on this compensation, the proposal does not incur additional liability.

Recommended Action

Board of Finance:
Approve and recommend that the City Council authorize the inclusion of the 4% AEMT incentive for non-union Fire Department employees as pensionable compensation for AFC purposes, such that the percentage of employee wages to be contributed to BERS as set annually by the City Council annual budget appropriation resolution will be understood to be of base wages plus the AEMT incentive for such non-union employees, with required employee and employer retirement contributions

City Council:
Approve and authorize the inclusion of the 4% AEMT incentive for non-union Fire Department employees as pensionable compensation for AFC purposes, such that the percentage of employee wages to be contributed to BERS as set annually by the City Council annual budget appropriation resolution will be understood to be of base wages plus the AEMT incentive for such non-union employees, with required employee and employer retirement contributions.

Thank you for considering this request.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Burlington Fire Department Submitter: Michael Curtin – Fire Chief

Title/Subject: **AEMT Average Final Compensation for Non-Union Command Staff**

Approval Requested:		Meeting Date:
☒	Board of Finance	5/11/2026
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	4/27/2026	Michael Curtin
Mayor's Office	Yes	5/6/2026	Kara Alnasrawi
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	4/30/2026	Hayley McClenahan
City Attorney's Office for memo and motion(s) or resolution(s)	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO for budget, financing, and memo	Yes	4/27/2026	Katherine Schad
Human Resources, if personnel action or policy	Yes	5/4/2026	Lynn Reagan
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Fee $25.00

May 1, 2026 ---- April 30, 2027

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__Burlington City Arts_____
2. D/B/A (Business Name)_____ 3. Bus. Phone _802-846-2523__
4. Business Address__135 Church Street, Burlington, VT 05401_____
5. Mailing Address _____
6. Contact person Zach Williamson____ 7. Contact Phone _802-846-2523
8. Email contact address _zwilliamson@burlingtoncityarts.org___

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 __June 12 & 13, 2026__.
4. Proposed Hours for this Special Event ___6pm-11:30pm_____.
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way

___City Hall Park_____

_____

For this Proposed location please answer the following questions:

a) Occupancy Load_500___ b) # of Restrooms _3_ c) # of Egresses__multiple__

d) Date of last Fire/Safety Check __n/a_____ 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

Fee $25.00

(Continued on back)

PART III
DESCRIPTION OF ENTERTAINMENT

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

Description: Love Burlington and Burlington City Arts are pleased to present Watch Together, a public viewing of two FIFA World Cup games in City Hall Park. These would be the USA v. Paraguay game at 9pm on Friday, June 12 and the Haiti v. Scotland game at 9pm on June 13. Soccer matches are at least 90 minutes, plus potential stoppage time added. With that, games could end at 10:30pm or later, so we are listing 11:30pm as the final end time. We are applying here for an extension of park and sound amplification hours to 11:30pm. This will involve a 16' outdoor screen, projection and a sound system. We will kick the event off with a DJ or band from approximately 6:30 to 8:30pm.

We will be showing other matches indoors and working with local businesses, but we can only show games outdoor when it is dark enough to see them.

We are working in collaboration with the Vermont Soccer Association.

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: _04-15-26

SIGNATURE OF APPLICANT_____

PRINT NAME: __Zach Williamson_

RELATIONSHIP TO BUSINESS _Festival and Event Director_____

OFFICE USE ONLY

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

At their meeting of 5/13/26, the Burlington City Council License Committee recommended
Approval X Denial_____

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

Fee $25.00

May 1, 2025 ---- April 30, 2026

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 Queen City Lodge #1 I.O.O.F.
2. D/B/A (Business Name) Burlington Odd Fellows 3. Bus. Phone _____
4. Business Address 1416 North Ave, Burlington VT 05408
5. Mailing Address 1416 North Ave, Burlington VT 05408
6. Contact person Zachary York 7. Contact Phone 802-839-8596
8. Email contact address oddfellowsbtv@gmail.com

PART II
OPERATION

pd chq #223 04/21/26 425.00

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 June 27, 2026.
4. Proposed Hours for this Special Event 12pm to 8PM.
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way

Outside of the lodge in our parking lot, driveway, and front lawn.

For this Proposed location please answer the following questions:

a) Occupancy Load 99 inside b) # of Restrooms 1 inside, 2 porta potties outside c) # of Egresses 2

d) Date of last Fire/Safety Check 12/9/2025 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

Fee $25.00

(Continued on back)

PART III
DESCRIPTION OF ENTERTAINMENT

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

Description The outdoor festival features ten local and touring acts, inside will be a free craft and flea market featuring handmade goods, art, vintage finds, and more from local makers and vendors. There will be live music outside, art, rented porta potties, private security, and entry by suggested donation. All proceeds from the door entry will be donated to the North End Food Pantry, the project started by a lodge member hosted in our building every week.Donation-based ($20 suggested); no one turned away for lack of funds All ages, rain or shine. The inaugural Odd Fest on July 5, 2025 drew more than 300 attendees and raised around $3,000 for the pantry.

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: 4/17/2026

SIGNATURE OF APPLICANT /s/Zachary M. York

PRINT NAME: Zachary M. York

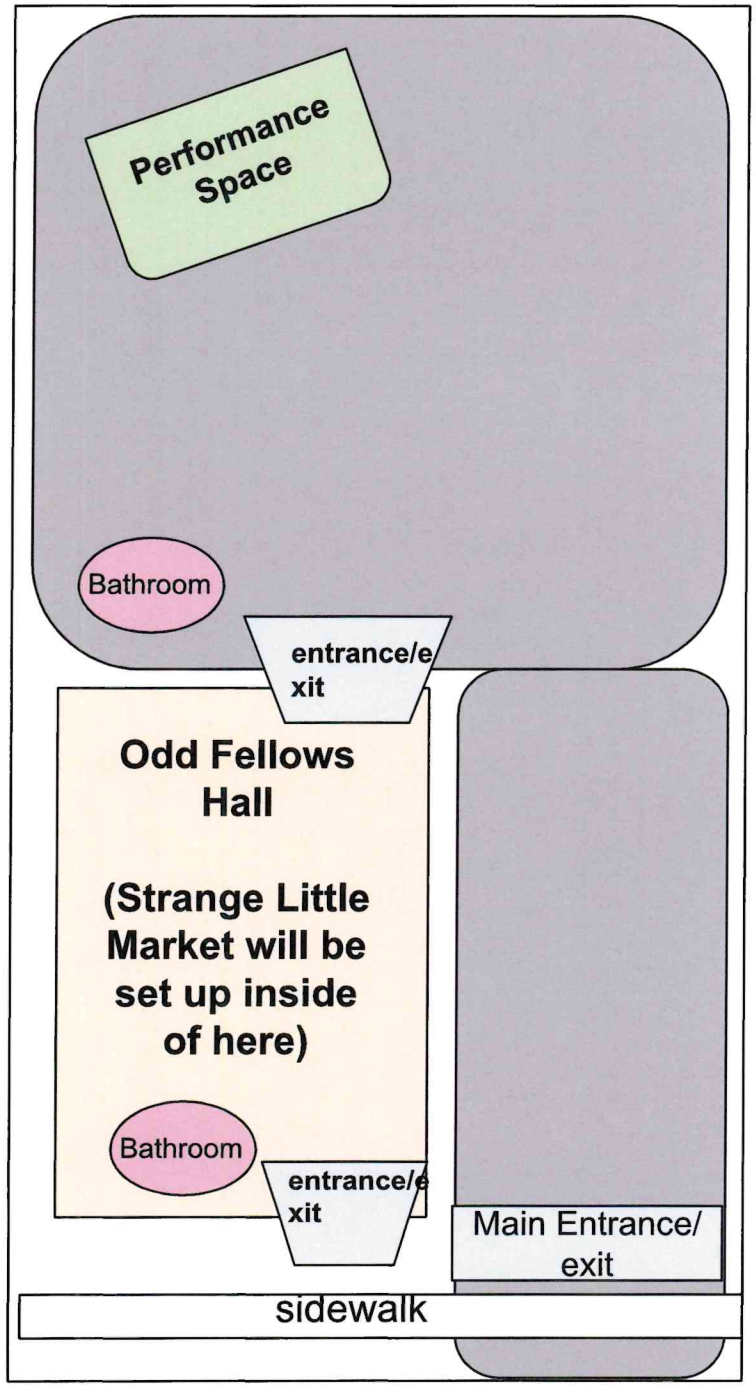
RELATIONSHIP TO BUSINESS Current elected leader

OFFICE USE ONLY

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

At their meeting of 5/13/26, the Burlington City Council License Committee recommended
Approval X Denial_____

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


Performance Space
Bathroom
entrance/exit
Odd Fellows Hall
(Strange Little Market will be set up inside of here)
Bathroom
entrance/exit
Main Entrance/ exit
sidewalk

Fee $25.00

CITY OF BURLINGTON
UMBRELLA ENTERTAINMENT PERMIT APPLICATION
2026

PART I
ORGANIZATION

All information in this section is required

1. Corporation/Sole Proprietor name: Flynn Center for the Performing Arts, Ltd.

2. D/B/A (Business Name): Flynn Center for the Performing Arts, Ltd. 3. Bus. Phone: 802-652-4500

4. Business Address: 153 Main Street, Burlington, VT 05401

5. Mailing Address: 153 Main Street, Burlington, VT 05401

6. Contact person: Matt Rogers 7. Contact Phone: 802-652-4503 (o); 609-206-3936 (c)

8. Email contact address: mrogers@flynnvt.org

PART II
OPERATION

1. Proposed Date(s) for this Event June 3 – 7, 2026.

2. Proposed Hours for this Event See attached calendar.

3. Proposed Location for this Event. Specify if event will be on a City street/Right-of-Way or Park Attach any diagrams that will be helpful.

   Venues outside the Flynn include the Waterfront Park, Church Street Marketplace,

   and City Hall Park.

For this proposed location please answer all questions that apply:

a) Occupancy Load_____ b) # of Restrooms _____ c) # of Egresses_____

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

h) Tents ? Yes or No I) Will alcohol be served? Yes or No

pdeliv#4016790 $25.00
to 4/27/26

(Continued on back)

PART III
DESCRIPTION OF ENTERTAINMENT

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

   Description The Flynn is producing JazzFest which is a live music festival that takes place in and around Burlington. There are performances indoors and outdoors from June 3 – 7, 2026. This is the 43rd Jazz Festival where audiences will be able to gather together and listen to live jazz music.

2. ******* Please attach list of all scheduled events or performances*********

PART IV
PARTICIPATING ORGANIZATIONS

Please list all participating organizations/businesses/agencies:

1. Atomic Pro Audio
2. Casella
3. P&P Septic
4. Vermont Tent Company
5. Green Mtn Concert Services
6. Church Street Marketplace
7. Higher Ground
8. Burlington Parks & Rec
9. Vermont Tire
10. Lake Champlain Chocolate

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: 4/23/26

SIGNATURE OF APPLICANT _____

PRINT NAME: Jay Wahl

RELATIONSHIP TO BUSINESS Executive Director

OFFICE USE ONLY

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

At their meeting of 5/13/26, the Burlington City Council License Committee recommended
Approval X Denial_____

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

Wednesday 6/3

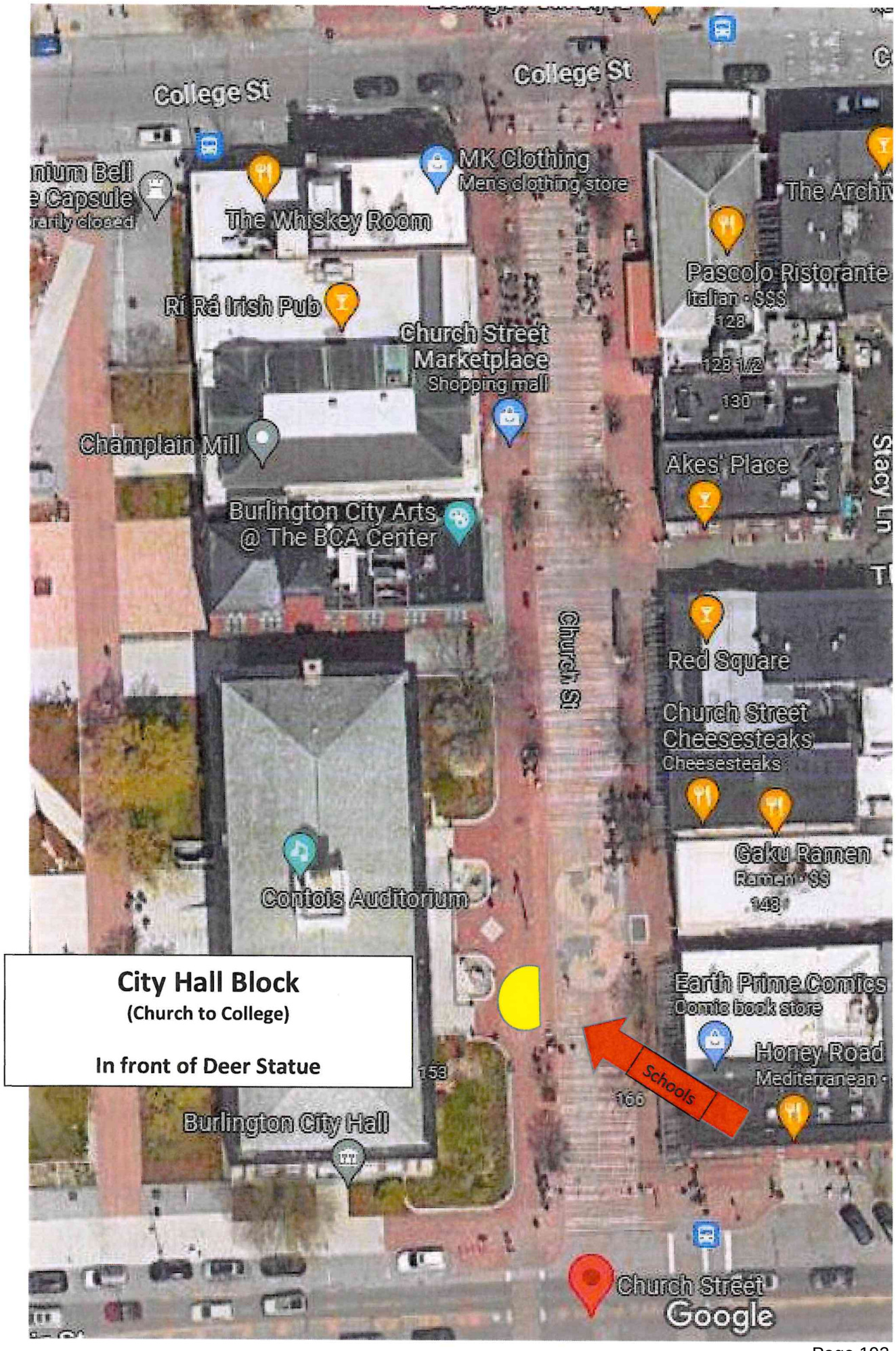
Location	10:40	11:00	11:20	11:40	12:00	12:20	12:40	1:00	1:20	1:40	2:00	2:20	2:40	3:00	3:20	3:40	4:00	4:20	4:40	5:00
Bottom of Church Street	Load-In	11 - 11:40am	South Burlington HS Jazz	*Load-out*	Load-in	12:20 - 1:00pm	Sustainability Academy	Load-out	Load-In	1:40 - 2:20pm	LUHS Jazz	Load-Out	*Load-in*	3:00 - 3:40pm	St. Albans City School	*Load-Out*	Load-In	4:20 - 5:00p		Load-Out
Mall Block			Load-in	11:40 - 12:20pm	Sweet Transition (MAUHS)	Load-out	Load-in	1:00 - 1:40pm	MUMS + MUHS Jazz E	Load-out	Load-in	2:20pm - 3:00pm	The Commodore Jazz Band	Load-out	Load-in	3:40 - 4:20p		Load-out		
Top of the Block	Load-In	11 - 11:40am	Westside Jazz Ensemble	Load-out	Load-in	12:20 - 1:00pm	Hinesburg Jazz Band	1:00 - 1:40pm	Charlotte Jazz Band	Load-Out		Load-out	~~Load-in~~	~~3:00 - 3:40pm~~		~~Load-out~~	~~Load-in~~	~~4:20 - 5:00p~~		~~Load-Out~~
City Hall Park																				

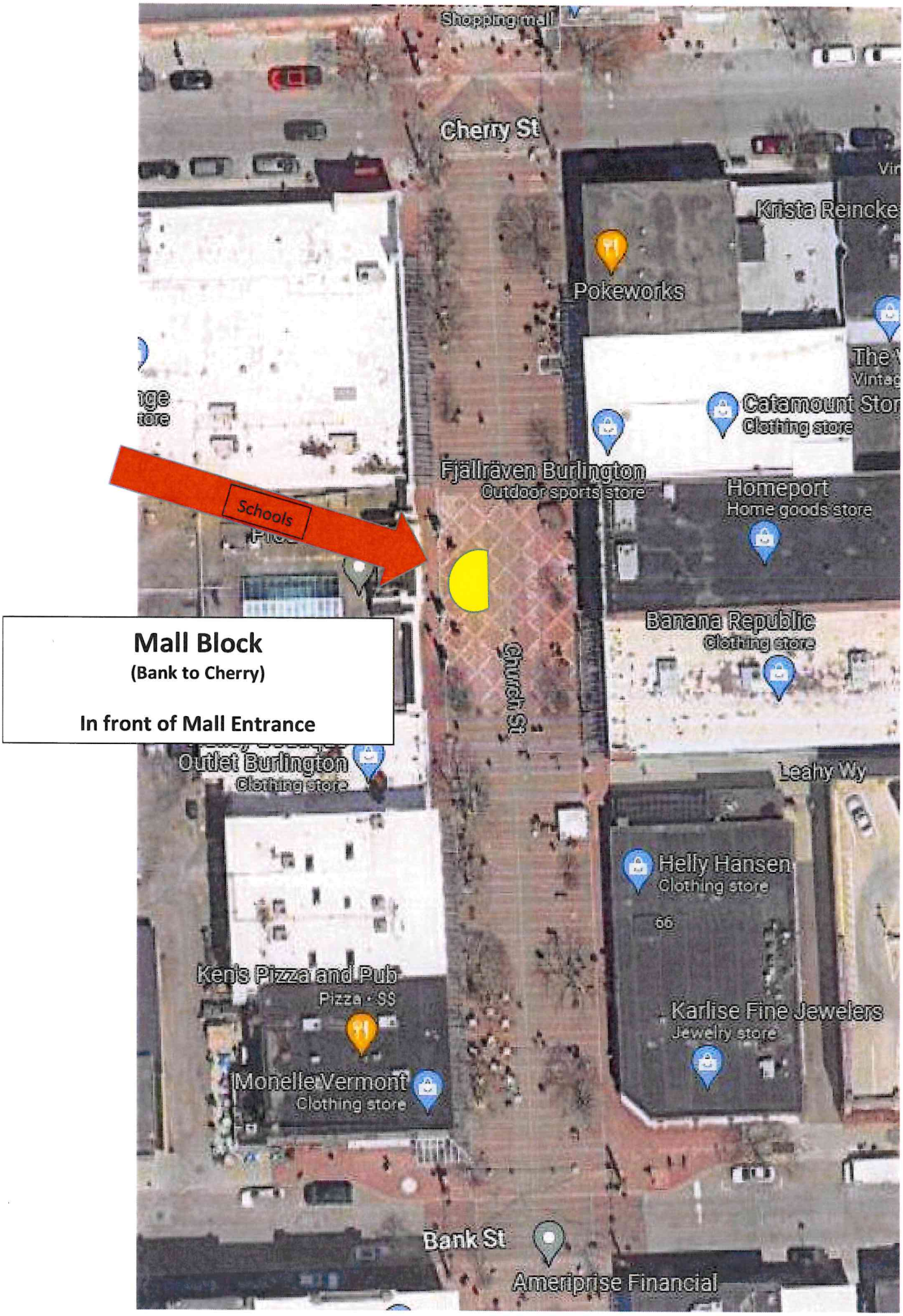
Thursday 6/4

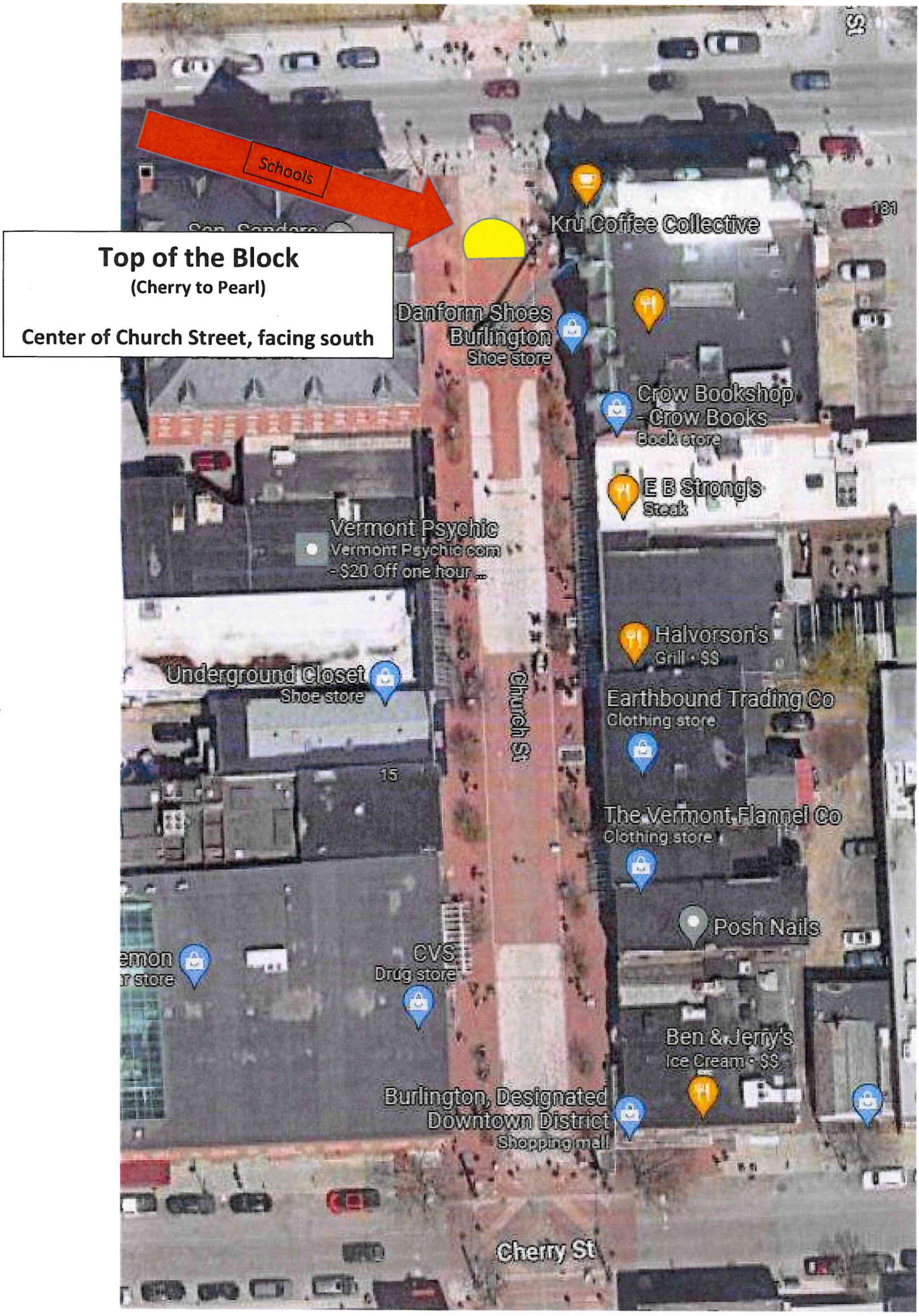
Location	10:40	11:00	11:20	11:40	12:00	12:20	12:40	1:00	1:20	1:40	2:00	2:20	2:40	3:00	3:20	3:40	4:00	4:20	4:40	5:00
Bottom of Church Street	Load-in	11 - 11:40am	NCCS Jazz Band	Load-out	Load-in	12:20 - 1:00pm	U-32 Jazz Band	Load-out	Load-in	1:40 - 2:20pm	BRMS + MMUHS	Load-out	Load-in	3:00 - 3:40pm	EMS Jazz Band and Chorus	Load-out	Load-in	4:20 - 5:00pm		Load-Out
Mall Block			Load-In	11:40 - 12:20pm	AuSable Valley Jazz Band	Load-out	Load-in	1:00 - 1:40pm	Flying Turtles (VCS)	Load-out	Load-in	2:20 - 3:00pm	GEMS	Load-out	Load-in	3:40 - 4:20pm		Load-out		
Top of the Block	Load-In	11:00 - 11:40am	Crossett Brook Middle School	11:40 - 12:20pm	The Highland Jazz Ensemble	12:20 - 1:00pm	The Harwood Assembly	Load-Out	Load-In	1:40 - 2:20pm	BFA Fairfax Jazz	Load-out	~~Load-in~~	~~3:00 - 3:40pm~~		~~Load-out~~	~~Load-in~~	~~4:20 - 5:00pm~~		~~Load-Out~~
City Hall Park	*Load-In*	11 - 11:10 SA Rock	11:15 - 11:40 EES Chorus	11:50 - 12:05 EMS Chorus	12:15 - 12:45	HMS Jazz	12:50 - 1:20	EMS Jazz	1:30 - 2:20	BHS Jazz		Load-Out	Load-in	3:00 - 3:40pm	Shelburne Community School		Transition	4:20pm - 5:00p	CVUHS	Load-out

Friday 6/5

Location	10:40	11:00	11:20	11:40	12:00	12:20	12:40	1:00	1:20	1:40	2:00	2:20	2:40	3:00	3:20	3:40	4:00	4:20	4:40	5:00
Bottom of Church Street	Load-In	11 - 11:40am	St. Johnsbury Middle School	Load-out	Load-in	12:20 - 1:00pm	Williamstown Middle High School	Load-out	Load-in	1:40 - 2:20pm	Brattleboro Union High School	Load-out	Load-in	3:00 - 3:40pm	Colchester Middle School	Load-out	Load-in	4:20 - 5:00pm	Colchester High School	Load-Out
Mall Block			Load-In	11:40 - 12:20pm	Leland & Gray High School	Load-out	Load-in	1:00 - 1:40pm	Winooski Chorus	Load-out	2:20pm - 3:00pm	Winooski Jazz Band		Load-out	Load-in	3:40 - 4:20p		Load-out		
Top of the Block	Load-In	11 - 11:40am	BFA Fairfax MS Chorus + Band	Load-out	Load-in	12:20 - 1:00pm	Rutland Town Middle School Band	Load-out	Load-In	1:40 - 2:20pm	MVU Jazz Ensemble	Load-out	~~Load-in~~	~~3:00 - 3:40pm~~		~~Load-out~~	~~Load-in~~	~~4:20 - 5:00pm~~		~~Load-Out~~
City Hall Park											Load-in	2:20 - 3:00pm		Load-in	3:20pm - 4:00pm	ADL Jazz Band	Load-In	4:20 - 5:00pm	EHS Jazz Band	Load-out


College St
College St
MK Clothing
Men's clothing store
The Whiskey Room
Ri Rá Irish Pub
Church Street
Marketplace
Shopping mall
Champlain Mill
Burlington City Arts
@ The BCA Center
Pascolo Ristorante
Italian · $$$
128
128 1/2
130
Akes' Place
Red Square
Church St
Church Street
Cheesesteaks
Cheesesteaks
Gaku Ramen
Ramen · $$
148
Contois Auditorium
Earth Prime Comics
Comic book store
Honey Road
Mediterranean ·
Schools
153
166
Burlington City Hall
Church Street
Google
City Hall Block
(Church to College)
In front of Deer Statue


Shopping mall
Cherry St
Krista Reincke
Pokeworks
Catamount Stor
Clothing store
Fjällräven Burlington
Outdoor sports store
Homeport
Home goods store
Schools
Mall Block
(Bank to Cherry)
In front of Mall Entrance
Banana Republic
Clothing store
Church St
Outlet Burlington
Clothing store
Leahy Wy
Helly Hansen
Clothing store
66
Ken's Pizza and Pub
Pizza · $$
Karlise Fine Jewelers
Jewelry store
Monelle Vermont
Clothing store
Bank St
Ameriprise Financial


Schools
Top of the Block
(Cherry to Pearl)
Center of Church Street, facing south
Kru Coffee Collective
Danform Shoes Burlington
Shoe store
Crow Bookshop - Crow Books
Book store
E B Strongs
Steak
Vermont Psychic
Vermont Psychic.com
- $20 Off one hour ...
Halvorson's
Grill · $$
Underground Closet
Shoe store
Church St
Earthbound Trading Co
Clothing store
The Vermont Flannel Co
Clothing store
Posh Nails
CVS
Drug store
Ben & Jerry's
Ice Cream · $$
Burlington, Designated Downtown District
Shopping mall
Cherry St
15
181

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: License Committee/City Council

FROM: Alice Schwencke, Excavation Inspector, Department of Public Works

DATE: May 13th, 2026 / May 18th, 2026

CC: Laura Wheelock, P.E.; Division Director of Public Works/City Engineer
Chapin Spencer, Director of Public Works.
Corey Mims, P.E. Senior Public Works Engineer

RE: 202 Main Street Burlington–Encumbrance Permit Application – Outdoor Seating Area

Request

The Applicant, Bar Renee, LLC, the bar located at 202 Main Street Burlington is requesting approval for a two hundred and fifty square feet (250) of sidewalk area. The outdoor seating area facing Main Street adjacent to the Bar Renee Entrance. The request, if approved, will provide an outdoor seating area to boost sales and provide a more welcoming business front to welcome new and returning patrons through a License Agreement with the City.

As stated in Burlington Code of Ordinance Chapter 27-32(a): "*No permit as required by Section 27-31 shall be for longer than sixty (60) days, except as authorized by the city council.*"

Overview

Donald Leopold of Bar Renee submitted an encumbrance permit application to the Department of Public Works on April 17th 2026, requesting to occupy Two hundred and fifty (250) square feet of City right-of-way space on the North sidewalk brick area of Main Street. Main Street sidewalk is part of the Great Street Build downtown Burlington has expanded to accommodate outdoor seating and structures in front of the business Bar Renee allowing for ample space to conduct outdoor services

The seating area meets all the requirements to occupy the public right-of-way and will not impede the sidewalk or traveled lanes on Main Street.

The outdoor seating area will be utilized by Bar Renee during normal business hours. During times when the business is not open, the tables and chairs will be properly stored and locked. At the end of the season tables and chairs will be removed and stowed from the City right of way.

The Applicant will be responsible for any future maintenance, repairs, cleanliness and any other conditions as defined in the License Agreement. Bar Renee will occupy the sidewalk from May 1st 2026 to October 20th 2026. Items will be removed from the street at the end of the date for the winter months.

Recommendation

The Department of Public Works is supportive of entering into a License Agreement between the Applicant and the City.

Thank you for your consideration of this request. Please do not hesitate to contact me directly at Aschwencke@burlingtonvt.gov or 802-495-6176.

Attachment

A. Application
B. DPW Recommendation Form
C. Photographs
D. Certificate of Insurance

Motions:

License Committee:

> "To approve and recommend that the City Council approve the Encumbrance Application for the address located at 202 Main Street, requesting use of a section of sidewalk located on Main Street for an outdoor seating area and to further recommend that the City Council authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office."

City Council:

> "To approve the Encumbrance Application for Bar Renee at 202 Main Street requesting use of the sidewalk area for an outdoor seating area and authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office."

ENCUMBRANCE PERMIT AND LICENSE AGREEMENT
Bar Renee, LLC
202 Main Street Burlington VT 05401

This Long-term Encumbrance Permit and License Agreement ("Agreement") is made by and between the City of Burlington, a municipal corporation (the "City") organized and validly existing under the laws of the State of Vermont, and Bar Renée LLC, a Vermont limited liability company ("Licensee") located at 202 Main Street Burlington, VT 05401. The City and Licensee agree to the terms and conditions of this Agreement.

1. RECITALS

A. Authority. Authority to enter into this Agreement exists in the City Charter and Burlington City Ordinance 27-32. Required approvals, clearance, and coordination have been accomplished from and within each Party.

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 Agreement.

C. Background. The City owns property, including the street and sidewalk right-of-way adjacent to 202 Main Street Burlington. Licensee has submitted an encumbrance application seeking the continued occupation of City right-of-way on Main Street according to Licensee's application, it will cover 250 square foot area of the public sidewalk and brick area.

D. Purpose. This Agreement sets forth the terms and conditions for the allowed use of the public right-of-way.

2. DEFINITIONS

A. "Effective Date" means the date on which this Agreement is approved and signed by the City as shown on the signature page of this Agreement.

B. "Encumbrance Fee" means the sum of the encumbrance application fee, and the square foot use fee annually set by the city.

C. "Party" means the City or Licensee and "Parties" means both the City and Licensee.

D. "Premises" means the sidewalk right-of-way on the North side of Main Street adjacent to Bar Renée entrance.

E. "Property" means the building located at 202 Main Street in Burlington, Vermont, that is the subject of this Agreement.

3. 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. Licensee's obligations hereunder for indemnification, defense, and restoration of the Premises and other City property shall survive expiration or termination hereof.

B. Term. This Agreement shall commence on the Effective Date and expire on April 30, 2027.

C. Termination. This Agreement may be terminated as set forth in this paragraph (C). Upon termination, Licensee shall remove—at its own expense—all objects, materials, and other obstructions placed on the Premises. If Licensee refuses to promptly remove such obstructions, the City may remove all such obstructions and the Licensee shall be liable for all expenses of such removal.

i. Discontinued Use. The City shall have the exclusive right to immediately terminate this Agreement should Licensee or a subsequent owner discontinue the licensed use of the premise.

ii. Termination for Convenience. At any time prior to completion of services specified under this Agreement, the City may terminate the Agreement for any reason by submitting written notice via certified or registered mail to the Licensee, not less than fifteen (15) days prior to the termination date, of its intention to do so. The Licensee shall make no claim against the City by reason of such termination.

iii. Breach. The City shall have the exclusive right to terminate this Agreement if Licensee is in breach of this Agreement. The City shall provide seven (7) days written notice in advance of the termination date.

iv. Non-Compliance. If any of the License Conditions are not met to the satisfaction of the City, the Licensee will be responsible for restoration of the Premises, the sidewalk adjacent to the property, and any other City property damaged, destroyed, or otherwise affected by Licensee or its officers, employees, agents, customers/invitees, successors, or assigns, within seven (7) days of receiving written notice.

v. Renewal. This agreement shall be renewable annually for a one (1) year term provided that Licensee submits a timely annual renewal application certifying that its renewal does not amend, modify or otherwise change the existing agreement, pays the requisite fees, and provides updated proof of insurance and all applicable endorsements, and provided that the Department of Public Works certifies that licensee is still in compliance with terms of this agreement.

4. GRANT OF LICENSE

The City hereby grants to Licensee a license to install an outdoor seating area for dining purposes on the sidewalk directly adjacent to 202 Main Street, totaling an area of Two hundred and fifty (250) square feet for the term set forth above. Licensee may use and shall maintain the outdoor seating area existing in the City's right-of-way.

LICENSE CONDITIONS

The Premises shall be maintained in accordance with all conditions set by DPW. Such conditions shall include the following enumerated conditions, but may also be supplemented by DPW upon reasonable notice in the event DPW determines that the public safety, health and or welfare require such supplemental conditions:

A. Licensee shall take all reasonable precautions to protect the public from potential hazards resulting and emanating from the Premises due to activities related to the uses for which this encumbrance is permitted.

B. Licensee shall control the dust and dirt and other debris on the encumbered area and adjoining areas, including picking up and sweeping such dust, dirt and debris. All costs associated with the maintenance and upkeep of the encumbered area are solely the responsibility of Bar Renee.

C. Licensee shall not allow obstructions and interferences in the lines of sight on the Premises or the adjacent area.

D. Licensee shall be responsible for the maintenance and associated repair of approximately 250 square feet of the sidewalk on Main Street.

E. The Department of Public Works reserves the right to extend this agreement for one additional year, provided that the licensee submit any and all documents required by the Department of Public Works that would warrant the extension of this agreement.

5. PAYMENT FOR LICENSE

A. License Fee. Licensee shall pay the City an encumbrance fee, as described in Attachment A.

B. Initial License Fee. By signing this Agreement, the Parties acknowledge that Licensee has paid the City the license fee for the period beginning on the Effective Date and continuing until April 30, 2027.

C. Parking Meter Fee. Licensee shall pay all associated parking meter fees if required.

6. INSURANCE

A. Requirement. Licensee shall maintain throughout the term of this Agreement, and any subsequent extension or renewals, commercial general liability insurance from an insurance carrier rated A-:VII or higher by A.M. Best Co. and admitted in the State of Vermont, insuring against all legal liability for injuries or damages suffered as a result of the exercise of privileges granted by this Agreement in an amount not less than $100,000 each occurrence, $300,000 aggregate.

B. Evidence. Prior to execution of this Agreement, Licensee shall furnish the City with a certificate of insurance and endorsement that includes the provision naming the City as an additional insured on a primary, non-contributory basis and waiving subrogation against the City. Licensee shall take all reasonable efforts to acquire an endorsement providing the City with thirty (30) days' written notification of cancellation. If such endorsement is not reasonably available, then Licensee shall provide the City with notification of any impending cancellations within three (3) days after receipt of such notice from its insurance carrier. The current certificate of insurance and applicable endorsements are attached to this Agreement as Attachment E.

C. Continuing Obligation. Licensee shall provide the City with an updated certificate of insurance and applicable endorsements annually on or before the certificate's stated expiration. It is the responsibility of Licensee to ensure that a current certificate of insurance is on file with the City at all times.

7. INDEMNIFICATION

Licensee shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from liability for any claims, suits, expenses, losses, judgments, penalties, fines, costs (including attorneys' fees and costs), and damages arising as a result of the Licensee's acts and/or omissions, and the acts and/or omissions of Licensee's officers, directors, employees, agents, contractors, subcontractors, customers/invitees, successors, or assigns arising from or related to Licensee's use of the Premises or in connection with this Agreement or the privileges granted to it under this Agreement, excepting claims arising from the City's gross negligence or willful misconduct. If the City, its officers, officials, agents, or employees are notified of any claims asserted against it to which this indemnification provision may apply, the City shall promptly thereafter notify the Licensee in writing that a claim to which the indemnification provision may apply has been received. Licensee shall promptly retain counsel and otherwise provide a complete defense against the entire claim or suit. The City retains the right to participate, at its own expense, in the defense of any claim, and to approve all proposed settlements of clams to which this provision applies. Under no conditions shall the City be obligated to indemnify the Licensee or any third party, nor shall the City be otherwise liable for expenses or reimbursement including attorney's fees, collection costs, or other costs, of the Licensee or any third party.

8. RESPONSIBILITY FOR SUPERVISION:

Licensee shall assume responsibility for general supervision of its patrons and staff, shall be solely responsible for all procedures, methods, and work, and shall be responsible to the City for all acts or omissions of its officers, employees, agents, contractors, subcontractors, or any other person related to any activity or work performed in connection with this Agreement or the privileges granted to Licensee under this Agreement.

9. PUBLIC RELATIONS

Throughout the encumbrance term, the Licensee will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Licensee shall conduct themselves with propriety.

10. PERMITS

Licensee shall be responsible for obtaining all necessary City and/or State permits prior to providing any services on the Premises or in connection with this Agreement.

11. NUISANCES PROHIBITED

Licensee shall not—during the term of this Agreement—on or in the Premises, maintain, commit, or permit the maintenance or commission of any nuisance or violation of any applicable City ordinance, State or Federal statute, or controlling law, regulation, or condition imposed whether existing at the time of commencement of this Agreement or enacted, amended, or otherwise put into effect during the term of this Agreement.

12. INSPECTION OF WORK

The City shall, at all times, have access to the Premises for the purposes of inspection and the Licensee shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Licensee shall permit the City or representative for the City the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Licensee.

13. ASSIGNMENT OF RIGHTS

If Licensee sells the Property, Licensee may temporarily assign the privileges granted herein to the new owner of the Property for a period of sixty (60) days after closing. Any subsequent owner of the Property shall execute a new agreement with the City and provide proof of insurance within the sixty (60) day period. Failure to comply with this section shall constitute a discontinued use under **§3.C.i** of this Agreement.

14. LIMITATION OF RIGHTS; PROPERTY TAXES

Licensee acknowledges that no title, estate, leasehold, easement, or other property interest or other right is created other than that specifically defined and limited by this Agreement. Any property tax liability arising from this Agreement under Vermont law, notwithstanding the foregoing, shall be the sole responsibility of Licensee.

15. WAIVER

The City's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, notwithstanding the passage of time. Waiver by the City may only occur through an expressed written waiver signed by an authorized representative of the city. No waiver of a breach of any of the covenants, agreements, or provisions contained in this Agreement shall be construed to be a waiver of any subsequent breach of the same or of any other provision in this Agreement.

16. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings related to Licensee's use of the specified portions of the City's right-of-way, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

17. MODIFICATION

Modifications to this Agreement shall only be valid if agreed to in a formal written amendment to this Agreement, properly executed and approved by the Parties.

18. THIRD PARTY BENEFICIARIES

This Agreement does not confer any rights or remedies upon any person or entity other the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement and do not create any right for such third parties.

19. MISCELLANEOUS

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder shall remain in effect as necessary to effectuate the original intent of the Parties as closely as possible; provided, however, that if any provision hereof relating to indemnification or defense for the protection of the City and its taxpayers is held to be invalid and unenforceable, then this Agreement shall have no further prospective force or effect, except that it shall be enforced to the fullest extent allowed by law for the protection of the City and its taxpayers with respect to prior transactions and occurrences. 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. This Agreement shall not be construed its drafter. In case of any dispute arising from this Agreement, the prevailing party shall be entitled to attorneys' fees and costs.

20. ATTACHMENTS

The following attachments are adopted, incorporated by reference, and made part of this Agreement:

A. Attachment A: Licensee's Application

B. Attachment B: Department of Public Works Encumbrance Recommendation Form

C. Attachment C: Photographs and Sketches of Encroachment

D. Attachment D: Certificate of Insurance

21. ORDER OF PRECEDENT

This Agreement shall control over any conflicting attachment.

— *Signature Page Follows* —

22. SIGNATURE PAGE

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 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 shall be treated as an original.

The Parties hereto have executed this Agreement

LICENSEE

By: _____
[Donald Leopold, Owner]

Date:_____

By: _____
Diandre Prendimano, Employee]

Date: _____

CITY OF BURLINGTON

By: _____
Mayor Emma Mulvaney-Stanak

Date: _____

City of Burlington, VT

April 20, 2026

Record No: REN-26-6

Encumbrance Permit

Status: Active

Submitted On: 4/17/2026

Primary Location

194-206 Main Street
Burlington, VT 05401

Owner

194 MAIN, LLC
688 PINE ST, STE 2D
BURLINGTON, VT 05401

Applicant

Donald Leopold
978-505-8700
info@barrenee.com
202 Main st
Burlington, VT 05401

Right-of-Way Encumbrance Application

Type of Encumbrance Requested*

Seating / Sign / Structure / Amenity Encumbrance

Renewal ?*

No

Encumbrance Description*

Area on both sides of bike lane in front of 202 Main st (Bar Renee) excluding 7' pedestrian space against the building. Approximatly 250 sq. feet. Rendering Attatched

Location of Encumbrance *

202 Main st sidewalk

Will City Parking Spaces be Encumbered?*

No

Parking Encumbrance Fees Apply*

–

The length of Long-Term Encumbrances (years) are negotiated on a case-by-case basis, and may be renewed at the request of the applicant.

Encumbrance Term (Years)

1

Encumbrance Start Date

05/01/2026

Encumbrance End Date

11/30/2026

Area Encumbered (Square Feet)

250

Number of Tables

6

Number of Chairs

18

Company Information

Company Name

Bar Renee LLC

DBA Name

Phone

(802) 540-1477

FAX

Street Address

202 Main st

City, State Zip

burlington, VT 05401

Email

info@barrenee.com

Instructions

Please Attach:

1. Certificate of Liability Insurance with holder as the “CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401”.

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 per square foot)

Encumbrance Not Valid until Permit is Issued. Permit will be Issued after City Council Approval.

Please Attach:

1. Certificate of Liability Insurance with holder as the “CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401”.

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 square foot)

Permit will be Issued after City Council Approval. Permit Not Valid until Fee Payment is Received.

Please Attach:

1. Certificate of Liability Insurance with holder as the “CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401”.

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

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4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 per square foot)

Permit will be Issued after City Council Approval. Permit Not Valid until Fee Payment is Received.

Application Fee: $25 + $1 per square foot encumbered.

Jurisdiction BCO 27-31(a)

It shall be unlawful for any person, firm or corporation to temporarily obstruct a street or sidewalk without first obtaining a written permit therefor from the director of public works or his or her designee, except as hereinafter provided.

Within the Church Street Marketplace District on any portion of Church Street, College Street, Bank Street, or Cherry Street used for vehicular traffic, the director of public works or his or her designee shall not issue a permit until the executive director of the Church Street Marketplace department approves of such obstruction. In the inner two (2) pedestrian blocks of the marketplace district, the executive director of the Church Street Marketplace department shall have exclusive jurisdiction to issue permits.

Required Documentation

Certificate of Insurance

☐

Insurance Expiration Date

–

Endorsement of Additional Insured

☐

Endorsement for Cancellation

☐

Site Map or Photograph(s)

☐

Reporting

Encumbrance For:

–

City Department Review

Attorney Sign Off

☐

Attorney Sign Off Date

–

Right-of-Way Sign Off

☐

Right-of-Way Sign Off Date

–

City Council Review

City Council Meeting Date

–

City Council Approval

☐

City Council Approval Date

–

Attachments

Bar Renee Encumbrance rendering.jpg
Bar Renee Encomrance rendering.jpg
Uploaded by Donald Leopold on Apr 17, 2026 at 1:15 PM

Insurance for Encumbrance.pdf
Insurance for Encumbrance.pdf
Uploaded by Donald Leopold on Apr 17, 2026 at 1:17 PM

Record Activity

Donald Leopold started a draft Record	03/04/2026 at 12:59 pm
Donald Leopold added file Bar Renee Encomrance rendering.jpg	04/17/2026 at 1:15 pm
Donald Leopold added file Insurance for Encumbrance.pdf	04/17/2026 at 1:17 pm
Donald Leopold submitted Record REN-26-6	04/17/2026 at 1:17 pm
OpenGov system altered approval step Encumbrance Permit Review, changed status from Inactive to Active on Record REN-26-6	04/17/2026 at 1:17 pm
OpenGov system assigned approval step Encumbrance Permit Review to Alice Schwencke on Record REN-26-6	04/17/2026 at 1:17 pm

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
Encumbrance Permit Review	4/17/2026, 1:17:16 PM	-	Alice Schwencke	-	Active
Encumbrance Fee Payment	-	-	Donald Leopold	-	Inactive
City Council Approval	-	-	-	-	Inactive
Encumbrance Permit Issuance	-	-	-	-	Inactive

Dear Licensing Committee Members,

The Department of Public Works recommends approval of the Encumbrance Permit Application submitted by Bar Renee for the use of public right-of-way at 202 Main Street. This recommendation is based on a thorough review of the application and is subject to the conditions outlined below and review by the City Attorney's Office.

Bar Renee, LLC is requesting this encumbrance on the north side of Main Street, adjacent to business front. This encumbrance is to include a two hundred and fifty (250) square foot outdoor seating area within the limits of the new City of Burlington Great Street designed sidewalk area in front of 202 Main Street, Bar Renee. This outdoor seating area will provide an area during the warmer months, by boosting the visibility of Bar Renee and fulfilling the design intention of the newly redesigned Main Street.

The proposed arrangement is in full compliance with the Burlington Code of Ordinances, specifically Section 27-31(a), which permits encumbrances exceeding 60 days with the approval of Licensing Committee Members. The Department of Public Works (DPW) recommends formalizing this through a structured License Agreement, with the ability to renew the permit yearly.

We respectfully request that the Licensing Committee and City Council approve this proposal, contingent upon the aforementioned conditions and subject to review by the City Attorney's Office.

Thank you for your consideration on this matter. Should you require further information, I am available at ASchwencke@burlingtonvt.gov or 802-495-6176.

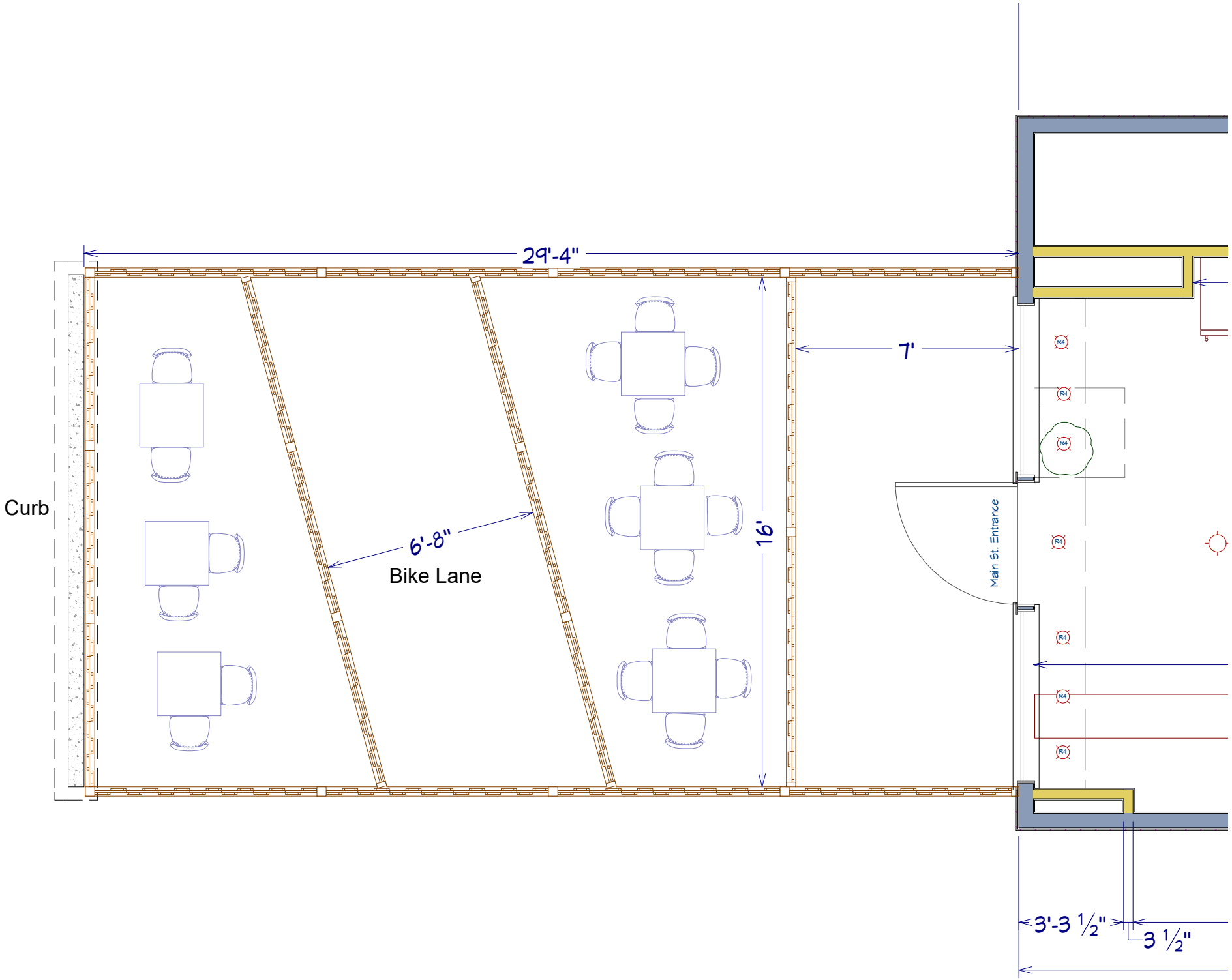
Sincerely,

Alice Schwencke

Excavation Inspector

Department of Public Works

City of Burlington
aschwencke@burlingtonvt.gov
802-495-6176


29'-4"
7'
16'
Curb
6'-8"
Bike Lane
Main St. Entrance
3'-3 ½"
3 ½"

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/7/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Diana Blow
HUB International New England 2 Railroad Str Essex Junction, VT 05452	PHONE (A/C, No, Ext): (802) 876-1314 FAX (A/C, No): (802) 288-8012 E-MAIL ADDRESS: diana.blow@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cincinnati Indemnity Company	23280
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Bar Renee LLC
202 Main St
Burlington, VT 05401

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X	X	EPP 0743972	4/12/2026	4/12/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A		EWC 0743973	4/12/2026	4/12/2027	E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Terrace Space, 202 Main St, Burlington VT 05401

Certificate holder is listed as Additional Insured in regards to the Liability coverage for the Terrace Space mentioned above

Cancellation Clause: General Liability: 10 Days cancellation applies for Non-Payment; 30 days cancellation applies for all other reasons. Worker's Compensation: 45 days cancellation applies

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Diana L Blow

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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: Licensing Committee – City Council

FROM: Alice Schwencke, Excavation Inspector, Department of Public Works

DATE: May 13th, 2026/May 18th, 2026

CC: Laura Wheelock, P.E., City Engineer
Chapin Spencer, Director of Public Works
Corey Mims, P.E. Senior Public Works Engineer

RE: DEW Construction Corp.– 25 Cherry Street – License Agreement Amendment Request

Request

The applicant, DEW Construction Corp. is requesting approval for a First Amendment to License Agreement between the City and DEW Construction for use of the public right-of-way located on the South side of Cherry Street between Church and Battery Street.

The request, if approved, will extend the expiration date for a chain link construction fence to be placed around the perimeter of the encumbrance area located on the sidewalk, greenbelt, and parking stalls of the public right-of-way through a License Agreement with the City.

As stated in Burlington Code of Ordinance Chapter 27-32(a): "*No permit as required by Section 27-31 shall be for longer than sixty (60) days, except as authorized by the city council.*"

Overview

Department of Public Works received an encumbrance application request from DEW Construction on September 4th, 2025, to occupy an area of the sidewalk, greenbelt, and parking stalls adjacent to the building at 25 Cherry Street. The obstruction is for construction activities and public protection related to hotel rebranding at 25 Cherry Street, as approved by Encumbrance Permit REN-25-12.

DEW Construction Corp. has requested an extension to the term date of the License Agreement and Encumbrance Permit, set to expire on May 15th 2026. The project has been subject to delays in the building process due to supply chain issues, and subsequent changes in the phasing schedule. The applicant is requesting to extend the expiration date to July 3rd 2026, with hopes of completing the work by the end of June 2026.

Recommendation

The Department of Public Works is supportive of entering into a First Amendment to the License Agreement between the applicant and the City.

Thank you for consideration of this request, please do not hesitate to contact me directly at Aschwencke@burlingtonvt.gov or 802-495-6176.

Attachment

A. First Amendment to License Agreement between City and DEW Construction Corporation.
B. DEW Construction Corp. - Encumbrance License Agreement – 25 Cherry Street

Motions:

License Committee:

"To approve and recommend that the City Council approve the First Amendment to License Agreement between the City and DEW Construction Corp. dated November18th 2025, in order to extend the term of the agreement through until July 3rd, 2026, granting use of the City right-of-way for construction fencing located at 25 Cherry Street; and, to authorize the Mayor to execute the First Amendment to the License Agreement with the Applicant subject to approval by the City Attorney's Office.

City Council:

"To approve the First Amendment to License Agreement between the City and DEW Construction Corp. dated November 18th 2025, in order to extend the term of the agreement through until July 3rd, 2026, granting use of the City right-of-way for construction fencing located at 25 Cherry Street; and, to authorize the Mayor to execute the First Amendment to the License Agreement with the Applicant subject to approval by the City Attorney's Office.

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).

FIRST AMENDMENT TO THE AGREEMENT BETWEEN DEW CONSTRUCTION AND THE CITY OF BURLINGTON REGARDING CONSTRUCTION ENCUMBRANCE PERMIT AND LICESNE AGREEMENT

A first amendment to the Agreement between DEW Construction Corp., and The City of Burlington regarding Construction Encumbrance Permit and License Agreement (the First Amendment") is made and entered into as of the _____ day of May, 2026 by and between the City of Burlington, a Vermont municipal corporation ("City"), and DEW Construction ("Licensee") (collectively, "the parties").

Background

A. The parties entered into that certain agreement, dated as of December 12, 2025 (the "Agreement") in order to maintain barricade fencing extending into the public rights-of-way adjacent to 25 Cherry Street, on the South side of Cherry Street between Battery and Church Street, covering an area of 4,150 sq. ft., including 11 spaces of metered parking
B. The parties agreed that Licensee may use and maintain the occupied portion of the street and sidewalks existing in the City's rights-of-way, which must be maintained and placed exactly as described in the plan approved by the Department of Public Works.
C. The parties desire to enter into this First Amendment in order to:
    1) Amend the term date of the original agreement to expire on July 3rd , 2026.

NOW THEREFORE, in consideration of the Background described above and other good and valuable consideration, IT IS AGREED by and between the City and DEW Construction Corp. as follows:

1. In Section 3(B), Term, paragraph 1, the original text shall be revised as follows, with deletions indicated by strikethroughs and additions indicated by underlines:

   This Agreement shall commence on the Effective Date and expire on ~~May 15, 2026~~ July 3, 2026.

2. In Section 5(B) Initial License Fee, paragraph 1, the original text shall be revised as follows, with deletions indicated by strikethroughs and additions indicated by underlines:

   By signing this Agreement, the Parties acknowledge that Licensee has paid the City

the licensee fee for the period beginning on the effective date and ending ~~May 15th 2026~~ July 3, 2026.

3. Except as specifically amended by the terms of this First Amendment, the Agreement remains in full force and effect. Unless specifically defined in this First Amendment, all terms shall have the meanings contained in the Agreement.

IN WITNESS WHEREOF, this First Amendment is executed as of the day and date first above written.

CITY OF BURLINGTON, VERMONT

By: _____
Emma Mulvaney-Stanak
Duly Authorized Agent

DEW Construction Corp.

By: _____
Duly Authorized Agent

_____
Mark Selig, Project Manager

ENCUMBRANCE PERMIT AND LICENSE AGREEMENT
D.E.W. Construction Corp.
277 Blair Park Rd, Suite 130
Williston VT, 05495

This Encumbrance Permit and License Agreement ("Agreement") is made by and between the City of Burlington, a municipality validly existing under the laws of the State of Vermont ("City"), and D.E.W. Construction Corp., a Vermont corporation with a principal place of business located at 277 Blair Park Rd, Vermont 05495 ("Licensee"). The City and Licensee agree to the terms and conditions of this Agreement.

1. RECITALS

A. Authority. Authority to enter into this Agreement exists in the City Charter and Burlington City Ordinance 27-32. Required approvals, clearance, and coordination have been accomplished from and within each Party.

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 Agreement.

C. Background. The City owns property, including the street and sidewalk right-of-way adjacent to 25 Cherry Street ("Premises"). The Burlington Harbor Hotel Group, LLC ("Owner") owns the current Marriot Courtyard Hotel ("Hotel") adjacent to the Premises. The Owner has retained the Licensee to renovate the interior of the Hotel("Project"). The Project requires occupying 20' of the travelled south side portions of Cherry Street and full width of the sidewalk adjacent to the Property.

D. Purpose. This Agreement sets forth the terms and conditions for the requested use of the public right-of way.

2. DEFINITIONS

A. "Effective Date" means the date on which this Agreement is approved and signed by the City as shown on the signature page of this Agreement.

B. "Encumbrance Fee" means the sum of the encumbrance application fee and the square foot use fee annually set by the City.

C. "Party" means the City or Licensee and "Parties" means both the City and Licensee.

D. "Premises" means the sidewalk and roadway directly in front of 25 Cherry Street.

E. "Property" means the Hotel building located at 25 Cherry Street that is adjacent to the Premises that is the subject of this Agreement.

3. EFFECTIVE DATE AND TERM

A. Effective Date. Once executed by both parties 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. Licensee's obligations hereunder for indemnification, defense, and restoration of the Premises and other City property shall survive expiration or termination hereof.

B. Term. This Agreement shall commence on the Effective Date and expire on 5/15/26.

C. Termination. This Agreement may be terminated as set forth in this paragraph. Upon

termination, Licensee shall remove—at its own expense—all objects, materials, and other obstructions placed on the Premises. If Licensee refuses to promptly remove such obstructions, the City may remove all such obstructions and the Licensee shall be liable for all expenses of such removal.

i. **Discontinued Use.** The City shall have the exclusive right to immediately terminate this Agreement should Licensee or a subsequent owner discontinue the licensed use of the premise.

ii. **Termination for Convenience.** At any time prior to completion of services specified under this Agreement, the City may terminate the Agreement for any reason by submitting written notice via certified or registered mail to the Licensee, not less than fifteen (15) days prior to the termination date, of its intention to do so. The Licensee shall make no claim against the City by reason of such termination.

iii. **Breach.** The City shall have the exclusive right to terminate this Agreement if Licensee is in breach of this Agreement. The City shall provide seven (7) days written notice in advance of the termination date.

iv. **Non-Compliance.** If any of the License Conditions are not met to the satisfaction of the City, the Licensee will be responsible for restoration of the curbing, greenbelt, and roadway adjacent to the property.

v. **Renewal.** This agreement is non-renewable.

4. GRANT OF LICENSE

The City hereby grants to Licensee a license to install and maintain a temporary encumbrance on the sidewalk and roadway adjacent to the Hotel for the term set forth in this Agreement. Licensee may use and maintain the sidewalk and roadway existing in the City's right-of-way and must be maintained and placed exactly as described in the plan approved by the Department of Public Works, which is attached hereto as Attachment B.

5. LICENSE CONDITIONS

A. **Lane Shift.** The approved lane shift will follow Manual on Uniform Traffic Control Devices (MUTCD) adjacent to 25 Cherry Street and must be maintained in full compliance with the City of Burlington Engineering Standards and Traffic division requirements

B. **Snow Removal.** If there is a snow event the Licensee shall facilitate all snow removal within the Premises. All snow removed from within the premise of the encumbered area shall be removed off site and is not permitted to be stockpiled near the proximity of the encumbered area.

C. **City Infrastructure and Right of Way Improvements.** In the event that a City project involves right of way or infrastructure improvements on Cherry Street or adjacent areas, which directly affect the existing sidewalk and or roadway of the encumbered area, these areas shall be vacated to allow the appropriate city department to perform necessary repairs. Once repairs have been executed the Licensee may resume encumbering the approved area.

D. Maintenance. Licensee shall maintain the sidewalk and roadway to the satisfaction of the City, which includes maintaining them in a safe, proper, and working condition. Licensee shall be solely responsible for all costs associated with maintenance, upkeep, and repair of the roadway and sidewalk.

E. Placement. The jersey barriers shall be placed and maintained in accordance with all conditions set by the Department of Public Works and shall not impede the City's ability to maintain the road, sidewalk, parking meters, greenbelt, or any other City property. The jersey barriers and fencing are not to cause an obstruction or inconvenience to members of the public accessing the road, sidewalk, parking meters, greenbelt or any other City or private property.

F. Appearance. Licensee shall pick up and sweep debris created by its use of the public right-of-way. Licensee shall keep additional privacy screens within the chain link fences to minimize eye sores and construction debris from escaping the encumbered area.

5. PAYMENT FOR LICENSE

A. License Fee. Licensee shall pay the City an encumbrance fee, as described in Attachment A.

B. Initial License Fee. By signing this Agreement, the Parties acknowledge that Licensee has paid the City the license fee for the period beginning on the Effective Date and ending 05/13/2026.

C. Parking Meter Fee. Licensee shall pay all associated parking meter fees.

6. INSURANCE

A. Requirement. Licensee shall maintain throughout the term of this Agreement, and any subsequent extension or renewals, Commercial General Liability insurance, from an insurer rated A-:VII or better by A.M. Best Co. that is qualified to transact business in the State of Vermont, insuring against all legal liability for injuries or damages suffered as a result of the exercise of rights granted by this Agreement in an amount not less than $1,000,000 each occurrence. The City shall be named as an additional insured on such insurance policy on a primary, non-contributory basis with waiver of subrogation and thirty (30) days' notice of cancellation.

B. Evidence. Prior to execution of this Agreement, Licensee shall furnish the City with a certificate of insurance reasonably acceptable to the City on an Accord form, with copies of all required endorsements attached. The current certificate of insurance and applicable endorsements are attached to this Agreement as Attachment D.

C. Continuing Obligation. Licensee shall provide the City with an updated certificate of insurance and applicable endorsements annually on or before the certificate's stated expiration. It is the responsibility of Licensee to ensure that a current certificate of insurance is on file with the City at all times.

7. INDEMNIFICATION

Licensee shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from liability for any claims, suits, expenses, losses, judgments, damages, liens, penalties, fines, and costs (including attorneys' fees and costs) arising as a result of the Licensee's acts and/or omissions, and the acts and/or omissions of Licensee's officers, directors, employees, agents,

contractors, and subcontractors on or related to Licensee's use of the Premises or in connection with this Agreement or the rights granted to it under this Agreement, excepting all such claims arising from the City's own gross negligence or willful misconduct. If the City, its officers, officials, agents, or employees are notified of any claims asserted against it to which this indemnification provision may apply, the City shall promptly thereafter notify the Licensee in writing that a claim to which the indemnification provision may apply has been received. Licensee shall promptly retain counsel and otherwise provide a complete defense against the entire claim or suit. The City retains the right to participate, at its own expense, in the defense of any claim, and to approve all proposed settlements of clams to which this provision applies. Under no conditions shall the City be obligated to indemnify the Licensee or any third party, nor shall the City be otherwise liable for expenses or reimbursement including attorney's fees, collection costs, or other costs, of t Licensee or any third party.

8. RESPONSIBILITY FOR SUPERVISION:

Licensee shall assume responsibility for general supervision of its contractors and any subcontractors, shall be solely responsible for all procedures, methods, and work, and shall be responsible to the City for all acts or omissions of its officers, employees, agents, contractors, subcontractors, or any other person related to any activity or work performed in connection with this Agreement or the privileges granted to Licensee under this Agreement.

9. PUBLIC RELATIONS:

Throughout the performance of the work, the Licensee will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Licensee shall conduct themselves with propriety.

10. PERMITS

Licensee shall be responsible for obtaining all necessary City and/or State permits prior to performing any work on the Premises or in connection with this Agreement.

11. NUISANCES PROHIBITED

Licensee shall not—during the term of this Agreement—on or in the Premises, maintain, commit, or permit the maintenance or commission of any nuisance or violation of any applicable City ordinance, State or Federal statute, or controlling law, regulation, or condition imposed whether existing at the time of commencement of this Agreement or enacted, amended, or otherwise put into effect during the term of this Agreement.

12. INSPECTION OF WORK:

The City shall, at all times, have access to the Premises for the purposes of inspection and the Licensee shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Licensee shall permit the City or representative for the City the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Licensee.

13. ASSIGNMENT OF RIGHTS

If Licensee is no longer the contractor for the Project, it may temporarily assign the privileges granted herein to the Owner for a period of sixty (60) days after closing. The Owner or any subsequent contractor for the Project shall execute a new agreement with the City and provide proof of insurance within the sixty
(60) day period. Failure to comply with this section shall constitute a discontinued use under **§3.C.i**

of this Agreement.

14. LIMITATION OF RIGHTS; PROPERTY TAXES

Licensee acknowledges that no title, estate, leasehold, easement, or other property interest or other right is created other than that specifically defined and limited by this Agreement. Any property tax liability arising from this Agreement under Vermont law, notwithstanding the foregoing, shall be the sole responsibility of Licensee.

15. WAIVER

The City's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, notwithstanding the passage of time. Waiver by the City may only occur through an expressed written waiver signed by an authorized representative of the City. No waiver of a breach of any of the covenants, agreements, or provisions contained in this Agreement shall be construed to be a waiver of any subsequent breach of the same or of any other provision in this Agreement.

16. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings related to Licensee's use of the specified portions of the City's right-of-way, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

17. MODIFICATION

Modifications to this Agreement shall only be valid if agreed to in a formal written amendment to this Agreement, properly executed and approved by the Parties.

18. THIRD PARTY BENEFICIARIES

This Agreement does not confer any rights or remedies upon any person or entity other the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement and do not create any right for such third parties.

19. MISCELLANEOUS

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder shall remain in effect as necessary to effectuate the original intent of the Parties as closely as possible; provided, however, that if any provision hereof relating to indemnification or defense for the protection of the City and its taxpayers is held to be invalid and unenforceable, then this Agreement shall have no further prospective force or effect, except that it shall be enforced to the fullest extent allowed by law for the protection of the City and its taxpayers with respect to prior transactions and occurrences. 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. This Agreement shall not be construed against its drafter. In case of any dispute arising from this Agreement, the prevailing party shall be entitled to attorneys' fees and costs.

20. ATTACHMENTS

The following attachments are adopted, incorporated by reference, and made part of this Agreement:

A. **Attachment A:** Licensee's Application

B. **Attachment B:** Department of Public Works Encumbrance Recommendation Form

C. **Attachment C:** Photographs and Sketches of Encroachment

D. **Attachment D:** Certificate of Insurance

E. **Attachment E:** Meter Fees for 25 Cherry Street

21. ORDER OF PRECEDENT

This Agreement shall control over any conflicting attachment.

— Signature Page Follows —

22. SIGNATURE PAGE

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 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 shall be treated as an original.

The Parties hereto have executed this Agreement

LICENSEE
D.E.W. Construction Corp.
277 Blair Park Rd. STE130, Williston, VT 05495

By: _____
Taylor Woodward / President

Date: 11/04/2025

By: _____
Matthew Wheaton / Executive Vice President

Date: 11/04/2025

CITY OF BURLINGTON
Mayor Emma Mulvaney-Stanak

By: _____
Mayor Emma Mulvaney-Stanak
Duly Authorized

Date: 11/18/2025

City of Burlington, VT

November 4, 2025

REN-25-12

ROW Encumbrance Permit

Status: Active

Submitted On: 9/4/2025

Primary Location

25 Cherry Street
Burlington, VT 05401

Owner

BURLINGTON HARBOR HOTEL GP LLC
25 CHERRY ST
BURLINGTON, VT

Applicant

Mark Selig
802-207-8556
@ mselig@dewconstruction.com
277 Blair Park Road #130
Williston, Vermont 05495

Right-of-Way Encumbrance Application

Type of Encumbrance Requested*

Long-Term Encumbrance (More than 60 Days)

Encumbrance Description*

This encumbrance permit application is for the current Marriot Courtyard Hotel at 25 Cherry Street re-branding project. The project requires taking over 20' of the travelled portion of Cherry Street on the south side. The parking spaces on the north side of Cherry street will also be required in order to maintain two way traffic. The sidewalk from the entrance to the Marriot and Hotel Vermont courtyard to the north south sidewalk running along the east side of Battery Street. The area will be enclosed with Jersey Barriers with fencing on top along the south side of the double yellow center lines from the entrance to the Marriot and Hotel Vermont courtyard to the north south sidewalk running along the east side of Battery Street. The east and west sides of enclosure will be with a combination of Jersey Barriers with fence on top and chain link fence with gates to allow for drive through construction deliveries and waste removal. Signage will be provided to notify pedestrians of the sidewalk closure.

Location of Encumbrance *

25 Cherry Street

The length of Long-Term Encumbrances (years) are negotiated on a case-by-case basis, and may be renewed at the request of the applicant.

Encumbrance Term (Years)

0.56

Encumbrance Start Date

10/22/2025

Encumbrance End Date

05/13/2026

Area Encumbered (Square Feet)

4150

Company Information

Company Name

DEW Construction

DBA Name

DEW Construction

Phone

802-872-0505

FAX

Street Address

277 Blair Park Rd. STE 130

City, State Zip

Williston, VT 05495

Email

mselig@dewconstruction.com

Instructions

Please Attach:

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 per square foot)

Encumbrance Not Valid until Permit is Issued. Permit will be Issued after City Council Approval.

Please Attach:

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

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4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 square foot)

Permit will be Issued after City Council Approval. Permit Not Valid until Fee Payment is Received.

Please Attach:

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 per square foot)

Permit will be Issued after City Council Approval. Permit Not Valid until Fee Payment is Received.

Application Fee: $25 + $1 per square foot encumbered.

Jurisdiction BCO 27-31(a)

It shall be unlawful for any person, firm or corporation to temporarily obstruct a street or sidewalk without first obtaining a written permit therefor from the director of public works or his or her designee, except as hereinafter provided.

Within the Church Street Marketplace District on any portion of Church Street, College Street, Bank Street, or Cherry Street used for vehicular traffic, the director of public works or his or her designee shall not issue a permit until the executive director of the Church Street Marketplace department approves of such obstruction. In the inner two (2) pedestrian blocks of the marketplace district, the executive director of the Church Street Marketplace department shall have exclusive jurisdiction to issue permits.

Required Documentation

Certificate of Insurance

☐

Insurance Expiration Date

–

Endorsement of Additional Insured

☐

Endorsement for Cancellation

☐

Site Map or Photograph(s)

☐

Reporting

Encumbrance For:

–

City Department Review

Attorney Sign Off

☐

Attorney Sign Off Date

–

Right-of-Way Sign Off

☐

Right-of-Way Sign Off Date

–

City Council Review

City Council Meeting Date

–

City Council Approval

☐

City Council Approval Date

–

Attachments

Logistics Plan Civil Background Option 2 Final.pdf
Logistics Plan Civil Background Option 2 Final.pdf
Uploaded by Mark Selig on Sep 4, 2025 at 11:54 AM

Encumbrance Permit COI.pdf
Encumbrance Permit COI.pdf
Uploaded by Mark Selig on Sep 5, 2025 at 1:20 PM

Record Activity

Mark Selig started a draft Record	09/04/2025 at 11:16 am
Mark Selig added file Logistics Plan Civil Background Option 2 Final.pdf	09/04/2025 at 11:54 am
Mark Selig submitted Record REN-25-12	09/04/2025 at 11:56 am
OpenGov system altered payment step Encumbrance Fee Payment, changed status from Inactive to Active on Record REN-25-12	09/04/2025 at 11:56 am
Mark Selig added a guest: sbosworth@dewconstruction.com to Record REN-25-12	09/04/2025 at 12:00 pm
Mark Selig added file Encumbrance Permit COI.pdf to Record REN-25-12	09/05/2025 at 1:20 pm
OpenGov system completed payment step Encumbrance Fee Payment on Record REN-25-12	09/05/2025 at 2:26 pm
OpenGov system altered approval step City Council Approval, changed status from Inactive to Active on Record REN-25-12	09/05/2025 at 2:26 pm
OpenGov system assigned approval step City Council Approval to Alice Schwencke on Record REN-25-12	09/05/2025 at 2:26 pm

Alice Schwencke added payment step Meter Hood Fees to Record REN-25-12	10/20/2025 at 2:36 pm
Valerie Ducharme moved Record REN-25-12 from 44.479126, -73.218572 to 25 Cherry Street, Burlington VT 05401	10/21/2025 at 11:16 am
Valerie Ducharme moved Record REN-25-12 from 25 Cherry Street, Burlington VT 05401 to 60 Battery Street, Burlington VT 05401	10/21/2025 at 11:17 am
Alice Schwencke moved Record REN-25-12 from 60 Battery Street, Burlington VT 05401 to 25 Cherry Street, Burlington VT 05401	10/21/2025 at 11:47 am

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
Encumbrance Fee Payment	9/4/2025, 11:56:08 AM	9/5/2025, 2:26:49 PM	Mark Selig	-	Completed
Meter Hood Fees	10/20/2025, 2:36:24 PM	-	-	-	Active
City Council Approval	9/5/2025, 2:26:50 PM	-	Alice Schwencke	-	Active

Dear Licensing Committee Members,

The Department of Public Works recommends approval of the Encumbrance Permit Application submitted by Mark Selig Senior Superintendent of DEW Construction Corp. for the use of public right-of-way at 25 Cherry Street. This recommendation is based on a thorough review of the application and is subject to the conditions outlined below and review by the City Attorney's Office.

DEW Construction Corp is requesting this temporary encumbrance on the South side of Cherry Street to encumber approximately four thousand one hundred fifty (4150) square feet adjacent to the Hotel Vermont business front within the City roadway and sidewalk Right-of-Way with a temporary lane shift to accommodate a construction staging area for the rebranding of Hotel Vermont.

The proposed arrangement is in full compliance with the Burlington Code of Ordinances, specifically Section 27-31(a), which permits encumbrances exceeding 60 days with the approval of Licensing Committee Members. The Department of Public Works (DPW) recommends formalizing this through a structured License Agreement.

We respectfully request that the Licensing Committee and City Council approve this proposal, contingent upon the aforementioned conditions and subject to review by the City Attorney's Office.

Sincerely,
Alice Schwencke

Thank you for your attention to this matter. Should you require further information, I am available at ASchwencke@burlingtonvt.gov or 802-865-7562.

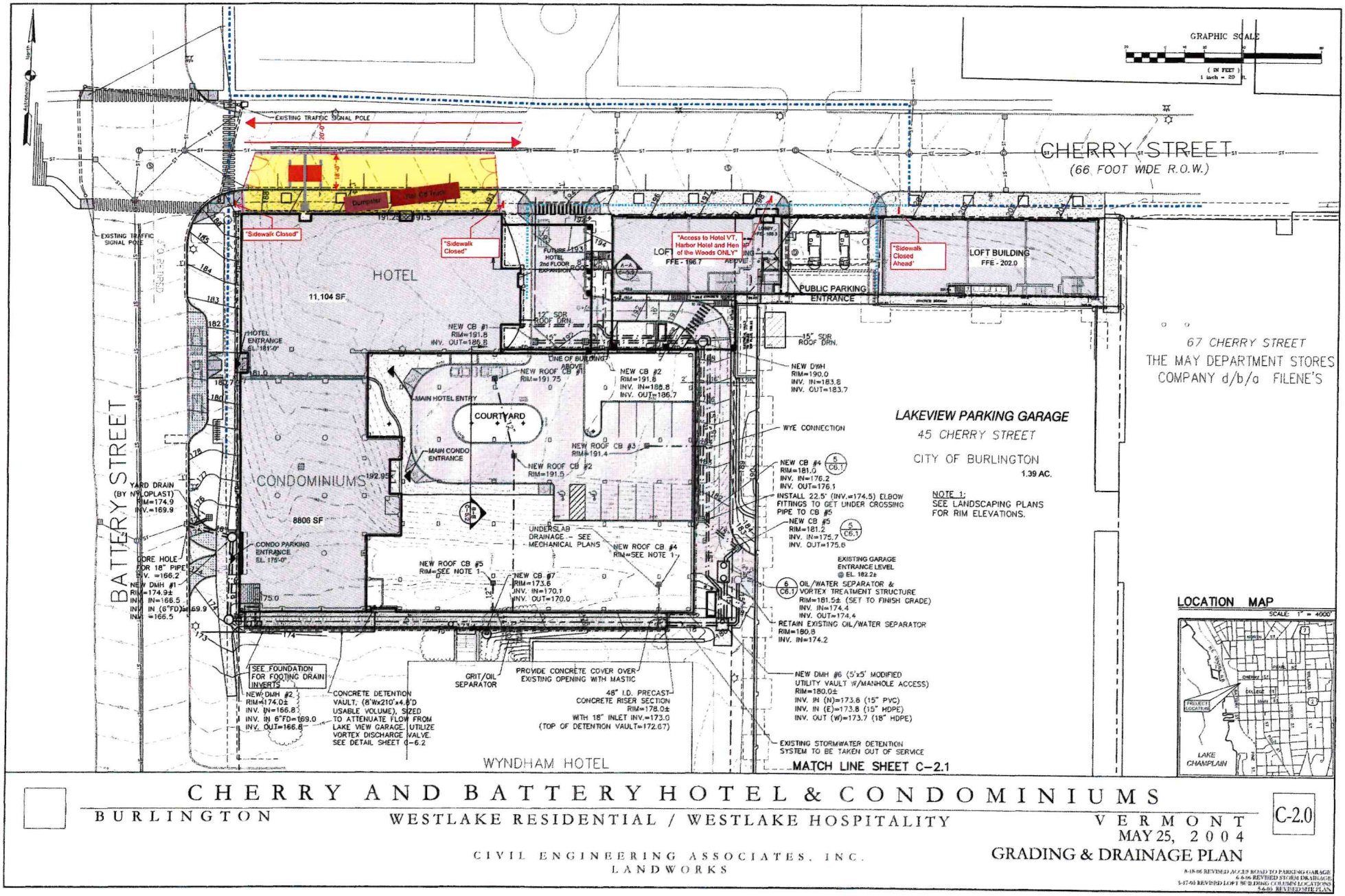
Sincerely,

Alice Schwencke

Excavation Inspector

Department of Public Works

City of Burlington
aschwencke@burlingtonvt.gov
802-495-6176



CHERRY AND BATTERY HOTEL & CONDOMINIUMS

BURLINGTON — WESTLAKE RESIDENTIAL / WESTLAKE HOSPITALITY — VERMONT

MAY 25, 2004

C-2.0

CIVIL ENGINEERING ASSOCIATES, INC.
LANDWORKS

GRADING & DRAINAGE PLAN

8-18-06 REVISED ACCESS ROAD TO PARKING GARAGE
6-6-06 REVISED STORM DRAINAGE
5-17-05 REVISED LOFT BUILDING COLUMN LOCATIONS
5-6-05 REVISED SITE PLAN

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY): 10/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Chicago IL Office
200 East Randolph
Chicago IL 60601 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Zurich American Ins Co	16535
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
DEW Construction Corp
277 Blair Park Road, Suite 130
Williston VT 05495 USA

COVERAGES **CERTIFICATE NUMBER:** 570116310277 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			GL0437328717	04/01/2025	04/01/2026	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	ANY AUTO						BODILY INJURY (Per person)	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	
	DED RETENTION							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Autograph Hotel project. City of Burlington is included as Additional Insured in accordance with the policy provisions of the General Liability policy. General Liability policy evidenced herein is Primary and Non-Contributory to other insurance available to Additional Insured, but only in accordance with the policy's provisions. A Waiver of Subrogation is granted in favor of City of Burlington in accordance with the policy provisions of the General Liability policy.

CERTIFICATE HOLDER

City of Burlington
149 Church Street
Burlington VT 05401 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central Inc

Holder Identifier : ABD

Certificate No : 570116310277

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Additional Insured – Automatic – Owners, Lessees Or Contractors

ZURICH

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
Policy No. GLO437328717	Effective Date: 4/1/2025

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. Section **II – Who Is An Insured** is amended to include as an additional insured any person or organization whom you are required to add as an additional insured under a written contract or written agreement executed by you, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" and subject to the following:

1. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

a. The Insurance Services Office (ISO) ISO CG 20 10 (10/01 edition); or

b. The ISO CG 20 37 (10/01 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" arises out of:

(1) Your ongoing operations, with respect to Paragraph **1.a.** above; or

(2) "Your work", with respect to Paragraph **1.b.** above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **1.**, insurance afforded to such additional insured:

(a) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and

(b) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

2. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

a. The Insurance Services Office (ISO) ISO CG 20 10 (07/04 edition); or

b. The ISO CG 20 37 (07/04 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf,

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in the performance of:

(a) Your ongoing operations, with respect to Paragraph **2.a.** above; or

(b) "Your work" and included in the "products-completed operations hazard", with respect to Paragraph **2.b.** above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **2.**, insurance afforded to such additional insured:

(i) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and

(ii) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

3. If neither Paragraph **1.** nor Paragraph **2.** above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

a. Under the ISO CG 20 10 (04/13 edition, any subsequent edition or if no edition date is specified); or

b. With respect to ongoing operations (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations, which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **3.**, insurance afforded to such additional insured:

(a) Only applies to the extent permitted by law;

(b) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured; and

(c) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement.

4. If neither Paragraph **1.** nor Paragraph **2.** above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

a. Under the ISO CG 20 37 (04/13 edition, any subsequent edition or if no edition date is specified); or

b. With respect to the "products-completed operations hazard" (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury" or "property damage" is caused, in whole or in part by "your work" and included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **4.**, insurance afforded to such additional insured:

(1) Only applies to the extent permitted by law;

(2) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured;

(3) Only applies if the "bodily injury" or "property damage" occurs during the policy period and subsequent to your execution of the written contract or written agreement; and

(4) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

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B. Solely with respect to the insurance afforded to any additional insured referenced in Section **A.** of this endorsement, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

1. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

2. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

C. Solely with respect to the coverage provided by this endorsement, the following is added to Paragraph **2. Duties In The Event Of Occurrence, Offense, Claim Or Suit** of Section **IV – Commercial General Liability Conditions**:

The additional insured must see to it that:

(1) We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;

(2) We receive written notice of a claim or "suit" as soon as practicable; and

(3) A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

D. Solely with respect to the coverage provided by this endorsement:

1. The following is added to the **Other Insurance** Condition of Section **IV – Commercial General Liability Conditions**:

Primary and Noncontributory insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

a. The additional insured is a Named Insured under such other insurance; and

b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph **4.b.** of the **Other Insurance** Condition under Section **IV – Commercial General Liability Conditions**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

E. This endorsement does not apply to an additional insured which has been added to this Coverage Part by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

F. Solely with respect to the insurance afforded to an additional insured under Paragraph **A.3.** or Paragraph **A.4.** of this endorsement, the following is added to Section **III – Limits Of Insurance**:

Additional Insured – Automatic – Owners, Lessees Or Contractors Limit

The most we will pay on behalf of the additional insured is the amount of insurance:

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1. Required by the written contract or written agreement referenced in Section **A.** of this endorsement; or
2. Available under the applicable Limits of Insurance shown in the Declarations,

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms, conditions, provisions and exclusions of this policy remain the same.

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General Liability Extended Coverages

ZURICH

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
Policy No. GLO437328717	Effective Date: 4/1/2025

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

The following changes apply to this Coverage Part.

A. Fellow Employee And Incidental Medical Malpractice Coverage

Paragraph **2.a.(1)** of Section **II – Who Is An Insured** is replaced by the following:

2. Each of the following is also an insured:

a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

(a) To you, to your partners or members (if you are a partnership or joint venture) or to your members (if you are a limited liability company);

(b) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph **(1)(a)** above; or

(c) Arising out of his or her providing or failing to provide professional health care services, except any "bodily injury" or "personal and advertising injury" arising out of:

(1) Medical or paramedical services to persons performed by any physician, dentist, nurse, emergency medical technician, paramedic or other licensed medical care person employed by you to provide such services; or

(2) Emergency cardiopulmonary resuscitation (CPR) or first aid services performed by any other employee of yours who is not a licensed medical professional.

B. Additional Insureds– Lessees Of Premises

1. Section **II – Who Is An Insured** is amended to include as an additional insured any person or organization who leases or rents a part of the premises you own or manage who you are required to add as an additional insured on this policy under a written contract or written agreement, but only with respect to liability arising out of your ownership, maintenance or repair of that part of the premises which is not reserved for the exclusive use or occupancy of such person or organization or any other tenant or lessee.

However, the insurance afforded to such additional insured:

a. Only applies to the extent permitted by law;

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b. Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured; and

c. Ends when the person or organization ceases to lease or rent premises from you.

2. With respect to the insurance afforded to the additional insureds under this endorsement, the following is added to Section **III – Limits Of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

a. Required by the written contract or written agreement referenced in Subparagraph **B.1.** above (of this endorsement); or

b. Available under the applicable Limits of Insurance shown in the Declarations,

whichever is less.

This Paragraph **B.** shall not increase the applicable Limits of Insurance shown in the Declarations.

C. Additional Insured – Vendors

1. The following change applies if this Coverage Part provides insurance to you for "bodily injury" and "property damage" included in the "products-completed operations hazard":

Section **II – Who Is An Insured** is amended to include as an additional insured any person or organization (referred to throughout this Paragraph **C.** as vendor) who you have agreed in a written contract or written agreement, prior to loss, to name as an additional insured, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

However, the insurance afforded to such vendor:

a. Only applies to the extent permitted by law; and

b. Will not be broader than that which you are required by the written contract or written agreement to provide for such vendor.

2. With respect to the insurance afforded to these vendors, the following additional exclusions apply:

a. The insurance afforded the vendor does not apply to:

(1) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(2) Any express warranty unauthorized by you;

(3) Any physical or chemical change in the product made intentionally by the vendor;

(4) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(5) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(6) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(7) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(8) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(a) The exceptions contained in Subparagraphs **(4)** or **(6)** above; or

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(b) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

b. This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

c. This insurance does not apply to any of "your products" for which coverage is excluded under this Coverage Part.

3. With respect to the insurance afforded to these vendors under this Paragraph **C.**, the following is added to Section **III – Limits Of Insurance**:

The most we will pay on behalf of the vendor is the amount of insurance:

a. Required by the written contract or written agreement referenced in Subparagraph **C.1.** above (of this endorsement); or

b. Available under the applicable Limits of Insurance shown in the Declarations,

whichever is less.

This Paragraph **C.** shall not increase the applicable Limits of Insurance shown in the Declarations.

D. Damage to Premises Rented or Occupied by You

1. The last paragraph under Paragraph **2. Exclusions** of Section **I – Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

Exclusions **c.** through **n.** do not apply to damage by fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; vandalism; weight of snow, ice or sleet; leakage from fire extinguishing equipment, including sprinklers; or accidental discharge or leakage of water or steam from any part of a system or appliance containing water or steam to premises while rented to you or temporarily occupied by you with permission of the owner. A separate Damage To Premises Rented To You Limit of Insurance applies to this coverage as described in Section **III – Limits Of Insurance**.

2. Paragraph **6.** of Section **III – Limits Of Insurance** is replaced by the following:

6. Subject to Paragraph **5.** above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage **A** for damages because of "property damage" to any one premises while rented to you, or in the case of damage by one or more covered perils to any one premises, while rented to you or temporarily occupied by you with permission of the owner.

E. Limited Contractual Liability Coverage – Personal and Advertising Injury

1. Exclusion **e.** of Section **I – Coverage B – Personal And Advertising Injury Liability** is replaced by the following:

2. Exclusions

This insurance does not apply to:

e. Contractual Liability

"Personal and advertising injury" for which the insured has assumed liability in a contract or agreement.

This exclusion does not apply to:

(1) Liability for damages that the insured would have in the absence of the contract or agreement; or

(2) Liability for "personal and advertising injury" if:

(a) The "personal and advertising injury" arises out of the offenses of false arrest, detention or imprisonment;

(b) The liability pertains to your business and is assumed in a written contract or written agreement in which you assume the tort liability of another. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement; and

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(c) The "personal and advertising injury" occurs subsequent to the execution of the written contract or written agreement.

Solely for purposes of liability so assumed in such written contract or written agreement, reasonable attorney fees and necessary litigation expenses incurred by or for a party other than an insured are deemed to be damages because of "personal and advertising injury" described in Paragraph **(a)** above, provided:

(i) Liability to such party for, or for the cost of, that party's defense has also been assumed in the same written contract or written agreement; and

(ii) Such attorney fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

2. Paragraph **2.d.** of Section **I – Supplementary Payments – Coverages A and B** is replaced by the following:

d. The allegations in the "suit" and the information we know about the "occurrence" or offense are such that no conflict appears to exist between the interests of the insured and the interests of the indemnitee.

3. The following is added to the paragraph directly following Paragraph **2.f.** of Section **I – Supplementary Payments – Coverages A and B**:

Notwithstanding the provisions of Paragraph **2.e.(2)** of Section **I – Coverage B – Personal And Advertising Injury Liability**, such payments will not be deemed to be damages for "personal and advertising injury" and will not reduce the limits of insurance.

F. Medical Payments – Increased Reporting Period

Paragraph **1.a.** of Section **I – Coverage C – Medical Payments** is replaced by the following;

a. We will pay medical expenses as described below for "bodily injury" caused by an accident:

(1) On premises you own or rent;

(2) On ways next to premises you own or rent; or

(3) Because of your operations;

provided that:

(a) The accident takes place in the "coverage territory" and during the policy period;

(b) The expenses are incurred and reported to us within three years of the date of the accident; and

(c) The injured person submits to examination, at our expense, by physicians of our choice as often as we reasonably require.

G. Supplementary Payments

The following changes apply to **Supplementary Payments – Coverages A and B**:

Paragraphs **1.b.** and **1.d.** are replaced by the following:

b. Up to $2,500 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to $500 a day because of time off from work.

H. Broadened Property Damage

1. Elevator Property Damage

a. The following is added to Exclusion **j.** of Section **I – Coverage A – Bodily Injury And Property Damage Liability:**

Paragraphs **(3)** and **(4)** of this exclusion do not apply to "property damage" arising out of the use of an elevator at premises you own, rent or occupy.

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b. The following is added to Section **III – Limits Of Insurance:**

Subject to Paragraphs **2., 3.** and **5.** above, the most we will pay under Coverage **A** for damages because of "property damage" to property loaned to you or personal property in the care, custody or control of the insured arising out of the use of an elevator at premises you own, rent or occupy is $25,000 any one "occurrence".

2. Property Damage To Borrowed Equipment

a. The following is added to Exclusion **j.** of Section **I – Coverage A – Bodily Injury And Property Damage Liability:**

Paragraph **(4)** of this exclusion does not apply to "property damage" to equipment you borrow from others at a jobsite.

b. The following is added to Section **III – Limits Of Insurance:**

Subject to Paragraphs **2., 3.** and **5.** above, the most we will pay under Coverage **A** for damages because of "property damage" to equipment you borrow from others at a jobsite is $25,000 any one "occurrence".

I. Expected or Intended Injury or Damage

Exclusion **a.** of Section **I – Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

a. Expected Or Intended Injury Or Damage

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

J. Definition – Bodily Injury

The "bodily injury" definition under the **Definitions** Section is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person. This includes mental anguish, mental injury, shock, fright or death sustained by a person which results from that bodily injury, sickness or disease.

K. Insured Status – Amateur Athletic Participants

Section **II – Who Is An Insured** is amended to include as an insured any person you sponsor while participating in amateur athletic activities. However, no such person is an insured for:

a. "Bodily injury" to:

(1) Your "employee", "volunteer worker" or any person you sponsor while participating in such amateur athletic activities; or

(2) You, any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company) while participating in such amateur athletic activities; or

b. "Property damage" to property owned by, occupied or used by, rented to, in the care, custody or control of, or over which the physical control is being exercised for any purpose by:

(1) Your "employee", "volunteer worker" or any person you sponsor; or

(2) You, any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

L. Aircraft, Auto Or Watercraft

Exclusion **g.** of Section **I – Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

g. Aircraft, Auto Or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused

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the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

(1) A watercraft while ashore on premises you own or rent;

(2) A watercraft you do not own that is:

(a) Less than 51 feet long; and

(b) Not being used to carry persons for a charge;

(3) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;

(4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft; or

(5) "Bodily injury" or "property damage" arising out of:

(a) The operation of machinery or equipment that is attached to, or part of, a land vehicle that would qualify under the definition of "mobile equipment" if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where it is licensed or principally garaged; or

(b) The operation of any of the machinery or equipment listed in Paragraph **f.(2)** or **f.(3)** of the definition of "mobile equipment".

M. Definitions – Leased Worker, Temporary Worker and Labor Leasing Firm

1. The "leased worker" and "temporary worker" definitions under the **Definitions** Section are replaced by the following:

"Leased worker" means a person leased to you by a "labor leasing firm" under a written agreement between you and the "labor leasing firm", to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".

"Temporary worker" means a person who is furnished to you to support or supplement your work force during "employee" absences, temporary skill shortages, upturns or downturns in business or to meet seasonal or short-term workload conditions. "Temporary worker" does not include a "leased worker".

2. The following definition is added to the **Definitions** Section:

"Labor leasing firm" means any person or organization who hires out workers to others, including any:

a. Employment agency, contractor or services;

b. Professional employer organization; or

c. Temporary help service.

N. Definitions – Your Product and Your Work

The "your product" and "your work" definitions under the **Definitions** Section are replaced by the following:

"Your product":

a. Means:

(1) Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:

(a) You;

(b) Others trading under your name; or

(c) A person or organization whose business or assets you have acquired; and

(2) Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

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b. Includes:

(1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance, use, handling, maintenance, operation or safety of "your product"; and

(2) The providing of or failure to provide warnings or instructions.

c. Does not include vending machines or other property rented to or located for the use of others but not sold.

"Your work":

a. Means:

(1) Work, services or operations performed by you or on your behalf; and

(2) Materials, parts or equipment furnished in connection with such work, services or operations.

b. Includes:

(1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance, use, handling, maintenance, operation or safety of "your work"; and

(2) The providing of or failure to provide warnings or instructions.

O. Duties in the Event of Occurrence, Offense, Claim or Suit Condition

The following paragraphs are added to Paragraph **2. Duties In The Event Of Occurrence, Offense, Claim Or Suit** of Section **IV – Commercial General Liability Conditions**:

Notice of an "occurrence" or of an offense which may result in a claim under this insurance or notice of a claim or "suit" shall be given to us as soon as practicable after knowledge of the "occurrence", offense, claim or "suit" has been reported to any insured listed under Paragraph **1.** of Section **II – Who Is An Insured** or an "employee" authorized by you to give or receive such notice. Knowledge by other "employees" of an "occurrence", offense, claim or "suit" does not imply that you also have such knowledge.

In the event that an insured reports an "occurrence" to the workers compensation carrier of the Named Insured and this "occurrence" later develops into a General Liability claim, covered by this Coverage Part, the insured's failure to report such "occurrence" to us at the time of the "occurrence" shall not be deemed to be a violation of this condition. You must, however, give us notice as soon as practicable after being made aware that the particular claim is a General Liability rather than a Workers Compensation claim.

P. Other Insurance Condition

Paragraphs **4.a.** and **4.b.(1)** of the Other Insurance Condition of Section **IV – Commercial General Liability Conditions** are replaced by the following:

4. Other Insurance

If other valid and collectible insurance is available to the insured for a loss we cover under Coverages **A** or **B** of this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when Paragraph **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph **c.** below. However, this insurance is also primary to and will not seek contribution from any other insurance available to an additional insured provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

Other insurance includes any type of self insurance or other mechanism by which an insured arranges for funding of its legal liabilities.

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b. Excess Insurance

(1) This insurance is excess over:

(a) Any of the other insurance, whether primary, excess, contingent or on any other basis:

(i) That is property insurance, Builder's Risk, Installation Risk or similar coverage for "your work";

(ii) That is property insurance purchased by you (including any deductible or self insurance portion thereof) to cover premises rented to you or temporarily occupied by you with permission of the owner;

(iii) That is insurance purchased by you (including any deductible or self insurance portion thereof) to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(iv) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **I – Coverage A – Bodily Injury And Property Damage Liability**; or

(v) That is property insurance (including any deductible or self insurance portion thereof) purchased by you to cover damage to:

i Equipment you borrow from others at a jobsite; or

ii Property loaned to you or personal property in the care, custody or control of the insured arising out of the use of an elevator at premises you own, rent or occupy.

(b) Any other primary insurance (including any deductible or self insurance portion thereof) available to the insured covering liability for damages arising out of the premises, operations, products, work or services for which the insured has been granted additional insured status either by policy provision or attachment of any endorsement. Other primary insurance includes any type of self insurance or other mechanism by which an insured arranges for funding of its legal liabilities.

(c) Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

Q. Unintentional Failure to Disclose All Hazards

Condition **6. Representations** of Section **IV – Commercial General Liability Conditions** is replaced by the following:

6. Representations

By accepting this policy, you agree:

a. The statements in the Declarations are accurate and complete;

b. Those statements are based upon representations you made to us; and

c. We have issued this policy in reliance upon your representations.

Coverage will continue to apply if you unintentionally:

i. Fail to disclose all hazards existing at the inception of this policy; or

ii. Make an error, omission or improper description of premises or other statement of information stated in this policy.

You must notify us in writing as soon as possible after the discovery of any hazards or any other information that was not provided to us prior to inception of this Coverage Part.

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R. Transfer Of Rights Of Recovery Against Others To Us / Waiver of Right of Subrogation

Condition **8. Transfer Of Rights Of Recovery Against Others To Us** of Section **IV – Commercial General Liability Conditions** is renamed and replaced by the following:

8. Transfer Of Rights Of Recovery Against Others To Us / Waiver of Right of Subrogation

a. If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

b. If the insured waives its right to recover payments for injury or damage from another person or organization in a written contract executed prior to a loss, we waive any right of recovery we may have against such person or organization because of any payment we have made under this Coverage Part. The written contract will be considered executed when the insured's performance begins or when it is signed, whichever happens first. This waiver of rights shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

S. Liberalization Condition

The following condition is added to Section **IV – Commercial General Liability Conditions**:

Liberalization Clause

If we revise this Coverage Part to broaden coverage without an additional premium charge, your policy will automatically provide the additional coverage as of the day the revision is effective in the state shown in the mailing address of your policy.

All other terms, conditions, provisions and exclusions of this policy remain the same.

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Blanket Notification to Others of Cancellation or Non-Renewal

ZURICH

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
Policy No. GLO437328717	Effective Date: 4/1/2025

This endorsement applies to insurance provided under the:

Commercial General Liability Coverage Part

A. If we cancel or non-renew this Coverage Part by written notice to the first Named Insured, we will mail or deliver notification that such Coverage Part has been cancelled or non-renewed to each person or organization shown in a list provided to us by the first Named Insured if you are required by written contact or written agreement to provide such notification. Such list:

1. Must be provided to us prior to cancellation or non-renewal;

2. Must contain the names and addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled or non-renewed; and

3. Must be in an electronic format that is acceptable to us.

B. Our notification as described in Paragraph **A.** of this endorsement will be based on the most recent list in our records as of the date the notice of cancellation or non-renewal is mailed or delivered to the first Named Insured. We will mail or deliver such notification to each person or organization shown in the list:

1. Within 10 days of the effective date of the notice of cancellation, if we cancel for non-payment of premium; or

2. At least 30 days prior to the effective date of:

a. Cancellation, if cancelled for any reason other than nonpayment of premium; or

b. Non-renewal, but not including conditional notice of renewal,

unless a greater number of days is shown in the Schedule of this endorsement for the mailing or delivering of such notification with respect to Paragraph **B.1.** or Paragraph **B.2.** above.

C. Our mailing or delivery of notification described in Paragraphs **A.** and **B.** of this endorsement is intended as a courtesy only. Our failure to provide such mailing or delivery will not:

1. Extend the Coverage Part cancellation or non-renewal date;

2. Negate the cancellation or non-renewal; or

3. Provide any additional insurance that would not have been provided in the absence of this endorsement.

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D. We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the list provided to us as described in Paragraphs **A.** and **B.** of this endorsement.

SCHEDULE	
The total number of days for mailing or delivering with respect to Paragraph **B.1.** of this endorsement is amended to indicate the following number of days:	*
The total number of days for mailing or delivering with respect to Paragraph **B.2.** of this endorsement is amended to indicate the following number of days:	**
* If a number is not shown here, 10 days continues to apply. ** If a number is not shown here, 30 days continues to apply.	

All other terms and conditions of this policy remain unchanged.

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25 Cherry Street Encumbrance Fees for DEW Construction project
Fall 2025-Spring 2026

This construction encumbrance permit and license agreement will allow the contractor to use the City owned Parking stalls located adjacent to the Hotel Vermont located at 25 Cherry Street. 25 Cherry Street as a construction area throughout the project. This will allow the project to advance as quickly as possible while maintaining two-way traffic on Cherry Street. The funds from the encumbrance permit meter revenue will go directly to parking facility revenue. The yearly revenue is a result of the anticipated occupation of metered parking spaces in the Parking Lot and on S. Union Street, billed at the maximum daily rate for the meter:

192 Days x 11 Spaces x $30/Day = $63,360 Meter hood fee

FY25- FY26	$63,360
Total	**$63,360**

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: License Committee/City Council

FROM: Alice Schwencke, Excavation Inspector, Department of Public Works

DATE: May 13th, 2026

CC: Laura Wheelock, P.E.; Division Director of Public Works/City Engineer
Chapin Spencer, Director of Public Works.

RE: 260 North Street Burlington–Encumbrance Permit Application – Outdoor Seating Area

Request

The Applicant, TWF Culinary LLC D/B/A The Wise Fool, the restaurant located at 260 North Street Burlington is requesting approval for a 4'x9' sidewalk area, a total of thirty-six square feet (36') outdoor seating area facing North Winooski adjacent to the The Wise Fool Entrance. The request, if approved, will provide an outdoor seating area to boost sales and provide a more welcoming business front to welcome new and returning patrons through a License Agreement with the City.

As stated in Burlington Code of Ordinance Chapter 27-32(a): "*No permit as required by Section 27-31 shall be for longer than sixty (60) days, except as authorized by the city council.*"

Overview

Rebecca Christie of The Wise Fool submitted an encumbrance permit application to the Department of Public Works on March,9th 2026, requesting to occupy Thirty-Six (36) square feet of City right-of-way space on the West sidewalk of North Winooski Street. The sidewalk in that area widens towards the business front of The Wise Fool allowing for ample space for an outdoor seating area.

The 4'x9' seating area meets all the requirements to occupy the public right-of-way and will not impede the sidewalk or traveled lanes on North Winooski Street.

The outdoor seating area will be utilized by the Wise Fool during normal business hours. During times when the business is not open, the tables and chairs will be properly stored and locked. At the end of the season tables and chairs will be removed and stowed from the City right of way.

The Applicant will be responsible for any future maintenance, repairs, cleanliness and any other conditions as defined in the License Agreement. The Wise Fool will occupy the sidewalk from May 1st 2026 to October 20th 2026. Items will be removed from the street at the end of the date for the winter months.

Recommendation

The Department of Public Works is supportive of entering into a License Agreement between the Applicant and the City.

Thank you for your consideration of this request. Please do not hesitate to contact me directly at Aschwencke@burlingtonvt.gov or 802-495-6176.

Attachment

A. Encumbrance agreement

Motions:

License Committee:

"To approve and recommend that the City Council approve the Encumbrance Application for the address located at 260 North Street, requesting use of a section of sidewalk located on North Winooski for an outdoor seating area and to further recommend that the City Council authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office."

City Council:

"To approve the Encumbrance Application for TWF Culinary,LLC, d/b/a The Wise Fool at 260 North Street requesting use of the sidewalk area for an outdoor seating area and authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office."

An Equal Opportunity Employer
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ENCUMBRANCE PERMIT AND LICENSE AGREEMENT
TWF Culinary, LLC DBA The Wise Fool
260 North Street Burlington VT 05401

This Long-term Encumbrance Permit and License Agreement ("Agreement") is made by and between the City of Burlington, a municipal corporation organized and validly existing under the laws of the State of Vermont, and TWF Culinary, LLC DBA The Wise Fool located at 260 North Street Burlington VT 05401, . The City and Licensee agree to the terms and conditions of this Agreement.

1. RECITALS

A. Authority. Authority to enter into this Agreement exists in the City Charter and Burlington City Ordinance 27-32. Required approvals, clearance, and coordination have been accomplished from and within each Party.

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 Agreement.

C. Background. The City owns property, including the street and sidewalk right-of-way adjacent to 260 North Street Burlington. Licensee has submitted a encumbrance application seeking the occupation of City right-of-way on North Winooski Ave for outdoor seating. According to Licensee's application, it will cover 36 square foot area of the public sidewalk,

D. Purpose. This Agreement sets forth the terms and conditions for the allowed use of the public right-of-way.

2. DEFINITIONS

A. "Effective Date" means the date on which this Agreement is approved and signed by the City as shown on the signature page of this Agreement.

B. "Encumbrance Fee" means the sum of the encumbrance application fee, and the square foot use fee annually set by the city.

C. "Party" means the City or Licensee and "Parties" means both the City and Licensee.

D. "Premises" means the sidewalk right-of-way on the West Side of North Winooski adjacent to The Wise Fool entrance.

E. "Property" means the building located at 260 North Street in Burlington, Vermont, that are the subject of this Agreement.

3. 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. Licensee's obligations hereunder for indemnification, defense, and restoration of the Premises and other City property shall survive expiration or termination hereof.

B. Term. This Agreement shall commence on the Effective Date and expire on 5/1/2027

C. Termination. This Agreement may be terminated as set forth in this paragraph (C). Upon

termination, Licensee shall remove—at its own expense—all objects, materials, and other obstructions placed on the Premises. If Licensee refuses to promptly remove such obstructions, the City may remove all such obstructions and the Licensee shall be liable for all expenses of such removal.

i. **Discontinued Use.** The City shall have the exclusive right to immediately terminate this Agreement should Licensee or a subsequent owner discontinue the licensed use of the premise.

ii. **Termination for Convenience.** At any time prior to completion of services specified under this Agreement, the City may terminate the Agreement for any reason by submitting written notice via certified or registered mail to the Licensee, not less than fifteen (15) days prior to the termination date, of its intention to do so. The Licensee shall make no claim against the City by reason of such termination.

iii. **Breach.** The City shall have the exclusive right to terminate this Agreement if Licensee is in breach of this Agreement. The City shall provide seven (7) days written notice in advance of the termination date.

iv. **Non-Compliance.** If any of the License Conditions are not met to the satisfaction of the City, the Licensee will be responsible for restoration of the Premises, the sidewalk adjacent to the property, and any other City property damaged, destroyed, or otherwise affected by Licensee or its officers, employees, agents, customers/invitees, successors, or assigns, within seven (7) days of receiving written notice.

v. **Renewal.** This agreement shall be renewable annually for a one (1) year term provided that Licensee submits a timely annual renewal application certifying that its renewal does not amend, modify or otherwise change the existing agreement, pays the requisite fees, and provides updated proof of insurance and all applicable endorsements, and provided that the Department of Public Works certifies that licensee is still in compliance with terms of this agreement.

4. GRANT OF LICENSE

The City hereby grants to Licensee a license to install an outdoor seating area for dining purposes on the sidewalk directly adjacent to 260 North Street, totaling an area of 36 square feet for the term set forth above. Licensee may use and shall maintain the outdoor seating area existing in the City's right-of-way.

LICENSE CONDITIONS

The Premises shall be maintained in accordance with all conditions set by DPW. Such conditions shall include the following enumerated conditions, but may also be supplemented by DPW upon reasonable notice in the event DPW determines that the public safety, health and or welfare require such supplemental conditions:

A. The Wise Fool shall take all reasonable precautions to protect the public from potential hazards resulting and emanating from the Premises due to activities related to the uses for which this encumbrance is permitted.

B. The Wise Fool shall control the dust and dirt and other debris on the encumbered area and adjoining areas, including picking up and sweeping such dust, dirt and debris, working condition.

All costs associated with the maintenance and upkeep of the encumbered area are solely the responsibility of The Wise Fool.

C. The Wise Fool shall not allow obstructions and interferences in the lines of sight on the Premises or the adjacent area.

D. The Wise fool shall be responsible for the maintenance and associated repair of approximately 36 square feet of the sidewalk on North Winooski.

E. The Department of Public Works reserves the right to extend this agreement for one additional year, provided that the licensee submit any and all documents required by the Department of Public Works that would warrant the extension of this agreement.

5. PAYMENT FOR LICENSE

A. License Fee. Licensee shall pay the City an encumbrance fee, as described in Attachment A.

B. Initial License Fee. By signing this Agreement, the Parties acknowledge that Licensee has paid the City the license fee for the period beginning [05/31/2026] and ending [04/30/2027].

C. Parking Meter Fee. Licensee shall pay all associated parking meter fees.

6. INSURANCE

A. Requirement. Licensee shall maintain throughout the term of this Agreement, and any subsequent extension or renewals, commercial general liability insurance from an insurance carrier rated A-:VII or higher by A.M. Best Co. and admitted in the State of Vermont, insuring against all legal liability for injuries or damages suffered as a result of the exercise of privileges granted by this Agreement in an amount not less than $100,000 each occurrence, $300,000 aggregate.

B. Evidence. Prior to execution of this Agreement, Licensee shall furnish the City with a certificate of insurance and endorsement that includes the provision naming the City as an additional insured on a primary, non-contributory basis and waiving subrogation against the City. Licensee shall take all reasonable efforts to acquire an endorsement providing the City with thirty (30) days' written notification of cancellation. If such endorsement is not reasonably available, then Licensee shall provide the City with notification of any impending cancellations within three (3) days after receipt of such notice from its insurance carrier. The current certificate of insurance and applicable endorsements are attached to this Agreement as Attachment D.

C. Continuing Obligation. Licensee shall provide the City with an updated certificate of insurance and applicable endorsements annually on or before the certificate's stated expiration. It is the responsibility of Licensee to ensure that a current certificate of insurance is on file with the City at all times.

7. INDEMNIFICATION

Licensee shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from liability for any claims, suits, expenses, losses, judgments, penalties, fines, costs

(including attorneys' fees and costs), and damages arising as a result of the Licensee's acts and/or omissions, and the acts and/or omissions of Licensee's officers, directors, employees, agents, contractors, subcontractors, customers/invitees, successors, or assigns arising from or related to Licensee's use of the Premises or in connection with this Agreement or the privileges granted to it under this Agreement, excepting claims arising from the City's gross negligence or willful misconduct. If the City, its officers, officials, agents, or employees are notified of any claims asserted against it to which this indemnification provision may apply, the City shall promptly thereafter notify the Licensee in writing that a claim to which the indemnification provision may apply has been received. Licensee shall promptly retain counsel and otherwise provide a complete defense against the entire claim or suit. The City retains the right to participate, at its own expense, in the defense of any claim, and to approve all proposed settlements of clams to which this provision applies. Under no conditions shall the City be obligated to indemnify the Licensee or any third party, nor shall the City be otherwise liable for expenses or reimbursement including attorney's fees, collection costs, or other costs, of the Licensee or any third party.

8. RESPONSIBILITY FOR SUPERVISION:

Licensee shall assume responsibility for general supervision of its patrons and staff, shall be solely responsible for all procedures, methods, and work, and shall be responsible to the City for all acts or omissions of its officers, employees, agents, contractors, subcontractors, or any other person related to any activity or work performed in connection with this Agreement or the privileges granted to Licensee under this Agreement.

9. PUBLIC RELATIONS

Throughout the performance of the work, the Licensee will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Licensee shall conduct themselves with propriety.

10. PERMITS

Licensee shall be responsible for obtaining all necessary City and/or State permits prior to performing any work on the Premises or in connection with this Agreement.

11. NUISANCES PROHIBITED

Licensee shall not—during the term of this Agreement—on or in the Premises, maintain, commit, or permit the maintenance or commission of any nuisance or violation of any applicable City ordinance, State or Federal statute, or controlling law, regulation, or condition imposed whether existing at the time of commencement of this Agreement or enacted, amended, or otherwise put into effect during the term of this Agreement.

12. INSPECTION OF WORK

The City shall, at all times, have access to the Premises for the purposes of inspection and the Licensee shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Licensee shall permit the City or representative for the City the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Licensee.

13. ASSIGNMENT OF RIGHTS

If Licensee sells the Property, Licensee may temporarily assign the privileges granted herein to the

new owner of the Property for a period of sixty (60) days after closing. Any subsequent owner of the Property shall execute a new agreement with the City and provide proof of insurance within the sixty (60) day period. Failure to comply with this section shall constitute a discontinued use under **§3.C.i** of this Agreement.

14. LIMITATION OF RIGHTS; PROPERTY TAXES

Licensee acknowledges that no title, estate, leasehold, easement, or other property interest or other right is created other than that specifically defined and limited by this Agreement. Any property tax liability arising from this Agreement under Vermont law, notwithstanding the foregoing, shall be the sole responsibility of Licensee.

15. WAIVER

The City's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, notwithstanding the passage of time. Waiver by the City may only occur through an expressed written waiver signed by an authorized representative of the city. No waiver of a breach of any of the covenants, agreements, or provisions contained in this Agreement shall be construed to be a waiver of any subsequent breach of the same or of any other provision in this Agreement.

16. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings related to Licensee's use of the specified portions of the City's right-of-way, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

17. MODIFICATION

Modifications to this Agreement shall only be valid if agreed to in a formal written amendment to this Agreement, properly executed and approved by the Parties.

18. THIRD PARTY BENEFICIARIES

This Agreement does not confer any rights or remedies upon any person or entity other the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement and do not create any right for such third parties.

19. MISCELLANEOUS

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder shall remain in effect as necessary to effectuate the original intent of the Parties as closely as possible; provided, however, that if any provision hereof relating to indemnification or defense for the protection of the City and its taxpayers is held to be invalid and unenforceable, then this Agreement shall have no further prospective force or effect, except that it shall be enforced to the fullest extent allowed by law for the protection of the City and its taxpayers with respect to prior transactions and occurrences. 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. This Agreement shall not be construed its drafter. In case of any dispute arising from this Agreement, the

prevailing party shall be entitled to attorneys' fees and costs.

20. ATTACHMENTS

The following attachments are adopted, incorporated by reference, and made part of this Agreement:

A. Attachment A: Licensee's Application

B. Attachment B: Department of Public Works Encumbrance Recommendation Form

C. Attachment C: Photographs and Sketches of Encroachment

D. Attachment D: Certificate of Insurance

21. ORDER OF PRECEDENT

This Agreement shall control over any conflicting attachment.

— *Signature Page Follows* —

22. SIGNATURE PAGE

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 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 shall be treated as an original.

The Parties hereto have executed this Agreement

LICENSEE

By: _____
[Elliot lbert Sion, Owner]

By: _____
[Rebecca Christie, Owner]

Date: 5/5/2026

CITY OF BURLINGTON

By: _____
Mayor Emma Mulvaney-Stanak

Date: _____

City of Burlington, VT

April 10, 2026

Record No: REN-26-3

Encumbrance Permit

Status: Active

Submitted On: 3/9/2026

Primary Location

44.484930, -73.211761

Owner

No owner information

Applicant

Rebecca Christie
802-363-7015
becca@wisefoolvt.com
260 North Street
Burlington, VT 05401

Right-of-Way Encumbrance Application

Type of Encumbrance Requested*

Seating / Sign / Structure / Amenity Encumbrance

Renewal ?*

No

Encumbrance Description*

Use of space on the North Winooski Ave sidewalk for restaurant seating and a sandwich board. We'd like to have a 9' x 4' section in front of the windows on North Winooski Ave for seating, and a 2' x 2' section in front of the front door with a sandwich board.

Location of Encumbrance *

260 North Street Burlington, VT 05401

Will City Parking Spaces be Encumbered?*

No

Parking Encumbrance Fees Apply*

–

The length of Long-Term Encumbrances (years) are negotiated on a case-by-case basis, and may be renewed at the request of the applicant.

Encumbrance Term (Years)

0

Encumbrance Start Date

05/01/2026

Encumbrance End Date

10/31/2026

Area Encumbered (Square Feet)

40

Number of Tables

2

Number of Chairs

6

Company Information

Company Name

TWF Culinary LLC

DBA Name

The Wise Fool

Phone

802-363-7015

FAX

Street Address

60 Winooski Falls Way, Unit 1307

City, State Zip

Winooski, VT 05404

Email

becca@wisefoolvt.com

Instructions

Please Attach:

1. Certificate of Liability Insurance with holder as the “CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401”.

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 per square foot)

Encumbrance Not Valid until Permit is Issued. Permit will be Issued after City Council Approval.

Please Attach:

1. Certificate of Liability Insurance with holder as the “CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401”.

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 square foot)

Permit will be Issued after City Council Approval. Permit Not Valid until Fee Payment is Received.

Please Attach:

1. Certificate of Liability Insurance with holder as the “CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401”.

2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.

3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.

4. Sketch, photo, or blueprint of what you are proposing.

5. Check for Total Amount Due. ($25 Application fee + $1 per square foot)

Permit will be Issued after City Council Approval. Permit Not Valid until Fee Payment is Received.

Application Fee: $25 + $1 per square foot encumbered.

Jurisdiction BCO 27-31(a)

It shall be unlawful for any person, firm or corporation to temporarily obstruct a street or sidewalk without first obtaining a written permit therefor from the director of public works or his or her designee, except as hereinafter provided.

Within the Church Street Marketplace District on any portion of Church Street, College Street, Bank Street, or Cherry Street used for vehicular traffic, the director of public works or his or her designee shall not issue a permit until the executive director of the Church Street Marketplace department approves of such obstruction. In the inner two (2) pedestrian blocks of the marketplace district, the executive director of the Church Street Marketplace department shall have exclusive jurisdiction to issue permits.

Required Documentation

Certificate of Insurance

☐

Insurance Expiration Date

–

Endorsement of Additional Insured

☐

Endorsement for Cancellation

☐

Site Map or Photograph(s)

☐

Reporting

Encumbrance For:

–

City Department Review

Attorney Sign Off

☐

Attorney Sign Off Date

–

Right-of-Way Sign Off

☐

Right-of-Way Sign Off Date

–

City Council Review

City Council Meeting Date

–

City Council Approval

☐

City Council Approval Date

–

Attachments

TWF Culinary COI_CITYOFBURLINGTON.pdf
TWF Culinary COI_CITYOFBURLINGTON.pdf
Uploaded by Rebecca Christie on Feb 24, 2026 at 11:48 AM



TWF Storefront Photo.png
TWF Storefront Photo.png
Uploaded by Rebecca Christie on Mar 9, 2026 at 2:35 PM



TWF Patio Sketch.jpeg
IMG_6245.jpeg
Uploaded by Rebecca Christie on Mar 9, 2026 at 2:37 PM

Record Activity

becca@wisefoolvt.com started a draft Record	02/23/2026 at 1:45 pm
Rebecca Christie added file TWF Culinary COI_CITYOFBURLINGTON.pdf	02/24/2026 at 11:48 am
Rebecca Christie added file TWF Storefront Photo.png	03/09/2026 at 2:35 pm
Rebecca Christie added file IMG_6245.jpeg	03/09/2026 at 2:37 pm
Rebecca Christie submitted Record REN-26-3	03/09/2026 at 2:38 pm
OpenGov system altered approval step Encumbrance Permit Review, changed status from Inactive to Active on Record REN-26-3	03/09/2026 at 2:38 pm
OpenGov system assigned approval step Encumbrance Permit Review to Alice Schwencke on Record REN-26-3	03/09/2026 at 2:38 pm

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
Encumbrance Permit Review	3/9/2026, 2:38:45 PM	-	Alice Schwencke	-	Active
Encumbrance Fee Payment	-	-	Rebecca Christie	-	Inactive
City Council Approval	-	-	-	-	Inactive

Label	Activated	Completed	Assignee	Due Date	Status
Encumbrance Permit Issuance	-	-	-	-	Inactive

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

DPW ENCUMBRANCE RECOMMENDATION FORM

DBA NAME:_TWF Culinary LLC____ DATE: _5/1/26_____

COMPANY NAME: The Wise Fool PHONE:__ (802)-363-7015_____

CONTACT NAME: Rebecca Christie_____ EMAIL: Becca@wisefoolvt.com

MAILING ADDRESS:_60 Winooski Falls Way, Unit 1307 05404__

LOCATION OF ENCUMBRANCE: __260 North Street Burlington VT 05401_____

FOR LONG-TERM ENCUMBRANCE, ADA RAMP AND FRONT ENTRY LANDING AREA ENCUMBRANCE, AND CONSTRUCTION ENCUMBRANCE

1. All encumbrances should be located on private property, if possible. In the opinion of the Excavation Inspector, is there an available alternative location for the requested encumbrance on private property.

YES [ ] NO [X]

2. Will there be sufficient width for plows , pedestrian access, and ADA requirements if the proposed encumbrance is added to the sidewalk/roadway green belt

YES [X] NO [ ]

3. Additional Comments: _Public Sidewalk to remain clear. No impact to designated sidewalk.
_____
_____

4. Has this business remained in compliance to date (Renewals only)?
YES [ ] NO [ ]

.

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

5. Describe the encumbrance, including square footage and location of items._____
36 square feet on the West side of North Winooski Street. Encumbrance will have two tables three chairs each.

BELOW THIS LINE – DEPARTMENT OF PUBLIC WORKS OFFICE USE ONLY

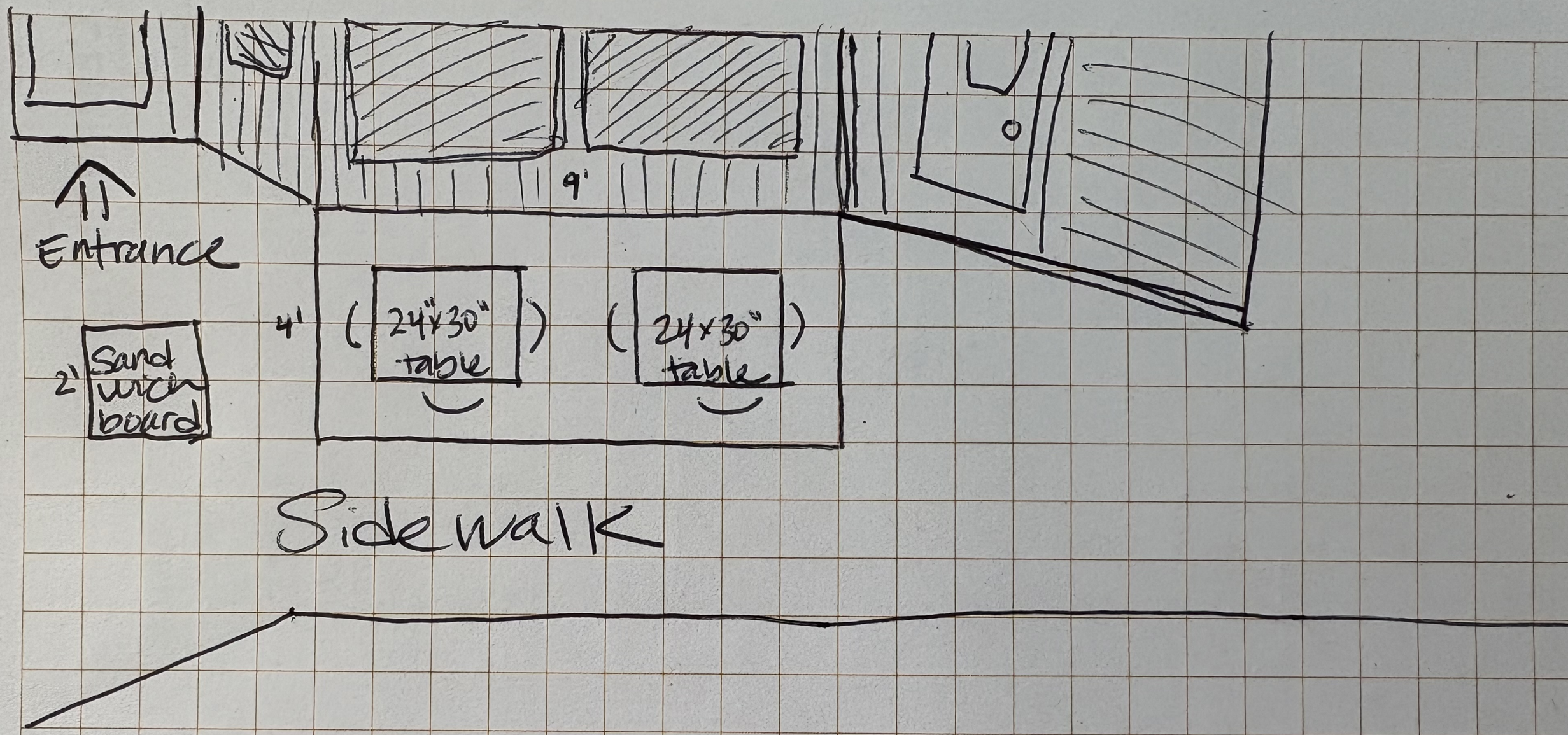
Approved: Yes [X] No [ ] If no, reason: _____

Signature: _____ Date:__ 4/10/2026 _____

Alice Schwencke
Excavation Inspector
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05401
802.495.6176
cmanna@burlingtonvt.gov

.


ONE WAY
CLOSED
9'
4'
2'
Google Maps
Image capture: Aug 2025
© 2026 Google
United States


9'
Entrance
4'
24"x30" table
24"x30" table
2'
Sandwich board
Sidewalk
N. Winooski Ave

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/24/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: KERRI SURRIDGE	
Kerri Surridge Insurance Agency LLC 10 Tamarack Lane Barre VT 05641	PHONE (A/C, No, Ext): (802) 279-7278	FAX (A/C, No):
	E-MAIL ADDRESS: Kerri.Surridge@outlook.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Travelers	36161
INSURED TWF Culinary LLC 60 WINOOSKI FALLS WAY, Unit #1307 WINOOSKI VT 05404-2270	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			BIP-C4467357	02/19/2026	02/19/2027	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT.
is listed as Additional Insured and will automatically receive cancellation notices 15 days prior to the cancellation date for non payment, and 45 days prior to the cancellation for other all reasons.

CERTIFICATE HOLDER

Additional Insured Status:

CITY OF BURLINGTON, BURLINGTON PUBLIC (cont. in ACORD 101)
645 PINE ST.
Burlington VT 05401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Kerri Surridge

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Kerri Surridge Insurance Agency LLC		TWF Culinary LLC
POLICY NUMBER		
BIP-C4467357		
CARRIER	NAIC CODE	EFFECTIVE DATE:
Unknown		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate Of Liability Insurance

**Certificate Holder Name:

CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT.

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To: Board of Finance
City Council

From: Megan Moir, Division Director - Water Resources
Jessica Lavalette, Director of Finance and Administration

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

Date: May 11, 2026/ May 18, 2026

Subject: Water Resources Metering Services Personnel Reorganization

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 WRD Metering Services workgroup. These include:

1. Tiering of the Water Meter Field Technician (AFSCME Grade 15) to Water Meter Field Technician In Training (IT)/I/II (AFSCME Grade 14/15/16);
2. Reclassification of one (1) vacant Meter to Cash Analyst I/II (AFSCME Grade 16/17) position to a Water Meter Field Technician IT/I/II (tiered) (AFSCME Grade 14/15/16) and reorganization of the position to report to the Director of Finance and Administration;
3. Reclassification and retitling of the Water Meter Working Foreperson (AFSCME Grade 16) to Metering Operations Lead (AFSCME Grade 19).

Additional details are provided below in the background.

Funds for these organizational changes are available now (FY26) due to savings from the several month vacancy in the Meter to Cash Analyst position. On-going funding for these changes are included in the proposed FY27 Drinking Water and Wastewater budgets.

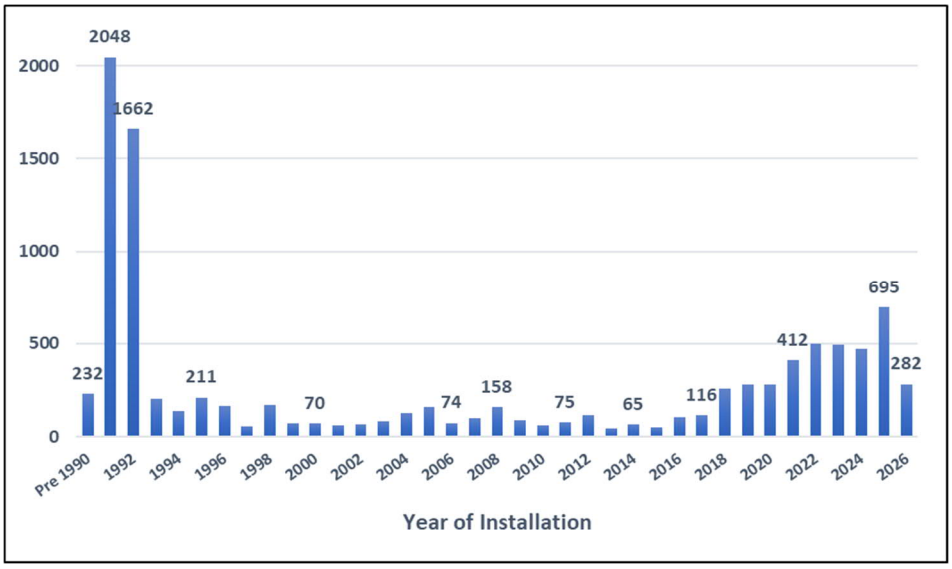
BACKGROUND

Over the last several years, WRD has made incremental and targeted adjustments to its staffing resources and structure to build a resilient and sustainable organization. This has been critical to improving our meter to cash and revenue assurance processes, along with increasing the day-to-day team leadership for our Customer Care and Billing teams. However, a new reality has emerged that presents an on-going challenge to the success of our Metering Services, and ultimately our ability to recover the full revenue warranted by all of our customers' usage.

1. In 1990, WRD began a three year initiative to replace all water meters due to age, and the availability of a new technology that allowed meters to be read from the outside of the building instead of manually. Water meters are mechanical devices, and their accuracy degrades over time causing flows to be under registered and underbilled. Smaller, residential water meters are expected to maintain accuracy standards for 15-20 years meters, and accuracy is impacted by a variety of factors including wear, water quality, flow rates and total throughput. Until recently, there has not been a concerted effort to replace

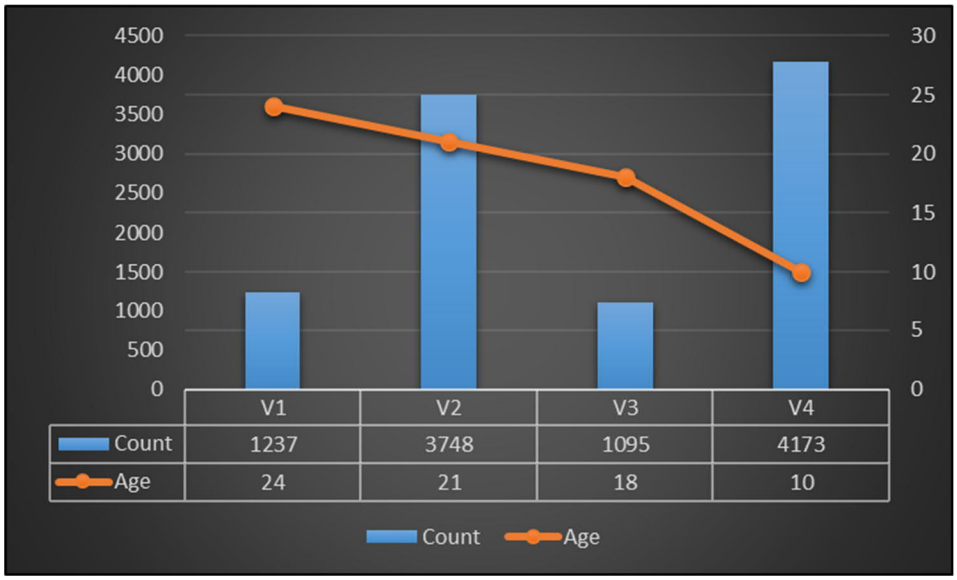
meters due to age, and as a result, 40% of the meters still in service were installed prior to 1993 and are unlikely to be performing at peak accuracy.

Table 1 Meters in Service by Installation Year



2. In 2001, WRD migrated to a drive by meter reading system that utilized Radio Frequency (RF) transmitters. The transmitters are connected to the meter and send a signal with the meter reading on a regular schedule. These devices are battery powered and have a 10-year warranty, although they often operate far beyond that expected useful lifespan. Table 2 illustrates the current age of our RF transmitters, and just under 60% are out of date (V1, V2, V3 series) and will need to be replaced.

Table 2 RF Transmitters in Service by Type and Age



3. Over the past few months, the number of accounts requiring their usage to be estimated (due to RF failure) has risen at a rate that exceeds historical norms, see monthly comparison in Table 3-1 . We can attribute this to the age of the RF transmitters which were never expected to last this long and are now failing at a rapid pace. Table 3-2 illustrates the failure percentage by transmitter type over the four months compared, and as expected, the oldest transmitters account for the highest rate of failure.

Table 3-1 Accounts Requiring Estimated Bills

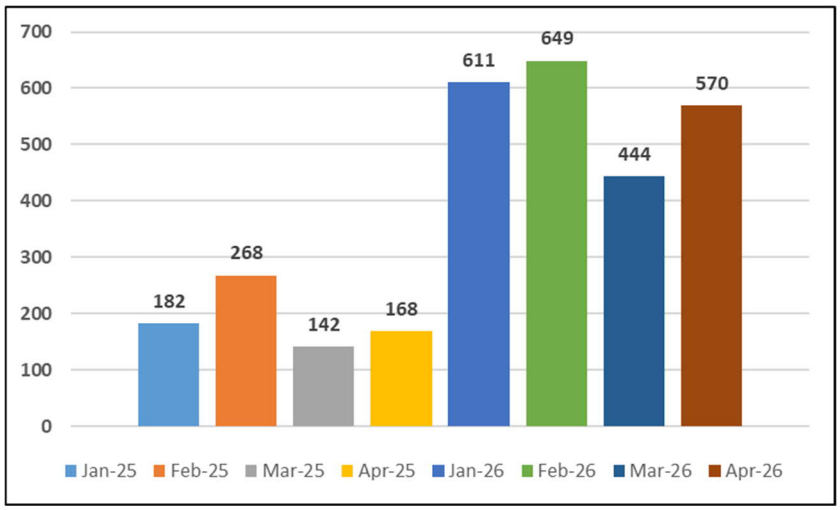
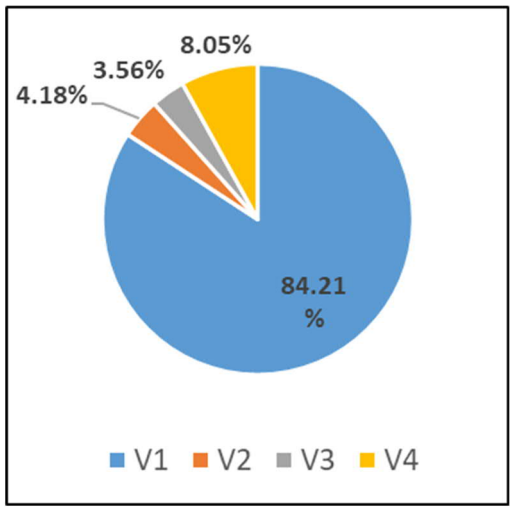


Table 3-2 % Failure by RF type



4. The impacts of deferred maintenance and capital reinvestment are placing an operational strain on existing staff, delaying service response times, and elevating the risk of billing inaccuracies and customer dissatisfaction.

5. Additionally, WRD is in the process of modernizing meter reading for the City of Burlington with implementation of smart metering ready hardware. Currently, meters throughout the City are read once a month and due to limitations of outdated meters, most readings can only be transmitted in 100 or 1000 cubic foot increments to WRD. These outdated meters represent 56% of the meters in service today. This means there is a lack of granularity in the usage data, and a lag in account holders hearing about high water usage due to persistent leaks or changes in household composition. Smart metering ready meter systems include meters that can transmit usage in real time and down to one hundredth of a cubic foot. Together with the fixed network receivers that are being implemented this year across the City and the new customer portal, these modern meters will mean that customers will be able to interact with their meter data in new ways including leak detection and other usage alerts and being able to easily pinpoint, on their own, when higher usage may have occurred.

In our June 2024 personnel reorganization memo[1] we provided detailed background regarding the staff resourcing challenges faced by the Water Resources division. In the FY25 budget presentation[2] we summarized these challenges into 5 themes of action:

1. Incentivize staffing excellence
2. Pay commensurate with responsibility
3. Plan for organizational succession
4. Increase operational efficiencies
5. Increase/support division level leadership bandwidth

The changes described below and requested in this memo support improvements across all of these themes. The current and proposed organizational chart is provided as Attachment A and the new job descriptions are provided

[1] https://burlingtonvt.portal.civicclerk.com/event/7005/files/attachment/4998
[2] https://bit.ly/WRFY25Budget

in Attachment B. All positions were graded by the Human Resources Department and approved by AFSCME leadership.

SUMMARY OF ORGANIZATIONAL CHANGES

Upward tiering of Water Meter Field Technician position (Water Meter Field Technician In Training/I/II)
Action Areas: incentivize staffing excellence; pay commensurate with responsibility; plan for organizational succession

The Water Meter Field Technicians are the first line of defense in protecting the meter to cash cycle, and they also act as a direct liaison between WRD and customers. They accumulate a wealth of institutional knowledge and play a critical role in ensuring the success of our water metering systems.

Fundamentally, tiering is about more than additional responsibility and pay; it signals that WRD supports and promotes the growth of our employees. It creates a defined career progression path which improves employee retention and morale. It also sets clear performance expectations and encourages skill development. Three level tiering also improves our ability to recruit potentially non-traditional new employees by providing an entry level where on the job training is the intention instead of requiring established technical skills at time of hire. Please see the progression matrix included in Attachment C.

The current Water Meter Field Technician is graded at AFSCME Grade 15. The Human Resources (HR) Grading Committee graded the Water Meter Field Technician in Training as AFSCME Grade 14 and the Water Meter Field Technician II as AFSCME Grade 16. AFSCME is supportive of this tiering.

As has been the practice with most previous tiering, an employee who meets the experience and proficiency requirements of a tier with a higher pay grade than that which they are currently at the time of tiering in will be placed at the higher tier and given a documented period of time to complete any additional certifications or specific training courses. Future tiering placement will require employees to meet the entirety of the tiered position description.

Reclassification of one (1) vacant Meter to Cash Analyst I/II position to a Water Meter Field Technician IT/I/II (tiered) position
Action Areas: increase operational efficiencies

In 2025, we created two Meter to Cash Analyst positions as part of the redesign of our Customer Care and Billing workgroups. This was done to provide dedicated resources for the critical QA/QC work of meter exceptions, investigating meter and billing anomalies, and to allow Customer Care to better focus on revenue collections and customer initiatives. This redesign has been successful with notable improvements in identifying stopped meters earlier and more frequent outreach to customers about resolving meter problems.

One of the Meter to Cash Analyst positions has been vacant since November 2025. While it is possible this position may need to be brought back in the future, the volume of work is currently being handled adequately by the remaining Analyst. As such, we believe this FTE would best be repurposed into another Water Meter Field Technician role.

As described above, our Metering Services workgroup does not have sufficient numbers to handle the volume of site visits required for the current and anticipated levels of RF transmitter failure. Nor will we be able to mount a

more robust meter replacement program without additional staffing. This is critical from a revenue assurance standpoint, and the newer water meters also provide more useful data to us and customers about their usage. The repurposing of the vacant Meter to Cash Analyst position to create the addition of another Water Meter Field Technician FTE is a proactive investment that will allow us to improve the timely replacement and maintenance of our failing infrastructure while building a sustainable framework for the future.

The Meter to Cash Analyst I/II is graded at AFSCME Grade 16/17. The Human Resources (HR) Grading Committee graded the Water Meter Field Technician in Training as AFSCME Grade 14 and the Water Meter Field Technician II as AFSCME Grade 16. The repurposing of the AFSCME Meter to Cash Analyst role into a different AFSCME FTE was discussed with AFSCME and they are supportive.

Reclassification of the Water Meter Working Foreperson to Metering Operations Lead
Action Areas: pay commensurate with responsibility; increase/support division level leadership bandwidth; succession planning

The changes proposed as part of the Metering Services reorganization and expansion necessitated a reclassification of this position. The Metering Operations Lead will continue to perform all responsibilities of the meter technicians and direct the crew's work efforts similar to other working foreperson roles in the City, but the job description now reflects a higher level of focus on personnel and meter to cash leadership functions. On the personnel side, the Metering Operations Lead will be responsible for supporting the growth, performance and productivity of employees through positive and corrective performance feedback, tracking team proficiencies and ensuring progress towards growth benchmarks. This is designed to enhance the meter field crew's performance in the tiered environment and further reduce the day to day oversight needed from management, freeing up management resources to support other initiatives. In addition, this position will be responsible for ensuring the success of meter compliance and enforcement functions, serve as a technical and sizing review lead, and will now provide leadership on several meter to cash investigative functions. It also provides long-term succession planning by offering a personnel leadership opportunity within the AFSCME membership.

The changes to this position will allow the Director of Finance and Administration to focus on long term planning initiatives for the success of the workgroup and assist the Division Director with addressing and advancing some of the higher level needs of the organization.

The current Water Meter Working Foreperson is graded at AFSCME Grade 16. The Human Resources (HR) Grading Committee graded the Metering Operations Lead as AFSCME Grade 19. AFSCME is supportive of this reclassification.

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 FY26 pay-scales. There are sufficient vacancy savings from the Meter to Cash Analyst position to cover the potential small increase in wage expenses due to this change.

Position	Current Grade	Proposed Grade	Salary Impact[1]
Upward tiering of one (1) Meter Technician to Meter Technician II	AFSCME Grade 15	AFSCME Grade 16	$3,773
Reclassification of Meter Working Foreperson to Metering Operations Lead	AFSCME Grade 16	AFSCME Grade 19	$7,428
Transfer of one (1) vacant Meter to Cash Analyst I/II FTE to Meter Technician (In-Training, I/II)	AFSCME Grade 16/17	AFSCME, Grade 14/15/16	($4,265)

Notes

1) Unless otherwise noted, reclassifications use 5% minimum rule from Article 9.2d of the AFSCME contract
2) For repurposing of tiered Meter to Cash FTE to tiered Meter Technician position, used Step 7 of Grade 16 (Meter to Cash I) compared to Step 7 of Grade 15 (Meter Technician I), based on potential grade and step placements for new hires. Cost savings could be more if a new hire is hired as a Tech in Training).

Motions

Board of Finance Motion:

1. To recommend that the City Council approve the:
   - Reclassificationof the Water Meter Field Technician, a Regular, Full-time, Non- Exempt, AFSCME, Grade 15 position to the tiered Water Meter Field Technician In Training/I/II as follows:
     - Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and,
     - Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and,
     - Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position.
   - Reclassification and retitling of one Meter to Cash Analyst I/II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16/17 position to the tiered Water Meter Field Technician In Training/I/II as follows:
     - Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and,
     - Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and,
     - Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position.
   - Reclassification and retitling of the Water Meter Working Foreperson, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to the Metering Operations Lead, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.

City Council Motion:

1. To approve the:
   - Reclassification of the Water Meter Field Technician, a Regular, Full-time, Non- Exempt, AFSCME, Grade 15 position to the tiered Water Meter Field Technician In Training/I/II as follows:
     - Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and,
     - Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and,

    - Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position.
- Reclassification and retitling of one Meter to Cash Analyst I/II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16/17 position to the tiered Water Meter Field Technician In Training/I/II as follows:
    - Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and,
    - Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and,
    - Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position.
- Reclassification and retitling of the Water Meter Working Foreperson, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to the Metering Operations Lead, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.

Attachments:

A. Current and Proposed Water Resources Division Organizational Chart
B. Job Descriptions
C. Meter Operations Progression Matrix

Department of Public Works
Water Resources Division
City of Burlington
March 2026

Attachment A

Megan Moir
Division Director
Water Resources
Mkt Factor

Eleanore Walker
Water Policy and Program Advisor
Grade 21

Matt Dow
Director of Wastewater Facilities
NU Grade 24

Nathan Lavallee
Wastewater Treatment Manager
NU Grade 22

- Cale Whitcomb — Senior Plant Operator — Grade 19
- Hannah Yates — Plant Operator I/II — Grade 17/18
- Robert Knaus — Plant Operator I/II — Grade 17/18
- Emma Rosenau — Plant Operator I/II — Grade 17/18
- Alec Eichrodt — Plant Operator I/II — Grade 17/18

Main Plant and Biosolids Operators

- Steve Groelinger — Senior Plant Operator — Grade 19
- Larry Hammond — Plant Operator I/II — Grade 17/18
- Travis Millette — Plant Operator I/II — Grade 17/18

North, East Plants

- VACANT — Operator/ Mechanic Assistant — Grade 15/16

Nathan Lavery
Collection System Maintenance Manager
NU Grade 20

- Ian Sasso — Senior Collection System Operator — Grade 17
- Nate Godfrey — Collection System Operator I/II — Grade 15/16
- Terry E Goodrich — Lead Pump Station Operator — Grade 18
- Chris Harinsky — Collection System Operator I/II — Grade 15/16
- VACANT — Pump Station Operator — Grade 17

Collection System Maintenance

- John Malcovsky — Senior Plant Mechanic-Wastewater — Grade 19
- Gary Hayden — Plant Mechanic — Grade 17
- Ryan Buckley (soon to be VACANT) — Plant Mechanic — Grade 17

Wastewater Plant Mechanics

Kate Komoroski
Director of Drinking Water Production
NU Grade 24

Dave Booska
Drinking Water Production Manager
NU Grade 22

- Brian Blow — Senior Plant Mechanic-Water — Grade 19
- Richard Benjamin — Plant Operator — Grade 17
- Peter Arnold — Plant Mechanic — Grade 17
- Robert Barclay — Plant Operator — Grade 17
- Wyatt Shaw — Plant Mechanic — Grade 17
- Bruce Campbell — Plant Operator — Grade 17
- Justin Vaughn — Plant Mechanic — Grade 17
- Colin DeBernardo — Plant Operator — Grade 17
- Tyler Booska — Plant Operator — Grade 17

Drinking Water Production and Storage

Rocky Vogler
Director of Engineering and Operations
NU Grade 25

Martin Lee
Engineering Manager
NU Grade 23

- Emily Piersak — Water Resources Infrastructure Asset Manager — NU Grade 20
- Ashley Walenty — Public Works Engineer - Water Resources — NU Grade 21
- Robert Watt — Water Resources GIS & Field Specialist — Grade 18
- Mary Bourque — Public Works Engineer - Water Resources — NU Grade 21
- Willie Glen — Utilities Inspector — Grade 19
- Monika Ingalls — Public Works Engineer - Water Resources — NU Grade 21

Engineering and Asset Management

Seth Kuchenbecker
Stormwater Program Manager
NU Grade 21

- Amelia McClure — Stormwater Field Specialist — Grade 18

Stormwater

VACANT
Water Distribution Field Manager
NU Grade 20

- Trevor Bosman — Distribution Working Foreperson — Grade 17
- James Berlinghoff — Distribution Working Foreperson — Grade 17
- VACANT — Distribution Field Technician — Grade 15
- Bobby Byrne — Distribution Field Technician — Grade 15
- Jay-r Phillips — Distribution Field Technician — Grade 15
- VACANT — Distribution Field Technician — Grade 15
- Igor Melnik — Distribution Field Technician — Grade 15
- Robert McKitty — Distribution Field Technician — Grade 15
- Christopher Brault — Distribution Field Technician — Grade 15
- Kobe Mazza — Distribution Field Technician — Grade 15

Water Distribution Field Services

Jessica Lavalette
Director of Finance and Administration
NU Grade 24

- David Codling — Meter Working Foreman — Grade 16
- Kiley Southwell — Meter Field Technician — Grade 15
- Tyler Dixon — Meter Field Technician — Grade 15

Meter Field Services

Maja Kazimieruk
Utility Billing and Customer Care
NU Grade 20

- VACANT — Meter to Cash Analyst I/II — Grade 16/17
- Christina Nichols — Customer Care Associate — Grade 14
- Stephanie Shohet — Meter to Cash Analyst I/II — Grade 16/17
- Maghon Lumon — Customer Care Associate — Grade 14

Utility Billing and Customer Care

- Laurie Lavallee — Sr. Financial and Administrative Analyst — NU Grade 19

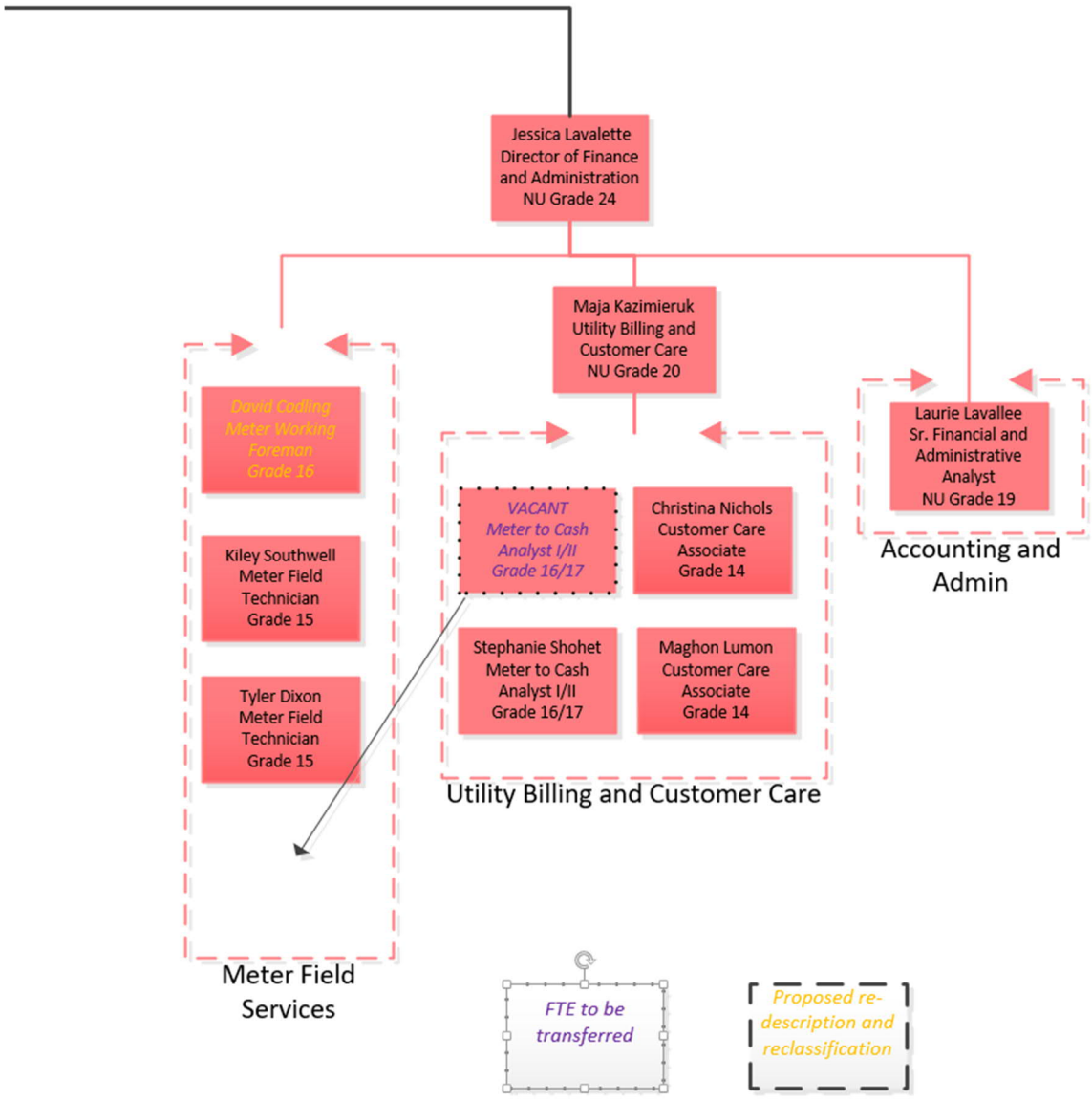
Accounting and Admin

see excerpts on following pages

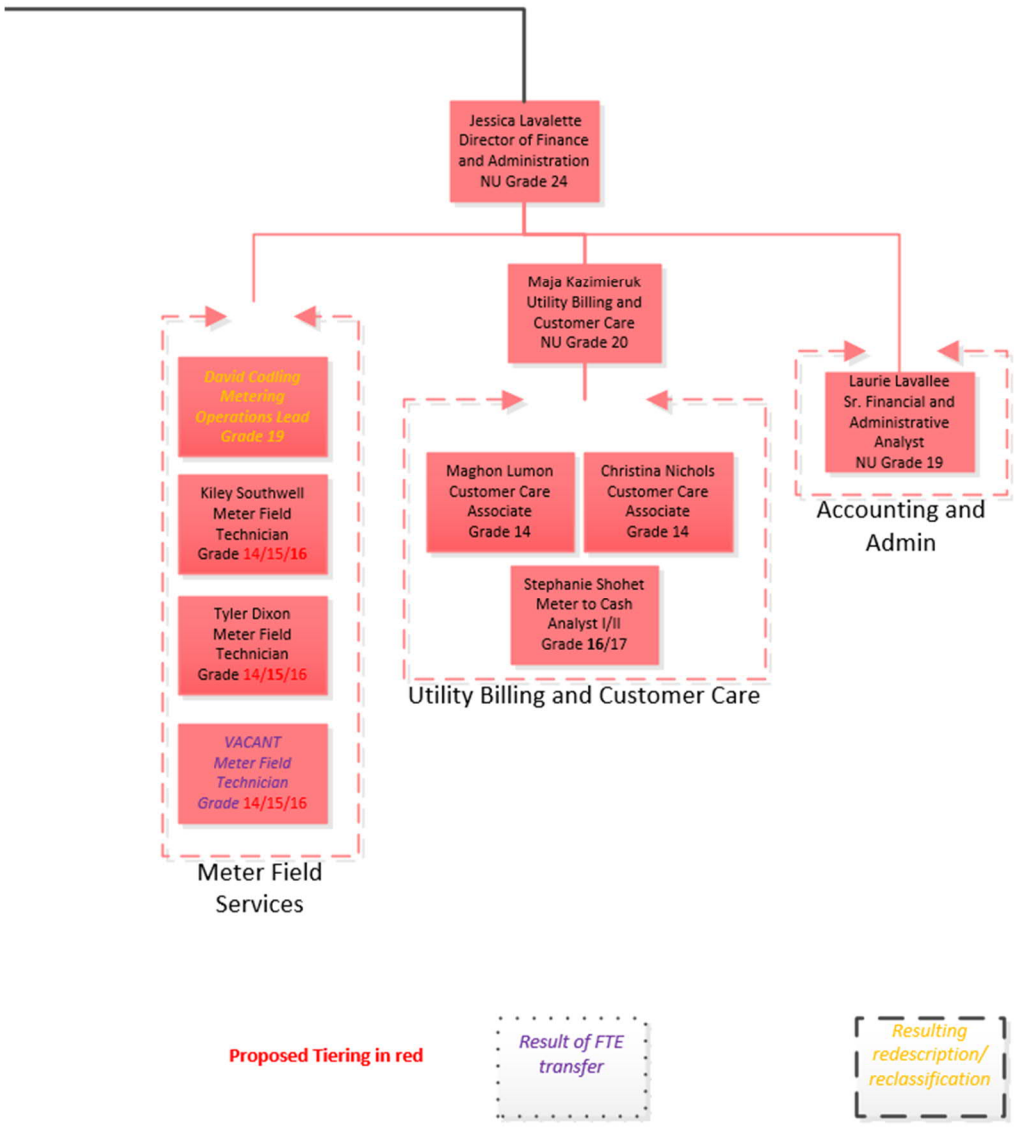
WORKGROUP FUNCTION KEY

- Wastewater and Stormwater Collections
- Wastewater
- Drinking Water
- One Water (Drinking Water, Wastewater, Stormwater)
- Stormwater
- Billing Customer Care Finance

Current Workgroup Org Chart (Annotated)



Proposed Workgroup Org Chart (Annotated)



City of Burlington
Job Description

Position Title: Water Meter Field Technician In Training

Department: Department of Public Works

Reports to: Metering Operations Supervisor/Director of Finance and Administration

Pay Grade: 14 **Job Code:** TBD

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Remote Work Rating Tier: 1

General Purpose: The Water Meter Field Technician In Training is responsible for learning methods and procedures to perform all field based meter management functions to ensure accurate billing of residential and commercial accounts. This includes developing the skills and knowledge necessary to successfully execute meter reading, meter installation, maintenance and repair, and interior service line assessment and modifications. This position travels to customer locations and acts as direct liaison between Water Resources and residents regarding water metering systems, and is responsible for providing courteous and accurate service in an effort to create an exceptional customer experience. In addition, this position assists with locating and marking underground water utility 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.)

Meter Reading Functions

- Learns to obtain readings for all water meters according to predetermined schedule.
- Assists with utilizing both Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) data collectors including fixed network gateways, vehicle mounted mobile unit, handheld RF device and/or belt clip transceiver.
- Assists with analyzing meter reading routes to achieve optimization for data collection.
- Assists with performing meter reading verifications related to exception reporting or property transfers.
- Assists with obtaining and sending data logs to Customer Care & Billing upon request.

Installation, Maintenance & Repair Functions

- Receives daily work schedule from supervisor, prepares vehicle with required equipment, tools, materials & supplies as needed, completes tasks according to schedule.
- Learns and performs maintenance, replacement and repairs on residential and commercial water meters 1" or smaller according to departmental policy and American Water Works Association (AWWA) standards.
- Assists with installations, maintenance, replacement and repairs on residential and commercial water meters 1.5" or larger according to departmental policy and AWWA standards.

- Connects meter interface units (endpoints) to meter registers according to wire color and ensures they are activated.
- Assists with gate and ball valve replacements on all service lines material types including ductile iron, galvanized, copper and plastic.
- Observes how to alter incoming water services to accommodate manifold for approved irrigation or secondary meters according to departmental policy and AWWA standards.
- Learns and performs water off and on at curb stop for both domestic and fire services as requested.
- Learns how to remove water meters 1" or smaller and performs removals as requested.
- Assists with removing water meters 1.5" or larger as requested.
- Learns methods and procedures for inspecting area upstream and downstream of the water meter for unusual configurations, defects, leaks, suspicious conditions or violations of departmental policy including unauthorized connections.
- Learns how to test water meters according to AWWA standards.
- Disassembles water meters for proper disposal.
- Assists with installing water meters on hydrants for dust abatement or construction according to departmental policy.
- Learns how to document meter and endpoint installations and/or replacements accurately and completely.
- Learns how to complete electronic order forms for all billable work accurately and completely.

Customer Service & Troubleshooting Functions

- Assists with completing daily customer visits according to schedule for meter installation, replacements, abnormal consumption readings, noisy meters, low water pressure or other meter and service functionality concerns.
- Explains the operation and measurement elements of meters to customer while in the field and reports any questions that require additional follow up to Customer Care.
- Evaluates valves and service line material during appointments and recommends replacement in accordance with departmental policy.
- Delivers service termination notices and assists with performing disconnections and restorations as requested by Customer Care Associates in accordance with City Ordinance.
- Notifies Customer Care Associates and supervisor about any missing curb boxes or those requiring extensive excavation encountered during service terminations.
- Maintains a high level of professionalism and works to establish a positive rapport with each customer when communicating by phone, email or in person.

Utility Locating Functions

- Assists with completing all regular and emergency Dig Safe ticket requests within required deadlines according to State Law.
- Learns how to use a variety of technology including Electromagnetic, Magnetic and Dowsing to locate water mains, services, and valves.
- Becomes familiar with using Geographical Information Systems (GIS), paper and digitized maps to confirm locations as needed.
- Once trained, performs simple utility locates without assistance and marks locations with spray paint, flags and other materials as needed. Performs emergency digsafe functions with guidance.

- Collects GPS coordinates to ensure accurate mapping.
- Performs light excavation with shovel or metal probe to expose buried curb boxes.
- Notifies ticket originator when marks do not have a high degree of certainty, and recommends hand excavation for those areas.
- Determines efficient travel route to and from each locate.

General Functions

- Responsible for providing on call response to emergencies for suspected water leaks, main breaks, building fires, water leaks upstream of the meter, frozen meters, or service restoration for non-payment as directed by on call schedule. Access and clean out curb boxes and gate valve boxes for system isolation as necessary.
- Maintains assigned vehicle and equipment in proper working order.
- Ability to work independently in the absence of onsite supervision while performing essential duties.
- Complies with all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety.
- Attends safety and professional development trainings as required.
- Plows City streets and sidewalks with the street division in accordance with the provisions of the Union contract.
- Provides on-call coverage as assigned including nights, weekends and holidays once deemed proficient in on-call duties.
- May be required to assist the Distribution Field Crew with routine distribution work as necessary as assigned.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- One (1) year previous experience in metering, plumbing, underground water or other underground construction is preferred.
- Ability to obtain Vermont State Operator Classification, Class D certification within one (1) year of date of hire is required.
- Possession of a Commercial Driver's License Class B at time of application is preferred. Candidates without a CDL B are required to obtain it within one (1) year of date of hire.
- Ability to be proficient in the maintenance, replacement and repair of residential meters up to 1" within 6 months required.
- Ability to be proficient with on-call duties within 9 months.
- Working knowledge of domestic plumbing, water meters and water distribution systems is preferred.
- Knowledge about and ability to operate power and hand tools related to metering and water distribution preferred.
- Training in construction equipment and tool use and their related safety practices preferred.
- Ability to learn, understand and explain basic technical/engineering concepts related to water meter technology, repair and replacement and water distribution system asset location, principles of water pressure and hydraulics.

- Ability to learn how to read and understand blue prints to ensure proper installation of meters and to identify and locate water shut offs and lines.
-
- Ability to use computers, smart phones, iPads, email and the internet effectively is required.
- Ability to respond to emergencies in a calm, professional manner.
- Ability to lift up to 60 pounds chest high, frequency 2-3 times daily on average.
- Ability to complete work projects in a timely manner to avoid extensive interruption of service for water users.
- Ability to learn how to safely operate vacuum unit, blow wand, dump truck, sidewalk plows, Power Tools, Manual Hand Tools, Mechanical Hand tools, and other related equipment
- Ability to climb ladders in and out of trench excavations.
- Ability to work in confined spaces and in moving traffic areas required.
- Ability to work in all weather conditions required.
- Ability to work after-hours, nights, weekends and on call as required.
- Ability to operate wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- 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 required
- 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 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 and timely 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 and Chapter 31 of the City ordinance.

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 60 pounds)
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: _____

Created/Tiered April 2026.

City of Burlington
Job Description

Position Title: Water Meter Field Technician I

Department: Department of Public Works

Reports to: Metering Operations Lead/Director of Finance and Administration

Pay Grade: 15 **Job Code:** 428

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Remote Work Rating Tier: 1

General Purpose: The Water Meter Field Technician I is responsible for executing all field based meter management functions to ensure accurate billing of residential and commercial accounts. This includes meter reading, meter installation, maintenance and repair, and interior service line assessment and modifications. This position travels to customer locations and acts as direct liaison between Water Resources and residents regarding water metering systems, and is responsible for providing courteous and accurate service in an effort to create an exceptional customer experience. In addition, this position is responsible for locating and marking underground water utility 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.)

Meter Reading Functions

- Obtains readings for all water meters according to predetermined schedule.
- Utilizes both Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) data collectors including fixed network gateways, vehicle mounted mobile unit, handheld RF device and/or belt clip transceiver.
- Analyzes meter reading routes to achieve optimization for data collection.
- Completes file imports and exports in the Meter Data Management System (MDMS) and notifies supervisor of any irregularities.
- Reviews meter reading exception reports from MDMS for transmission failures and enters the appropriate failure codes.
- Responsible for performing meter reading verifications related to exception reporting or property transfers.
- Responsible for obtaining and sending data logs to Customer Care & Billing upon request.

Installation, Maintenance & Repair Functions

- Receives daily work schedule from supervisor, prepares vehicle with required equipment, tools, materials & supplies as needed, completes tasks according to schedule.
- Performs new installations, maintenance, replacements and repairs on residential and

commercial water meters 1" or smaller according to departmental policy and American Water Works Association (AWWA) standards.
- Performs installation, maintenance, replacement and repairs on residential and commercial water meters 1.5" or larger according to departmental policy and AWWA standards with assistance as needed.
- Connects meter interface units (endpoints) to meter registers according to wire color and ensures they are activated.
- Performs gate and ball valve replacements on all service lines material types including ductile iron, galvanized, copper and plastic.
- Assists with altering incoming water services to accommodate manifold for approved irrigation or secondary meters according to departmental policy and AWWA standards.
- Turns water off and on at curb stop for both domestic and fire services as requested.
- Removes water meters of all sizes as requested.
- Inspects area upstream and downstream of the water meter for unusual configurations, defects, leaks, suspicious conditions or violations of departmental policy including unauthorized connections and reports observations to supervisor.
- Responsible for testing of all water meters according to AWWA standards.
- Disassembles water meters for proper disposal.
- Installs water meters on hydrants for dust abatement or construction according to departmental policy.
- Completes electronic assessment forms for all meter and endpoint installations and/or replacements accurately and completely.
- Completes electronic order forms for all billable work accurately and completely.

Customer Service & Troubleshooting Functions
- Completes daily customer visits according to schedule for meter installation, replacements, abnormal consumption readings, noisy meters, low water pressure or other meter and service functionality concerns.
- Explains the operation and measurement elements of meters to customer while in the field, and reports any questions that require additional follow up to Customer Care.
- Evaluates valves and service line material during appointments and recommends replacement in accordance with departmental policy.
- Delivers service termination notices and performs disconnections and restorations as requested by Customer Care Associates in accordance with City Ordinance.
- Notifies Customer Care Associates and supervisor about any missing curb boxes or those requiring extensive excavation encountered during service terminations.
- Maintains a high level of professionalism and works to establish a positive rapport with each customer when communicating by phone, email or in person.

Utility Locating Functions
- Completes all regular and emergency Dig Safe ticket requests within required deadlines according to State Law.
- Locates water mains, services and valves using Magnetic and Dowsing technology without assistance.
- Locates water mains, services and valves using Electromagnetic (EM) technology with assistance as needed.
- Uses Geographical Information Systems (GIS), paper and digitized maps to confirm

locations as needed.
- Identifies and marks locations with spray paint, flags and other materials as needed.
- Collects GPS coordinates to ensure accurate mapping and notifies supervisor of any discrepancies with existing data.
- Performs light excavation with shovel or metal probe to expose buried curb boxes.
- Notifies ticket originator when marks do not have a high degree of certainty, and recommends hand excavation for those areas.
- Determines efficient travel route to and from each locate.

General Functions
- Responsible for providing on call response to emergencies for suspected water leaks, main breaks, building fires, water leaks upstream of the meter, frozen meters, or service restoration for non-payment as directed by on call schedule. Access and clean out curb boxes and gate valve boxes for system isolation as necessary.
- Reviews and coordinates collection of asset information for the various categories of infrastructure through the use of applicable technology.
- Maintains assigned vehicle and equipment in proper working order.
- Ability to work independently in the absence of onsite supervision while performing essential duties.
- Complies with all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety.
- Attend safety and professional development trainings as required.
- Represents Water Resources at community events to promote departmental initiatives and programs.
- Plows City streets and sidewalks with the street division in accordance with the provisions of the Union contract.
- Provides on-call coverage as assigned including nights, weekends and holidays.
- May be required to assist the Distribution Field Crew with routine distribution work as necessary and assigned by Metering Operations Supervisor.
- Provides guidance to and assists with training of Meter Technician In Training as assigned.

Non-Essential Job Functions:
- Performs other duties as required.

Qualifications/Basic Job Requirements:
- High School Diploma or equivalent required.
- One (1) year previous experience in metering, plumbing, underground water or other underground construction required.
- Vermont State Operator Classification, Class D or equivalent required.
- Commercial Driver's License Class B required.
- Proficiency with underground locating equipment is required and demonstrated by completion of supervisor approved utility locating training.
- Demonstrated ability to learn, understand and explain intermediate technical/engineering concepts as related to water meter technology and installation is required.
- Demonstrated ability to learn, understand and explain the water distribution system,

connectors, including but not limited to locating underground service lines such as gas and power supply, principles of water pressure and hydraulic engineering is required.

- Ability to read and understand blue prints to identify and locate water shut-offs, and water lines required.
- Ability to use computers, smart phones, iPads, email and the internet effectively is required.
- Knowledge about and ability to operate power and hand tools related to metering and water distribution required.
- Training in construction equipment and tool use and their related safety practices required.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Ability to respond to emergencies in a calm, professional manner.
- Ability to lift up to 60 pounds chest high, frequency 2-3 times daily on average.
- Ability to complete work projects in a timely manner to avoid extensive interruption of service for water users.
- Ability to safely operate vacuum unit, blow wand, dump truck, , sidewalk plows, Power Tools, Manual Hand Tools ,Mechanical Hand tools, and other related equipment
- Ability to climb ladders in and out of trench excavations.
- Ability to work in confined spaces and in moving traffic areas required.
- Ability to work in all weather conditions required.
- Ability to work after-hours, nights, weekends and on call as required.
- Ability to operate wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- 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 required
- 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 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 and timely 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 and Chapter 31 of the City ordinance.

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 60 pounds)
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: _____

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 March 2019. Tiered April 2026.

City of Burlington
Job Description

Position Title: Water Meter Field Technician II

Department: Department of Public Works

Reports to: Metering Operations Lead/Director of Finance and Administration

Pay Grade: 16 **Job Code:** TBD

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Remote Work Rating Tier: 1

General Purpose: The Water Meter Field Technician II is responsible for advanced execution of all field based meter management functions to ensure accurate billing of residential and commercial accounts. This includes meter reading, meter installation, maintenance and repair, and interior service line assessment and modifications and advanced meter troubleshooting. This position travels to customer locations and acts as direct liaison between Water Resources and residents regarding water metering systems, and is responsible for providing courteous and accurate service in an effort to create an exceptional customer experience. In addition, this position is responsible for advanced locating and marking underground water utility 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.)

Meter Reading Functions

- Obtains readings for all water meters according to predetermined schedule.
- Utilizes both Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) data collectors including fixed network gateways, vehicle mounted mobile unit, handheld RF device and/or belt clip transceiver.
- Analyzes meter reading routes to achieve optimization for data collection.
- Completes file imports and exports in the Meter Data Management System (MDMS) and notifies supervisor of any irregularities.
- Reviews meter reading exception reports from MDMS for transmission failures and enters the appropriate failure codes.
- Responsible for performing meter reading verifications related to exception reporting or property transfers.
- Responsible for obtaining and sending data logs to Customer Care & Billing upon request.

Installation, Maintenance & Repair Functions

- Receives daily work schedule from supervisor, prepares vehicle with required equipment, tools, materials & supplies as needed and completes tasks according to schedule.

- Performs new installations, maintenance, replacements and repairs on residential and commercial water meters of all sizes and complexities according to departmental policy and American Water Works Association (AWWA) standards.
- Connects meter interface units (endpoints) to meter registers according to wire color and ensures they are activated.
- Performs gate and ball valve replacements on all service lines material types including ductile iron, galvanized, copper and plastic.
- Responsible for altering incoming water services to accommodate manifold for approved irrigation or secondary meters according to departmental policy and AWWA standards.
- Turns water off and on at curb stop for both domestic and fire services as requested.
- Removes water meters of all sizes as requested.
- Inspects area upstream and downstream of the water meter for unusual configurations, defects, leaks, suspicious conditions or violations of departmental policy including unauthorized connections. Identifies the necessary corrections, leads meter related resolutions and follows up with other City departments as needed.
- Responsible for testing of all water meters according to AWWA standards.
- Disassembles water meters for proper disposal.
- Installs water meters on hydrants for dust abatement or construction according to departmental policy.
- Completes electronic assessment forms for all meter and endpoint installations and/or replacements accurately and completely.
- Completes electronic order forms for all billable work accurately and completely.
- Participates in the technical review of engineering and mechanical plans related to new or changing meter connections.

Customer Service & Troubleshooting Functions

- Completes daily customer visits according to schedule for meter installation, replacements, abnormal consumption readings, noisy meters, low water pressure or other meter and service functionality concerns.
- Explains the operation and measurement elements of meters to customer while in the field, and reports any questions that require additional follow up to Customer Care.
- Evaluates valves and service line material during appointments and recommends replacement in accordance with departmental policy.
- Delivers service termination notices and performs disconnections and restorations as requested by Customer Care Associates in accordance with City Ordinance.
- Notifies Customer Care Associates and supervisor about any missing curb boxes or those requiring extensive excavation encountered during service terminations.
- Maintains a high level of professionalism and works to establish a positive rapport with each customer when communicating by phone, email or in person.

Utility Locating Functions

- Completes all regular and emergency Dig Safe ticket requests within required deadlines according to State Law.
- Locates water mains, services and valves using Electromagnetic, Magnetic and Dowsing technologies without assistance.
- Uses Geographical Information Systems (GIS), paper and digitized maps to confirm locations as needed.

- Identifies and marks locations with spray paint, flags and other materials as needed.
- Collects GPS coordinates to ensure accurate mapping and assists supervisor in resolving any discrepancies with the GIS & Field Specialist.
- Performs light excavation with shovel or metal probe to expose buried curb boxes.
- Notifies ticket originator when marks do not have a high degree of certainty, and recommends hand excavation for those areas.
- Determines efficient travel route to and from each locate.

General Functions

- Responsible for providing on call response to emergencies for suspected water leaks, main breaks, building fires, water leaks upstream of the meter, frozen meters, or service restoration for non-payment as directed by on call schedule. Access and clean out curb boxes and gate valve boxes for system isolation as necessary.
- Reviews and coordinates collection of asset information for the various categories of infrastructure through the use of applicable technology.
- Maintains assigned vehicle and equipment in proper working order.
- Ability to work independently in the absence of onsite supervision while performing essential duties.
- Complies with all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety.
- Attends leadership, technical or other professional training to support performance of duties as recommended by management.
- Attends safety and professional development trainings as required.
- Represents Water Resources at community events to promote departmental initiatives and programs.
- Plows City streets and sidewalks with the street division in accordance with the provisions of the Union contract.
- Provides on-call coverage as assigned including nights, weekends and holidays.
- May be required to assist the Distribution Field Crew with routine distribution work as necessary as assigned.
- Provides guidance to and assists with training of Meter Technician In Training and Meter Technician I as assigned.
- Serves as team lead in absence of supervisor.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required.
- Minimum of three (3) years previous experience in water meter reading, installation and maintenance required.
- Vermont State Operator Classification, Class D or equivalent required.
- Commercial Driver's License Class B required.
- Documented completion of sixteen (16) hours of meter focused training as approved by management required.
- Minimum of three (3) years previous experience with underground locating and a

minimum of one (1) year experience with advanced and complex underground locating is required.

- Documented completion of a management approved course in underground location required.
- Completion of OSHA 10 required.
- Documented proficiency with the customer information system and meter data management system software as it relates to the review of meter performance and investigation of meter to cash anomalies.
- Documented knowledge of AMI meter technology required.
- Demonstrated ability to learn, understand and explain advanced technical/engineering concepts as related to water meter technology and installation is required.
- Demonstrated ability to learn, understand and explain the water distribution system, connectors, including but not limited to locating underground service lines such as gas and power supply, principles of water pressure and hydraulic engineering is required.
- Ability to read and understand blue prints to identify and locate water shut-offs, and water lines required.
- Ability to use computers, smart phones, iPads, email and the internet effectively is required.
- Knowledge about and ability to operate power and hand tools related to metering and water distribution required.
- Training in construction equipment and tool use and their related safety practices required.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Ability to respond to emergencies in a calm, professional manner.
- Ability to lift up to 60 pounds chest high, frequency 2-3 times daily on average.
- Ability to complete work projects in a timely manner to avoid extensive interruption of service for water users.
- Ability to safely operate vacuum unit, blow wand, dump truck, sidewalk plows, Power Tools, Manual Hand Tools, Mechanical Hand Tools, and other related equipment
- Ability to climb ladders in and out of trench excavations.
- Ability to work in confined spaces and in moving traffic areas required.
- Ability to work in all weather conditions required.
- Ability to work after-hours, nights, weekends and on call as required.
- Ability to operate wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- 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 required
- 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 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 and timely 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 and Chapter 31 of the City ordinance.

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 60 pounds)
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: _____

Created/Tiered April 2026.

City of Burlington
Job Description

Position Title: Metering Operations Lead

Department: Department of Public Works

Reports to: Director of Finance & Administration

Pay Grade: 19 **Job Code:** TBD

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Remote Work Rating Tier: 1

General Purpose: The Metering Operations Supervisor is responsible for providing leadership, direction and technical expertise to the Meter Technicians and oversees all field based meter management functions to ensure accurate billing of residential and commercial accounts. This position ensures all new and changing meter connections are compliant with Chapter 26 and 31 of the Burlington Code of Ordinances, and meet the design standards for meter location, installation and access according to departmental and AWWA regulations. In addition, this position conducts specialty business operations for the meter to cash process using multiple software systems including Meter Data Management System (MDMS) and Customer Information System (CIS) to identify and investigate problematic meters and service connections. The Metering workgroup also performs underground utility marking for the public drinking water infrastructure as part of the Dig Safe program.

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.)

Meter Technician Functions

- Performs all essential tasks of the Meter Field Technicians, as needed.

Leadership Functions

- Directly oversees the work of Meter Technician positions. This includes:
    - Planning, scheduling and directing the work of team members
    - Monitoring, documenting and coaching employee performance including, but not limited to, job duty proficiency and productivity and compliance with City safety requirements.
    - Identifies and schedules relevant training opportunities to enhance workgroup performance and fully realize staff potential.
    - Reviews leave requests for alignment with resource needs and weekly payroll for completeness and accuracy prior to final approval by management.

  - Assists in the hiring process including but not limited to screening, scheduling, interviewing and recommending applicants.
  - Schedules employees for on-call or scheduled call ins as necessary.
- Ensures all work is completed accurately, in compliance with departmental standards and on time, including but not limited to:
  - Reviews all meter assessments and work orders completed by subordinates and ensures they are accurate and complete.
  - Ensures that meter related See Click Fix requests are completed by the due date.
  - Participates in cross referencing all site visits to submitted forms to ensure all billable and non-billable work is documented.
  - Reviews Dig Safe tickets for accuracy and completeness.
- Completes required paperwork accurately, including but limited to confined space permits, on call rotations, first report of accident and all computer based asset tracking application.
- Reviews and coordinates collection of asset information for the various categories of infrastructure through the use of applicable technology.
- Evaluates the effectiveness of current meter and meter reading technology and makes recommendations for procurement.
- Coordinates with the Director of Finance and Administration and then leads the development of updates to the Standard Operating Procedures (SOPs) for Metering Services.
- Coordinates with the Director of Finance and Administration and then leads the development, implementation and maintenance of a meter replacement program.
- Collaborates with Utility Billing and Customer Care manager to improve the customer experience as it relates to meter services including but not limited to appointment scheduling methods, appointment reminders and customer surveys.
- Ensures meter, parts and tool asset inventory is appropriate, accurate and reorders as needed, including initiating purchase orders as necessary.
- Tracks meter program budget expense performance.
- Ensures meter vehicles are scheduled for and obtain routine maintenance.
- Reports and coordinates repair or replacement of non-functioning curb boxes with Distribution Manager.

Meter Compliance & Enforcement Functions

- Provides technical review of engineering and mechanical plans related to new or changing meter connections.
- Performs inspections of mechanical rooms to ensure compliance with contract plans, specifications, applicable codes and technical standards.
- Completes and maintains records of field observations for project review including areas inspected, corrections needed and relevant customer communications.
- Leads the administration of the meter sizing program by:
  - Obtaining the necessary information to size and select water meters;
  - Entering data into the sizing software;
  - Reviewing output and comparing results to normal operating range of meters;
  - Sending recommended meter type, model and size to Director of Finance &

Administration for final approval; and
    - Communicating results to stakeholders and outlining next steps for installation.
- Collaborates with Water Resources Engineers to update and maintain water meter standards of design and installation in accordance with municipal, state and federal regulations.
- Follows up on reports of unauthorized meter connections, unusual configurations, defects, leaks, suspicious conditions and coordinates with Utility Inspector as needed.

Meter to Cash Functions

- Participates in monitoring, troubleshooting, and resolving exceptions related to meter communications, billing reads, usage events and exceptions in the MDMS and CIS.
- Assists with the execution, validation, edits and estimations of collected meter data prior to billing and takes action to investigate and reconcile any data gaps when necessary.
- Collaborates with the Meter to Cash Analyst to identify problematic meter and service connections with billing implications.
- Responsible for leading any needed field investigations to resolve problematic meter and service connections, documenting findings and making recommendations for resolution.
- Creates, updates and maintains all web based meter assessment forms and incorporates feedback as needed.

General Functions

- Complies with and promotes adherence to all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety.
- Attends leadership, technical or other professional training to support performance of duties as recommended by management.
- Acts as “Ambassador” for the City and DPW by carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- Represents Water Resources at community events to promote departmental initiatives and programs.
- Plows City streets and sidewalks with the Street Division in accordance with the provisions of the Union contract.
- Provides on-call coverage as assigned, including after-hours, nights, weekends and holidays.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Minimum of five (5) years previous experience in water meter reading, installation, maintenance required.
- Minimum of three (3) years of supervisory, team lead or foreperson experience required.
- Vermont State Operator Classification, Class D or equivalent required.

- Commercial Driver's License Class B required.
- Minimum of four (4) years previous experience with underground locating and a minimum of two (2) years experience with advanced and complex underground locating is required.
- Minimum of one (1) year of experience with and documented knowledge of AMI meter technology is required.
- Completion of OSHA 30 preferred. Completion within one (1) year of date of hire required..
- Completion of eighteen (18) hours of advanced meter related training and eight (8) hours of other relevant skills training as approved by management required.
- Completion of a management approved course in underground location required..
- Documented advanced proficiency with the customer information and billing system software and proficiency with meter data management systems as it relates to the review meter performance and investigate meter to cash anomalies.
- Proficiency in a computer based environment including advanced skills in Microsoft 365 and ability to use web based interfaces and ARC GIS products required.
- Ability to read and understand blue prints, utility maps and drafting specifications is required.
- Excellent written and verbal communication skills, a strong customer service orientation and demonstrated team building skills are essential.
- Strong problem solving and decision making skills required.
- Ability to direct work activities of a small work crew and lead by example.
- Ability to train, motivate, monitor the performance of and coach subordinate workers.
- Ability to make independent decisions as well as accurately identify when consultation of management is needed.
- Demonstrated ability to learn, understand and teach advanced technical/engineering concepts related to meter technology and installation including appropriate AWWA standards is required.
- Demonstrated knowledge of the water distribution system, and connections, including but not limited to locating underground service lines, principles of water pressure and hydraulic engineering is required.
- Demonstrated ability to learn, understand and explain the installation and repair of water mains, water main valves, water services, and fire hydrants.
- Knowledge about and ability to operate power and hand tools related to metering and water distribution.
- Ability to safely operate vacuum unit, blow wand, dump truck,, sidewalk plows, Power Tools, Manual Hand Tools, Mechanical Hand Tools, H and other related equipment.
- Ability to complete work projects in a timely manner to avoid extensive disruption of service for water users.
- Ability to operate wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Physical ability to perform manual labor required for water distribution work.
- Ability to lift up to 60 lbs chest high, frequency 2-3 times daily on average.

- Ability to work in confined spaces and in moving traffic areas required.
- Ability to work after-hours, nights, weekends and on call as required.
- 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 task as assigned.
- 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 work effectively and in a professional manner with field service members, 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. This includes ongoing trainings and professional development.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular and timely 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 and Chapter 31 of the City ordinance.

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 60 pounds)
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
x	reading – complex	x	shift work
x	math skills – basic	x	moving objects
x	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
x	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_

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: _____

Revised 02/17/2011. Revised March 2016. Revised May 2016. Revised January 2017. Revised March 2019.

City of Burlington
Job Description

Position Title: ~~Water Meter Working Foreman~~ Metering Operations Lead

Department: Department of Public Works

Reports to: ~~Customer Care and Finance Manager~~ Director of Finance & Administration

Pay Grade: ~~16~~ TBD **Job Code:** 1168

Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

Remote Work Rating Tier: 1

General Purpose: The Metering Operations Supervisor~~This position~~ is responsible for providing leadership, direction and technical expertise to the Meter Technicians ~~meter field service crew members~~ and oversees ~~coordinating~~ all field based meter management functions to ensure accurate billing of residential and commercial accounts. This position ensures all new and changing meter connections are compliant with Chapter 26 and 31 of the Burlington Code of Ordinances, and meet the design standards for meter location, installation and access according to departmental and AWWA regulations. In addition, this position conducts specialty business operations for the meter to cash process using multiple software systems including Meter Data Management System (MDMS) and Customer Information System (CIS) to identify and investigate problematic meters and service connections. The Metering workgroup also performs underground utility marking for the public drinking water infrastructure as part of the Dig Safe program.~~This position acts as a direct liaison between Water Resources and Burlington residents regarding water metering 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.)

Meter Technician Functions

- Performs all essential tasks of the Meter Field Technicians, as needed.

~~meter reading, verifications~~
  - ~~all meter related work orders and troubleshooting~~
  - ~~responding to Dig Safe work orders.~~
  - ~~Additionally, coordinates addressing any resource needs or resource requests with the Distribution Field Crew Manager.~~
- ~~Maintain a high level of professionalism and work to establish a positive rapport with each customer when communicating by phone, email or in person.~~

Leadership Functions

- Directly ~~supervises~~oversees the work of ~~the~~Meter Technician positions. This includes:
  - Planning, scheduling and ~~,~~ directing the work of team members~~. This includes~~
  - Monitoring, documenting and coaching employee performance including, but not limited to, job duty proficiency and productivity and compliance with City safety requirements.
  - Identifies and schedules relevant training opportunities to enhance workgroup performance and fully realize staff potential.
  - Reviews leave requests for alignment with resource needs and weekly payroll for completeness and accuracy prior to final approval by management.
  - Assists in the hiring process including but not limited to screening, scheduling, interviewing and recommending applicants.
  - Schedules employees for on-call or scheduled call ins as necessary.
- ~~planning, directing and monitoring the work of team members, as well as, coaching, evaluating and providing ongoing training opportunities.~~Ensures all work is completed accurately, in compliance with departmental standards and on time, including but not limited to:
  - Reviews all meter assessments and work orders completed by subordinates and ensures they are accurate and complete.
  - Ensures that meter related See Click Fix requests are completed by the due date.
  - Participates in cross referencing all site visits to submitted forms to ensure all billable and non-billable work is documented.
  - Reviews Dig Safe tickets for accuracy and completeness.

~~D~~

- ~~Maintains control over progress and quality of work in accordance with departmental goals, objectives and standards.~~

- ~~Assists with disciplinary action to achieve departmental goals, enhance performance and fully utilize staff potential.~~
- ~~Reviews weekly payroll for completeness and accuracy prior to final approval.~~
- ~~Reviews all meter assessments and asset work orders completed by subordinates and ensures they are accurate and complete. remit for inventory accounting, meter attribute update and customer billing.~~
- ~~Participates in cross referencing all site visits to submitted forms to ensure all billable and non billable work is documented.~~
- Completes required paperwork accurately, including but limited to confined space permits, on call rotations, ~~crew schedules,~~ first report of accident and all computer based asset tracking application.
- Reviews and coordinates collection of asset information for the various categories of infrastructure through the use of applicable technology.
- Evaluates the effectiveness of current meter and meter reading technology and makes recommendations for procurement.
- Coordinates with the Director of Finance and Administration and then leads the development of updates to the Standard Operating Procedures (SOPs) for Metering Services.

- Coordinates with the Director of Finance and Administration and then ~~-~~leads the ~~with the~~ development, implementation and maintenance of a meter replacement program.
- Collaborates with Utility Billing and Customer Care manager to improve the customer experience as it relates to meter services including but not limited to appointment scheduling methods, appointment reminders and customer surveys.
- Ensures meter, parts and tool asset inventory ~~-~~is appropriate, accurate and reorders as needed, including initiating purchase orders as necessary.
- Tracks meter program budget expense performance.
- Ensures meter vehicles are scheduled for and obtain routine maintenance.
- ~~Ensures that assigned meter related See Click Fix requests were completed by due date.~~Reports and coordinates repair or replacement of non-functioning curb boxes with Distribution Manager.

- ~~Assists in the hiring process including but not limited to screening, scheduling, interviewing and recommending applicants.~~

Meter Compliance & Enforcement Functions

- P~~articipate~~rovides ~~in~~ technical review of ~~project plans~~engineering and mechanical plans related to ~~requiring~~ new or changing meter connections.
- ~~P~~Performs inspections of ~~utility areas~~~~mechanical~~mechanical rooms to ensure compliance with contract plans, specifications, applicable codes and technical standards.
- Completes and maintains records of field observations for project review including areas inspected, corrections needed and relevant customer communications.
- Leads the administration of the meter sizing program by:
    - Obtaining the necessary information to size and select water meters;
    - Entering data into the sizing software;
    - Reviewing output and comparing results to normal operating range of meters;
    - Sending recommended meter type, model and size to Director of Finance & Administration for final approval; and ~~and~~
    - ~~-~~Communicating results to stakeholders and outlining next steps for installation.~~verifying back flow prevention device type in accordance with American Water Works Association (AWWA) standards.~~

- ~~Responsible for ensuring compliance with meter installation standards including lay length, strainers, fitting and backflow preventers.~~
- Collaborates with Water Resources Engineers to update and maintain water meter standards of design and installation in accordance with municipal, state and federal regulations.
- Follows up on reports of unauthorized meter connections, unusual configurations, defects, leaks, suspicious conditions and coordinates with Utility Inspector as needed.

Meter to Cash Functions

- Participates in monitoring, troubleshooting, and resolving exceptions related to meter communications, billing reads, usage events and exceptions in the MDMS and CIS.
- Assists with the execution, validation, edits and estimations of collected meter data prior to billing and takes action to investigate and reconcile any data gaps when necessary.
- Collaborates with the Meter to Cash Analyst to identify problematic meter and service

connections with billing implications. ~~Assist the Customer Care and Finance Manager with any needed meter to bill forensic analysis in cases of error identification.~~

- Responsible for leading any needed field investigations to resolve problematic meter and service connections, documenting findings and making recommendations for resolution.
- Creates, updates and maintains all web based meter assessment forms and incorporates feedback as needed.

General Functions

- Complies~~y~~ with and promotes adherence to all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety.
- Attends leadership, technical or other professional training to support performance of duties as recommended by management.
- Acts as "Ambassador" for the City and DPW by carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- Represents Water Resources at community events to promote departmental initiatives and programs.
- Plows City streets and sidewalks with the Street Division in accordance with the provisions of the Union contract.
- Provides on-call coverage as assigned, including after-hours, nights, weekends and holidays.

- ~~Review all meter asset work orders completed by subordinates and remit for inventory accounting, meter attribute update and customer billing.~~
- ~~Complete required paperwork accurately, including but limited to confined space permits, crew schedules, first report of accident and all computer based asset tracking application.~~
- ~~Assist Water Resource Engineers with obtaining necessary information for the purposes of sizing and selecting meter and verifying back flow prevention device type in accordance with American Water Works Association (AWWA) standards.~~
- ~~Responsible for ensuring compliance with meter installation standards including lay length, strainers, fitting and backflow preventers.~~
- ~~Assist the Customer Care and Finance Manager with any needed meter to bill forensic analysis in cases of error identification.~~
- ~~Ensure meter asset inventory is appropriate, accurate and reorders as needed.~~
- ~~Collaborate with the Customer Care and Finance Manager on development and changes to Standard Operating Procedures (SOPs) and departmental policies related to utility billing, revenue assurance and customer care.~~
- ~~Ensure meter vehicles are scheduled for and obtain routine maintenance.~~
- ~~Report and coordinate repair or replacement of non-functioning curb/gate boxes with Distribution Field Foreman.~~
- ~~Respond to meter related See Click Fix requests.~~
- ~~Assist Customer Care and Finance Manager with the supervision, coaching and training of~~

~~Meter Field Technicians.~~

- ~~Assist Customer Care and Finance Manager with the development and implementation of a meter replacement program.~~
- ~~Participate in the recommendation of future metering and meter reading technology.~~
- ~~Comply with and promote adherence to all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety. Oversee compliance with and tracks safety training of subordinates related to these requirements.~~
- ~~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 interviewing, evaluating and recommending applicants.~~
- ~~Review and coordinate collection of asset information for the various categories of infrastructure through the use of applicable technology.~~
- ~~Act as "Ambassador" for the City and DPW by carrying out work and interacting with co-workers and the public in a respectful, professional manner.~~
- ~~Represent Water Resources at community events to promote departmental initiatives and programs.~~
- ~~Plow City streets and sidewalks with the Street Division in accordance with the provisions of the Union contract.~~
- ~~Provide on-call coverage as assigned, including after-hours, nights, weekends and holidays~~

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Minimum of f~~our~~ive (5~~4~~) years previous experience in water meter reading, installation, maintenance required. ~~Three (3) years' experience in, installation, maintenance and repair of meters and meter data management with at least one (1) year of supervisory experience required. Additional experience with underground water infrastructure installation, maintenance and repair is preferred.~~
- Minimum of ~~two~~three (3~~2~~) years of supervisory, team lead or foreperson experience required.
- Vermont State Operator Classification, Class D or equivalent required.~~ or the ability to obtain certification with one (1) year of date of hire required.~~
- Commercial Driver's License Class B~~ and B or equivalents~~ required. ~~Possession of a Commercial Driver's License B at time of application, and must obtain and maintain a Commercial Driver's License Class A within one (1) year of date of hire required.~~
- ~~Vermont State Operator Classification, Class D required or the ability to obtain certification with one (1) year of date of hire required.~~
- Minimum of four (4) years previous experience with underground locating and a minimum of two (2) years experience with advanced and complex underground locating is required.

- Minimum of one (1) year of experience with and documented knowledge ~~with~~of AMI meter technology is required.

- Completion of OSHA 30 preferred. Completion within one (1) year of date of hire required..
- Completion of eighteen (18) hours of advanced meter related training and eight (8) hours of ~~non-technical~~ other relevant skills training as approved by management required. ~~a meter school certification or equivalent management approved advanced meter related training required within 1.5 years.~~
- Completion of a management approved course in underground location required. ~~within 1.5 years~~.
- Documented advanced proficiency with the customer information and billing system software and proficiency with meter data management systems as it relates to the review meter performance and investigate meter to cash anomalies.
- Proficiency in a computer based environment including advanced skills in Microsoft 365 and ability to use web based interfaces and ARC GIS products required.
- Ability to read and understand blue prints, utility maps and drafting specifications is required. ~~to identify and locate water shut offs and water lines.~~
- Excellent written and verbal communication skills, a strong customer service orientation and demonstrated team building skills are essential.
- Strong problem solving and decision making skills required.
- Ability to direct work activities of a small work crew and lead by example.
- Ability to train, motivate, monitor the performance of and coach subordinate workers.
- Ability to make independent decisions as well as accurately identify when consultation of management is needed.
- ~~Ability to select and assign staff to each task.~~
- ~~Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.~~
- ~~Demonstrated knowledge of the internal works of plumbing, fixtures and water meters with residential and commercial properties required.~~
- Demonstrated ability to ~~Ability to~~ learn, understand and teach advanced technical/engineering concepts related to meter technology and ~~installation, water supply and subsurface water resources utilities, including~~installation including appropriate AWWA standards is required. ~~.~~
- Demonstrated knowledge of the ~~ability to learn, understand and explain the Knowledge of the~~ water distribution system, and connections,~~ors,~~ including but not limited to locating underground service lines ~~lines such as gas and power supply~~, principles of water pressure and hydraulic engineering is required.~~.~~
- Demonstrated ability to learn, understand and explain ~~Knowledge of~~ the installation and repair of water mains, ~~installation and repairs,~~ water main valves, ~~installation and repairs,~~ water services, and fire hydrants. ~~installation and repairs, and fire hydrant installation and repairs.~~
- Knowledge about and ability to operate power and hand tools related to metering and water distribution.

~~Ability to read and understand blue prints to identify and locate water shut offs and water lines.~~

~~Ability to use computers, smart phones, iPads, email and the internet effectively.~~
~~Strong problem solving and decision making skills required.~~
~~Strong communication skills, both oral and written required.~~

- ~~Ability to train, motivate and coach subordinate workers.~~
- Ability to safely operate ~~-~~vacuum unit, blow wand, dump truck, ~~front end loader~~, sidewalk plows, Power Tools, Manual Hand Tools, Mechanical Hand Tools, H~~jackhammer, backhoe, pick, shovel~~ and other related equipment.
- Ability to complete work projects in a timely manner to avoid extensive disruption of service for water users.
- Ability to operate wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Physical ability to perform manual labor required for water distribution work.
- Ability to lift up to 60 lbs chest high, frequency 2-3 times daily on average.
- Ability to work in confined spaces and in moving traffic areas required.
- Ability to work after-hours, nights, weekends and on call as required.
- 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 task as assigned.
- 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 work effectively and in a professional manner with ~~with~~ field service members, 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. This includes ongoing trainings and professional development.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular and timely 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 and Chapter 31 of the City ordinance.
- ~~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.~~

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 60 pounds)
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
x	reading – complex	x	shift work
x	math skills – basic	x	moving objects
x	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
x	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: __~~2~~ 3_

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.~~

Revised 02/17/2011. Revised March 2016. Revised May 2016. Revised January 2017. Revised March 2019.

Progression Matrix for Water Metering Services & Operations Team				
Factors	Technician In Training (Learning Role)	Technician I (Standard)	Technician II (Advanced)	Operations Lead (Principal/Supervisor)
Water or Plumbing Experience	0-1 years	1 year	N/A	N/A
Water Meter Experience	None required	None required	3 years	5 years general R&M, 1 year with AMI meter reading
Utility Locating Experience	None required	Proficiency as evidence by completed training	3 years general, 1 year advanced/complex	4 years general, 2 years advanced/complex
Supervisory Experience	None required	None required	None Required	3 years
Certifications & Training	None required	VT State Operator, Class D; Certification from underground utility locating organization or equivalent	VT State Operator, Class D; Certification from underground utility locating organization or equivalents; OSHA 10; 16 hours of meter focused training	VT State Operator, Class D; Certification from underground utility locating organization or equivalents; OSHA 30; 18 hours of advanced meter focused training; 8 hours of leadership or non-technical training as approved by management.
DL/CDL	Driver's License	CDL Class B	CDL Class B	CDL Class B
Autonomy	Direct supervision needed	Occasional guidance needed	Independent, sets goals for self	Strategic direction, sets goals for self and others
Problem Solving	Solves routine problems	Solves intermediate problems independently and complex problems with assistance	Solves complex problems independently	Defines, breaks down, and solves critical problems
Leadership	Mentors self	Mentors trainee	Mentors other Technicians	Mentors and provides front line supervision (monitor, document, coach) to team, collaborates with peers, sets technical vision
Competencies	Basic mechanical aptitude	Intermediate technical skills	Advanced technical skills, Intermediate CIS & MDMS software proficiency	High level technical skills, Expert knowledge of meter systems, Advanced CIS & MDMS software proficiency
General Responsibilities	Learns, observes and assists other Technicians, handles basic troubleshooting	Handles routine jobs	Handles complex, non routine jobs, serves as crew leader as necessary; participates in new project review.	Supervises daily operations, ensures deliverables are met, regulatory compliance, project planning, investigates and resolves meter to cash anomalies
Dig Safe Type Proficiencies	Simple (curb stop/service line) digsafe using basic digsafe tools and GIS maps; emergency digsafe with guidance	Able to perform most types of digsafe using GIS, magnetic or dowsing tools without assistance and electromagnetic with assistance.	Able to perform all types of digsafe using GIS, magnetic, dowsing and electromagnetic methods.	Able to perform all types of digsafe using GIS, magnetic, dowsing and electromagnetic methods.
Meter Type Proficiencies	Repair and replacement of meters 1" or smaller; assist with other types	Repair and maintenance of all meter sizes; installation of new meters up to 1" unassisted; installation of meters greater than 1" with guidance as needed.	Installation, repair and maintenance of all meter sizes and complexities.	Installation, repair and maintenance of all meter sizes and complexities.

Board of Finance and City Council Submission Checklist

Department: DPW-Water Resources Submitter: Megan Moir

Title/Subject: Metering Shop Reorganization: Tiering of Meter Technicians, Transfer of one FTE to Metering, Reclassification of Working Foreperson

	Approval:	Meeting Date:
☒	Board of Finance	5/11/2026
☒	City Council	5/18/2026
☐	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/5/26	Chapin Spencer
Mayor's Office informed and approved memo	Yes	5/6/26	Kara Alnasrawi
Board/Commission, if required			
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		Erik Ramakrishnan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	5/6/26	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	5/5/26	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	5/4/2026	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	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	
If for submission to Council, are sponsors identified?	Yes	Board of Finance

To: Board of Finance / City Council

From: Mary Bourque, PE DPW Water Resources Engineer
Martin Lee, PE DPW Water Resources Engineering Manager

Cc: Chapin Spencer, DPW Director
Megan Moir, Division Director Water Resources

Date: May 11, 2026 Board of Finance
May 18, 2026 City Council

Subject: Construction Contract for 2026 Water Distribution Improvements

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REQUEST

The Department of Public Works ("DPW") and its Water Resources Division (WRD) seeks authorization to execute a contract with S.D. Ireland Brothers Corporation in the amount up to $1,326,385.00 with authorization for contingency funding of an additional $265,277.00 for the construction of the 2026 Water Distribution Improvements project and to designate the Mayor and appropriate City staff to execute associated documents.

BACKGROUND:

This section of the memo is an updated version of the same section that was presented in the City Council memo for the 2026 Water Distribution Improvements project on December 1, 2025, where the Council authorized a State Revolving Fund Step III loan for the project:

https://burlingtonvt.portal.civicclerk.com/event/8235/files/attachment/11878

Project Summary

The 2026 Water Distribution Improvements project includes approximately 2,500 feet of pipe replacement (open dig construction) in the following locations:

- Pine Street from Home Avenue south to the Champlain Parkway project limits
- Summit Street between Main Street and Maple Street
- Bennington Court

Each of these streets have experienced multiple water main breaks. This break history, in addition to our other asset management data, risk calculation, and coordination with paving has generated this 2026 workplan.

The Contractor, Project Inspector, and Water Resources Staff will all work to communicate with

adequate prior notice to any affected property owners and residents before any planned water outages occur as a result of the work. Additionally, H-Stake signs to notify the public of water work will be places on each street at least 2 weeks before work, and a variable message board will be placed at Summit Street and Pine Street one week prior to work to warn drivers of work start date and potential delays. WRD's goal is to minimize impacts both to water customers and the traveling public.

Bennington Court water main construction must be completed by July 31, 2026 to accommodate the DPW Technical Services paving program, and Pine Street and Summit Street water mains must be constructed within 270 days and can potentially be completed later (Spring 2027) with a winter work hiatus. The project schedule will be finalized after the contractor has a signed agreement. It was previously anticipated the portion of Pine Street that has water main replacement would receive full width paving as part of the same contract, however, DPW's Technical Services team decided not to include the work this year and the scope was removed prior to bidding. Permanent patch pavement repair will be utilized over all trenches in the Right of Way.

WRD has designed this project to use open dig water main replacement vs. water main relining primarily due to the fact that with recent cost increases in the relining methodology, there is less cost savings in the relining methodology over wholesale replacement and replacement with plastic (C-900) pipe is anticipated to yield a higher life span (100 vs. 50 years). WRD will still use relining where appropriate such as in areas where the subsurface is congested with significant utility conflicts and no pipe upsizing is needed.

The water main replacement work will be funded from the 2025 voter approved WATER bond Sustainable Infrastructure Plan. There is $7,250,000 programmed for water main renewal work. The scope of work detailed in this memo would be the first draw on the voter approved WATER bond for water main renewal work. More information about the Sustainable Infrastructure Plan is here:

https://www.burlingtonvt.gov/885/2025-Bonds

CONSTRUCTION CONTRACTOR PROCUREMENT:

An Invitation for Bid was drafted, approved by the Attorney's Office, and advertised per the City's procurement policy. We received the following bids:

Contractor	Base Bid
S.D. Ireland Brothers Corporation	$1,326,385.00
Dirt Tech Company, LLC	$1,730,750.00

The Base Bid value includes a bid alternate of $30,000 (included in award recommendation) which extends the water main replacement at Summit Street into the Main Street intersection to replace additional aged valves and water mains.

WRD engineering staff reviewed the lowest bid and has provided an award recommendation per State guidelines (Attached). The engineer's opinion of cost for this project was $1,487,393.00.

It is staff's recommendation to award a contract to S.D. Ireland Brothers Corporation for a value of $1,326,385.00, as well as to authorize contingency funding of an additional $265,277.00 (20%) for a total of $1,591,662.00. The base bid, contingency value, and engineering services falls below the previously authorized total construction loan amount of $1,808,000 (see table on next page).

PROJECT COST AND LOAN SUMMARY:

The following summary table outlines the costs that comprise the total DWSRF Loan amounts including the contract with S.D. Ireland Brothers Corporation with an additional 20% contingency.

2026 Water Distribution Improvements Project

Item	Estimated Costs	Loan Type
Step III: Resident Engineering Consultant already approved (Dubois & King, Inc.)	$175,811.00	**Step III Loan Construction Costs: TOTAL NTE $1,767,473.00**
Step III: Construction Cost with 20% Contingency (S.D. Ireland Brothers Corporation)	$1,591,662.00	

The annual debt service, which starts the fiscal year after the completion of construction, is estimated to be $78,918[1] a year, not including the benefit of any potential construction subsidy. The 5-year Water Resources Rate Plan presented as part of the 2025 LAKE and WATER bonds included this borrowing and the estimated rate increases needed for repayment of this project starting as early as FY27.

ATTACHMENTS:

- Attachment A: Award Recommendation

MOTIONS:

The Department of Public Works' Water Resources Division respectfully requests that the Board of Finance and City Council approve the following motions:

Board of Finance Actions:

1. "To approve and recommend that the City Council authorize the Director of Public works to execute a $1,326,385.00 contract with S.D. Ireland Brothers Corporation, subject to review and approval as to form of the City Attorney's office, with authorization for contingency funding of an additional $265,277.00 for the construction of 2026 Water Distribution Improvements."

[1] Using most recent DWSRF issuance borrowing terms of 2% administrative fee, 0% interest, payable over 30 years.

City Council Actions:

2. “To authorize the Public Works Director to execute a $1,326,385.00 contract with S.D. Ireland Brothers Corporation, subject to review and approval as to form by the City Attorney’s Office, with authorization for contingency funding of an additional $265,277.00 for the construction of 2026 Water Distribution Improvements.”

Thank you for your consideration of this request.

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

WATER RESOURCES DIVISION
235 PENNY LANE
BURLINGTON, VT 05401
802.863.4501 P
www.burlingtonvt.gov/DPW

CHAPIN SPENCER
PUBLIC WORKS DEPARTMENT DIRECTOR

MEGAN MOIR
WATER RESOURCES DIVISION DIRECTOR

May 5, 2026

Mr. Winn Wilson
Agency of Natural Resources
Department of Environmental Conservatism
Water Investment Division
National Life Building Davis 3
1 National Life Drive
Montpelier, VT 05620-3510

RE: Notice of Intent to Award Contract
City of Burlington
2026 Water Resources Water Distribution System Improvements

Dear Winn:
The City of Burlington intends to award the above referenced project to S.D. Ireland Brothers Corporation, for the contract amount of $1,326,385.00, which includes the Base Bid and Bid Alternate 1. Recommendation to award is based on the following attachments:

1. Bidder's information:
    a. Refer to attached bid (Attachment A)
    b. Refer to attached bid bond (Attachment B)
    c. Refer to attached supplemental bid information (Attachment C)
2. Project Cost Information:
    a. Refer to attached bid tabulation (Attachment D)
    b. Refer to attached Total Project Cost Summary with Funding Sources (Attachment E)
    c. Total recommended contract award is $1,326,385.00
3. Experience:
    a. The supplemental bid information includes past projects and contact information for references
    b. Project references are attached. Following is a summary of project references contacted:
        i. Reference Project: Great Streets Main Street Reconstruction, Burlington, VT
            1. Project Contact: Laura Wheelock, City Engineer, City of Burlington
            2. Project Description: Installation of approximately 4,775 LF of water main and appurtenances, including a temporary water system.
        ii. Reference Project: Iroquois Avenue Waterline & Roadway Replacement
            1. Project Contact: Jeffrey Kershner, President, Donald Hamlin Consulting Engineers, Inc.

Non-Discrimination
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. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

2. Project Description: Installation of approximately 1,200 LF of water main and appurtenances, 1000 tons of bituminous concrete pavement, set 1,800 LF granite curbing and restoration.

iii. Reference Project: Colchester HES NH 5600(14) – Contract 1

1. Project Contact: Chris Lavalette, Resident Engineer, State of Vermont Agency of Transportation
2. Project Description: Installation of approximately 1,500 LF of transmission water main.

c. General Observations

i. The S.D. Ireland Brothers project team has a good track record in Burlington and other regional communities for installing water main and surface restoration. The project team has good experience managing sub-contractors, but the project team does not plan to use sub-contractors for this project.

ii. City staff reviewed the S.D. Ireland Brothers Safety Record provided and have identified the following:

1. The Experience Modification Rate (EMR) has remained better than average for the last three full calendar years with a rate less than 1.0 (with a high of 0.98 in 2024).
2. The Total Recordable Frequency Rate (TRFR) for the last three calendar years has been decreasing, approaching the average of 3.0 in 2025 with a rate of 3.88.
3. There were no OSHA violations in the last three calendar years. The last OSHA violations occurred in 2022 with two citations during a planned inspection which were immediately corrected.
4. Safety will be a critical discussion point at all project meetings and the City's Safety Manager will be engaged throughout the project.

4. Bid Bond/Insurance
   a. S.D. Ireland Brothers has Swiss Re Corporate Solutions America Insurance Corporation as a surety and the surety is listed on the Federal Register of certified companies licensed to do work in Vermont.
5. Financial Data
   a. The Business Bank, 30 Kimball Avenue, Suite 201, South Burlington, VT 05403
6. Proof of Advertisement for Bid
   a. Refer to attached proof of advertisement (Attachment G)
7. Proof of DBE compliance
   a. Refer to attached DBE Information (Attachment H)

If you have any questions or need additional information, please feel free to contact us.

Sincerely,

Mary Bourque, PE
Water Resources Engineer

Attachments:
Attachment A - Bid
Attachment B - Bid Bond
Attachment C - Supplemental Bid Information
Attachment D - Bid Tabulation
Attachment E - Total Project Cost Summary
Attachment F - Project References
Attachment G - Proof of Advertisement
Attachment H – DBE Information

Attachment A

SECTION 00410

BID FORM

Water Resources Distribution Rehabilitation – Multiple Streets

EJCDC® C-410, Bid Form for Construction Contracts.
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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted **electronically** to: **Mary Bourque, PE, Water Resources Engineer at: mbourque@burlingtonvt.gov.**

Hard copy bids are to be submitted to:

Mary Bourque, PE

53 Lavalley Lane, Burlington, VT 05401

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for **60 days** after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum, Date
Addendum #1	4/7/26
Addendum # 2	4/14/26

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

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E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.

I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

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3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the e execution of the Contract.

E. **Bidder is familiar with all laws and regulations that may affect cost, progress, and performance of the work, including BABAA requirements.**

F. **Disclosure of Lobbying Activities - In conformance with 45 CFR Part 604, the Bidder certifies, to the best of his or her knowledge and belief, that:**

1. **No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.**

2. **If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.**

3. **The Bidder shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including contracts, subcontracts, and sub- grants under grants and loans) and that all sub-recipients shall certify and disclose accordingly.**

4. **This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.**

G. **Certification Regarding Debarment, Suspension, Ineligibility - The Bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the Bidder is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this proposal.**

H. **Notice to Labor Unions or other Organizations of Workers (Non-Discrimination In Employment) - The Bidder hereby agrees to the following conditions:**

1. **It will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, paid for in whole or in part with funds obtained from the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the provisions prescribed for Government contracts and**

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Federally assisted construction contracts by Sections 202 and 301 of Executive Order 11246, as amended.

2. It will assist and cooperate actively with the Environmental Protection Agency and the Secretary of Labor in obtaining the compliance of Contractors and Subcontractors with said contract provisions and with the rules, regulations, and relevant orders of the Secretary.

3. It will obtain and furnish to the Environmental Protection Agency and to the Secretary of Labor such information as they may require for the supervision of such compliance.

4. It will enforce the obligations of Contractors and Subcontractors under such provisions, rules, regulations and orders.

5. It will carry out sanctions and penalties for violations of such obligations imposed upon Contractors and Subcontractors by the Secretary of Labor or the Environmental Protection Agency.

6. It will refrain from entering any contract subject to this Order or extension or other modification of such a contract with a Contractor or Subcontractor debarred from Government contracts and Federally assisted construction contracts under Part II, Subpart D of this Order, and

7. In the event that he/she fails and refuses to comply with his undertakings, the Bidder agrees that the Environmental Protection Agency may cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, or guarantee), may refrain from extending any further assistance under any of its programs subject to Executive Order 11246, as amended, until satisfactory assurance of future compliance has been received from such Bidder, or may refer the case to the Department of Justice for appropriate legal proceedings.

I. Certification of Non-Segregated Facilities - The Bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Bidder certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term segregated facilities means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposed Subcontractors for specific time periods) he/she will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his/her files.

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ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents. In case of any error by Bidder in calculating the extended price, Owner shall recalculate the extended price based upon the unit price provided, and the recalculated price will be used as the basis for comparison and award.

BID ITEM	ITEM DESCRIPTION	UNITS	BID QTY	UNIT PRICE	TOTAL PRICE
1	**2" Water Main**	LF	265	$ 95.00	$ 25,175.00
2	**6" Water Main**	LF	~~25~~ **50**	$ 425.00	$ 21,250.00
3	**8" Water Main**	LF	2086	$ 225.00	$ 469,350.00
4	**2" Gate Valve**	EA	2	$ 3,250.00	$ 6,500.00
5	**6" Gate Valve**	EA	2	$ 4,450.00	$ 8,900.00
6	**8" Gate Valve**	EA	7	$ 5,750.00	$ 40,250.00
7	**1" Water Services**	LF	441	$ 130.00	$ 57,330.00
8	**1.5" Water Services**	LF	35	$ 135.00	$ 4,725.00
9	**6" Water Services**	LF	44	$ 150.00	$ 6,600.00
10	**Curb Stop and Boxes**	EA	6	$ 1,750.00	$ 10,500.00
11	**Corporation Stops**	EA	30	$ 1,550.00	$ 46,500.00
12	**Ledge and Boulder Excavation**	CYD	25	$ 250.00	$ 6,250.00
13	**Unsuitable Material**	CYD	2130	$ 5.00	$ 10,650.00
14	**Permanent Patch Pavement Repair for Roads**	SY	2388	$ 70.00	$ 167,160.00
15	**Pavement Repair for Driveways**	SY	133	$ 115.00	$ 15,295.00
16	**Concrete curb replacement**	LF	265	$ 150.00	$ 39,750.00
17	**Concrete sidewalk replacement**	SY	28	$ 300.00	$ 8,400.00
18	**Rigid Trench Insulation**	LF	120	$ 15.00	$ 1,800.00
19.A	**Abandon Existing Water Line - Summit Street**	LS	1	$ 18,000.00	$ 18,000.00
19.B	**Abandon Existing Water Line - Pine Street**	LS	1	$ 32,000.00	$ 32,000.00
20.A	**Preparation of Site and Miscellaneous Work - Summit Street**	LS	1	$ 90,000.00	$ 90,000.00
20.B	**Preparation of Site and Miscellaneous Work - Pine Street**	LS	1	$ 160,000.00	$ 160,000.00

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20.C	**Preparation of Site and Miscellaneous Work - Bennington Court**	LS	1	$ 50,000.00	$ 50,000.00
Total of Base Bid					$ 1,296,385.00

BID ITEM	ITEM DESCRIPTION	UNITS	BID QTY	UNIT PRICE	TOTAL PRICE
BA1	**Main Street Intersection Work**	LS	1	$ 30,000.00	$ 30,000.00
Total of Bid Alternate					$ 30,000.00

The total of all Unit Price and Lump Sum Bid Items for the Base Bid and bid alternate shall be the basis of bid comparison for Contract Award.

Total of Lump Sum and Unit Price Bids = Total Bid Price $ 1,326,385.00

One Million, Three Hundred Twenty Six Thousand, Three Hundred Eighty Five Dollars and Zero Cents

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. Demonstration of positive contact with DBEs;

C. List of Proposed Subcontractors;

D. List of Proposed Suppliers;

E. List of Project References;

F. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

G. Required Bidder Qualification Statement with supporting data;

H. Burlington Livable Wage Certification;

I. Burlington Outsourcing Certification;

J. Burlington Union Deterrence Certification; and

K. City of Burlington Pre-Qualification of Construction Contractors Application.

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ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

9.01 **By signing this BID, the BIDDER certifies that the BIDDER complies with the following Federal requirements:**

A. **45 CFR Part 604 – Disclosure of Lobbying Activities**

B. **Certification regarding Debarment, Suspension, and Ineligibility Statement**

C. **Notice to Labor Unions or other Organizations of Workers Certification of Non-Segregated Facilities**

D. **All laws and regulations that may affect cost, progress, and performance of the work, including BABAA requirements**

9.02 **I ☑ have, ☐ have not (check one), participated in a previous contract or subcontract subject to Executive Order No. 11246, as amended, (regarding equal employment opportunity) or a preceding similar Executive Order. See the following for Executive Order No. 11246: http://www.eeoc.gov/history/executive-order-no-11246**

9.03 **I ☑ have, ☐ have not (check one), previously had contracts subject to the written affirmative action programs requirements of the Secretary of Labor.**

9.04 **Bidder understands that if Bidder has failed to file any compliance reports that have been required of them, Bidder is not eligible and will not be eligible to have their Bid considered or to enter into the proposed contract unless and until Bidder makes an arrangement regarding such reporting that is satisfactory to the Agency and the office where the reports are required to be filed.**

9.05 **Bidder understands and acknowledges that the penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.**

S.D. Ireland Brothers Corporation CORPORATE SEAL 1995 VERMONT

BIDDER: *[Indicate correct name of bidding entity]*

S.D. Ireland Brothers Corporation

By:
[Signature] Scott D. Ireland

[Printed name] Scott D. Ireland, President

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature] Merri Germain

[Printed name] Merri Germain

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Title: Contract Administrator

Submittal Date: 4/22/26

Address for giving notices:

S.D. Ireland Brothers Corporation

P.O. Box 2286 South Burlington, VT 05407

tchouinard@sdireland.com

Telephone Number: 802-863-6222

Contact Name and e-mail address: Tyson Chouinard

tchouinard@sdireland.com

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Attachment B

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER *(Name and Address)*:
S.D. Ireland Brothers Corp.
193 Industrial Ave.
Williston, VT 05495

SURETY *(Name, and Address of Principal Place of Business)*:
Swiss Re Corporate Solutions America Insurance Corp.
1200 Main St., Suite 800, Kansas City, MO 64105

OWNER *(Name and Address)*:
City of Burlington Dept. of Public Works Water Resources
53 Lavalley Lane
Burlington, VT 05401

BID
Bid Due Date: 04/22/2026
Description *(Project Name— Include Location)*:
2026 Water Resources Water Distribution System

BOND
Bond Number: N/A
Date: 04/22/2026
Penal sum Five Percent of the Attached bid (Words) $ 5% (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER	**SURETY**
S.D. Ireland Brothers Corp. (Seal)	Swiss Re Corporate Solutions America Insurance Corp. (Seal)
Bidder's Name and Corporate Seal	Surety's Name and Corporate Seal
By: Signature	By: Signature (Attach Power of Attorney)
Scott D. Ireland Print Name	Robin W. Faraone Print Name
President Title	Attorney-in-Fact Title
Attest: Signature	Attest: Signature
Kerri Germain, Title Contract Administrator	Samantha Derenzo, Title Surety Bond Administrator

Note: Addresses are to be used for giving any required notice.
Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

3.2 All Bids are rejected by Owner, or

3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

Attachment C

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute, and appoint:

PAUL E. PLUNKETT, ROBIN W. FARAONE, RICHARD S. SMITH, PETER J. RICKER, MATTHEW J. CAMPBELL, T. IAN SUTHERLAND,

JOANNE VanDYK and SAMANTHA DERENZO

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds, consents of surety, or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION ($50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011:

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."

By _____
David Satory, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

By _____
Gabriel Jacquez, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

IN WITNESS WHEREOF, SRCSAIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 11th day of June, 20 25.

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

State of Illinois
County of Cook ss

On this 11th day of June, 20 25, before me, a Notary Public personally appeared David Satory, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC, and Gabriel Jacquez, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

OFFICIAL SEAL
KAREN M SZWEDA
Notary Public, State of Illinois
Commission No 978628
My Commission Expires September 26 2027

Karen M. Szweda, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 22nd day of April, 20 2026.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC

City of Burlington 2026 Water Resources Water District System Improvements

DBE Submittal Log

Subcontractor Name	Email Address	RFP Sent	Response
Four Season Traffic Control	fourseasonstrafficcontrolllc@gmail.com	4/14/2026	Quote Rec'd 4/15/26
New Form Supply	elibby@newformsupply.com	4/14/2026	

Kerri Germain

From: Sharon Gates <sgatesfstc@gmail.com>
Sent: Wednesday, April 15, 2026 11:51 AM
To: Kerri Germain
Subject: Re: City of Burlington 2026 Water Resources Water Distribution System Improvements
Attachments: 2026 Water Resources Water Distribution System Improvements - City of Burlington, VT - 2026 Rate Sheet.pdf; FourSeasonsTrafficControlCapabilityStatement (3).pdf

Please accept the attached rate sheet as our quote to provide traffic control as a subcontractor on this project.

Sharon Gates
Billing Manager/Quoting Specialist/Office Manager
Four Seasons Traffic Control LLC
615 VT-31 Poultney, VT 05764

Four Seasons Traffic Control LLC
Woman-Owned
Second Chance Company

On Tue, Apr 14, 2026 at 3:08 PM Heidi LaRouche <fourseasonstrafficcontrolllc@gmail.com> wrote:

Four Seasons Traffic Control LLC
615 VT-31 Poultney, VT 05764

Four Seasons Traffic Control LLC
Woman-Owned
Second Chance Company
Owners Heidi and Jeffrey LaRouche
802-417-6143
Four Seasons Traffic Control L.L.C

---------- Forwarded message ---------
From: **Kerri Germain** <Kerri@sdireland.com>
Date: Tue, Apr 14, 2026, 2:22 PM
Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements
To: fourseasonstrafficcontrolllc@gmail.com <fourseasonstrafficcontrolllc@gmail.com>
Cc: Tyson Chouinard <tchouinard@sdireland.com>

Hello,

We are bidding on the City of Burlington 2026 Water Resources Water Distribution System Improvements project. Please use the following link to access the bid documents:
https://spaces.hightail.com/space/OWMw7ujF08

If you would like to bid on any portion of this project, please send us your quotes by Tuesday, April 21, 2026.

Please contact Tyson Chouinard at 802-305-8266 if you have any questions.

Thank you,

Kerri

Kerri L. Germain

Office Manager

SD Ireland COMPANIES

P.O. Box 2286

South Burlington, VT 05407

Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@sdireland.com>
To: fourseasonstrafficcontrolllc@gmail.com
Sent: Tuesday, April 14, 2026 2:23 PM
Subject: Relayed: City of Burlington 2026 Water Resources Water Distribution System Improvements

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

fourseasonstrafficcontrolllc@gmail.com (fourseasonstrafficcontrolllc@gmail.com)

Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements

City of Burlington 2026 Water ...

Kerri Germain

From: Jaclyn Tremblay <jtremblay@newformsupply.com>
Sent: Tuesday, April 14, 2026 2:42 PM
To: Kerri Germain
Cc: Tyson Chouinard; Erica Libby; Michelle Schleck
Subject: RE: City of Burlington 2026 Water Resources Water Distribution System Improvements

Kerri,

Thank you for sending this over.
We will review the following documents and will reach out to Tyson with any questions.

Thank you again,

JACKIE TREMBLAY
Project Sales Manager
New Form Supply
90 Heritage Park Road, Suite 2
Bucksport ME 04416
www.newformsupply.com
JTremblay@NewFormSupply.com
203-671-4528

From: Kerri Germain <Kerri@SDIRELAND.COM>
Sent: Tuesday, April 14, 2026 2:25 PM
To: Jaclyn Tremblay <jtremblay@newformsupply.com>; Erica Libby <elibby@newformsupply.com>; Michelle Schleck <mschleck@newformsupply.com>
Cc: Tyson Chouinard <tchouinard@SDIRELAND.COM>
Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements

Hello,
We are bidding on the City of Burlington 2026 Water Resources Water Distribution System Improvements project. Please use the following link to access the bid documents:
https://spaces.hightail.com/space/OWMw7ujF08
If you would like to bid on any portion of this project, please send us your quotes by Tuesday, April 21, 2026.
Please contact Tyson Chouinard at 802-305-8266 if you have any questions.
Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Kerri Germain

From: postmaster@newformsupply.com
To: Michelle Schleck
Sent: Tuesday, April 14, 2026 2:26 PM
Subject: Delivered: City of Burlington 2026 Water Resources Water Distribution System Improvements

Your message has been delivered to the following recipients:

Michelle Schleck (mschleck@newformsupply.com)

Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements



City of Burlington
2026 Water ...

Kerri Germain

From: postmaster@newformsupply.com
To: Erica Libby
Sent: Tuesday, April 14, 2026 2:26 PM
Subject: Delivered: City of Burlington 2026 Water Resources Water Distribution System Improvements

Your message has been delivered to the following recipients:

Erica Libby (elibby@newformsupply.com)

Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements



City of Burlington
2026 Water ...

Kerri Germain

From: Michelle Schleck <mschleck@newformsupply.com>
To: Kerri Germain
Sent: Tuesday, April 14, 2026 2:28 PM
Subject: Read: City of Burlington 2026 Water Resources Water Distribution System Improvements

Your message

To: Michelle Schleck
Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements
Sent: Tuesday, April 14, 2026 2:25:29 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Tuesday, April 14, 2026 2:27:58 PM (UTC-05:00) Eastern Time (US & Canada).

S.D. Ireland
Brothers Corporation
802-863-6222 • Fax: 802-860-1528
www.sdireland.com

City of Burlington Water Resources Distribution Rehabilitation
Multiple Streets
Bid Attachments

7.01 C: List of Proposed Subcontractors: None at this time.

7.01 D: List of Proposed Suppliers: E.J. Prescott and F.W. Webb

7.01 E: List of Project References:

Project Name: **Great Streets Main Street Reconstruction**

Owner: City of Burlington
Laura Wheelock
Phone: 802-338-2125 Email: lwheelock@burlingtonvt.gov

Description: A portion of this project included the installation of approximately in 2700 LF of 16" watermain, 1270 LF 10" watermain, 435 LF 8" watermain, 250 LF of 6" watermain and 120' 4" and installation of necessary fittings in Burlington, VT. SDI completed ahead of the new waterline construction, a temporary water system to feed all commercial buildings on Main Street. This line was a 10" HDPE line including hydrants and removed upon project completion.

Project Name: **Iroquois Avenue Waterline & Roadway Replacement**

Owner: City of Essex Junction
2 Lincoln Street Essex Junction, VT 0542

Jeffrey Kershner
Donald Hamlin Consulting Engineers, Inc.
Phone 802-878-3956, Email: jkershner@dlhce.com

Description: Installation of approximately 1200 LF of waterline, remove and replace hydrants, installation of fittings, place 1000 tons of bituminous concrete pavement, set 1800 LF granite curbing and topsoil and lawn restoration.

Project Name: **Colchester HES NH 5600(14) – Contract 1**

Owner: Vermont Agency of Transportation
Chris Lavalette, VTrans Resident Engineer
Phone 802-371-9797, Email: chris.lavalette@vermont.gov

Description: A portion of this project included the installation of approximately 1,500 feet of 16" diameter water transmission main within the traveled way of Route 7 in Colchester, VT. Most of this work was completed during night operations and was bedded in rock subbase.

7.01 F: Evidence of authority to do business in the state of the project: See attached Secretary of State Registration.

7.01 G: Bidders Qualification Statement – See attached.

7.01 K: City of Burlington Pre-Qualification Application – Submitted on 4/15/26.

VERMONT
Business Services Division

Login Register

Record Information

Search > Business Search > Record Information

Back

Business Name
S. D. IRELAND BROTHERS CORPORATION

Record Type
Domestic Business Corporation

Election Type
N/A

Record Number
113167

Record Status
Active - In Good Standing

Principal Office (Street Address)
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Initial Filing Date
03/22/1995

Annual Report Information

Report Status
Due

Reporting Period Opens
01/01/2026

Fiscal Year End Month
December

Business Purpose (NAICS Codes)

237310-Highway, Street, and Bridge Construction

Registered Agent Information

Agent Name
KIMBERLY IRELAND

Agent Type
Individual

Status
Active

Resignation Date
None

Registered Office (Street Address)
193 INDUSTRIAL AVE, WILLISTON, VT, 05495, USA

Mailing Address
PO BOX 2286, S BURLINGTON, VT, 05407, USA

Principal Information (8)

Name
STEPHEN D IRELAND

Capacity
Director

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Name
STEPHEN D IRELAND

Capacity
Vice President

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Name
SCOTT D IRELAND

Capacity
President

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Name

Capacity

SOPHIE IRELAND

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Treasurer

Name
SCOTT D IRELAND

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Capacity
Director

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Name
SOPHIE IRELAND

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Capacity
Secretary

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Name
KIMBERLY IRELAND

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Capacity
Vice President

Mailing Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Name
SHEA DAVID IRELAND

Physical Address
20 Redimix Dr, Williston, VT, 05495 - 8185, USA

Capacity
Vice President

Mailing Address
PO Box 2286, South Burlington, VT, 04307, USA

SECTION 00451
QUALIFICATIONS STATEMENT

THE INFORMATION SUPPLIED IN THIS DOCUMENT IS CONFIDENTIAL TO THE EXTENT PERMITTED BY LAWS AND REGULATIONS

1. **SUBMITTED BY:**

   Official Name of Firm: S.D. Ireland Brothers Corporation

   Address: Mailing: P.O. Box 2286 South Burlington, VT 05407

   Physical: 20 Redimix Drive Williston, VT 05495

2. **SUBMITTED TO:** City of Burlington Water Resources

3. **SUBMITTED FOR:** Proposal City of Burlington Water Resources Distribution Rehabilitation

   Owner: City of Burlington Water Resources

   Project Name: City of Burlington Water Resources Distribution Rehabilitation

   Multiple Streets

   TYPE OF WORK: Waterline

4. **CONTRACTOR'S CONTACT INFORMATION**

   Contact Person: Scott D. Ireland

   Title: President

   Phone: 802-316-6002

   Email: sdi@sdireland.com

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5. **AFFILIATED COMPANIES:**

Name: _____

Address: _____

_____

_____

6. **TYPE OF ORGANIZATION:**

☐ SOLE PROPRIETORSHIP

Name of Owner: _____

Doing Business As: _____

Date of Organization: _____

☐ PARTNERSHIP

Date of Organization: _____

Type of Partnership: _____

Name of General Partner(s): _____

_____

_____

☒ CORPORATION

State of Organization: Vermont

Date of Organization: 1995

Executive Officers:

- President: Scott D. Ireland
- Vice President(s): Stephen D. Ireland
  Kimberly J. Ireland
- Treasurer: Sophie D. Ireland
- Secretary: Sophie D. Ireland

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☐ LIMITED LIABILITY COMPANY

State of Organization: _____

Date of Organization: _____

Members: _____

_____

_____

_____

☐ JOINT VENTURE

Sate of Organization: _____

Date of Organization: _____

Form of Organization: _____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

_____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

Joint Venture Managing Partner

- Name: _____

- Address: _____

_____

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7. **LICENSING**

Jurisdiction: N/A

Type of License: _____

License Number: _____

Jurisdiction: _____

Type of License: _____

License Number: _____

8. **CERTIFICATIONS**

CERTIFIED BY:

Disadvantage Business Enterprise: N/A

Minority Business Enterprise: _____

Woman Owned Enterprise: _____

Small Business Enterprise: _____

Other (_____): _____

9. **BONDING INFORMATION**

Bonding Company: Swiss Re Corporate Solutions America Insurance Corp.

Address: 1200 Main St, Suite 800

Kansas City, MO 64105

Bonding Agent: Acrisure New England

Address: PO Box 1064, Burlington, VT 05402-1064

Contact Name: Robin Farone

Phone: 802-383-1663

Aggregate Bonding Capacity: 125 Million Aggregate

Available Bonding Capacity as of date of this submittal: $30 Million Single Job

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10. FINANCIAL INFORMATION

Financial Institution: Business Bank

Address: 30 Kimball Avenue, Suite 201

South Burlington, VT 05403

Account Manager: Geoffrey Hesslink

Phone: 802-343-4276

INCLUDE AS AN ATTACHMENT AN AUDITED BALANCE SHEET FOR EACH OF THE LAST 3 YEARS

11. CONSTRUCTION EXPERIENCE:

Current Experience:

List on **Schedule A** all uncompleted projects currently under contract (If Joint Venture list each participant's projects separately).

Previous Experience:

List on **Schedule B** all projects completed within the last 5 Years (If Joint Venture list each participant's projects separately).

Has firm listed in Section 1 ever failed to complete a construction contract awarded to it?

☐ YES ■ NO

If YES, attach as an Attachment details including Project Owner's contact information.

Has any Corporate Officer, Partner, Joint Venture participant or Proprietor ever failed to complete a construction contract awarded to them in their name or when acting as a principal of another entity?

☐ YES ■ NO

If YES, attach as an Attachment details including Project Owner's contact information.

Are there any judgments, claims, disputes or litigation pending or outstanding involving the firm listed in Section 1 or any of its officers (or any of its partners if a partnership or any of the individual entities if a joint venture)?

☐ YES ■ NO

If YES, attach as an Attachment details including Project Owner's contact information.

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12. SAFETY PROGRAM:

Name of Contractor's Safety Officer: Byron Furman

Include the following as attachments:

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) OSHA No. 500- Log & Summary of Occupational Injuries & Illnesses for the past 5 years.

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all OSHA Citations & Notifications of Penalty (monetary or other) received within the last 5 years (indicate disposition as applicable) - IF NONE SO STATE.

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all safety citations or violations under any state all received within the last 5 years (indicate disposition as applicable) - IF NONE SO STATE.

Provide the following for the firm listed in Section V (and for each proposed Subcontractor furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) the following (attach additional sheets as necessary):

Workers' compensation Experience Modification Rate (EMR) for the last 5 years:

YEAR	2026	EMR	.95
YEAR	2025	EMR	.94
YEAR	2024	EMR	.98
YEAR	2023	EMR	1.06
YEAR	2022	EMR	1.05

Total Recordable Frequency Rate (TRFR) for the last 5 years:

YEAR	2025	TRFR	3.88
YEAR	2024	TRFR	4.44
YEAR	2023	TRFR	8.97
YEAR	2022	TRFR	6.0
YEAR	2021	TRFR	5.25

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Total number of man-hours worked for the last 5 Years:

YEAR	2025	TOTAL NUMBER OF MAN-HOURS	309,063
YEAR	2024	TOTAL NUMBER OF MAN-HOURS	270,279
YEAR	2023	TOTAL NUMBER OF MAN-HOURS	289,725
YEAR	2022	TOTAL NUMBER OF MAN-HOURS	266,721.25
YEAR	2021	TOTAL NUMBER OF MAN-HOURS	190,571

Provide Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) Days Away From Work, Days of Restricted Work Activity or Job Transfer (DART) incidence rate for the particular industry or type of Work to be performed by Contractor and each of Contractor's proposed Subcontractors and Suppliers) for the last 5 years:

YEAR	2025	DART	3.23
YEAR	2024	DART	3.69
YEAR	2023	DART	4.1
YEAR	2022	DART	2.25
YEAR	2021	DART	3.14

13. EQUIPMENT:

MAJOR EQUIPMENT:

List on **Schedule C** all pieces of major equipment available for use on Owner's Project.

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SCHEDULE A

CURRENT EXPERIENCE

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
See Attached	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

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Schedule A - Current Experience
April 2026

Project Name & No. of Contract	Contact	Contract Date	Amount of Contract	Percent Completed
Burlington High School	Whiting Turner 802-782-0990	6/23	$18,901,706	82%
City Place North Tower CHT Parking Garage	City Place Partners Dave Farrington Ph: 802-316-6452 dave@BTVspaces.com	4/23	$7,134,435	97%
City Place Perimeter Streets	City Place Partners Dave Farrington Ph: 802-316-6452 dave@BTVspaces.com	4/23	$8,715,296	30%
Winooski Falls Parking Garage	Wright & Morrissey Steve Therriault Ph: 802-863-4541 stevet@wmorrissey.com	8/23	$2,076,787	94%
Great Streets Main Street Reconstruction	City of Burlington Laura Wheelock Phone: 802-338-2125 lwheelock@burlingtonvt.gov	1/31/24	$21,901,298	99%
West Lakeshore Drive Pump Station	Town of Colchester Phone: 802-264-5620	6/24	$884,700	47%
BTV Project NEXT - North Terminal Expansion	Engelberth Construction Phone: 802-655-0100	5/24	$6,659,534	73%
Bay Ridge	DEW Construction 802-497-7851	6/24	$4,000,000	93%
DoubleTree Expansion	PC Construction Phone: 802-658-1400	8/24	$1,658,154	92%
Post Apartments	Wright & Morrissey Steve Therriault Ph: 802-863-4541 stevet@wmorrissey.com	8/24	$2,771,830	95%
ST. ALBANS-RICHFORD STP MVRT(1)(RE-AD)	VTrans Barre, VT Ph: 802-522-6155	1/25	$1,864,250	88%
City of Burlington CY25 Paving	City of Burlington Laura Wheelock Phone: 802-338-2125 lwheelock@burlingtonvt.gov	4/25	$1,419,423	29%
379-381 MAIN STREET WINOOSKI	Anthony Handy 802-863-2224	4/25	$1,250,000	44%
Bourne Properties – South Burlington	Wright & Morrissey Steve Therriault Ph: 802-863-4541 stevet@wmorrissey.com	5/25	$1,259,252	98%
City of Burlington CY25 Sidewalk Program	City of Burlington Laura Wheelock Phone: 802-338-2125 lwheelock@burlingtonvt.gov	5/25	$846,004	85%

Colchester HES NH 5600 – 14 C2 (Re-Ad)	VTrans Barre, VT Ph: 802-522-6155	5/25	$22,474,000	27%
Mater Christi – Burlington	Trinity Building Group 586-200-2437	5/25	$1,036,389	87%
NORTON BF 0321 (21) (RE-AD)	VTrans Barre, VT Ph: 802-522-6155	8/25	$3,167,765	3%
A. Duie Pyle Milton	Geis Construction 216-372-0793	8/25	$9,637,128	63%
PERRY CENTER - SHELBURNE MUSEUM	PC Construction Phone: 802-658-1400	6/25	$1,057,550	42%
266 College Street Apartments	ReArch Company, LLC 802-863-8727	9/25	$3,291,374	81%
Porters Point School Colchester	PC Construction Phone: 802-658-1400	11/25	$2,054,521	23%
BTV BETA Hanger - Silver Maple	Silver Maple Construction 802-989-7677	11/25	$1,886,151	72%
CSWD WILLISTON	ReArch Company, LLC 802-863-8727	11/25	$3,550,000	45%
ST ALBANS HOUGHTON PARK CSO STORAGE TANK - CONTRACT 2	City of St. Albans 802-524-1500	10/25	$2,853,170	3%
EAAFB ASP PH II Improvements	DEW Construction 802-497-7851	2/26	$1,275,000	0%
South Burlington Paving	City of South Burlington 802-658-7961	4/26	$1,120,739	0%
Windswept Meadows Glaser	Rivers Edge Building Development Ph: 802-872-5390	2/26	$1,477,435	6%

SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
See Attached	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

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SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
See attached	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

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Schedule B - Previous Experience Completed in the past five (5) years.

Contract Amount	Type of Work	% Subcon.	When Completed	Location	Contact Person, Name, Address & Telephone Number of Owner
$ 2,045,129.00	Cambrian Rise	10%	2021	Burlington	Wright & Morrissey, So Burlington, VT
$ 2,086,800.00	Burlington Sidewalks & Curbs	21%	2021	Burlington	City of Burlington Dept. of Public Works 645 Pine St, Suite A Burlington, VT
$ 1,921,846.00	So Burlington /Town Office	8%	2021	So Burlington	Engelberth Construction, Colchester, VT
$ 1,983,553.00	Ben & Jerry's Truck Access	23%	2021	Waterbury	Engelberth Construction, Colchester, VT
$ 1,544,899.00	UHAUL WILLLISTON	6%	2022	Williston	DEW Construction, Blair Park, Williston
$ 1,602,210.00	284 Wade Pasture	5%	2022	Stowe	Dowbuilt Stowe
$ 1,560,098.00	Haddad Subaru	8%	2022	St. Albans	Neagley & Chase South Burlington, VT
$ 1,715,046.00	ST ALBANS TAP TA 15(3)	12%	2022	St. Albans	City of St. Albans
$ 1,140,755.00	FLYNN & FLETCHER PUMP STATIONS	21%	2022	Burlington	City of Burlington Dept. of Public Works 645 Pine St, Suite A Burlington, VT
$ 3,515,608.00	UVM FIRESTONE MEDICAL RESEARCH BUILDING	12%	2022	Burlington	PC Construction, So Burlington, VT 05403
$ 1,983,552.00	BEN & JERRY'S TRUCK ACCESS ROAD	20%	2022	Waterbury	Engelberth Construction, Colchester, VT
$ 1,441,267.00	TAXIWAY K & RUNWAY 01 PAPI RELOCATION	20%	2022	So Burlington	Burlington International Airport
$ 1,293,651.00	VT DEPT OF MENTAL HEALTH RECOVERY RESIDENCE	10%	2023	Essex	PC Construction, So Burlington, VT 05403
$ 8,308,108.00	SWANTON-ST JOHNSBURY STP LVRT (12)	20%	2023	Morrisville-Hardwick	Vtrans 219 No Main St Barre VT 05461
$ 4,256,250.00	BETA FOUNDATION EXCAVATION & BACKFILL	15%	2023	So Burlington	PC Construction, So Burlington, VT 05403
$ 3,073,390.00	CY22 STREET RECONSTRUCTION PROGRAM	10%	2022	Burlington	City of Burlington Public Works
$ 4,795,263.00	ONLOGIC	20%	2023	So Burlington	ReArch South Burlington
$ 1,634,688.00	UVM HILLS BUILDING	15%	2023	Burlington	Engelberth Construction, Colchester, VT
$ 10,661,994.00	BETA 02.03 SITEWORK	15%	2023	So Burlington	PC Construction, So Burlington, VT 05403
$ 3,041,563.00	BIA REHAB MARK LIGHT SIGN TWAY A & PAVE SHOULDERS	35%	2023	So Burlington	Burlington International Airport
$ 556,083.00	CY23 SIDEWALK PROGRAM	10%	2023	Burlington	City of Burlington Public Works
$ 837,000.00	Burlington City Arts	10%	2023	Burlington	Neagley & Chase South Burlington, VT
$ 14,667,214.00	Richmond Culvert	10%	2023	Richmond	Vtrans 219 No Main St Barre VT 05461
$3,797,598	Rehabilitate , Mark, Light and Sign Taxiway A	20%	2024	Burlington	McFarland Johnson
$ 9,728,572.00	Colchester Crossover Utilities	10%	2024	Colchester	Vtrans 219 No Main St Barre VT 05461
$ 1,408,073.00	Kelly's Field Senior Housing	5%	2024	Hinesburg	J.A. Morrissey Inc.
$ 1,273,884.00	Lake & Maple Apartments	5%	2024	St. Albans	Wright & Morrissey, So Burlington, VT
$ 1,308,000.00	Colchester Recreation Center	10%	2024	Colchester	Engelberth Construction, Colchester, VT
$ 1,006,822.00	BACON STREET PROPERTIES LLC	7%	2024	Burlington	Stewart Construction
$ 1,683,100.00	UVM Bioresearch Parking Lot & Electrical Upgrade	10%	2024	Burlington	UVM
$ 797,722.00	NORTH DORSET FAMILY HOUSING	3%	2024	South Burlington	Stewart Construction
$ 577,800.00	10th Calvary Apartments	5%	2024	Colchester	Engelberth Construction, Colchester, VT
$ 1,042,806.00	WOODBURY ER P23 (653) - CULVERT REPLACEMENT	12%	2024	Woodbury	Vtrans 219 No Main St Barre VT 05461
$ 10,259,000.00	Champlain Parkway Phase I	5%	2024	Burlington	City of Burlington
$ 11,100,000.00	City Place Burlington	10%	2024	Burlington	City Place Partners
$ 1,540,557.00	125 Cambrian Way Building M	30%	2025	Burlington	125 Cambrian Way LLC
$ 797,722.00	LARKIN NO DORSET FAMILY HOUSING	0%	2025	South Burlington	Stewart Construction
$ 2,578,725.00	CHT/Pomerleau Gravel Wetland	0%	2025	Burlington	Pomerleau Real Estate
$ 10,979,469.00	BTV RW 15-33 Mill & Overlay	10%	2025	Burlington	Patrick Leahy Burlington International Airport
$ 1,854,250.00	ST ALBANS-RICHFORD STP MVRT(1)	0%	2025	St. Albans	VTrans 219 No Main St Barre VT 05461
$ 846,000.00	CITY OF BURLINGTON CY 25 SIDEWALK PROGRAM	0%	2025	Burlington	City of Burlington Public Works
$ 1,316,786.00	Iroquois Avenue Waterline	0%	2025	Essex Junction	Village of Essex Junction Public Works
$ 3,815,606.00	CSWD Recyling Facility	0%	2026	Williston	ReArch 88 Technology Park Way #2 South Burlington, VT 05403
$ 10,862,866.00	A. Duie Pyle Milton	10%	2026	Milton	Geis Construction 10020 Aurora Hudson Rd Streetsboro OH 44241
$ 8,250,000.00	Burlington Square North Building	10%	2026	Burlington	City Place Partners
$ 22,713,160.00	Colchester HES NH 5600 - 14 C2 RE-AD-Exit 16 Double Diamond	15%	2027	Colchester	VTrans 219 No Main St Barre VT 05461

Updated 4/10/26

SCHEDULE C - LIST OF MAJOR EQUIPMENT AVAILABLE

ITEM	PURCHASE DATE	CONDITION	ACQUIRED VALUE
See attached equipment list			

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Date Acq	Description	Status
Asset A/C#: 10520 - EQUIPMENT		
12/31/1996	[LKT000011] TRADED 12/28/12 NBV-F 0.00	A
12/31/1996	97 - CAT D5CIII DOZER - UNIT #17	A
12/31/1996	96 CAT 315-L EXCAVATOR - UNIT #21	A
12/31/1996	97 CAT D5CIII DOZER - UNIT #19	A
01/15/1997	1964 TROJAN LOADER MODEL 404	A
01/27/1997	1997 CAT 928-G LOADER - UNIT #22	A
02/06/1997	1996 CAT D5M DOZER - UNIT #23	A
02/16/1997	[LKT000013] TRADED 05/29/13 NBV-B 31914.25	A
03/13/1997	97 CAT 928G LOADER - UNIT #24	A
03/31/1997	97 CAT 928G LOADER - Unit #26	A
04/11/1997	BNR600 SUPERPAC ROLLER - UNIT #43	A
04/11/1997	BNR 540PC ROLLER - UNIT #72	A
07/30/1997	[LKT000003] TRADED 11/12/02 NBV-B 0.00	A
10/31/1997	BOMAG BW213D VIB ROLLER - UNIT #31	A
10/31/1997	BOMAG DW172D VIB ROLLER - UNIT #33	A
10/31/1997	HUBER M700 MG GRADER - UNIT #36	A
10/31/1997	94 CAT D250D END DUMP - UNIT #35	A
12/13/1997	1997 CAT IT28G LOADER - UNIT #39	A
12/13/1997	97 CAT 312BL EXCAVATOR - UNIT #38	A
03/31/1998	97 CAT M318 EXCAVATOR - UNIT #46	A
03/31/1998	97 Cat D8R DOZER - UNIT #45	A
11/24/1998	[LKT000006] TRADED 12/28/10 NBV-F 0.00	A
12/07/1998	98 CAT D5C HST DOZER - UNIT #48	A
12/23/1998	98CAT 311B EXCAVATOR - UNIT #47	A
05/24/1999	99 CAT IT24F LOADER - UNIT #52	A
06/24/1999	99 CAT 315BL EXCAVATOR - UNIT #55	A
06/24/1999	99 CAT 325BL EXCAVATOR - UNIT #50	A
06/24/1999	99 CAT D5C DOZER - UNIT #51	A
08/25/1999	99 CAT TH63 TELE HANDLER	A
12/06/1999	KOBELCO SK70SR -UNIT #57	A
01/05/2000	00 CAT TH83 TELE HANDLER	A
01/05/2000	[LKT000012] TRADED 12/28/12 NBV-F 0.00	A
01/28/2000	LINK-BELT LS-138H II - UNIT #68	A
03/30/2000	99 CAT 330BL EXCAVATOR - UNIT #56	A
04/06/2000	99 CAT 924G LOADER - UNIT #60	A
04/28/2000	CAT D5C DOZER - UINT #61	A
06/06/2000	130G MOTOR GRADER - UNIT #62	A
06/09/2000	00 CAT 924G LOADER - UNIT #63	A
12/20/2000	00 CAT 320CL EXCAVATOR - UNIT #67	A
03/15/2001	POWER CURBER - UNIT #77	A
04/01/2001	[LKT000009] TRADED 12/28/11 NBV-B 19500.00	A
04/30/2001	[LKT000007] TRADED 05/19/11 NBV-B 63500.00	A
05/17/2001	330BL EXCAVATOR - UNIT #70	A
05/17/2001	325BL EXCAVATOR - UNIT #69	A
05/17/2001	D5C DOZER - UNIT # 71	A
05/17/2001	950F LOADER - UNIT # 73	A
05/17/2001	[LKT000008] TRADED 05/31/11 NBV-B 4300.00	A
06/01/2001	1999 HYPAC ROLLER - UNIT # 75	A
08/10/2001	D5C DOZER - UNIT # 64	A
08/10/2001	315 BL EXCAVATOR - UNIT #66	A
09/17/2001	M65 CONVEYOR - UNIT # 84	A
09/17/2001	T4026 CONVEYOR - UNIT # 85	A
10/01/2001	VOLVO EC210LC EXCAVATOR - UNIT # 86	A
11/13/2001	PRO-TECH 12' SNO PUSHER	A
11/13/2001	PRO-TECH 12' SNO PUSHER	A
11/13/2001	PRO-TECH 12' SNO PUSHER	A
11/21/2001	GRADELIGHT 2500 GRADE LASER	A
11/27/2001	CAT 924G LOADER - UNIT #49	A
11/27/2001	CAT D5C DOZER - UNIT # 34	A
12/13/2001	2001 BOBCAT 863H - UNIT # 53	A
12/13/2001	84" BOBCAT BROOM	A
12/13/2001	84" BOBCAT BROOM	A
12/13/2001	73" BOBCAT SNOWBLOWER	A
12/13/2001	BOBCAT CAB FOR 763G	A
12/31/2001	2000 CAT 315CL EXCAVATOR - UNIT # 54	A
12/31/2001	2000 CAT 980G LOADER - UNIT #83	A
12/31/2001	2000 CAT 924G LOADER - UNIT #88	A
01/01/2002	DUOPACK MODEL DR1500 VIBRATORY ROLLER	A
01/01/2002	14.5 SNOW PUSHER SN: 352600	A
01/03/2002	CONVEYOR #65300001	A
01/03/2002	CONVEYOR #6530002	A
04/09/2002	ATLASCOP MODEL 185CFM COMPRESSOR	A
04/15/2002	BL PEGSON 32X44 P-TRK QMO12493	A

Date Acq	Description	Status
Asset A/C#: 10520 - EQUIPMENT		
04/18/2002	HOOVER 36" X 50' TOP TRUSS	A
04/30/2002	UNIVERSAL POINT RACK	A
05/22/2002	CAT ARTICULATED TRUCK - UNIT #92	A
05/22/2002	CAT 312CL EXCAVATOR - UNIT #90	A
05/22/2002	CAT 906 LOADER - UNIT #91	A
05/23/2002	WATER TANK	A
06/04/2002	HOOVER 30" X 60' STACKING CONVEYOR	A
11/12/2002	CAT D3G HST TRACTOR - UNIT #95	A
11/23/2002	CAT TH83 - UNIT #94	A
12/11/2002	THAWZALL GROUND HEATER	A
12/31/2002	1999 HAMM ROLLER - UNIT #96	A
01/21/2003	20' CONVEYOR - SN: 027861	A
04/16/2003	CAT 307C EXCAVATOR - UNIT #97	A
05/22/2003	MOBIL WASH TRAILER	A
05/28/2003	CAT 330CL EXCAVATOR - UNIT #98	A
05/28/2003	CAT 924G LOADER - UNIT # 99	A
05/30/2003	TRENCH BOXES	A
06/16/2003	CAT 322CL EXCAVATOR - UNIT #87	A
07/11/2003	PIPE MACHINE	A
07/23/2003	DIGITIZER BOARD 30X36	A
12/22/2003	FUME EXTRACTOR	A
12/31/2003	CAT 330CL EXCAVATOR - UNIT #100	A
04/21/2004	LASER MAKE: AGL MODEL:GL2500	A
04/29/2004	CAT D3GXL DOZER - UNIT #82	A
04/29/2004	CAT 924G LOADER - UNIT #101	A
04/29/2004	CAT 312CL EXCAVATOR - UNIT #102	A
04/29/2004	CAT 725 ARTICULATED TRK - UNIT #103	A
04/29/2004	CAT C25CL EXCAVATOR - UNIT #104	A
04/29/2004	CAT D6RXL DOZER - UNIT #105	A
04/29/2004	CAT 725 ARTICULATED TRK - UNIT #106	A
05/05/2004	CAT CP-563C VIBRATORY ROLLER	A
05/20/2004	CEDAR RAPIDS CRUSHER & SCREEN	A
05/20/2004	60' CONVEYOR	A
05/20/2004	60' CONVEYOR	A
05/20/2004	60' CONVEYOR	A
05/20/2004	CAT MODEL 3456 GENERATOR	A
12/02/2004	JCB MINI EXCAVATOR - UNIT #29	A
12/02/2004	HOLMES BROOM SN: 5030	A
12/02/2004	330 BUCKET	A
12/02/2004	6' X 10' TRENCH BOX	A
12/02/2004	6' X 10' TRENCH BOX	A
12/02/2004	6' X 6' TRENCH BOX	A
12/09/2004	CAT 972G LOADER - UNIT #12	A
12/29/2004	SUPERPAC 6620 66" ROLLER - UNIT #32	A
12/29/2004	VOLVO EW55 LOADER - UNIT #40	A
02/11/2005	CAT D30C ARTIC DUMP W/H2O TANK - UNIT #42	A
04/06/2005	5 X 12 TRACK SCREEN-IT	A
04/11/2005	CAT 330CL EXCAVATOR - UNIT #110	A
05/11/2005	VERSATILE OFFICE TRAILER	A
12/23/2005	2005 - CAT 312CL EXCAVATOR - UNIT #111	A
12/23/2005	2006 - CAT 315CL EXCAVATOR - UNIT #'112	A
12/23/2005	2005 - CAT 322CL EXCAVATOR - UNIT #113	A
12/23/2005	2006 - CAT 325CL EXCAVATOR - UNIT #114	A
12/23/2005	2005 - CAT 330CL EXCAVATOR - UNIT #115	A
01/04/2006	REINCO MULCHER	A
02/14/2006	INGERSOLL-RAND SD40F SINGLE DRUM PADFOOT ROLLER	A
08/31/2006	2006 CAT D3GXL DOZER - UNIT #6	A
08/31/2006	2006 CAT 924G LOADER - UNIT # 7	A
09/19/2006	SWEEPER MODEL LA	A
11/08/2006	CAT 460B TELEHANDLER - UNIT #8	A
12/29/2006	2006 CAT 924G WHEEL LOADER - UNIT #117	A
12/29/2006	2006 CAT 312CL EXCAVATOR - UNIT #118	A
12/29/2006	2005 VOLVO EW55 EXCAV - UNIT #119	A
02/17/2007	MAJOR GRAPPLE RAKE	A
02/17/2007	QUICKTACH LOADER FORKS	A
02/17/2007	2006 MULTIQUIP 15 KW GENERATOR	A
02/17/2007	D8R COUNTER WEIGHT	A
08/30/2007	T 950H LOADER #167	A
01/01/2008	BODINE CONCRETE PULVERIZER	A
01/01/2009	2005 HYPAC ROLLER - UNIT #P5	A
01/01/2009	STONE WP2500 ROLLER - UNIT #P3	A
01/01/2009	2003 BOBCAT SKID STEER - UNIT #P11	A
01/01/2009	2002 PC 4 PLANER - UNIT #P11	A

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Asset A/C#: 10520 - EQUIPMENT		
01/01/2009	2003 SWEEPSTER BROOM - UNIT #P11	A
01/01/2009	HYSTER C340B TANDEM ROLLER #P12	A
01/01/2009	BLAW-KNOX RW38 ROAD WIDWNER #P13	A
01/01/2009	1990 HYSTER RUBBER TIRED ROLLER #P14	A
01/01/2009	HUBER GRADER #P17	A
05/13/2009	2002 CAT 3456 GENERATOR SET - QUARRY	A
05/13/2009	1980 LINKBELT HSP8020 CRANE - QUARRY	A
05/13/2009	1999 CEC MINYU JAW CRUSHING PLANT	A
05/13/2009	2003 CEC CIRCUIT CONE PLANT	A
05/13/2009	2000 CONVEYOR RADIAL STACKER	A
05/13/2009	2000 CONVEYOR RADIAL STACKER	A
05/13/2009	2000 CONVEYOR RADIAL STACKER	A
05/13/2009	1996 SMITH 20' CONVEYOR	A
05/13/2009	1996 SMITH 20' CONVEYOR	A
05/13/2009	1988 SCAT TRACK LOADER - QUARRY	A
05/13/2009	1996 CAT EXCAVATOR - UNIT #232G - QUARRY	A
05/13/2009	1972 MACK WATER TRUCK - QUARRY	A
05/13/2009	1979 CASE 1150B DOZER - UNIT #157G - QUARRY	A
05/13/2009	2001 KAWASAKI 80Z LOADER - UNIT #231G - QUARRY	A
05/13/2009	1975 CAT 235 EXCAVATOR - QUARRY	A
05/13/2009	1977 MILLER BIG 40 WELDER - QUARRY	A
05/13/2009	1978 GMC GENERAL WHEEL DUMP - QUARRY	A
05/13/2009	1979 HOWE RICHARDSON TRUCK SCALE - QUARRY	A
05/13/2009	SALES TAX QUARRY EQUIPMENT	A
09/10/2009	CAT PAVER - UNIT #204	A
09/11/2009	CAT CS323 ROLLER - UNIT #203	A
10/06/2009	CAT 210 EXCAVATOR - UNIT #210	A
12/30/2009	CAT 302.5C EXCAVATOR #248	A
12/30/2009	CAT 324DL EXCAVATOR #249	A
12/30/2009	CAT 311DRR EXCAVATOR #251	A
12/30/2009	CAT 312DL EXCAVATOR #252	A
05/19/2010	2006 CAT CS323C ROLLER #253	A
07/14/2010	CAT CS323C ROLLER #255	A
12/28/2010	T 236B3 SKID STEER #267	A
12/28/2010	CAT 302.5C EXCAVATOR #269	A
12/28/2010	CAT 924H LOADER #272	A
12/28/2010	CAT 226B3 SKID STEER #273	A
12/28/2010	HYDRAULIC BREAKER #274	A
12/28/2010	[LKA000006] CAT 315DL EXCAVATOR #271	A
05/19/2011	[LKA000007] 2011 CAT 336EL EXCAVATOR - UNIT #298	A
05/31/2011	[LKA000008] GENIE MANLIFT UNIT #301	A
08/08/2011	CAT 2011 320DL EXCAVATOR #303	A
09/01/2011	[LKT000010] TRADED 12/28/12 NBV-F 0.00	A
12/27/2011	JOHN DEERE 524K LOADER - UNIT #312	A
12/28/2011	[LKA000009] CAT 324EL EXCAVATOR - UNIT #313	A
12/28/2011	CAT CS-323C VIB ROLLER - UNIT #328	A
04/16/2012	JOHN DEERE LOADER #333	A
04/26/2012	TRENCH BOXES	A
05/01/2012	TRENCH BOXES NE SHORING	A
07/06/2012	TOTAL STATION GEOMAX ZOOM805	A
10/17/2012	BROOM ATTACHMENT 930 BA25	A
11/14/2012	HYPAC 766D 66" ASPHALT ROLLER #346	A
12/20/2012	ATLAS COPCO QAS45 GENERATOR #345	A
12/28/2012	[LKA000010] CAT 924K LOADER #348	A
12/28/2012	CAT 302.5C EXCAVATOR #349	A
12/28/2012	METSO BOX SCREEN #351	A
12/28/2012	[LKA000011] CAT 312EL EXCAVATOR #352	A
12/28/2012	[LKA000012] CAT 246C SKID STEER #353	A
12/28/2012	CAT 924K LOADER #354	A
12/31/2012	HYSTER H120FT FORK LIFT #361	A
01/21/2013	CAT 279C SKIDSTEER - #356	A
05/17/2013	CAT 302.4D EXCAVATOR #371	A
05/23/2013	CAT 311D LRR EXCAVATOR #372	A
05/29/2013	[LKA000013] CAT 312E L EXCAVATOR #373	A
09/06/2013	COMPACTER FROM CONANT FARM	A
10/23/2013	JOHN DEERE 54" SNOW BLOWER	A
11/08/2013	CAT CS-323C VIBRATORY ROLLER - UNIT #381	A
11/13/2013	2011 VOLVO EC210CL EXCAVATOR - UNIT #382	A
12/30/2013	2013 CAT 324EL EXCAVATOR - UNIT #390	A
12/30/2013	2013 CAT D6KXL DOZER - UNIT #389	A
04/10/2014	COMPACTORS & PUMPS	A
04/15/2014	2 - 20' CONTAINERS	A
04/18/2014	2 - 20' CONTAINERS	A

Date Acq	Description	Status
Asset A/C#: 10520 - EQUIPMENT		
05/13/2014	MINI EXCAVATOR #392	A
05/27/2014	TELEHANDLER #393	A
05/27/2014	312E EXCAVATOR #394	A
06/30/2014	MINI EXCAVATOR #399	A
07/15/2014	ROLLER #402	A
09/04/2014	D3K DOZER #407	A
09/05/2014	319D LOADER #408	A
09/24/2014	LOADER #413	A
12/22/2014	WACKER PAVING ROLLER #424	A
12/31/2014	2015 CAT D5K2 DOZER #431	A
12/31/2014	2015 CAT D5K2 DOZER #432	A
12/31/2014	2015 CAT 329F EXCAVATOR #433	A
12/31/2014	2015 CAT 329F EXCAVATOR #434	A
12/31/2014	2015 CAT 725C HAUL UNIT #435	A
04/06/2015	WANCO MESSAGE BOARD #446	A
04/06/2015	WANCO MESSAGE BOARD #447	A
04/30/2015	CAT CS-323C MINI EXCAVATOR #442	A
05/27/2015	BUFFALO TURBINE ATOMIZING MISTER #444	A
05/31/2015	ACCUGRADE ELECTRONICS	A
06/08/2015	JOHN DEERE 26C COMPACT EXCAVATOR #445	A
06/11/2015	JOHN DEERE Z960R Z TRAK MOWER	A
07/28/2015	POWER RAKE	A
07/31/2015	44" GRAPPLE W/BOCE	A
10/22/2015	CAT H110ES HAMMER #455	A
11/18/2015	JOHN DEERE MINI #456	A
12/30/2015	2015 CAT 305.5 EXCAVATOR #460	A
12/30/2015	2015 CAT 326F EXCAVATOR #468	A
12/30/2015	2015 CAT 326F EXCAVATOR #467	A
04/20/2016	ELGIN SWEEPER #475	A
05/10/2016	BIG TAX FLAB BED TRAILER #477	A
05/20/2016	JOHN DEERE COMPACT EXCAVATOR #478	A
05/31/2016	CAT 926M #479	A
06/23/2016	CAT 313F #480	A
09/16/2016	LASER TRANSIT	A
10/10/2016	GENESIS GMP-50 PULVERIZER #487	A
11/09/2016	TOTAL STATION	A
12/14/2016	THAWZALL #493	A
12/22/2016	CEDAR RAPIDS CONE & SCREEN PLANT #499	A
12/23/2016	TRENCH BOXES	A
12/27/2016	CAT 305.5 EXCAVATOR #495	A
12/30/2016	CAT 330F EXCAVATOR #503	A
01/25/2017	CAT D5K 2 XL DOZER #504	A
03/17/2017	METSO CRUSHER #509	A
04/28/2017	CAT CB54B ROLLER #512	A
05/02/2017	SAKI ROLLER #514	A
05/08/2017	2017 PALADIN COLD PLANNER #515	A
05/10/2017	CAT 725C HAUL UNIT #513	A
08/08/2017	2016 CAT 725C HAUL UNIT #536	A
08/31/2017	CAT PAVER #537	A
10/05/2017	CAT MINI EXCAVATOR #546	A
10/30/2017	SITECH AUTOMATION	A
12/26/2017	4 PLATE COMPACTORS	A
12/28/2017	CAT CP3 ROLLER #560	A
12/28/2017	CAT 313 EXCAVATOR #559	A
12/28/2017	JOHN DEERE MINI #562	A
12/29/2017	CAT CB24B ROLLER #561	A
12/29/2017	CAT 926M LOADER #570	A
03/29/2018	CAT THUMB	A
04/02/2018	GERITH THUMB	A
05/07/2018	CAT BUCKET	A
05/21/2018	MOWERS	A
08/28/2018	CAT 305.5E EXCAVATOR #584	A
11/28/2018	2018 VOLVO SD45B ROLLER #586	A
12/03/2018	CAT 289D SKID STEER #590	A
12/03/2018	CAT 305.5ECR EXCAVATOR #591	A
12/03/2018	CAT 305.5ECR EXCAVATOR #592	A
12/03/2018	CAT 926M LOADER #593	A
12/03/2018	CAT CS44B ROLLER #589	A
12/04/2018	JOHN DEERE TRACTOR #595	A
12/04/2018	CAT TH514D TELEHANDLER #594	A
12/04/2018	CAT 313GC EXCAVATOR #587	A
12/04/2018	CAT 313GC EXCAVATOR #588	A
12/06/2018	CAT 980M LOADER #601	A

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Asset A/C#: 10520 - EQUIPMENT		
12/13/2018	TRENCH BOXES	A
03/25/2019	CAT COUPLER	A
05/29/2019	HAMMER	A
06/26/2019	A/C MACHINES	A
06/26/2019	CAT BUCKET	A
10/17/2019	BEDDING BOX	A
11/06/2019	SALTER	A
11/12/2019	CAT AUTOMATION	A
12/31/2019	4 PLATE COMPACTORS	A
12/31/2019	DOZER #634	A
12/31/2019	EXCAVATOR #635	A
12/31/2019	HAUL UNIT #636	A
12/31/2019	EXCAVATOR #637	A
12/31/2019	LOADER #629	A
12/31/2019	EXCAVATOR #630	A
12/31/2019	ROLLER #631	A
12/31/2019	SKID STEER #632	A
12/31/2019	SKID STEER #633	A
01/20/2020	SWING COUPLER	A
03/17/2020	2 SHIPPING CONTAINERS	A
04/30/2020	TRIMBLE SITECH	A
06/03/2020	JD ZTRACK MOWER	A
07/16/2020	HYDROLIC POWER UNIT	A
08/12/2020	2007 INTERNATIONAL SWEEPER #651	A
11/16/2020	TRENCH BOX	A
12/08/2020	TRIMBLE	A
12/21/2020	3 TRIMBLES	A
12/22/2020	324/329 42" SD BUCKET LINKAGE #468	A
12/30/2020	KAESIER COMPRESSOR	A
12/31/2020	FLOOR SAW & COMPACTOR	A
12/31/2020	CAT 313F EXCAVATOR #672	A
12/31/2020	CAT D4 DOZER #666	A
12/31/2020	CAT 336 EXCAVATOR #667	A
12/31/2020	CAT 725 HAUL UNIT #669	A
12/31/2020	CAT 725 HAUL UNIT #670	A
12/31/2020	CAT 926M LOADER #668	A
12/31/2020	CAT 305E2 MINI EXCAVATOR #671	A
12/31/2020	CAT 289D3 SKID STEER #673	A
12/31/2020	CAT TH514D TELEHANDLER #674	A
02/16/2021	CAT DUMP BODY FOR #103	A
06/01/2021	BEDDING BOXES	A
06/03/2021	EXCAVATOR DRIVE PARTS	A
06/23/2021	TRIMBLE AUTOMATION	A
06/23/2021	TRIMBLE AUTOMATION	A
06/23/2021	FUSING MACHINE	A
12/07/2021	2 MIKASA REVERSABLE COMPACTORS	A
12/20/2021	CAT 289D3 SKID STEER #701	A
12/20/2021	CAT 289D3 SKID STEER #702	A
12/20/2021	CAT 330 EXCAVATOR #703	A
12/20/2021	CAT D4NG DOZER #704	A
12/20/2021	CAT 313 EXCAVATOR #705	A
12/20/2021	CAT 315 EXCAVATOR #706	A
12/20/2021	CAT 325 EXCAVATOR #707	A
12/20/2021	CAT 325 EXCAVATOR #708	A
12/20/2021	CAT 926M LOADER #709	A
12/21/2021	INGERSOLL RAND COMPRESSOR	A
04/15/2022	SITECH TRIMBLE AUTOMATION	A
06/21/2022	CAT 336 EXCAVATOR #728	A
07/12/2022	CAT PICKUP BROOM	A
07/26/2022	CAT 336 EXCAVATOR #75-732	A
08/15/2022	VOLVO JECR25D EXCAVATOR #75-735	A
09/30/2022	CAT CS44B ROLLER #80-740	A
11/16/2022	CAT 926M LOADER # 65-746	A
12/24/2022	CAT 315 EXCAVATOR #75-749	A
12/24/2022	CAT 313GC EXCAVATOR #75-750	A
12/24/2022	CAT 330 EXCAVATOR #75-751	A
12/24/2022	CAT 289D3 SKID STEER #50-752	A
12/24/2022	CAT 335 EXCAVATOR #75-753	A
12/30/2022	TRIMBLE EQUIPMENT	A
01/15/2023	Charger Elec Exc #735	A
01/15/2023	Geo Max Zeta 125 Pipe Laser Package	A
01/15/2023	336 72" DC Bucket DB Linkage	A
01/26/2023	15 Light Tower - Wacker Neuson #26-759 to 26-773	A

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Asset A/C#: 10520 - EQUIPMENT		
03/03/2023	Dual Head Traffic Signal unit #26-774	A
03/03/2023	Dual Head Traffic Signal unit # 26-775	A
06/05/2023	CAT 926M Excav #65-780	A
06/05/2023	CAT 926M Exc #65-779	A
09/22/2023	Tablet w GNAA Receiver	A
09/22/2023	Tractor #99-791	A
10/12/2023	Trimble equipment sn 6331F00147, 633100052	A
11/13/2023	Trailer - lube equip #99-804	A
12/05/2023	700lb Compactor SN -10001	A
12/05/2023	700 Lb Compactor SN J-10010	A
12/05/2023	700 lb compactor SN J-10021	A
12/05/2023	700 lb Compactor SN ??	A
12/05/2023	2023 JD 1025R Sub Compact Utility Tractor #294425	A
12/15/2023	Walk Behind Saw 24" (sn 230810113)	A
12/29/2023	Trailer 7x16 Gold Mine Series #26-801	A
12/29/2023	Caterpillar 315 EQ264100 #75-808	A
12/29/2023	Caterpillar 336 EQ266962 #75-810	A
12/29/2023	Caterpillar 335 EQ269456 #75-812	A
12/29/2023	Trimble R750 Receiver (SN 6245R05527)	A
05/25/2024	2024 John Deere X590 Select Seriew Tractor	A
06/20/2024	Personal Crane Basket	A
06/29/2024	CAT 926 Wheel loader	A
10/07/2024	2020 Kleeman Mobicone MC)9SI Cone Crusher #99-815	A
10/07/2024	2020 Kleeman K015/MC110 ZI Exo Jaw Crusher #99-814	A
10/07/2024	2020 Kleeman Mobiscreen MS15Z Ad Screening #99-806	A
10/07/2024	2020 Kleeman Mobiscreen MS953 EvoScreening #99-817	A
11/01/2024	Brown Lenox portable jaw crushing plant 42-26ST	A
11/01/2024	Telesmith portable gyratory crushing plant 44HS-CC	A
11/01/2024	Erie Strayer MC6 Concrete Batch Plant	A
11/01/2024	PEP DOU Vibe high screen plant 92-695	A
11/01/2024	Godwin water pump CD150M s 0955054	A
11/01/2024	6" Gorman-Rupp water pump	A
11/01/2024	Gouds Pump Irri-gator water pump	A
11/01/2024	Miller Bobcat 20 welder/generator	A
11/01/2024	Cat gen set SN FSE00458	A
11/01/2024	Cedar Rapids 54 El-Jay Roller-Cone portable plant	A
11/01/2024	Construction office trailer 10'x44'	A
11/01/2024	Rice Lake Survivor truck platform scale	A
11/01/2024	225 Cardinal LED Scale Read out	A
11/01/2024	Electric Switch Gear Control Center 30' Container	A
11/01/2024	Cat 345CL year02006	A
11/01/2024	Cat 349FL	A
11/01/2024	Cat 972M	A
11/01/2024	Cat 980G	A
11/01/2024	Dell Inspiron 15 laptop computer	A
11/01/2024	Lenovo laptop computer	A
11/01/2024	Misc Aggregate testing equipment	A
11/01/2024	Miscellaneous tools	A
11/01/2024	500 gallon fuel tank w pump	A
11/01/2024	20' container & misc tools	A
11/01/2024	40' Van tailer w contents	A
11/01/2024	H&B Hot Mix Asphalt Plant	A
12/31/2024	2025 Lowboy 65T Trailer #25-821	A
04/12/2025	Fork Lift, JLG 55Ft #85-825	A
04/12/2025	Cold Planer HF/XPS #50-828	A
04/12/2025	Skid Steer Cat265 #50-826	A
04/12/2025	Paver CAT AP1055 #95-205	A
04/12/2025	Roller CAT CB10 #80-827	A
04/12/2025	Tandem Vib Roller Compactor CAT CB13 #80-831	A
04/12/2025	Vib Asphalt Compactor Roller CATT CB10 #80-783	A
04/23/2025	Grader blade GB124 #99-829	A
05/23/2025	Asphalt plant hardware from Command Alkon	A
05/26/2025	3" Unloading Pump Package-asphalt plant	A
05/29/2025	Generator #99-845	A
06/02/2025	2025 Sure trac 7x18 Tilt 14k	A
06/06/2025	2026 Manac Stl Sigle drop trailer #840	A
06/06/2025	2026 Manac Stl Single Drop trailer #841	A
06/06/2025	2026 Manac Stl Single Drop trailer #842	A
06/06/2025	2026 Manac Stl Single Drop trailer #843	A
06/23/2025	2025 Nitro 8.5x20 SC #26-836	A
06/24/2025	Miller Welder	A
07/02/2025	Trailer #837	A
07/15/2025	Asphalt tank (Milton quarry)	A

Date Acq	Description	Status
Asset A/C#: 10520 - EQUIPMENT		
07/17/2025	Skid steer #50-846	A
07/21/2025	Excavator #75-847	A
07/21/2025	Excavator #75-848	A
09/08/2025	Integrity Trailer #26-857	A
09/17/2025	Paving roller RD12L90 #80-861	A
10/08/2025	Hydraulic Ring Saw	A
10/15/2025	Trailer/pressure washer	A
10/27/2025	Cold Planer #50-856	A
12/29/2025	Poly 7'6" Side Shift Vrush 74HP	A
12/29/2025	Hydraulic Excav 305-07CR #75-884	A
12/29/2025	CAT Hydraulic excavator 305-07CR #75-864	A
12/31/2025	CAT #50-863	A
Grand totals: 10520 (450 assets)		
Asset A/C#: 10530 - HEAVY TRUCKS & TRAILERS		
03/26/1996	SCHWING PUMP & BOOM - UN IT #30	A
03/26/1996	MACK MR 688S TRK - UNIT #30	A
03/28/1997	[LKT000002] TRADED 02/01/01 NBV-B 0.00	A
06/19/1997	BEAU-ROC 14' x 48" x 60' DUMP BODY	A
05/04/1998	[LKT000005] TRADED 04/13/06 NBV-F 0.00	A
06/15/1998	93 MACK TRUCK - #10 -SN:023059	A
05/18/1999	1999 MID-ATLANTIC 82" X 18'	A
04/07/2000	1988 INT'L - WATER TRUCK - UNIT #200	A
05/15/2000	TW312 8' x 16' UTILITY TRAILER	A
02/01/2001	[LKT000002] TRADED 08/07/03 NBV-B 0.00	A
03/19/2001	1999 FRGHT DUMP TRUCK - UNIT # 87	A
04/09/2001	1986 32' GREAT DANE TRAILER	A
04/09/2001	1972 26' GINDY TRAILER	A
04/16/2001	KENWORTH TRACTOR - UNIT # 107	A
04/23/2001	2001 PACE AMERICA TRAILER	A
05/04/2001	SCHWING PUMP TRUCK - UNIT #39	A
12/31/2003	2004 INTL DUMP - UNIT #133	A
03/22/2004	2004 KENWORTH TRACTOR - UNIT #72	A
04/21/2004	DORSEY DUMP TRAILER	A
05/07/2004	INTL DUMP TRUCK - UNIT #141	A
10/14/2004	DYNAWELD BUS TRAILER	A
04/27/2005	WATER TANK FOR #48	A
06/07/2005	INTERSTATE TRAILER 7'x16'X6'8"	A
04/13/2006	[LKA000005] 2006 ROGERS LOWBED TRAILER	A
06/07/2006	2007 FRHTLNR DUMP - UNIT # 105	A
08/31/2006	2006 FRHT OIL TRUCK 0 UNIT #158	A
08/08/2007	2007 FRGHT LUBE TRUCK #165	A
04/25/2008	2007 FREIGHTLINER DUMP - UNIT #174	A
07/02/2008	2009 FREIGHTLINER DUMP - UNIT #177	A
01/01/2009	2006 KENWORTH DUMP #P8	A
01/01/2009	2003 CAM TRAILER #P11	A
04/29/2011	2011 TRAILBOSS 27 TON TILT TRAILER #302	A
05/10/2011	ATLAS COPCO AIR COMPRESSOR #297	A
05/25/2012	FORD F800 DISTRIBUTOR TRUCK #340	A
10/01/2012	BRAVO TRAILER #345	A
12/28/2012	4 PRECAST TRAILERS #ERS 357 THRU 360	A
04/22/2013	2013 HAULMARK TRAILER #369	A
07/23/2013	BROVO TRAILER - UNIT #374	A
12/19/2013	2014 BRAVO TRAILER =- UNIT #386	A
04/18/2014	LOWBOY #391	A
06/30/2014	JOB TRAILER #398	A
08/12/2015	2015 WELLS CARGO TRAILER 7X14 #451	A
08/27/2015	2015 WELLS CARGO TRAILER 8.5X24 #452	A
12/22/2015	2016 KENWORTH FUEL TRUCK #462	A
12/31/2015	WACKER LIGHT TOWER #470	A
12/31/2015	WACKER LIGHT TOWER #471	A
06/24/2016	BRAVO TRAILER #482	A
06/24/2016	BRAVO TRAILER #483	A
12/29/2016	GENERATOR #501	A
12/30/2016	KAESER COMPRESSOR #505	A
12/30/2016	2016 KW TRACTOR #500	A
04/11/2017	2017 FINN HYDROSEEDER #511	A
06/22/2017	2017 MESSAGE BOARD #534	A
06/22/2017	2017 MESSAGE BOARD #535	A
06/29/2017	2018 BRAVO TRAILER #532	A
06/29/2017	2018 BRAVO TRAILER #533	A
02/27/2018	HYDROGRASS STRAW BLOWER #576	A
07/01/2018	THAWZALL #574	A

Date Acq	Description	Status
Asset A/C#: 10530 - HEAVY TRUCKS & TRAILERS		
12/05/2018	2 LIGHT TREES #598 & #599	A
12/12/2018	WACKER GENERATOR #597	A
03/29/2019	PAVING TRAILER #614	A
12/23/2019	HEATER #638	A
05/09/2020	BRAVO TRAILER #645	A
06/19/2020	BRAVO TRAILER #648	A
09/10/2020	PETERBUILT SERVICE TRUCK #653	A
11/09/2020	TRAILBOSS TRAILER #660	A
04/02/2021	TRAILER #681	A
05/17/2021	LIGHT TOWER #684	A
07/24/2021	TRAILER #685	A
10/07/2021	VACUUM EXCAVATOR TRAILER #692	A
10/09/2021	LOADER #83 COMPRESSOR	A
02/10/2022	OFFICE TRAILER	A
02/24/2022	THAWZALL GROUND HEATER	A
02/28/2022	MESSAGE BOARD	A
04/06/2022	MESSAGE BOARD	A
06/28/2022	PAVING TACK TRAILER #729	A
09/30/2022	VER-MAC AROW BOARD #26-739	A
12/14/2023	2023 Sure Trac SN 5JW1U182XP2408101 #26-805	A
12/14/2023	2023 Bwise SN 58CB1TE21PC003382 #26-806	A
11/01/2024	Haul Truck Komatsu HD325-6	A
12/19/2024	2025 Western Star 47x #10-114	A
12/19/2024	2025 Western Star 47x #10-113	A
06/20/2025	2024 ABS LRC339 Trailer #25-845	A
12/31/2025	CAT 730 #70-868	A
Grand totals: 10530 (84 assets)		
Asset A/C#: 10560 - UPC ASSET BASIS AJE		
01/01/2009	UPC ASSET BASIS ADJUSTMENT	A
Grand totals: 10560 (1 asset)		
Asset A/C#: 10570 - VEHICLES		
04/02/1999	[LKT000001] TRADED 12/13/00 NBV-B 0.00	A
04/30/1999	[LKT000004] TRADED 04/26/06 NBV-F 0.00	A
08/30/2002	2000 GMC FURNITURE TRK - UNIT #122	A
12/23/2002	2002 MERCEDES E CLASS	A
04/25/2005	2005 FORD F250 P/U - UNIT #142	A
12/29/2005	2006 FORD F350 P/U - UNIT # 152	A
12/29/2005	2006 FORD F250 P/U - UNIT # 149	A
04/26/2006	[LKA000004] 1999 CHEVY - UNIT # 103	A
08/31/2007	2008 CHEVY AVALANCHE #13	A
12/30/2010	2011 CHEVY 2500 #277	A
12/30/2010	2011 CHEVY 2500 #291	A
12/31/2010	DODGE RAM 3500 - CLIF #258	A
05/02/2012	CHEVY 2500 #335	A
05/02/2012	CHEVY 2500 #336	A
05/07/2012	CHEVY 2500 #338	A
05/07/2012	CHEVY 2500 #339	A
03/29/2013	2013 GMC SWERRA 2500 #364	A
08/09/2013	2013 DODGE RAM P/U - UNIT #376	A
12/27/2013	2012 DODGE RAM 5500 - UNIT #388	A
06/30/2014	DODGE 3500 #397	A
07/17/2014	DODGE 1500 #404	A
09/08/2014	CHEVY 2500 #411	A
09/08/2014	CHEVY 2500 #412	A
09/29/2014	12 PASSANGER VAN #415	A
11/06/2014	GMC SIERRA 3500 #418	A
04/22/2015	2015 BMW X5	A
12/08/2015	2016 FORD F250 #458	A
12/24/2015	2016 GMC SIERRA 2500 #459	A
12/24/2015	2016 CHEVY 1500 #464	A
05/31/2016	2016 GMC 2500 #481	A
07/27/2016	2016 FORD F150 #13	A
12/28/2016	2017 GMC SIERRA #498	A
12/28/2016	2016 GMC SIERRA #497	A
04/10/2017	2017 FORD F250 #508	A
05/31/2017	2017 GMC 2500 #517	A
06/26/2017	2017 FORD F250 #530	A
10/24/2017	2017 FORD F250 #547	A
10/24/2017	2017FORD F250 #548	A
10/24/2017	2017 FORF F250 #549	A

Date Acq	Description	Status
Asset A/C#: 10570 - VEHICLES		
10/24/2017	2017 FORD F250 #550	A
12/31/2017	2018 FORD F250 #573	A
12/22/2018	2019 CHEVY #609	A
12/27/2018	2019 GMC #600	A
12/27/2018	2019 CHEVY 2500 #608	A
12/27/2018	2019 CHEVY 2500 #607	A
10/30/2019	GMC 2500 #621	A
10/31/2019	GMC 2500 #622	A
12/23/2019	GMC 2500 #627	A
02/29/2020	2020 RAM 1500 #640	A
07/10/2020	2020 FORD VAN #649	A
10/21/2020	2020 CHEVY 2500 #654	A
10/21/2020	2020 CHEVY 2500 #655	A
10/21/2020	2020 CHEVY 2500 #656	A
10/21/2020	2020 CHEVY 2500 #657	A
12/28/2020	1971 MERCEDES 280 SL ROADSTER #678	A
04/12/2021	CHEVY 2500 #682	A
08/26/2021	RAM 1500 #687	A
03/09/2022	2022 RAM 1500 #715	A
03/09/2022	2022 DODGE 1500 #716	A
06/16/2022	RAM 3500 #726	A
06/16/2022	RAM 3500 #727	A
06/28/2022	RAM 3500 #733	A
07/21/2022	RAM 3500 #730	A
07/21/2022	RAM 3500 #731	A
08/11/2022	RAM 3500 #30-734	A
09/22/2022	RAM 3500 #30-738	A
11/30/2022	2022 RAM 3500 # 30-747	A
01/20/2023	RAM 1500 #30-758	A
03/09/2023	GMC 1500 #30-776	A
06/13/2023	Toyota Tundra #30-781	A
07/25/2023	2022 Ram Truck #30-785	A
07/25/2023	2023 Ram Truck #30-787	A
09/07/2023	Ford F150 #30-142	A
10/10/2023	2023 Ford F150 #30-142	A
10/10/2023	2023 Ford F150 #30-138	A
10/10/2023	2023 RAm Truck #30-134	A
10/10/2023	2023 Ram Truck 3500 #30-136	A
10/10/2023	2023 Ford F150 #30-130	A
01/17/2024	2023 Ford F150 #30-132	A
02/15/2024	2024 Chevy Silverado 1500 #30-135	A
02/15/2024	2024Chevy Silverado 1500 #30-120	A
04/03/2024	2025 Ford E-350 #30-789	A
04/10/2024	2024 BMW X7 XDRIVE40I #30-03	A
04/29/2024	2024 Ford T150 Van #30-791	A
05/06/2024	2024 Ford F150 Pickup #30-164	A
05/06/2024	2024 Ford F10 Pickup #30-162	A
07/16/2024	Chrysler Capital #300	A
09/23/2024	2024 Chevy Silverado #30-205	A
10/14/2024	2024 Chevy Silverado #30-209	A
10/23/2024	2024 Ram 3500 #30-212	A
10/28/2024	2025 Chevy Silverado #30-33	A
10/28/2024	2025 Chevy Silverado #30-222	A
11/01/2024	Chevy F250 service truck 2006	A
11/27/2024	2025 Chevy Silverado #30-214	A
12/26/2024	2025 Chevy Silverado 3500HD #30216	A
12/26/2024	2025 Chevy Silverado 3500HD #30-217	A
12/26/2024	2025 Chevy Silverado 3500HD #30-218	A
03/19/2025	Volvo XC90 2025	A
04/29/2025	2025 Chevy Silverado #30-201	A
04/29/2025	2025 Chevy Silverado #30-208	A
05/27/2025	2025 Chevy Silverado #30-171	A
05/30/2025	2025 GMC Sierra #30-173	A
07/07/2025	2022 Chevy 6500 #30-199	A
10/27/2025	2020 Ram 1500 #30-196	A
Grand totals: 10570 (104 assets)		
Asset A/C#: 10590 - 10590 - QUARRY		
05/11/2009	QUARRY LEASE	A
Grand totals: 10590 (1 asset)		

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED HEREWITH, INCLUDING ANY ATTACHMENTS, IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME OF ORGANIZATION: S.D. Ireland Brothers Corporation

BY: Scott D. Ireland

TITLE: Scott D. Ireland, President

DATED: 4/22/26

NOTARY ATTEST:

SUBSCRIBED AND SWORN TO BEFORE ME Scott D. Ireland, President on THIS 22 DAY OF April, 2026

Kerri Germain

NOTARY PUBLIC - STATE OF Vermont

MY COMMISSION EXPIRES: 1/31/27



REQUIRED ATTACHMENTS

1. Schedule A (Current Experience).
2. Schedule B (Previous Experience).
3. Schedule C (Major Equipment).
4. Audited balance sheet for each of the last 3 years for firm named in Section 1.
5. Evidence of authority for individuals listed in Section 7 to bind organization to an agreement.
6. Resumes of officers and key individuals (including Safety Officer) of firm named in Section 1.
7. Required safety program submittals listed in Section 13.
8. Attachment K: City of Burlington, Pre-Qualification of Construction Contractors Application.
9. Additional items as pertinent.

EJCDC® C-451, Qualifications Statement.
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S.D. IRELAND BROTHERS CORPORATION
CERTFICATE OF OFFICER
And
UNANIMOUS CONSENT

The undersigned Secretary of S.D. Ireland Brothers Corporation, a Vermont corporation (the "Corporation"), hereby certifies that the following resolution was duly adopted by unanimous written consent of the Board of Directors of the Corporation in lieu of any meeting for the purpose, in accordance with 11A V.S.A. Section 8.21, and such resolution is currently in full force and effect without modification:

RESOLVED, that the Corporation shall enter into a contract for the NORTON BF 0321 (21) (Re-Ad) Contract and such contract is hereby RATIFIED and APPROVED on such terms as Scott D. Ireland, the President of the Corporation, shall deem appropriates; and it is

FUTHER RESOLVED, that Scott D. Ireland, the President of the Corporation is hereby **AUTHORIZED** and **EMPOWERED** by and on behalf of the Corporation to execute and deliver the Contract, with such changes and modifications as he deems necessary and appropriate, and to execute and deliver all other documents and instruments, and to do all other acts and things, as are necessary or desirable in connection with the Contract, his execution and delivery of the Contract or any other such document or instrument to constitute conclusive evidence of this authority to act for the Corporation.

Permitted bidders are as follows; Scott D. Ireland, Kerri Germain, and Tyson Chouinard.

Dated as of the 15th day of January 2026.

Sophie D. Ireland, Secretary of the Corporation

WRITTEN CONSENT OF DIRECTORS:

Scott D. Ireland, President

Stephen D. Ireland, Vice President

Certification of Agreement to Comply with the City of Burlington's Livable Wage Ordinance

I, Scott D. Ireland, on behalf of S.D. Ireland Brothers Corp. ("the Contractor"), in connection with a contract for 26 Water Resources Distribution System services to be provided to the City of Burlington ("the City"), hereby certify, under oath, that the Contractor (and any of its subcontractors or subgrantees under this contract) shall comply with the City's Livable Wage Ordinance ("LWO"), B.C.O. 21-80 et seq., and that:

(1) The Contractor shall pay all "covered employees" as defined by the LWO (including covered employees of subcontractors or subgrantees) a livable wage (as determined, or adjusted, annually by the City's chief administrative officer), and shall provide required paid time off for the term of the contract *(or the duration of the contracted project)*;

(a) Employees are entitled to 12 days of paid time off per year, which may be prorated subject to B.C.O. Sec. 21-82(c); and

(b) For a covered employer that provides employer assisted health care, the livable wage shall be at least $19.90 per hour; and

(d) For a covered employer that does not provide employer assisted health care, the livable wage shall be at least $22.11 per hour.

(2) The Contractor shall post a notice regarding the applicability of the LWO in the workplace or in other locations where covered employees normally work, and where such notice can be readily seen;

(3) Upon request of the City's chief administrative officer, the Contractor, for itself and, as applicable, for any of its subcontractors or subgrantees, shall provide payroll records, health insurance enrollment records, and other relevant documentation, as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of the City's request;

(4) The Contractor shall cooperate in any investigation conducted pursuant to the LWO by the City's designated accountability monitors or the City's Office of City Attorney & Corporate Counsel;

(5) The Contractor shall not retaliate, nor allow any of its subcontractors or subgrantees to retaliate, against an employee or other person because such employee or person has exercised rights or is planning to exercise rights protected under the LWO, or has cooperated in an investigation conducted pursuant to the LWO;

(6) The Contractor is required to insert in all subcontracts the requirements of the LWO. The Contractor is liable for violations of the LWO committed by its covered subcontractors.

By signing below, I certify under the pains and penalties of perjury that I have personal knowledge of the foregoing or have made a reasonable inquiry thereinto, and that to the best of my knowledge and belief, the foregoing is true and correct. (See 13 V.S.A. 2904(b).)

Date: 4/22/26 By: _____ Scott D. Ireland, President

Contractor, or its duly authorized agent

IMPORTANT NOTE: Effective January 1, 2025, for covered employees not under a labor agreement and not working under an agreement subject to Davis-Bacon Act compliance for highway or heavy construction, if the contract or grant amount, inclusive of amendments, is $50,000 or greater, the vendor is required to certify payroll with each invoice. An acceptable form of certification is attached. Backup documentation may be requested in connection with random compliance audits. Certification of subcontractor or subconsultant payroll is required only upon request.

ATTACHMENT

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, Scott D. Ireland, President, on behalf of S.D. Ireland Brothers Corporation (Contractor) and in connection with the

26 Water Resources Distribution System [project],

hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at Williston, Vermont this 22nd day of April, 20 26

By: _____
Duly Authorized Agent Scott D. Ireland, President

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, Scott D. Ireland, President, on behalf of S.D. Ireland Brothers Corporation (Contractor) and in connection with 26 Water Resources Distribution System (City contract/project/grant), hereby certify under oath that S.D. Ireland Brothers Corporation (Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at Williston, Vermont this 22nd day of April, 20 26

By: _____
Duly Authorized Agent Scott D. Ireland, President

PATRICK LEAHY
BURLINGTON
INTERNATIONAL AIRPORT

April 16, 2025

S.D. Ireland Brothers Corporation
P.O. Box 2286
So. Burlington, VT 05407

RE: Prequalification of Construction Contracts Application
with the City of Burlington, Vermont

S.D. Ireland Brothers Corporation:

After review of your Prequalification of Construction Contractors Application, your company is considered QUALIFIED to bid projects for the City of Burlington and Burlington International Airport within your company's field of services and financial capabilities. This Prequalification is valid for a period of one year and will expire on April 15, 2026.

Please note that all projects in excess of $15,000 at the Airport are subject to the City of Burlington Livable Wage Rates, and those receiving Federal funding are also subject to Davis Bacon Wage Rates. These will be provided with the Request for Proposal for the specific projects. Also, if you have not submitted your complete financial statement package at this time (CPA approved), you will be required to do so prior to executing any work contracts with the Airport.

Bid Requests and information on future projects will be available on the State business website (www.vermontbidsystem.com), Works in Progress (20 Farrell Street, South Burlington, VT 05403), and the Airport website (www.btv.aero).

If you have any questions, please give me a call at 802-503-7368.

Thank you for your interest in Patrick Leahy Burlington International Airport.

Sincerely,

Nic Longo, Director of Aviation

A: 1200 Airport Drive, #1 South Burlington, VT 05403
P: 802.863.2874

S.D. Ireland
Brothers Corporation
802-863-6222 • Fax: 802-860-1528
www.sdireland.com

April 15, 2026

Larry Lackey
Director of Planning, Engineering and Sustainability
Patrick Leahy Burlington International Airport
1200 Airport Drive #1
South Burlington, VT 05403

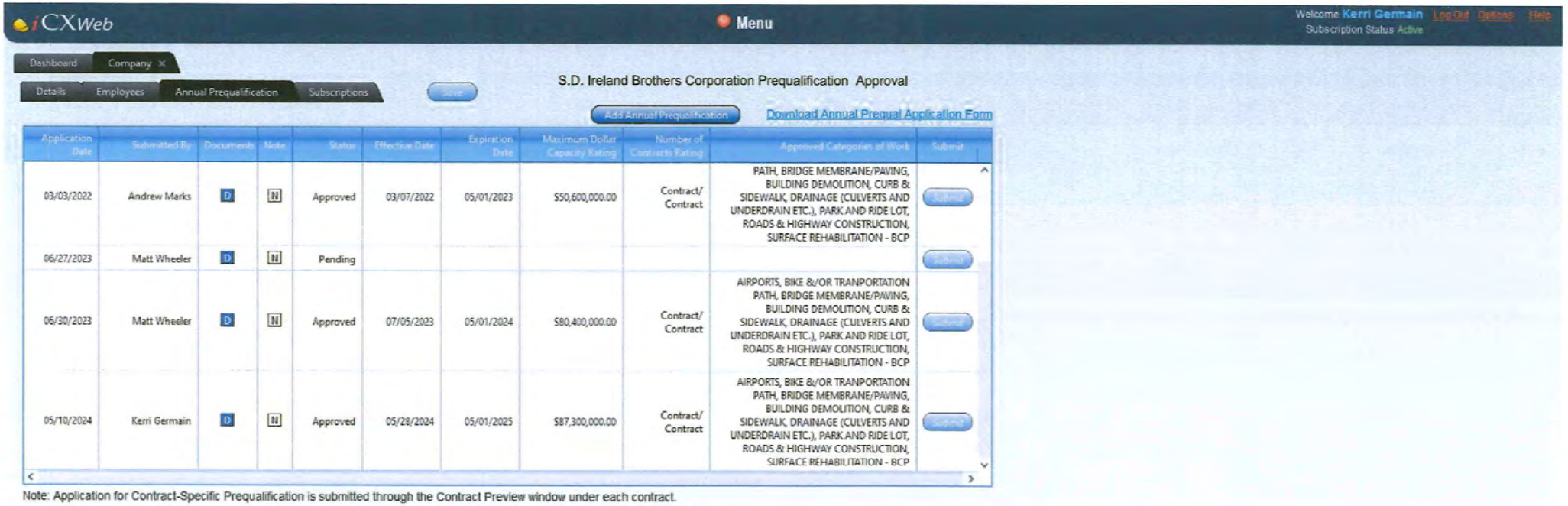
Dear Larry,

Enclosed is the City of Burlington Prequalification of Construction Contractors Application for S.D. Ireland Brothers Corporation for the 2026/2027 construction season. We have attached our current balance sheet. Our audited financial statements will follow by May 10th upon our audit completion.

Let me know if you have any questions or concerns with this application.

Thank you,

Scott D. Ireland
President
S.D. Ireland Brothers Corporation


iCXWeb
Menu
Welcome Kerri Germain Log Out Options Help
Subscription Status Active
Dashboard
Company
Details
Employees
Annual Prequalification
Subscriptions
Save
S.D. Ireland Brothers Corporation Prequalification Approval
Add Annual Prequalification
Download Annual Prequal Application Form
Application Date
Submitted By
Documents
Note
Status
Effective Date
Expiration Date
Maximum Dollar Capacity Rating
Number of Contracts Rating
Approved Categories of Work
Submit
03/03/2022
Andrew Marks
D
N
Approved
03/07/2022
05/01/2023
$50,600,000.00
Contract/ Contract
PATH, BRIDGE MEMBRANE/PAVING, BUILDING DEMOLITION, CURB & SIDEWALK, DRAINAGE (CULVERTS AND UNDERDRAIN ETC.), PARK AND RIDE LOT, ROADS & HIGHWAY CONSTRUCTION, SURFACE REHABILITATION - BCP
Submit
06/27/2023
Matt Wheeler
D
N
Pending
Submit
06/30/2023
Matt Wheeler
D
N
Approved
07/05/2023
05/01/2024
$80,400,000.00
Contract/ Contract
AIRPORTS, BIKE &/OR TRANPORTATION PATH, BRIDGE MEMBRANE/PAVING, BUILDING DEMOLITION, CURB & SIDEWALK, DRAINAGE (CULVERTS AND UNDERDRAIN ETC.), PARK AND RIDE LOT, ROADS & HIGHWAY CONSTRUCTION, SURFACE REHABILITATION - BCP
Submit
05/10/2024
Kerri Germain
D
N
Approved
05/28/2024
05/01/2025
$87,300,000.00
Contract/ Contract
AIRPORTS, BIKE &/OR TRANPORTATION PATH, BRIDGE MEMBRANE/PAVING, BUILDING DEMOLITION, CURB & SIDEWALK, DRAINAGE (CULVERTS AND UNDERDRAIN ETC.), PARK AND RIDE LOT, ROADS & HIGHWAY CONSTRUCTION, SURFACE REHABILITATION - BCP
Submit
Note: Application for Contract-Specific Prequalification is submitted through the Contract Preview window under each contract.

Attachment D

City of Burlington, VT

2026 WATER RESOURCES WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Bid Tabulation

Bid Opening 4/22/2026

				ENGINEERS EST		DIRT TECH BID		SD IRELAND BID	
BID ITEM	**ITEM DESCRIPTION**	**UNITS**	**BID QTY**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**
1	2" Water Main	LF	265	$ 113.00	$ 29,945.00	$ 390.00	$ 103,350.00	$ 95.00	$ 25,175.00
2	6" Water Main	LF	50	$ 144.00	$ 7,200.00	$ 800.00	$ 40,000.00	$ 425.00	$ 21,250.00
3	8" Water Main	LF	2086	$ 156.00	$ 325,416.00	$ 170.00	$ 354,620.00	$ 225.00	$ 469,350.00
4	2" Gate Valve	EA	2	$ 1,950.00	$ 3,900.00	$ 4,800.00	$ 9,600.00	$ 3,250.00	$ 6,500.00
5	6" Gate Valve	EA	2	$ 2,400.00	$ 4,800.00	$ 5,100.00	$ 10,200.00	$ 4,450.00	$ 8,900.00
6	8" Gate Valve	EA	7	$ 3,300.00	$ 23,100.00	$ 6,100.00	$ 42,700.00	$ 5,750.00	$ 40,250.00
7	1" Water Services	LF	441	$ 108.00	$ 47,628.00	$ 225.00	$ 99,225.00	$ 130.00	$ 57,330.00
8	1.5" Water Services	LF	35	$ 114.00	$ 3,990.00	$ 175.00	$ 6,125.00	$ 135.00	$ 4,725.00
9	6" Water Services	LF	44	$ 144.00	$ 6,336.00	$ 315.00	$ 13,860.00	$ 150.00	$ 6,600.00
10	Curb Stop and Boxes	EA	6	$ 900.00	$ 5,400.00	$ 3,375.00	$ 20,250.00	$ 1,750.00	$ 10,500.00
11	Corporation Stops	EA	30	$ 900.00	$ 27,000.00	$ 2,200.00	$ 66,000.00	$ 1,550.00	$ 46,500.00
12	Ledge and Boulder Excavation	CYD	25	$ 600.00	$ 15,000.00	$ 2,880.00	$ 72,000.00	$ 250.00	$ 6,250.00
13	Unsuitable Material	CYD	2130	$ 90.00	$ 191,700.00	$ 127.00	$ 270,510.00	$ 5.00	$ 10,650.00
14	Permanent Patch Pavement Repair for Roads	SY	2388	$ 120.00	$ 286,560.00	$ 70.00	$ 167,160.00	$ 70.00	$ 167,160.00
15	Pavement Repair for Driveways	SY	133	$ 78.00	$ 10,374.00	$ 210.00	$ 27,930.00	$ 115.00	$ 15,295.00
16	Concrete curb replacement	LF	265	$ 78.00	$ 20,670.00	$ 160.00	$ 42,400.00	$ 150.00	$ 39,750.00
17	Concrete sidewalk replacement	SY	28	$ 168.00	$ 4,704.00	$ 960.00	$ 26,880.00	$ 300.00	$ 8,400.00
18	Rigid Trench Insulation	LF	120	$ 6.00	$ 720.00	$ 80.00	$ 9,600.00	$ 15.00	$ 1,800.00
19.A	Abandon Existing Water Line - Summit Street	LS	1	$ 19,350.00	$ 19,350.00	$ 18,200.00	$ 18,200.00	$ 18,000.00	$ 18,000.00
19.B	Abandon Existing Water Line - Pine Street	LS	1	$ 36,600.00	$ 36,600.00	$ 36,400.00	$ 36,400.00	$ 32,000.00	$ 32,000.00
20.A	Preparation of Site and Miscellaneous Work - Summit Street	LS	1	$ 81,300.00	$ 81,300.00	$ 97,800.00	$ 97,800.00	$ 90,000.00	$ 90,000.00
20.B	Preparation of Site and Miscellaneous Work - Pine Street	LS	1	$ 161,700.00	$ 161,700.00	$ 150,000.00	$ 150,000.00	$ 160,000.00	$ 160,000.00
20.C	Preparation of Site and Miscellaneous Work - Bennington Court	LS	1	$ 24,000.00	$ 24,000.00	$ 45,940.00	$ 45,940.00	$ 50,000.00	$ 50,000.00
		TOTAL BASE BID #1:			$ 1,337,393.00		$ 1,730,750.00		$ 1,296,385.00

				ENGINEERS EST		DIRT TECH BID		SD IRELAND BID	
BID ITEM	**ITEM DESCRIPTION**	**UNITS**	**BID QTY**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**
BA1	Main Street Intersection Work	LF	1	$ 150,000.00	$ 150,000.00	$ 40,250.00	$ 40,250.00	$ 30,000.00	$ 30,000.00
		TOTAL BID ALT #1:			$ 150,000.00		$ 40,250.00		$ 30,000.00

	ENGINEERS EST	DIRT TECH BID	SD IRELAND BID
TOTAL BASE BID (base bid #1 and alternate bid #1)	$ 1,487,393.00	$ 1,771,000.00	$ 1,326,385.00

Mary Bourque, PE
Water Resources Engineer
DPW - Water Resources

Attachment E

Project Name: 2026 Water Resources Water Distribution System Improvements | DWSRF Loan# RF3-602-3.0

5/1/2026 | ENR CCI 11****0

Area for State of Vermont WID REVIEWED **/**/21

CONSULTANT COMPLETES Columns B through K: See Direction Tab

SRF Design and Construction Engineers Complete

See DIRECTIONS TAB

PERCENTAGE SPLITS	BID Tabs	Item Description	TOTAL Quantity	Units	Unit Cost	Total Cost	Asset Life	#DIV/0! CWSRF Loan Preliminary Eligibility #DIV/0!	CWSRF Loan Preliminary Eligibility #DIV/0!	PC Grant Preliminary Eligibility 0%	#DIV/0! DWSRF Preliminary Loan Eligibility #DIV/0!	DWSRF Preliminary Loan Eligibility #DIV/0!	#DIV/0! ARPA Program #DIV/0!	ARPA Program #DIV/0!	#DIV/0! #DIV/0!	Green Project Reserve (GPR) Eligibility, CWSRF Only: Green Infrastructure	Energy Efficiency	Water Efficiency	Environmental Innovation
Construction Costs																			
Contract #1		Contract 1								$ -									
	1	2" WATER MAIN	265	LF	$ 95.00	$ 25,175.00					$ 25,175.00								
	2	6" WATER MAIN	50	LF	$ 425.00	$ 21,250.00					$ 21,250.00								
	3	8" WATER MAIN	2,086	LF	$ 225.00	$ 469,350.00					$ 469,350.00								
	4	2" GATE VALVE	2	EA	$ 3,250.00	$ 6,500.00					$ 6,500.00								
	5	6" GATE VALVE	2	EA	$ 4,450.00	$ 8,900.00					$ 8,900.00								
	6	8" GATE VALVE	7	EA	$ 5,750.00	$ 40,250.00					$ 40,250.00								
	7	1" WATER SERVICES	441	LF	$ 130.00	$ 57,330.00					$ 57,330.00								
	8	1.5" WATER SERVICES	35	LF	$ 135.00	$ 4,725.00					$ 4,725.00								
	9	6" WATER SERVICES	44	LF	$ 150.00	$ 6,600.00					$ 6,600.00								
	10	CURB STOP AND BOXES	6	EA	$ 1,750.00	$ 10,500.00					$ 10,500.00								
	11	CORPORATION STOPS	30	EA	$ 1,550.00	$ 46,500.00					$ 46,500.00								
	12	LEDGE AND BOULDER EXCAVATION	25	CYD	$ 250.00	$ 6,250.00					$ 6,250.00								
	13	UNSUITABLE MATERIAL	2,130	CYD	$ 5.00	$ 10,650.00					$ 10,650.00								
	14	PERMANENT PATCH PAVEMENT REPAIR FOR ROADS	2,388	SY	70.00	$ 167,160.00					$ 167,160.00								
	15	PAVEMENT REPAIR FOR DRIVEWAYS	133	SY	$ 115.00	$ 15,295.00					$ 15,295.00								
	16	CONCRETE CURB REPLACEMENT	265	LF	$ 150.00	$ 39,750.00					$ 39,750.00								
	17	CONCRETE SIDEWALK REPLACEMENT	28	SY	$ 300.00	$ 8,400.00					$ 8,400.00								
	18	RIGID TRENCH INSULATION	120	LF	$ 15.00	$ 1,800.00					$ 1,800.00								
	19.A	ABANDON EXISTING WATER LINE - SUMMIT STREET	1	LS	$ 18,000.00	$ 18,000.00					$ 18,000.00								
	19.B	ABANDON EXISTING WATER LINE - PINE STREET	1	LS	$ 32,000.00	$ 32,000.00					$ 32,000.00								
	20.A	PREPARATION OF SITE AND MISCELLANEOUS WORK - SUMMIT STREET	1	LS	$ 90,000.00	$ 90,000.00					$ 90,000.00								
	20.B	PREPARATION OF SITE AND MISCELLANEOUS WORK - PINE STREET	1	LS	$ 160,000.00	$ 160,000.00					$ 160,000.00								
	20.C	PREPARATION OF SITE AND MISCELLANEOUS WORK - BENNINGTON COURT	1	LS	$ 50,000.00	$ 50,000.00					$ 50,000.00								
	Add Alt. 1	MAIN STREET INTERSECTION WORK	1	LS	$ 30,000.00	$ 30,000.00				$ -	$ 30,000.00								
										$ -									
		(Insert Items and Quantities to Match Bid Form)	0							$ -									
			0							$ -									
		Contingency - SEE DIRECTIONS TAB	20%			$ 265,277.00		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
Change Orders										$ -									
Change Order 1		(Insert Items and Quantities, if any to Match CO)								$ -									
Change Order 2										$ -									
Change Order 3										$ -									
Change Order 4										$ -									
Change Order 5										$ -									
Change Order xxxxx										$ -									
Small Purchases										$ -									
										$ -									
Engineering Costs																			
Engineering Planning Adv		EPA PC ****						$ -		$ -					$ -				
															$ -				
Step 1 Preliminary Eng		Include Loan #s													$ -				
		Standard Engineering Services (Basic and Special)	Original ESA																
		Preliminary Engineering Report																	
		Environmental Information Document, Hearings and Meetings																	
		Data Review and Collection																	
		Soil Borings																	
		Project Development Meetings (30/60/90)																	
		Initial Bond Vote Assistance																	
		GIS and Surveying Services																	
		Non-Standard Services (Basic and Special)																	
		Cleaning and TV-ing subcontractor		NTE															
		Land Surveyor ROW, Easement, and Plat		NTE															
		Hydrogeology		NTE															
		Historical/Archaeological		NTE															
		Contamination Investigations		NTE						$ -					$ -				
		Leakage, Inflow and Infiltration Studies		NTE						$ -					$ -				
		Pilot Testing		NTE						$ -					$ -				
		Evaluation of New Technologies		NTE						$ -					$ -				
		Building Material Testing (Asbestos, Lead, PCBs, etc)		NTE						$ -					$ -				
		Bond Vote Assistance Following Failed Vote		NTE						$ -					$ -				
		Pre-approved items from EJCDC part 2, A2.01.A.		NTE						$ -					$ -				
		Environmental Impact Study Related Work		NTE											$ -				
Step 2 Final Design		Include Loan #s: RF1-***/WPL-***													$ -				
		Standard Engineering Services (Please see Directions)								$ -					$ -				
		Final Design, Plans and Specifications				$ -	LS			$ -					$ -				
		Project Development Meetings (30/60/90)				$ -	NTE			$ -					$ -				
		Construction Cost Estimate (PCS Template)				$ 1,448.00	NTE			$ -	$ 1,448.00				$ -				
		Basis of Final Design				$ -	NTE			$ -	$ -				$ -				
		Non Standard Engineering Services													$ -				
		List as they will appear on your invoicing.				$ -	NTE			$ -					$ -				
		All Subcontractors should be listed Separately				$ -	NTE			$ -					$ -				
						$ -									$ -				
Step 3 Engineering Services		Include Loan #s													$ -				
		Standard Engineering Services (Please see Directions)																	
		Bid Phase Services				$ -	NTE												
		Construction Contract Management				$ 48,845.00	NTE												
		Resident Project Representative				$ 121,598.00	NTE			$ -					$ 121,598.00				
		Construction Administration				$ -	NTE			$ -					$ -				
		Contract Administration				$ -	NTE			$ -					$ -				
		Non Standard Engineering Services																	
		Materials testing for quality control, during construction				$ 3,920.00	NTE												
		Post Construction:																	
		Walkthrough																	
		Record Dwgs					NTE												
		O&M Manual				$ -	NTE			$ -					$ -				
		Closeout Documentation				$ -	NTE			$ -					$ -				
		Federal Cross Cutters (required field)				$ -	NTE			$ -					$ -				
Other Costs																			
		Administration								$ -	$ -				$ -				
		Legal								$ -	$ -				$ -				
		Bond Vote Assistance													$ -				
		Land Acquisition													$ -				
		Short term interest													$ -				
SUBTOTAL ENGINEERING COSTS						$ 175,811.00													
SUBTOTAL SUBCONSULTANT COSTS																			
TOTAL ESTIMATED CONSTRUCTION COST						$ 1,591,662.00		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
TOTAL ESTIMATED PROJECT COST						$ 1,767,473.00		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	$ -	$ -	$ -	$ -
BOND Date						3/3/2025		**/**/20**		**/**/20**	**/**/20**				**/**/20**				
BOND or FUNDING CAPACITY						$7,500,000.00				$ -									
Remaining Bond Capacity						#DIV/0!				Check Availability									
Administrative+Legal % of Total Construction Cost is :			0.00%																
CW Loan Eligibility Total								#DIV/0!											
DW Loan Eligible											#DIV/0!		ARPA						
GPR Eligibility Total								$ -					#DIV/0!						
PC Grant Award										$ -									
Remaining PC Grant Eligibility										#DIV/0!									

ERUs

CWSRF User Rate Calculation

Cost Weighted Asset Life	#DIV/0!
Existing User Rate	
Additional New O&M annual	
User Rate	#DIV/0! /year
MHI	
Affordability	#DIV/0!

Notes:

1. Include any assumptions.

2. Include source(s) of data for asset life.
=AA169+AA168+PMT(0.02,AA167,M162)/Z165 IS NEW for V13. Used to be J165

GPR Narrative:

Attachment F

Mary Bourque

From: Lavalette, Chris <Chris.Lavalette@vermont.gov>
Sent: Thursday, April 30, 2026 10:56 AM
To: Mary Bourque
Subject: RE: Reference Check Questions for S.D. Ireland (Please respond by 5/4 if possible)

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

Mary,

I have commented in Red below.

From: Mary Bourque <mbourque@burlingtonvt.gov>
Sent: Thursday, April 30, 2026 9:33 AM
To: Lavalette, Chris <Chris.Lavalette@vermont.gov>
Subject: Reference Check Questions for S.D. Ireland (Please respond by 5/4 if possible)

> You don't often get email from mbourque@burlingtonvt.gov. Learn why this is important

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.
Hello Chris,

We are doing reference checks for S.D. Ireland Brothers (SDI) for our project at Burlington. SDI is the low bidder on a distribution system improvements project for approximately $1,300,000. The project includes replacement of approximately 2,500 linear feet of water main and appurtenances, paving and surface restoration.

If you could take a few minutes to answer the following reference questions by Monday (5/4) it would be greatly appreciated:

- Did you work with SDI on a similar type of construction project? I worked with SDI on waterline installation and improvements on the Exit 16 DDI project .
- What was the scope and approximate cost of the construction project? SDI performed many utility upgrades including new waterline, hydrants, valves, this portion of the project was around $350,000. Project was many utility, drainage improvements and walking paths and more totaling nearly 10 million..
- Who managed the project at SDI and did they do a good job? Matt Wheeler and Kurt Hutchins managed the project. The project was well managed with open lines of communication.

- What Subs were on the project and was SDI able to control the Subs? SDI managed their subs very well. We had FWW, Maine drilling and Blasting, L&D.
- Did SDI perform quality work and remain on schedule? SDI performed quality work and completed the project ahead of schedule.
- Did SDI request an excessive amount of change orders, and if so, what was the approximate percentage of the entire project? SDI didn't request an excessive amount of change orders.
- Were there any issues with the SDI Safety Program? We encountered no safety issues. We were working day and night and traffic in this location was always a concern, but they had a plan for all aspects that we discussed prior to implementing and discussed changes if we determined they were needed.
- Did SDI complete the punch list and project closeout effectively? YES
- Would you recommend SDI and do you have any other thoughts to share? I would recommend SDI, my experience with them (currently working with them again) is they have good communication, and willingness to do what it takes to do the task correctly. They do like to have a plan and continue to work forward, when concerns or problems occur they want to move forward so they have been willing to communicate with ideas to make that happen. Overall I have had mostly positive experiences with them.

Thank you!
Mary

Mary Bourque, PE (*she/her*)
Water Resources Engineer
Mobile: (802) 809-1765

53 Lavalley Lane
Burlington, VT 05401

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

Mary Bourque

From: Jeffrey Kershner <jkershner@dlhce.com>
Sent: Friday, May 1, 2026 8:36 AM
To: Mary Bourque
Subject: RE: Reference Check Questions for S.D. Ireland (Please respond by 5/4 if possible)

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

Hello Mary –

Please see the responses below in red.

~jeff

From: Mary Bourque <mbourque@burlingtonvt.gov>
Sent: Thursday, April 30, 2026 9:32 AM
To: Jeffrey Kershner <jkershner@dlhce.com>
Subject: Reference Check Questions for S.D. Ireland (Please respond by 5/4 if possible)

Hello Jeffrey,

We are doing reference checks for S.D. Ireland Brothers (SDI) for our project at Burlington. SDI is the low bidder on a distribution system improvements project for approximately $1,300,000. The project includes replacement of approximately 2,500 linear feet of water main and appurtenances, paving and surface restoration.

If you could take a few minutes to answer the following reference questions by Monday (5/4) it would be greatly appreciated:

- Did you work with SDI on a similar type of construction project? Yes.
- What was the scope and approximate cost of the construction project? Installation of approximately 1,200 lf of 8" DI waterline, reconstruction of approximately 1,200 lf of roadway, and resurfacing of approximately 900 lf of roadway. Approximately $1,200,000.
- Who managed the project at SDI and did they do a good job? PM was Doug Marek and was good to work with.
- What Subs were on the project and was SDI able to control the Subs? They had a sub for granite curb installation. No issues from our standpoint.

- Did SDI perform quality work and remain on schedule? Yes on quality work. The project did run slightly over schedule due mostly to weather and factors outside of their control.
- Did SDI request an excessive amount of change orders, and if so, what was the approximate percentage of the entire project? Very minimal change order requests.
- Were there any issues with the SDI Safety Program? No.
- Did SDI complete the punch list and project closeout effectively? Yes.
- Would you recommend SDI and do you have any other thoughts to share? Yes I would recommend SDI.

Thank you!
Mary

Mary Bourque, PE (*she/her*)
Water Resources Engineer
Mobile: (802) 809-1765

53 Lavalley Lane
Burlington, VT 05401

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

To: Laura Wheelock <lwheelock@burlingtonvt.gov>
Cc: Madeline Suender <msuender@burlingtonvt.gov>
Subject: Reference Check Questions for S.D. Ireland (Please respond by 5/4 if possible)

Hi Laura,

We are doing reference checks for S.D. Ireland Brothers (SDI) for our water main project. SDI is the low bidder on a distribution system improvements project for approximately $1,300,000. The project includes replacement of approximately 2,500 linear feet of water main and appurtenances, paving and surface restoration.

If you could take a few minutes to answer the following reference questions by Monday (5/4) it would be greatly appreciated:

- Did you work with SDI on a similar type of construction project? Yes, it is ongoing. Water work is complete
- What was the scope and approximate cost of the construction project? The scope was full water/sewer/utility replacement and relocation and streetscape work. SDI has spent $24.4M thus far and has $4.5M remaining in their current contract.
- Who managed the project at SDI and did they do a good job? John Magnus/Kim Nefferdorf – yes they continue to be responsive.
- What Subs were on the project and was SDI able to control the Subs? SDI used PB wastewater, they were able to work with and manage all subs. Occasionally issues with availability for their subs caused long lead times but the work was completed and the overall schedule was not impacted.
- Did SDI perform quality work and remain on schedule? SDI's schedule shifted for various work types but their overall schedule is looking to be complete ahead of schedule. They were able to communicate outages well to the public and were responsive to DPW/WR utility outage requirements
- Did SDI request an excessive amount of change orders, and if so, what was the approximate percentage of the entire project? There are many ongoing CO's that SDI is taking very long to complete and they are having issues dedicating time to completing this paperwork.
- Were there any issues with the SDI Safety Program? No

- Did SDI complete the punch list and project closeout effectively? This is ongoing. The main WR item we are still waiting on in regards to this punch list is as-built data
- Would you recommend SDI and do you have any other thoughts to share? I would recommend SDI as they are familiar with and responsive to Burlington's needs in regards to vast public outreach with utility impacts. They also work efficiently and carefully in the ROW doing utility work on very old systems with many unknowns.

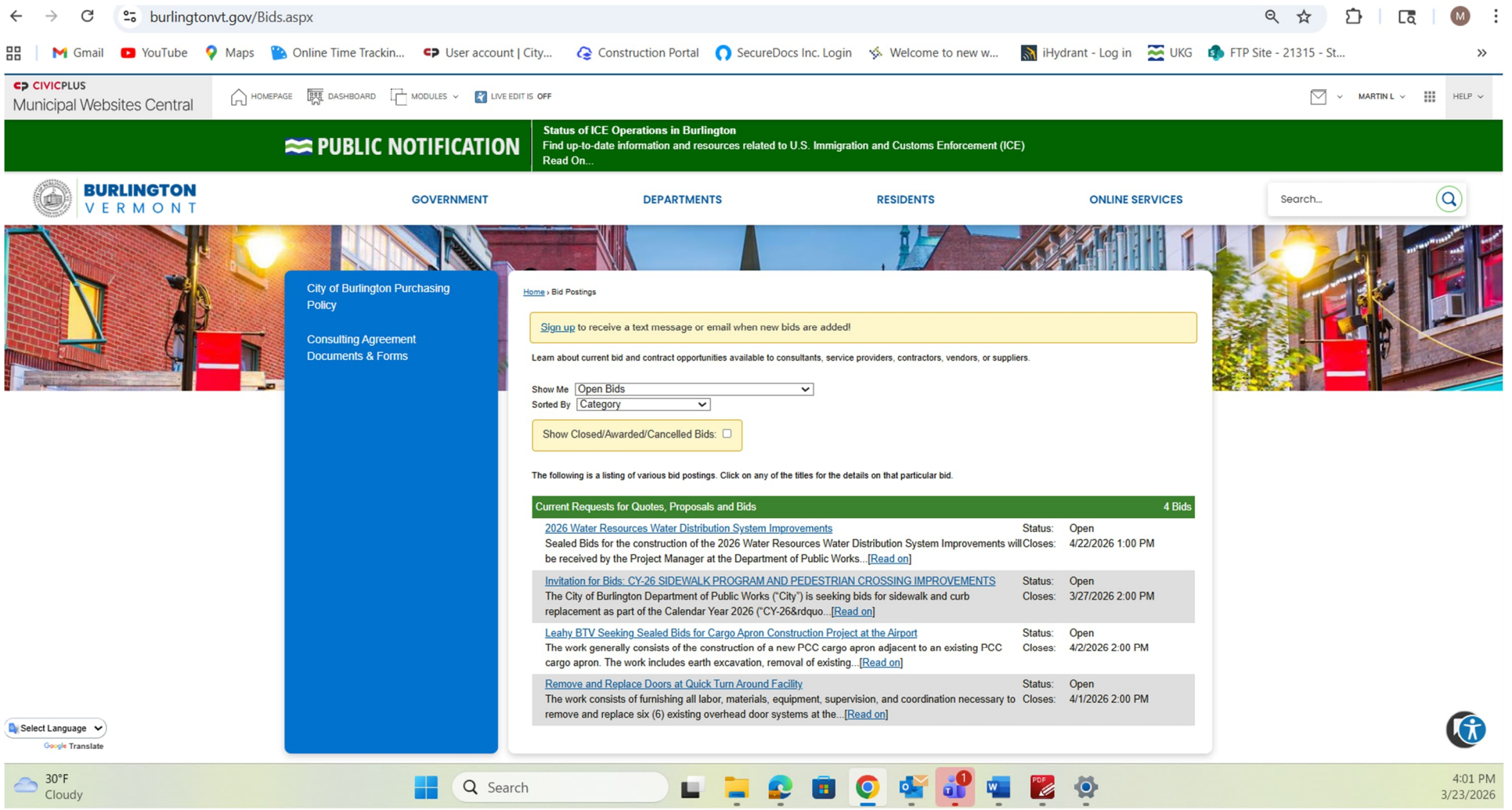
Thank you!
Mary

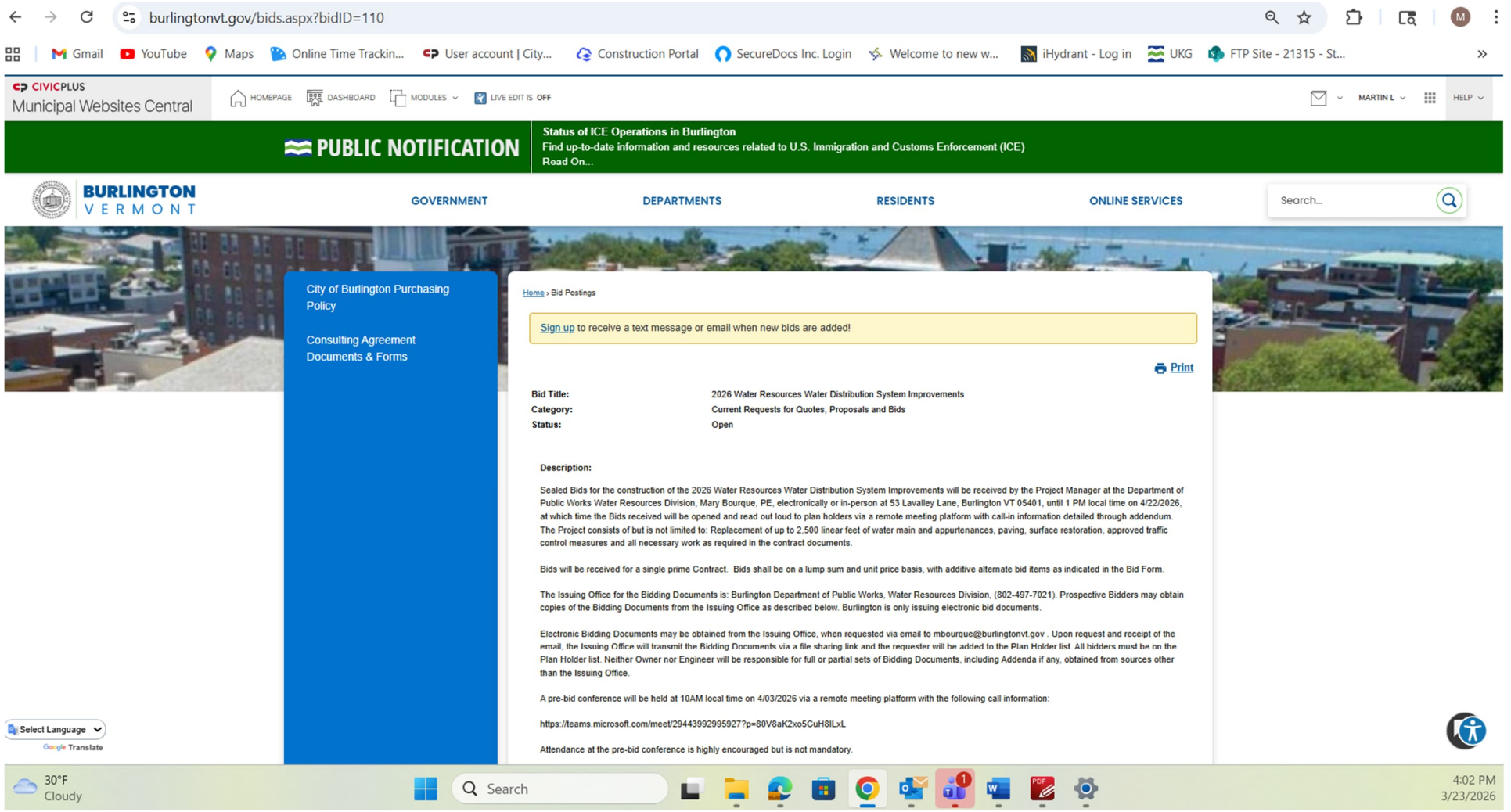
Mary Bourque, PE (*she/her*)
Water Resources Engineer
Mobile: (802) 809-1765

53 Lavalley Lane
Burlington, VT 05401

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

Attachment G


burlingtonvt.gov/Bids.aspx
CIVICPLUS
Municipal Websites Central
HOMEPAGE
DASHBOARD
MODULES
LIVE EDIT IS OFF
MARTIN L
HELP
PUBLIC NOTIFICATION
Status of ICE Operations in Burlington
Find up-to-date information and resources related to U.S. Immigration and Customs Enforcement (ICE)
Read On...
BURLINGTON
VERMONT
GOVERNMENT
DEPARTMENTS
RESIDENTS
ONLINE SERVICES
Search...
City of Burlington Purchasing Policy
Consulting Agreement Documents & Forms
Home › Bid Postings
Sign up to receive a text message or email when new bids are added!
Learn about current bid and contract opportunities available to consultants, service providers, contractors, vendors, or suppliers.
Show Me Open Bids
Sorted By Category
Show Closed/Awarded/Cancelled Bids:
The following is a listing of various bid postings. Click on any of the titles for the details on that particular bid.
Current Requests for Quotes, Proposals and Bids 4 Bids
2026 Water Resources Water Distribution System Improvements
Sealed Bids for the construction of the 2026 Water Resources Water Distribution System Improvements will be received by the Project Manager at the Department of Public Works...[Read on]
Status: Open
Closes: 4/22/2026 1:00 PM
Invitation for Bids: CY-26 SIDEWALK PROGRAM AND PEDESTRIAN CROSSING IMPROVEMENTS
The City of Burlington Department of Public Works ("City") is seeking bids for sidewalk and curb replacement as part of the Calendar Year 2026 ("CY-26&rdquo...[Read on]
Status: Open
Closes: 3/27/2026 2:00 PM
Leahy BTV Seeking Sealed Bids for Cargo Apron Construction Project at the Airport
The work generally consists of the construction of a new PCC cargo apron adjacent to an existing PCC cargo apron. The work includes earth excavation, removal of existing...[Read on]
Status: Open
Closes: 4/2/2026 2:00 PM
Remove and Replace Doors at Quick Turn Around Facility
The work consists of furnishing all labor, materials, equipment, supervision, and coordination necessary to remove and replace six (6) existing overhead door systems at the...[Read on]
Status: Open
Closes: 4/1/2026 2:00 PM
Select Language
Google Translate
30°F
Cloudy
Search
4:01 PM
3/23/2026


burlingtonvt.gov/bids.aspx?bidID=110
CIVICPLUS
Municipal Websites Central
HOMEPAGE
DASHBOARD
MODULES
LIVE EDIT IS OFF
MARTIN L
HELP
PUBLIC NOTIFICATION
Status of ICE Operations in Burlington
Find up-to-date information and resources related to U.S. Immigration and Customs Enforcement (ICE)
Read On...
BURLINGTON
VERMONT
GOVERNMENT
DEPARTMENTS
RESIDENTS
ONLINE SERVICES
Search...
City of Burlington Purchasing Policy
Consulting Agreement Documents & Forms
Home › Bid Postings
Sign up to receive a text message or email when new bids are added!
Print
Bid Title: 2026 Water Resources Water Distribution System Improvements
Category: Current Requests for Quotes, Proposals and Bids
Status: Open
Description:
Sealed Bids for the construction of the 2026 Water Resources Water Distribution System Improvements will be received by the Project Manager at the Department of Public Works Water Resources Division, Mary Bourque, PE, electronically or in-person at 53 Lavalley Lane, Burlington VT 05401, until 1 PM local time on 4/22/2026, at which time the Bids received will be opened and read out loud to plan holders via a remote meeting platform with call-in information detailed through addendum. The Project consists of but is not limited to: Replacement of up to 2,500 linear feet of water main and appurtenances, paving, surface restoration, approved traffic control measures and all necessary work as required in the contract documents.
Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis, with additive alternate bid items as indicated in the Bid Form.
The Issuing Office for the Bidding Documents is: Burlington Department of Public Works, Water Resources Division, (802-497-7021). Prospective Bidders may obtain copies of the Bidding Documents from the Issuing Office as described below. Burlington is only issuing electronic bid documents.
Electronic Bidding Documents may be obtained from the Issuing Office, when requested via email to mbourque@burlingtonvt.gov . Upon request and receipt of the email, the Issuing Office will transmit the Bidding Documents via a file sharing link and the requester will be added to the Plan Holder list. All bidders must be on the Plan Holder list. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.
A pre-bid conference will be held at 10AM local time on 4/03/2026 via a remote meeting platform with the following call information:
https://teams.microsoft.com/meet/29443992995927?p=80V8aK2xo5CuH8ILxL
Attendance at the pre-bid conference is highly encouraged but is not mandatory.
Select Language
Google Translate
30°F
Cloudy
Search
4:02 PM
3/23/2026

To print, go to File on the menu bar and select Print.

2026 Water Resources Water Distribution System Improvements

CLOSE WINDOW

City of Burlington DPW - Water Resources Division

53 Lavalley Lane
Burlington, VT 05401

Request Date: 3/23/2026 4:00:11 PM
Open Date:
Closing Date: 4/22/2026 1:00 PM
Intent To Bid Deadline:
Est. Dollar Value: $0.00
RFQ Number:

Bid Type:
Job Contract

Locations:
Chittenden
Keywords:
Construction (Non Building), Construction Management

Bid Description:
Sealed Bids for the construction of the 2026 Water Resources Water Distribution System Improvements will be received by the Project Manager at the Department of Public Works Water Resources Division, Mary Bourque, PE, electronically or in-person at 53 Lavalley Lane, Burlington VT 05401, until 1 PM local time on 4/22/2026, at which time the Bids received will be opened and read out loud to plan holders via a remote meeting platform with call-in information detailed through addendum. The Project consists of but is not limited to: Replacement of up to 2,500 linear feet of water main and appurtenances, paving, surface restoration, approved traffic control measures and all necessary work as required in the contract documents. Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis, with additive alternate bid items as indicated in the Bid Form. The Issuing Office for the Bidding Documents is: Burlington Department of Public Works, Water Resources Division, (802-497-7021). Prospective Bidders may obtain copies of the Bidding Documents from the Issuing Office as described below. Burlington is only issuing electronic bid documents. Electronic Bidding Documents may be obtained from the Issuing Office, when requested via email to mbourque@burlingtonvt.gov . Upon request and receipt of the email, the Issuing Office will transmit the Bidding Documents via a file sharing link and the requester will be added to the Plan Holder list. All bidders must be on the Plan Holder list. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office. A pre-bid conference will be held at 10AM local time on 4/03/2026 via a remote meeting platform with the following call information: https://teams.microsoft.com/meet/29443992995927?p=80V8aK2xo5CuH8ILxL Attendance at the pre-bid conference is highly encouraged but is not mandatory. For all technical questions regarding this project please contact Mary Bourque, PE, Water Resources Engineer at (802) 809-1765 or mbourque@burlingtonvt.gov All questions are due in writing by 5PM on 4/09/2026. Bid security shall be furnished in accordance with the Instructions to Bidders. Contact the issuing point of contact below to obtain prequalification requirements. Bidders shall submit proof of qualifications to perform the Work as described in the Instructions to Bidders. Owner: City of Burlington, Department of Public Works By: Mary Bourque, PE Title: Water Resources Engineer Date: [3/23/2026] This project is funded in part through the Vermont Drinking and/or Clean Water State Revolving Fund. Consequently, the following provisions apply to this WORK (more detail for each of these provisions can be found in Instruction to Bidders): 1. Bid security in accordance with the Instructions to Bidders 2. Disadvantaged Business Enterprise (DBE) requirements 3. Performance BOND and Payment BOND each in the amount of 100% of the contract price 4. 'American Iron and Steel (AIS) provisions of P.L. 113-76, Consolidated Appropriations Act 5. Federal Wage Rates as determined under the Davis-Bacon Act 6. This agreement is for services related to a project that is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. 177-58. Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget's Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18, 2022. Following are Burlington-specific provisions that apply to this WORK (more detail for each of these provisions can be found in Instruction to Bidders): 1. Burlington City Livable Wage Ordinance 2. Burlington Union Deterrence Ordinance 3. Burlington Outsourcing Ordinance 4. Burlington Public Health Emergency Provisions + + END OF ADVERTISEMENT FOR BIDS + +

Special Instructions:
See Burlington's Bid web page for more details: https://www.burlingtonvt.gov/Bids.aspx

Contact Information:
Mary Bourque, PE
Phone: (802) 4977021
Fax:
Email: mbourque@burlingtonvt.gov
For additional information: https://www.burlingtonvt.gov/Bids.aspx

Attachment H

DBE Documentation Attachments Include:

- **List of DBEs from State**
- **Email sent to DBEs along with DBE Letter email attachment**
- **Responses back from DBEs**
- **Addendum with DBEs**
- **Contractor DBE Bid Form and Proof of Correspondence**

A & K Slip Forming, Inc.

Business Owner:	Ms. Donna Bartholomew	
	P.O. Box 250	774 Lawyersville Road
Phone Number:	(518) 234-1944	
Fax Number:	(518) 234-1945	
E-mail:	ken@akslipforming.com	
Website:	www.akslipforming.com	
Scope:	Slip Form Curbs, Gutters, Barriers, Granite Curbs, Concrete Sidewalks, Color and Imprinted Concrete	
NAICS Code(s):	237310 238110 238120	

Four Seasons Traffic Control

Business Owner:	Heidi LaRouche
	615 VT Route 31
Phone Number:	(802) 417-6143
Fax Number:	
E-mail:	fourseasonstrafficcontrolllc@gmail.com
Website:	https://fourseasonstrafficcontrolllc.com/
Scope:	Flagging and Traffic Control Services.
NAICS Code(s):	561990

J. P. Sicard, Inc.

Business Owner:	Jason Sicard	
	P. O. Box 508	1369 Glover Road
Phone Number:	(802) 525-9506	
Fax Number:	(802) 525-4616	
E-mail:	theresa@jpsicard.com	
Website:	www.jpsicard.com	
Scope:	General Excavating, Water & Sewer Mains, Drainage, Bridge/Large Culverts, Sidewalk, and Curbing.	
NAICS Code(s):	237310 237990 238910	

JCB Colby, Inc.

Business Owner:	Jean Iriana Colby	
	P. O. Box 123	748 Bobbin Mill Road
Phone Number:	(802) 892-7795	
Fax Number:	(802) 892-1143	
E-mail:	jcbcolby@gmail.com	
Website:	www.jcbcolbymasonry.com	
Scope:	Masonry, Concrete Sidewalks and Islands, Stone Facing, Stone Walls and Stamped Concrete.	
NAICS Code(s):	237310 238140	

K5 Corporation

Business Owner:	Kathy DeLong Owner
	9 Rockview Way
Phone Number:	(781) 982-9229
Fax Number:	(781) 982-9226
E-mail:	kdelong@k5corporation.com
Website:	www.k5corporation.com
Scope:	Pavement Markings Highway Construction Street Sweeping Impact Enumerators Signing Non Structural.
NAICS Code(s):	237310 238990 339950

Kal-Harbour, Inc.

Business Owner:	Laura J. Harbour

	P.O. Box 4087	21 Arch Street
Phone Number:	(518) 266-0690	
Fax Number:	(518) 266-0694	
E-mail:	harbourroads@aol.com	
Website:	www.harbourroads.com	
Scope:	Asphalt Paving, Excavation, Streetprint, DuraTherm, Concrete Work, Striping, Trucking.	
NAICS Code(s):	237310 238910 238990	

Ms. Pipe, LLC

Business Owner:	Kimberly Cadorette	
	PO Box 1295	49 Oakland Road
Phone Number:	(860) 644-7070	
Fax Number:	(860) 644-7373	
E-mail:	kim@mspipellc.com	
Website:	www.mspipellc.com	
Scope:	Supply Valves, Pipe, Fittings, Accessories, and Services for Construction Industry	
NAICS Code(s):	423390	

New Form Building Systems, Inc.

Business Owner:	Michelle A. Schleck
	90 Heritage Park
Phone Number:	(207) 469-2711
Fax Number:	(207) 433-1027
E-mail:	elibby@newformbuilding.com
Website:	www.newformsupply.com
Scope:	Supplier precast concrete products, waterproofing & drainage materials, pipe & drainage products, erosion
NAICS Code(s):	423320 423330 423390 423720

Noel J. Brunell & Son, Inc.

Business Owner:	Emilie Simoneau
	4019 State Route 22
Phone Number:	(518) 561-1290
Fax Number:	
E-mail:	emilie@brunellasphalt.com
Website:	
Scope:	The Primary Activity of Noel J. Brunell & Son, Inc. Is Hot-Mix Asphalt Paving. This Includes State & Municipal
NAICS Code(s):	237310 238910 238990 324121 561990

Roberts Traffic Marking Corp

Business Owner:	Lisa Birchfield
	2210 Hayes Street
Phone Number:	(954) 929-2922
Fax Number:	
E-mail:	exec@robertstraffic.com
Website:	https://robertstraffic.com/
Scope:	Pavement Marking, Maintenance of Traffic, Highway Signs
NAICS Code(s):	237310 238990

Seacoast Asphalt Services, Inc

Business Owner:	Jennifer Nicolai	
	PO Box 98	98 Main Street
Phone Number:	(413) 773-9247	
Fax Number:	(413) 247-0232	

E-mail:	jenn.nicolai@gmail.com
Website:	www.seacoastasphalt.com
Scope:	Supply, Transportation & Application of Asphalt Products and Aggregates
NAICS Code(s):	237310 423320

Tango Construction, Inc.

Business Owner:	Grecco Alonso
	134 Crawford Street
Phone Number:	(978) 345-2510
Fax Number:	(978) 345-2410
E-mail:	grecco@tangoconst.com
Website:	
Scope:	Construction Services: Paving, Catch Basin & Manhole Adjustment, Curbing, Construction Scheduling and Site
NAICS Code(s):	237310 238910 425120 541611 541690

Tri-State Emulsions Corp.

Business Owner:	Jodi Loud
	188 Littmann Ln
Phone Number:	(802) 375-7292
Fax Number:	
E-mail:	tristateemulsions@gmail.com
Website:	
Scope:	Buys, Sells, Delivers, and Applies Asphalt Emulsions, Highway, Street, and Bridge Construction, Brick, Stone,
NAICS Code(s):	237310 238990 423320 484110 488490

Worksafe Traffic Control Ind., Inc.

Business Owner:	Debra Ricker
	115 Industrial Lane - Berlin
Phone Number:	(802) 223-8948
Fax Number:	(802) 229-1848
E-mail:	DebraR@worksafetci.com
Website:	www.worksafetci.com
Scope:	Manufacturer of Signs, Sales and Rentals of Traffic Control Products, Equipment and Services.
NAICS Code(s):	238990 339950 488490

Mary Bourque

From:	Mary Bourque
Sent:	Thursday, February 5, 2026 10:34 AM
To:	Mary Bourque
Subject:	Notification of Work in Burlington, VT
Attachments:	DRAFT-Bid-Advertisement-2026 0205.doc

Hello,

Your firm has been identified as a Disadvantaged Business Enterprise (DBE) which has shown an interest in performing work on projects funded by the State of Vermont, Department of Environmental Conservation, and the Environmental Protection Agency, Region I.

The Project consists of but is not limited to: Replacement of up to 2,500 linear feet of water main and appurtenances in the City of Burlington, Vermont, including paving, surface restoration which includes sidewalk and curbs, and approved traffic control measures. The tentative date of initial advertisement is March 9, 2026, and the draft Bid advertisement is attached to this email.

If you are interested in quoting on Construction, Supplies, Services, or Equipment, please contact this office by phone, fax, email, or mail, no later than 14 days from the date of Bid Advertisement giving the following information:

Name of Firm: City of Burlington
Contact Person: Mary Bourque, PE
Mailing Address: 53 Lavalley Lane, Burlington VT, 05401
E-mail: mbourque@burlingtonvt.gov
Phone No.: (802) 809-1765
List the type: Construction, Supplies, Services, or Equipment you are interested in quoting.

Upon receipt of your notification of interest, we will send to you, as of the fourteenth (14th) day after the Bid advertisement, the list of those firms which have taken out copies of the plans and specifications for this contract. We will read the list over the phone or e-mail it to you if you call us at (802) 809-1765__. You may review the plans and specifications by requesting Bidding Documents via email to mbourque@burlingtonvt.gov . Upon request and receipt of the email, the Issuing Office will transmit the Bidding Documents via a file sharing link and the requester will be added to the Plan Holder list.

All notifications of interest received within the time frame identified above will be listed in an addendum to prospective Bidders issued the fifteenth (15th) calendar day after the Bid advertisement. Late notifications will not be included through the issuance of subsequent addenda.

You are encouraged to initiate contact with Bidders as early in the bid phase as possible. You have until five (5) calendar days prior to the Bid date to notify (preferably by certified mail, delivery/read receipt email, or by any other form of documented communication) those Bidders of your intent to negotiate scope and price (pricing not necessary at this time). If the Bidder has not received your documented, written response five (5) calendar days prior to the Bid date, no other communication initiated by the Bidder is necessary. You are being sent the attached advertisement and tentative date of initial advertisement as our

notification to you of pending work. Keep all records of your communication to and from the Bidders you contact prior to the Bid opening. We look forward to receiving your response regarding your interest in our project.

Best,
Mary

Mary Bourque, PE (*she/her*)
Water Resources Engineer
Mobile: (802) 809-1765

53 Lavalley Lane
Burlington, VT 05401

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

SECTION 00111
Department of Public Works
City of Burlington, VT
2026 Water Resources Water Distribution System Improvements

ADVERTISEMENT FOR BIDS

Sealed Bids for the construction of the 2026 Water Resources Water Distribution System Improvements will be received, electronically, by the Project Manager at the Department of Public Works Water Resources Division, Mary Bourque, PE, until 1 PM local time on MM/DD/2026, at which time the Bids received will be ~~publicly~~ opened and read out loud to plan holders via a remote meeting platform with call-in information detailed through addendum. Hard copy bids will not be accepted. The Project consists of but is not limited to: Replacement of up to 2,500 linear feet of water main and appurtenances, paving, surface restoration, approved traffic control measures and all necessary work as required in the contract documents.

Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis, with additive alternate bid items as indicated in the Bid Form.

For all technical questions regarding this project please contact Mary Bourque, PE, Water Resources Engineer at (802) 809-1765 or mbourque@burlingtonvt.gov

The Issuing Office for the Bidding Documents is: Burlington Department of Public Works, Water Resources Division (802-497-7021). Prospective Bidders may obtain copies of the Bidding Documents from the Issuing Office as described below. Burlington is only issuing electronic bid documents.

Electronic Bidding Documents may be obtained from the Issuing Office, when requested via email to mbourque@burlingtonvt.gov . Upon request and receipt of the email, the Issuing Office will transmit the Bidding Documents via a file sharing link and the requester will be added to the Plan Holder list. All bidders must be on the Plan Holder list. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

A pre-bid conference will be held at [insert time] local time on [insert date] via a remote meeting platform with the following call information: ____. Attendance at the pre-bid conference is highly encouraged but is not mandatory.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Contact the issuing point of contact below to obtain prequalification requirements. Bidders shall submit proof of qualifications to perform the Work as described in the Instructions to Bidders.

Owner: City of Burlington, Department of Public Works

By: Mary Bourque, PE

Title: Water Resources Engineer

Date: [Date of initial publication of Advertisement]

This project is funded in part through the Vermont Drinking and/or Clean Water State Revolving Fund. Consequently, the following provisions apply to this WORK (more detail for each of these provisions can be found in Instruction to Bidders):

1. Bid security in accordance with the Instructions to Bidders

EJCDC® C-111, Suggested Advertisement for Bids for Construction Contracts.
Copyright © 2013 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

2. Disadvantaged Business Enterprise (DBE) requirements
3. Performance BOND and Payment BOND each in the amount of 100% of the contract price
4. 'American Iron and Steel (AIS) provisions of P.L. 113-76, Consolidated Appropriations Act
5. Federal Wage Rates as determined under the Davis-Bacon Act
6. This agreement is for services related to a project that is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. 177-58. Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget's Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18, 2022.

Following are Burlington-specific provisions that apply to this WORK (more detail for each of these provisions can be found in Instruction to Bidders):

1. Burlington City Livable Wage Ordinance
2. Burlington Union Deterrence Ordinance
3. Burlington Outsourcing Ordinance
4. Burlington Public Health Emergency Provisions

+ + END OF ADVERTISEMENT FOR BIDS + +

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Mary Bourque

From: Theresa Daigle <Theresa@jpsicard.com>
To: Mary Bourque
Sent: Thursday, February 5, 2026 10:46 AM
Subject: Read: Notification of Work in Burlington, VT

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

Your message

To: Theresa Daigle
Subject: Notification of Work in Burlington, VT
Sent: Thursday, February 5, 2026 10:34:10 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Thursday, February 5, 2026 10:45:19 AM (UTC-05:00) Eastern Time (US & Canada).

Mary Bourque

From: Kathy DeLong <kdelong@K5Corporation.com>
To: Mary Bourque
Sent: Thursday, February 5, 2026 10:56 AM
Subject: Read: Notification of Work in Burlington, VT

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

Your message

To: Kathy DeLong
Subject: Notification of Work in Burlington, VT
Sent: Thursday, February 5, 2026 10:34:10 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Thursday, February 5, 2026 10:55:31 AM (UTC-05:00) Eastern Time (US & Canada).

Mary Bourque

From:	Martin Lee
To:	Mary Bourque
Sent:	Thursday, February 5, 2026 11:32 AM
Subject:	Read: Notification of Work in Burlington, VT

Your message

To: Martin Lee
Subject: Notification of Work in Burlington, VT
Sent: Thursday, February 5, 2026 10:34:10 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Thursday, February 5, 2026 11:31:58 AM (UTC-05:00) Eastern Time (US & Canada).

Mary Bourque

From: Heidi LaRouche <fourseasonstrafficcontrolllc@gmail.com>
Sent: Thursday, February 5, 2026 11:25 AM
To: Mary Bourque
Subject: Re: Notification of Work in Burlington, VT

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

We would be interested in providing traffic control as a subcontractor for this project. Please add us to the list of interested parties.

Four Seasons Traffic Control LLC
615 VT-31 Poultney, VT 05764

Four Seasons Traffic Control LLC
Woman-Owned
WBE, DBE Certified
Second Chance Company
Owners Heidi and Jeffrey LaRouche
802-417-6143
Four Seasons Traffic Control L.L.C

On Thu, Feb 5, 2026 at 10:34 AM Mary Bourque <mbourque@burlingtonvt.gov> wrote:

> Hello,
>
> Your firm has been identified as a Disadvantaged Business Enterprise (DBE) which has shown an interest in performing work on projects funded by the State of Vermont, Department of Environmental Conservation, and the Environmental Protection Agency, Region I.
>
> The Project consists of but is not limited to: Replacement of up to 2,500 linear feet of water main and appurtenances in the City of Burlington, Vermont, including paving, surface restoration which includes sidewalk and curbs, and approved traffic control measures. The tentative date of initial advertisement is March 9, 2026, and the draft Bid advertisement is attached to this email.
>
> If you are interested in quoting on Construction, Supplies, Services, or Equipment, please contact this office by phone, fax, email, or mail, no later than 14 days from the date of Bid Advertisement giving the following information:

Name of Firm: City of Burlington

Contact Person: Mary Bourque, PE

Mailing Address: 53 Lavalley Lane, Burlington VT, 05401

E-mail: mbourque@burlingtonvt.gov

Phone No.: (802) 809-1765

List the type: Construction, Supplies, Services, or Equipment you are interested in quoting.

Upon receipt of your notification of interest, we will send to you, as of the fourteenth (14th) day after the Bid advertisement, the list of those firms which have taken out copies of the plans and specifications for this contract. We will read the list over the phone or e-mail it to you if you call us at (802) 809-1765__. You may review the plans and specifications by requesting Bidding Documents via email to mbourque@burlingtonvt.gov . Upon request and receipt of the email, the Issuing Office will transmit the Bidding Documents via a file sharing link and the requester will be added to the Plan Holder list.

All notifications of interest received within the time frame identified above will be listed in an addendum to prospective Bidders issued the fifteenth (15th) calendar day after the Bid advertisement. Late notifications will not be included through the issuance of subsequent addenda.

You are encouraged to initiate contact with Bidders as early in the bid phase as possible. You have until five (5) calendar days prior to the Bid date to notify (preferably by certified mail, delivery/read receipt email, or by any other form of documented communication) those Bidders of your intent to negotiate scope and price (pricing not necessary at this time). If the Bidder has not received your documented, written response five (5) calendar days prior to the Bid date, no other communication initiated by the Bidder is necessary. You are being sent the attached advertisement and tentative date of initial advertisement as our notification to you of pending work. Keep all records of your communication to and from the Bidders you contact prior to the Bid opening. We look forward to receiving your response regarding your interest in our project.

Best,

Mary

Mary Bourque, PE (*she/her*)

Water Resources Engineer

Mobile: (802) 809-1765

53 Lavalley Lane

Burlington, VT 05401



Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

Mary Bourque

From:	Mary Bourque
To:	Mary Bourque
Sent:	Thursday, February 5, 2026 10:36 AM
Subject:	Read: Notification of Work in Burlington, VT

Your message

To: Mary Bourque
Subject: Notification of Work in Burlington, VT
Sent: Thursday, February 5, 2026 10:34:10 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Thursday, February 5, 2026 10:34:33 AM (UTC-05:00) Eastern Time (US & Canada).

Mary Bourque

From:	Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@burlingtonvt.gov>
To:	ken@akslipforming.com; fourseasonstrafficcontrolllc@gmail.com; theresa@jpsicard.com; jcbcolby@gmail.com; kdelong@k5corporation.com; harbourroads@aol.com; kim@mspipellc.com; elibby@newformbuilding.com; emilie@brunellasphalt.com; exec@robertstraffic.com; jenn.nicolai@gmail.com; grecco@tangoconst.com; tristateemulsions@gmail.com; DebraR@worksafetci.com
Sent:	Thursday, February 5, 2026 10:35 AM
Subject:	Relayed: Notification of Work in Burlington, VT

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

ken@akslipforming.com (ken@akslipforming.com)

fourseasonstrafficcontrolllc@gmail.com (fourseasonstrafficcontrolllc@gmail.com)

theresa@jpsicard.com (theresa@jpsicard.com)

jcbcolby@gmail.com (jcbcolby@gmail.com)

kdelong@k5corporation.com (kdelong@k5corporation.com)

harbourroads@aol.com (harbourroads@aol.com)

kim@mspipellc.com (kim@mspipellc.com)

elibby@newformbuilding.com (elibby@newformbuilding.com)

emilie@brunellasphalt.com (emilie@brunellasphalt.com)

exec@robertstraffic.com (exec@robertstraffic.com)

jenn.nicolai@gmail.com (jenn.nicolai@gmail.com)

grecco@tangoconst.com (grecco@tangoconst.com)

tristateemulsions@gmail.com (tristateemulsions@gmail.com)

DebraR@worksafetci.com (DebraR@worksafetci.com)

Subject: Notification of Work in Burlington, VT



Notification of Work in Burlin...

Mary Bourque

From: Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@burlingtonvt.gov>
To: Mary Bourque
Sent: Thursday, February 5, 2026 10:34 AM
Subject: Delivered: Notification of Work in Burlington, VT

Your message has been delivered to the following recipients:

Mary Bourque (mbourque@burlingtonvt.gov)

Subject: Notification of Work in Burlington, VT



Notification of Work in Burlin...

Mary Bourque

From: Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@burlingtonvt.gov>
To: Martin Lee
Sent: Thursday, February 5, 2026 10:34 AM
Subject: Delivered: Notification of Work in Burlington, VT

Your message has been delivered to the following recipients:

Martin Lee (mlee@burlingtonvt.gov)

Subject: Notification of Work in Burlington, VT



Notification of Work in Burlin...

Mary Bourque

From:	Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@burlingtonvt.gov>
To:	Heidi LaRouche
Sent:	Monday, April 6, 2026 4:43 PM
Subject:	Relayed: RE: Notification of Work in Burlington, VT

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

Heidi LaRouche (fourseasonstrafficcontrolllc@gmail.com)

Subject: RE: Notification of Work in Burlington, VT



RE: Notification of Work in Bu...

Mary Bourque

From: Mary Bourque
Sent: Monday, April 6, 2026 4:42 PM
To: Heidi LaRouche
Subject: RE: Notification of Work in Burlington, VT

Hello Heidi,

I hope you are well. The project referenced below was posted for bid 14 days ago, and can be found on our website.

Below is a list of current plan holders:

- Engineers Construction, Inc.
- SD Ireland Construction
- Kingsbury Companies, LLC
- Munson Earth Moving Corp.
- Hebert Excavation Corporation
- Everett J. Prescott Inc.
- Ferguson Waterworks
- Construction Summary of NH/Maine/VT, Inc.

Tomorrow I will be posting an addendum which lists Four Seasons Traffic Control LLC as an interested DBE.

Thank you!
Mary

Mary Bourque, PE (*she/her*)
Water Resources Engineer
Mobile: (802) 809-1765

53 Lavalley Lane
Burlington, VT 05401

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

From: Heidi LaRouche <fourseasonstrafficcontrolllc@gmail.com>
Sent: Thursday, February 5, 2026 11:25 AM
To: Mary Bourque <mbourque@burlingtonvt.gov>
Subject: Re: Notification of Work in Burlington, VT

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

We would be interested in providing traffic control as a subcontractor for this project. Please add us to the list of interested parties.

Four Seasons Traffic Control LLC
615 VT-31 Poultney, VT 05764

Four Seasons Traffic Control LLC
Woman-Owned
WBE, DBE Certified
Second Chance Company
Owners Heidi and Jeffrey LaRouche
802-417-6143
Four Seasons Traffic Control L.L.C

On Thu, Feb 5, 2026 at 10:34 AM Mary Bourque <mbourque@burlingtonvt.gov> wrote:

> Hello,
>
> Your firm has been identified as a Disadvantaged Business Enterprise (DBE) which has shown an interest in performing work on projects funded by the State of Vermont, Department of Environmental Conservation, and the Environmental Protection Agency, Region I.
>
> The Project consists of but is not limited to: Replacement of up to 2,500 linear feet of water main and appurtenances in the City of Burlington, Vermont, including paving, surface restoration which includes sidewalk and curbs, and approved traffic control measures. The tentative date of initial advertisement is March 9, 2026, and the draft Bid advertisement is attached to this email.
>
> If you are interested in quoting on Construction, Supplies, Services, or Equipment, please contact this office by phone, fax, email, or mail, no later than 14 days from the date of Bid Advertisement giving the following information:
>
> Name of Firm: City of Burlington
>
> Contact Person: Mary Bourque, PE
>
> Mailing Address: 53 Lavalley Lane, Burlington VT, 05401
>
> E-mail: mbourque@burlingtonvt.gov
>
> Phone No.: (802) 809-1765

List the type: Construction, Supplies, Services, or Equipment you are interested in quoting.

Upon receipt of your notification of interest, we will send to you, as of the fourteenth (14th) day after the Bid advertisement, the list of those firms which have taken out copies of the plans and specifications for this contract. We will read the list over the phone or e-mail it to you if you call us at (802) 809-1765__. You may review the plans and specifications by requesting Bidding Documents via email to mbourque@burlingtonvt.gov . Upon request and receipt of the email, the Issuing Office will transmit the Bidding Documents via a file sharing link and the requester will be added to the Plan Holder list.

All notifications of interest received within the time frame identified above will be listed in an addendum to prospective Bidders issued the fifteenth (15th) calendar day after the Bid advertisement. Late notifications will not be included through the issuance of subsequent addenda.

You are encouraged to initiate contact with Bidders as early in the bid phase as possible. You have until five (5) calendar days prior to the Bid date to notify (preferably by certified mail, delivery/read receipt email, or by any other form of documented communication) those Bidders of your intent to negotiate scope and price (pricing not necessary at this time). If the Bidder has not received your documented, written response five (5) calendar days prior to the Bid date, no other communication initiated by the Bidder is necessary. You are being sent the attached advertisement and tentative date of initial advertisement as our notification to you of pending work. Keep all records of your communication to and from the Bidders you contact prior to the Bid opening. We look forward to receiving your response regarding your interest in our project.

Best,

Mary

Mary Bourque, PE (*she/her*)

Water Resources Engineer

Mobile: (802) 809-1765

53 Lavalley Lane

Burlington, VT 05401



Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

Date: April 14, 2026

To: Interested Bidders

From: Mary Bourque, P.E.
Water Resources Engineer

Subject: **ADDENDUM #2** for the 2026 Water Resources Water Distribution System Improvements Project

---

Attached is Addendum No. 2 for the City of Burlington, 2026 Water Resources Water Distribution System Improvements Project Bid Documents, dated March 23, 2026.

If you have any questions, please feel free to contact me at mbourque@burlingtonvt.gov or (802) 809-1765.

ADDENDUM NO. 2

TO

CITY OF BURLINGTON, VERMONT

2026 WATER RESOURCES WATER DISTRIBUTION SYSTEM IMPROVEMENTS

VTDEC DWSRF PROJECT NO. RF3-602

APRIL 14. 2026

ADDENDUM NO. 2

CITY OF BURLINGTON, VERMONT

2026 WATER RESOURCES WATER DISTRIBUTION SYSTEM IMPROVEMENTS

The following changes and additional information are hereby made a part of the Contract Documents. All official changes to the Contract Documents are made only by addenda, and the Contract Documents govern all aspects of the project. All Bidders shall acknowledge receipt and acceptance of this Addendum on the Bid Form. Bids submitted without acknowledgement of receipt of this addendum may be considered non-responsive.

BID OPENING MEETING INFORMATION:

Sealed Bids will be received by Mary Bourque electronically or in-person at 53 Lavalley Lane, Burlington VT, 05401, until 1 PM local time on 4/22/2026, at which time the Bids received will be opened and read out loud to plan holders via a Teams Meeting with the following call-in information:

https://teams.microsoft.com/meet/25549383786639?p=dCnkmOWiy0xzonskCu

Meeting ID: 255 493 837 866 39

Passcode: KE2Ds9G7

For Bidders submitting Bids in-person, the conference room at 53 Lavalley Lane will be available to attend the Bid Opening.

QUESTIONS:

Q1. How will increases in fuel and materials been handled based on the situation in the middle east?

A1. Bidders should account for the price of fuel and materials in their bid. Vermont SRF funded projects typically do not include the Federal Highway Administration's National Highway Construction Cost Index or similar cost increase formula.

Q2. What if the budget or Engineer Opinion of Probably Cost is exceeded?

A2. Burlington has occasionally worked through projects that have exceeded the project budget or the Engineer Opinion of Probable Cost. When bids come in for this project, Burlington will assess how the bid impacts the current budget. If the budget is exceeded it may be possible to request a reasonable increase. We will stay in touch with the bidders after the bid due date to communicate next steps.

CLARIFICATIONS:

1. The assembly included in the Hydrant Flushing Detail in Drawing C-4 has been accounted for with Bid Item quantities in the Technical Specifications Bid Form (Bid Items 1, 4, and 10). There is no individual pay item for the 2" Hydrant Flushing Detail.

2. **Utility Locations:**

Table 1: Sewer Manhole Invert Depths

Street	Location on Road Relative to Proposed Waterline Station	Invert Depth Below Grade (feet)
Summit Street	STA 0-33	10.3
Summit Street	STA 3+33	12.5
Summit Street	STA 8+00	10.95
Pine Street	STA 0-07	7.8
Pine Street	STA 2+58	8.9
Pine Street	STA 5+36	7.06
Pine Street	STA 6+53	7.06
Pine Street	STA 10+00	6.04
Pine Street	STA 13+00	7.49
Bennington Court	STA 0+29	7.2
Bennington Court	STA 2+72	10.3

Table 2: Stormwater Manhole and Lateral Invert Depths

Street	Location on Road Relative to Proposed Waterline Station	Invert Depth Below Grade (feet)
Pine Street	STA 4+00	3.71
Pine Street	STA 4+03	4.33
Pine Street	STA 4+05	2.92
Pine Street	STA 11+33	3.48
Pine Street	STA 12+84	4.12
Pine Street	STA 13+31	6.1
Bennington Court	STA 0+05	2.33
Bennington Court	STA 2+44	2.96
Bennington Court	STA 2+79	4.25
Bennington Court	STA 2+84	3.75

TECHNICAL SPECIFICATIONS:

1. Section 00410, Bid Form:

   DELETE and **REPLACE** with revised 00410 BID FORM attached to this addendum.

2. Attachments:

   ADD the attached sign template as "Attachment O". The sign shall be located in a location agreed to with the City and the State.

DRAWINGS:

1. Drawing G-1:
   ADD the following note to the "Construction Notes":

   "42. All soils in Burlington are classified as being in Soil Urban Background Areas. Project soils that are structurally suitable for reuse on the project shall be reused on site. Any project soil not needed for backfill will be transported to an approved waste location that is approved to accept Urban Background classified materials in Vermont. The Owner and Engineer shall be allowed to inspect any aspects of the process including the final disposal location. Excavation, loading and stockpiling of Urban Background soil type will follow the procedures outlined in the general erosion and sedimentation control plan for the Project. There are no known contaminated soils on this project. Per the contract documents, contaminated soils shall be handled accordingly."

2. Drawing C-1:
   ADD the following note to the "Notes":

   "21. Utilize a variable message board one week prior to work to warn drivers of work start date and delays."

3. Drawings C-2, C-3:
   ADD the following note to the "Notes":

   "22. Utilize a variable message board one week prior to work to warn drivers of work start date and delays."

4. Drawing C-4:
   REPLACE the construction note at STA. 2+65, "Cut out 6" Water Main at existing 2" tap, replace with 6" PVC and 2 Solid Sleeve fittings." with the following note:

“Cut out 6” water main from the nearest joint north of the existing 2” tap to the nearest joint south of the proposed 2” main. Replace with 6” PVC and 2 Solid Sleeve fittings.”

5. Drawing C-4:
   REPLACE the construction note at STA. 2+65, “Tap into existing 6” water main with proposed 2” HDPE water main” with the following note:

   “Tap into new 6” water main with proposed 2” HDPE water main.”

SECTION 00410

BID FORM

Water Resources Distribution Rehabilitation – Multiple Streets

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted electronically to: Mary Bourque, PE, Water Resources Engineer at: mbourque@burlingtonvt.gov.

Hard copy bids are to be submitted to:

Mary Bourque, PE

53 Lavalley Lane, Burlington, VT 05401

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum, Date

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

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E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.

I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

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3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the e execution of the Contract.

E. Bidder is familiar with all laws and regulations that may affect cost, progress, and performance of the work, including BABAA requirements.

F. Disclosure of Lobbying Activities - In conformance with 45 CFR Part 604, the Bidder certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The Bidder shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including contracts, subcontracts, and sub- grants under grants and loans) and that all sub-recipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

G. Certification Regarding Debarment, Suspension, Ineligibility - The Bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the Bidder is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this proposal.

H. Notice to Labor Unions or other Organizations of Workers (Non-Discrimination In Employment) - The Bidder hereby agrees to the following conditions:

1. It will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, paid for in whole or in part with funds obtained from the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the provisions prescribed for Government contracts and

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Federally assisted construction contracts by Sections 202 and 301 of Executive Order 11246, as amended.

2. It will assist and cooperate actively with the Environmental Protection Agency and the Secretary of Labor in obtaining the compliance of Contractors and Subcontractors with said contract provisions and with the rules, regulations, and relevant orders of the Secretary.

3. It will obtain and furnish to the Environmental Protection Agency and to the Secretary of Labor such information as they may require for the supervision of such compliance.

4. It will enforce the obligations of Contractors and Subcontractors under such provisions, rules, regulations and orders.

5. It will carry out sanctions and penalties for violations of such obligations imposed upon Contractors and Subcontractors by the Secretary of Labor or the Environmental Protection Agency.

6. It will refrain from entering any contract subject to this Order or extension or other modification of such a contract with a Contractor or Subcontractor debarred from Government contracts and Federally assisted construction contracts under Part II, Subpart D of this Order, and

7. In the event that he/she fails and refuses to comply with his undertakings, the Bidder agrees that the Environmental Protection Agency may cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, or guarantee), may refrain from extending any further assistance under any of its programs subject to Executive Order 11246, as amended, until satisfactory assurance of future compliance has been received from such Bidder, or may refer the case to the Department of Justice for appropriate legal proceedings.

I. Certification of Non-Segregated Facilities - The Bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Bidder certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term segregated facilities means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposed Subcontractors for specific time periods) he/she will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his/her files.

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ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents. In case of any error by Bidder in calculating the extended price, Owner shall recalculate the extended price based upon the unit price provided, and the recalculated price will be used as the basis for comparison and award.

BID ITEM	ITEM DESCRIPTION	UNITS	BID QTY	UNIT PRICE	TOTAL PRICE
1	2" Water Main	LF	265	$	$
2	6" Water Main	LF	~~25~~ 50	$	$
3	8" Water Main	LF	2086	$	$
4	2" Gate Valve	EA	2	$	$
5	6" Gate Valve	EA	2	$	$
6	8" Gate Valve	EA	7	$	$
7	1" Water Services	LF	441	$	$
8	1.5" Water Services	LF	35	$	$
9	6" Water Services	LF	44	$	$
10	Curb Stop and Boxes	EA	6	$	$
11	Corporation Stops	EA	30	$	$
12	Ledge and Boulder Excavation	CYD	25	$	$
13	Unsuitable Material	CYD	2130	$	$
14	Permanent Patch Pavement Repair for Roads	SY	2388	$	$
15	Pavement Repair for Driveways	SY	133	$	$
16	Concrete curb replacement	LF	265	$	$
17	Concrete sidewalk replacement	SY	28	$	$
18	Rigid Trench Insulation	LF	120	$	$
19.A	Abandon Existing Water Line - Summit Street	LS	1	$	$
19.B	Abandon Existing Water Line - Pine Street	LS	1	$	$
20.A	Preparation of Site and Miscellaneous Work - Summit Street	LS	1	$	$
20.B	Preparation of Site and Miscellaneous Work - Pine Street	LS	1	$	$

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20.C	Preparation of Site and Miscellaneous Work - Bennington Court	LS	1	$	$
Total of Base Bid					$

BID ITEM	ITEM DESCRIPTION	UNITS	BID QTY	UNIT PRICE	TOTAL PRICE
BA1	Main Street Intersection Work	LS	1	$	$
Total of Bid Alternate					$

The total of all Unit Price and Lump Sum Bid Items for the Base Bid and bid alternate shall be the basis of bid comparison for Contract Award.

Total of Lump Sum and Unit Price Bids = Total Bid Price $ _____

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. Demonstration of positive contact with DBEs;

C. List of Proposed Subcontractors;

D. List of Proposed Suppliers;

E. List of Project References;

F. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

G. Required Bidder Qualification Statement with supporting data;

H. Burlington Livable Wage Certification;

I. Burlington Outsourcing Certification;

J. Burlington Union Deterrence Certification; and

K. City of Burlington Pre-Qualification of Construction Contractors Application.

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ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

9.01 By signing this BID, the BIDDER certifies that the BIDDER complies with the following Federal requirements:

A. 45 CFR Part 604 – Disclosure of Lobbying Activities

B. Certification regarding Debarment, Suspension, and Ineligibility Statement

C. Notice to Labor Unions or other Organizations of Workers Certification of Non-Segregated Facilities

D. All laws and regulations that may affect cost, progress, and performance of the work, including BABAA requirements

9.02 I ☐ have, ☐ have not (check one), participated in a previous contract or subcontract subject to Executive Order No. 11246, as amended, (regarding equal employment opportunity) or a preceding similar Executive Order. See the following for Executive Order No. 11246: http://www.eeoc.gov/history/executive-order-no-11246

9.03 I ☐ have, ☐ have not (check one), previously had contracts subject to the written affirmative action programs requirements of the Secretary of Labor.

9.04 Bidder understands that if Bidder has failed to file any compliance reports that have been required of them, Bidder is not eligible and will not be eligible to have their Bid considered or to enter into the proposed contract unless and until Bidder makes an arrangement regarding such reporting that is satisfactory to the Agency and the office where the reports are required to be filed.

9.05 Bidder understands and acknowledges that the penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

BIDDER: *[Indicate correct name of bidding entity]*

_____

By:
[Signature] _____

[Printed name] _____
(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature] _____

[Printed name] _____

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Title: _____

Submittal Date: _____

Address for giving notices:

_____

_____

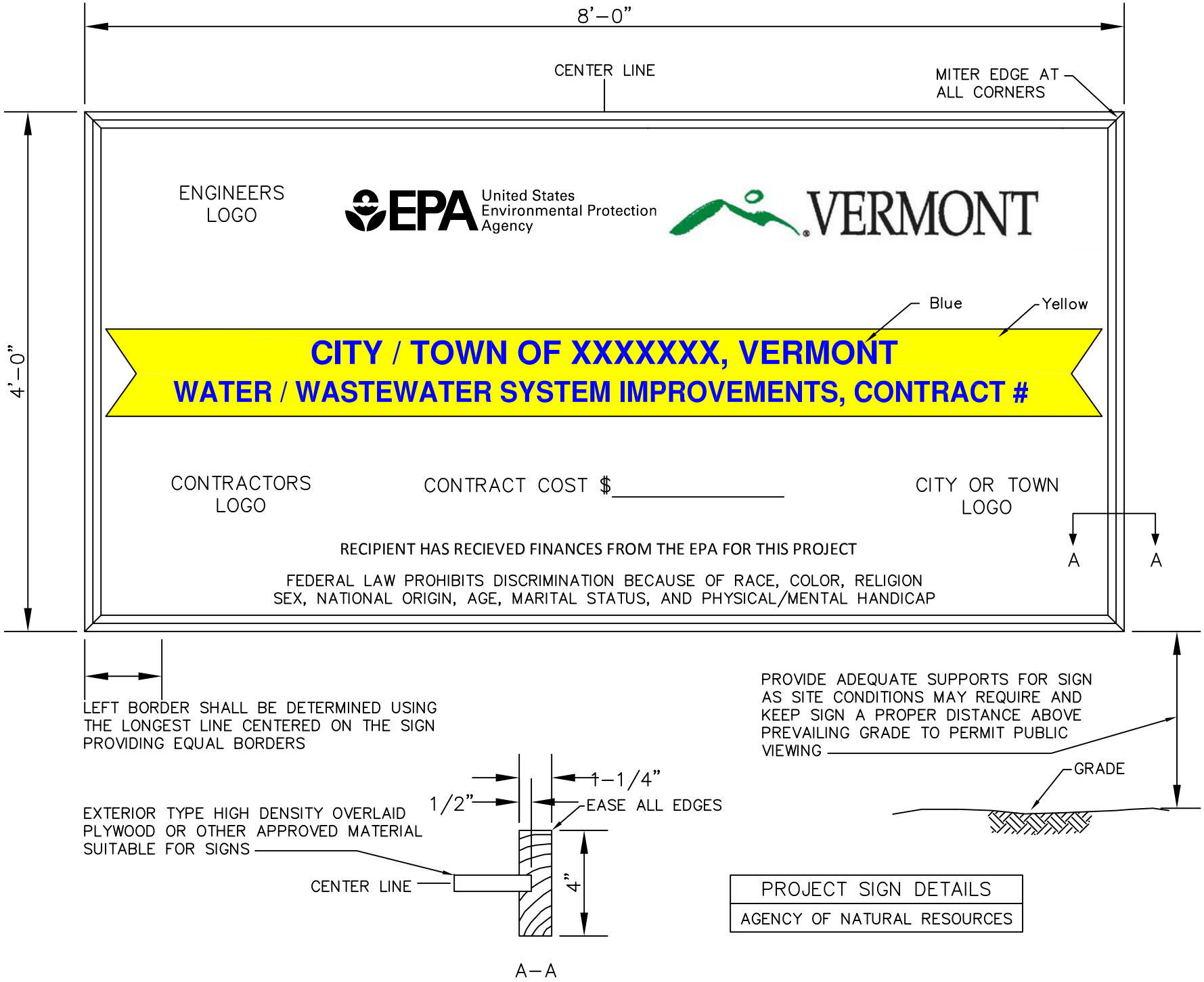
_____

Telephone Number: _____

Contact Name and e-mail address: _____

_____

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PROJECT SIGN DETAILS
AGENCY OF NATURAL RESOURCES

City of Burlington 2026 Water Resources Water District System Improvements

DBE Submittal Log

Subcontractor Name	Email Address	RFP Sent	Response
Four Season Traffic Control	fourseasonstrafficcontrolllc@gmail.com	4/14/2026	Quote Rec'd 4/15/26
New Form Supply	elibby@newformsupply.com	4/14/2026	

Kerri Germain

From: Sharon Gates <sgatesfstc@gmail.com>
Sent: Wednesday, April 15, 2026 11:51 AM
To: Kerri Germain
Subject: Re: City of Burlington 2026 Water Resources Water Distribution System Improvements
Attachments: 2026 Water Resources Water Distribution System Improvements - City of Burlington, VT - 2026 Rate Sheet.pdf; FourSeasonsTrafficControlCapabilityStatement (3).pdf

Please accept the attached rate sheet as our quote to provide traffic control as a subcontractor on this project.

Sharon Gates
Billing Manager/Quoting Specialist/Office Manager
Four Seasons Traffic Control LLC
615 VT-31 Poultney, VT 05764

Four Seasons Traffic Control LLC
Woman-Owned
Second Chance Company

On Tue, Apr 14, 2026 at 3:08 PM Heidi LaRouche <fourseasonstrafficcontrolllc@gmail.com> wrote:

Four Seasons Traffic Control LLC
615 VT-31 Poultney, VT 05764

Four Seasons Traffic Control LLC
Woman-Owned
Second Chance Company
Owners Heidi and Jeffrey LaRouche
802-417-6143
Four Seasons Traffic Control L.L.C

---------- Forwarded message ---------
From: **Kerri Germain** <Kerri@sdireland.com>
Date: Tue, Apr 14, 2026, 2:22 PM
Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements
To: fourseasonstrafficcontrolllc@gmail.com <fourseasonstrafficcontrolllc@gmail.com>
Cc: Tyson Chouinard <tchouinard@sdireland.com>

Hello,

We are bidding on the City of Burlington 2026 Water Resources Water Distribution System Improvements project. Please use the following link to access the bid documents:
https://spaces.hightail.com/space/OWMw7ujF08

If you would like to bid on any portion of this project, please send us your quotes by Tuesday, April 21, 2026.

Please contact Tyson Chouinard at 802-305-8266 if you have any questions.

Thank you,

Kerri

Kerri L. Germain

Office Manager

SD Ireland COMPANIES

P.O. Box 2286

South Burlington, VT 05407

Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Microsoft Outlook <MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@sdireland.com>
To: fourseasonstrafficcontrolllc@gmail.com
Sent: Tuesday, April 14, 2026 2:23 PM
Subject: Relayed: City of Burlington 2026 Water Resources Water Distribution System Improvements

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

fourseasonstrafficcontrolllc@gmail.com (fourseasonstrafficcontrolllc@gmail.com)

Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements

City of Burlington 2026 Water ...

Kerri Germain

From: Jaclyn Tremblay <jtremblay@newformsupply.com>
Sent: Tuesday, April 14, 2026 2:42 PM
To: Kerri Germain
Cc: Tyson Chouinard; Erica Libby; Michelle Schleck
Subject: RE: City of Burlington 2026 Water Resources Water Distribution System Improvements

Kerri,

Thank you for sending this over.
We will review the following documents and will reach out to Tyson with any questions.

Thank you again,

JACKIE TREMBLAY
Project Sales Manager
New Form Supply
90 Heritage Park Road, Suite 2
Bucksport ME 04416
www.newformsupply.com
JTremblay@NewFormSupply.com
203-671-4528

From: Kerri Germain <Kerri@SDIRELAND.COM>
Sent: Tuesday, April 14, 2026 2:25 PM
To: Jaclyn Tremblay <jtremblay@newformsupply.com>; Erica Libby <elibby@newformsupply.com>; Michelle Schleck <mschleck@newformsupply.com>
Cc: Tyson Chouinard <tchouinard@SDIRELAND.COM>
Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements

Hello,
We are bidding on the City of Burlington 2026 Water Resources Water Distribution System Improvements project. Please use the following link to access the bid documents:
https://spaces.hightail.com/space/OWMw7ujF08
If you would like to bid on any portion of this project, please send us your quotes by Tuesday, April 21, 2026.
Please contact Tyson Chouinard at 802-305-8266 if you have any questions.
Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Kerri Germain

From: postmaster@newformsupply.com
To: Michelle Schleck
Sent: Tuesday, April 14, 2026 2:26 PM
Subject: Delivered: City of Burlington 2026 Water Resources Water Distribution System Improvements

Your message has been delivered to the following recipients:

Michelle Schleck (mschleck@newformsupply.com)

Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements



City of Burlington
2026 Water ...

Kerri Germain

From: postmaster@newformsupply.com
To: Erica Libby
Sent: Tuesday, April 14, 2026 2:26 PM
Subject: Delivered: City of Burlington 2026 Water Resources Water Distribution System Improvements

Your message has been delivered to the following recipients:

Erica Libby (elibby@newformsupply.com)

Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements



City of Burlington
2026 Water ...

Kerri Germain

From: Michelle Schleck <mschleck@newformsupply.com>
To: Kerri Germain
Sent: Tuesday, April 14, 2026 2:28 PM
Subject: Read: City of Burlington 2026 Water Resources Water Distribution System Improvements

Your message

To: Michelle Schleck
Subject: City of Burlington 2026 Water Resources Water Distribution System Improvements
Sent: Tuesday, April 14, 2026 2:25:29 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Tuesday, April 14, 2026 2:27:58 PM (UTC-05:00) Eastern Time (US & Canada).

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Public Works – Water Resources Division Submitter: Mary Bourque

Title/Subject: Construction Contract for Water Mains Replacement

Approval Requested:		Meeting Date:
☒	Board of Finance	5/11/2026
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/4/2026	Chapin Spencer
Mayor's Office	Yes	5/5/2026	Kara Alnasrawi
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	5/4/2026	Erik Ramakrishnan
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/4/2026	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	5/4/2026	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

JESSICA C. BROWN, ESQ.
City Attorney
KIMBERLEE J. STURTEVANT, ESQ.
ACA, Director of Litigation
HAYLEY I. McCLENAHAN, ESQ.
Assistant City Attorney
ERIK RAMAKRISHNAN, ESQ.
Assistant City Attorney
EMMETT WOOD, ESQ.
Assistant City Attorney

149 Church Street
Burlington, VT 05401-8489
Phone: (802) 865-7121
Fax: (802) 865-7123
TTY: (802) 865-7142

CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

MEMO

To: Board of Finance and City Council
From: Jessica Brown, City Attorney & Lynn Reagan, Director of Human Resources
Date: May 11, 2026 (BOF) / May 18, 2026 (CC)
Re: Reclassification and Retitling an Assistant City Attorney – Director of General Government & Transactional Services to Assistant City Attorney

EXECUTIVE SUMMARY

The City Attorney's Office is requesting approval of the reclassification and retitling of "Assistant City Attorney – Director of General Government & Transactional Services," to "Assistant City Attorney."

BACKGROUND

When Attorney Erik Ramakrishnan joined the Burlington City Attorney's Office in January, 2024, although he was new to working in Vermont, he brought ten years of prior experience as a municipal attorney. In March, 2025, to recognize Attorney Ramakrishnan's experience, his Assistant City Attorney title was reclassified to Assistant City Attorney – Director of General Government & Transactional Services – consistent with the "Assistant City Attorney – Director" tier established during the tenure of former City Attorney Dan Richardson.

Attorney Ramakrishnan left employment with the City as of April 14, 2026, and is finishing out his current appointment on a contract basis. The CA Office will be posting to replace Attorney Ramakrishnan and requests that the Assistant City Attorney – Director of General Government & Transactional Services position be reclassified to Assistant City Attorney.

FINANCIAL IMPACT

The reclassification and retitling of the Assistant City Attorney -- Director of General Government & Transactional Services position to Assistant City Attorney will result in a decrease to the pay grade. No changes to the anticipated City Attorney 101 GF FY27 budget are requested.

Position	Current Grade-Step	FY25 Salary	Proposed Grade-Step	FY25 Reclassified Salary	Decrease
Reclassification /Retitling to: Assistant City Attorney	26-6	$112,553.62	24-7	$109,271.48	($3,282.14)

MOTION

Board of Finance & City Council

To approve the reclassification and retitling from Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26, to Assistant City Attorney, Regular, Full-time, Exempt, Non-Union, Grade 24.

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. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: City Attorney Submitter: Jessica Brown

Title/Subject: Reclassification/Retitling: Director to Assistant City Attorney (down grade)

Approval Requested:		Meeting Date:
☒	Board of Finance	5/11/2026
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
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5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/6/2026	Jessica Brown
Mayor's Office	Yes	5/7/2026	Kara Alnasrawi
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/6/2026	Jessica Brown
CAO for budget, financing, and memo	Yes	5/6/2026	Katherine Schad
Human Resources, if personnel action or policy	Yes	5/6/2026	Lynn Reagan
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Lori Olberg

From: Lisa Gerlach
Sent: Wednesday, May 13, 2026 2:07 PM
To: Lori Olberg
Subject: Fw: Update/ board resignation

Hi Lori,

Please see below for my resignation email for the Housing Board of Review. Let me know if there's anything else you need from me on this.

Thank you!
Lisa

From: Lisa Gerlach
Sent: Monday, April 27, 2026 4:45 PM
To: Shay Brunvand <sbrunvand@burlingtonvt.gov>; Erik Ramakrishnan <eramakrishnan@burlingtonvt.gov>; Joshua Wronski <jwronski@burlingtonvt.gov>; Olivia Taylor <otaylor@burlingtonvt.gov>; Donald Slish <dslish@burlingtonvt.gov>; Emma Ramirez <eramirez@burlingtonvt.gov>
Subject: Update/ board resignation

Hi everyone,

I wanted to let you all know that I'm going to be following in Betsy's footsteps-- I've taken a job with the city and sadly am going to need step down from the Housing Board to avoid potential (or the appearance of) conflicts of interest. I'll be starting in the Mayor's office as Chief of Staff on May 13th. Assuming we'll have a hearing next Monday, that will be my last meeting.

It's been a pleasure to serve with you all, and I'm sure I'll see you all around! I'm very excited for this new chapter

Shay/ Erik- let me know if there's anything you need from me before I step down!

Best,
Lisa

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

To: City Council
From: Samantha McGinnis, Director, Church Street Marketplace
CC: Andrew Bacher, Church Street Marketplace Coordinator
Date: May 18th, 2026

Re: Authorization for 180 College Street Kiosk Sublease

REQUEST:
The Church Street Marketplace Department seeks City Council authorization to allow a sublease agreement for 180 College Street Kiosk through July 31, 2026.

Background:

Since 1982, the property at 180 College Street has been owned by the Church Street Marketplace and leased to various food and beverage businesses. The current lease, held by Taste of France LLC, will expire on July 31st, 2026, with no option for the current tenant to renew. In response, the Church Street Marketplace issued a Request for Proposals (RFP) to identify a new tenant and selected Sabah's House LCC, which has received approval from the Church Street Marketplace Commission, Board of Finance and City Council. The new lease will begin August 1,2026.

However, Taste of France LLC ceased operations in the kiosk earlier this year and indicated their interest in subleasing the kiosk to the next occupant of the space. The current lease agreement stipulates that the lessee is not to sublease the property to any other individual or business without the express prior written permission of the City.

On April 20, 2026, Taste of France LLC requested the City's permission to sublease the kiosk to Sabah's House LLC for the remainder of their lease through July 31, 2026. In consideration of allowing the new lessee to maximize impact in their inaugural year and activate the vacant space as soon as possible, the Church Street Marketplace recommends authorizing the sublease of the kiosk to Sabah's House LLC.

City Council Motion

To approve the authorization of a sublease from Taste of France LLC to Sabah's House LLC through the end of their lease agreement (July 31, 2026).

SUBLEASE AGREEMENT

This Sublease Agreement ("Agreement") is entered into as of May First, 2026, by and between:

Sublessor:
Amy Bernhardt
Taste of France LLC d/b/a Leunig's Petit Bijou
115 Church St.
Burlington, VT 05401

Sublessee:
Sabah's House LLC
Attn: Mustafa Khudaier
104 Intervale Ave
Burlington, VT 05401
United States

1. Premises

The Sublessor hereby subleases to the Sublessee the premises located at:
180 College Street, Burlington, Vermont 05401

2. Term

This sublease shall begin on May 1st, 2026 and shall terminate on July 31, 2026, unless terminated earlier in accordance with this Agreement.

3. Use

The Sublessee agrees to use the premises solely for the operation of a restaurant and/or coffee shop, and for no other purpose without required approvals under the master lease.

4. Rent

The Sublessee agrees to pay rent in the amount of $1,602.00 per month, payable in advance on the 5th day of each month. All rent shall be paid directly to the Sublessor unless otherwise directed.

Rent shall be due and payable regardless of any delays in opening, permitting, licensing, inspections, or any other approvals required for the Sublessee's operation. No rent abatement, offset, or reduction shall be permitted for any reason.

5. Utilities and Repairs

The Sublessee shall be responsible for all utilities and all maintenance and repairs associated with the premises during the term.

6. Licensing & Operation

15. Master Lease Receipt Acknowledgment

I acknowledge receipt of the master lease and agree to comply with its terms.

Signature: _____

Name: Mustafa Khudaier

Date: 4/4/2026

16. NOTARY – SUBLESSOR

State of Vermont
County of Chittenden

On this 20th day of April, 2026, before me, the undersigned Notary Public, personally appeared Amy Bernhardt, known to me (or satisfactorily proven) to be the person whose name is subscribed to this instrument, and acknowledged that she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public Signature: _____

Printed Name: Carl Ragsdale

Commission Expires: 1/31/2027

CARL WAYNE RAGSDALE NOTARY PUBLIC # 157.0014417 MY COMMISSION EXPIRES 1/31/2027 STATE OF VERMONT

17. NOTARY – GUARANTOR

State of Vermont
County of Chittenden

On this 20th day of April, 2026, before me, the undersigned Notary Public, personally appeared Mustafa Khudaier, known to me (or satisfactorily proven) to be the person whose name is subscribed to this instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public Signature: _____

Printed Name: Carl Ragsdale

Commission Expires: 1/31/2027

CARL WAYNE RAGSDALE NOTARY PUBLIC # 157.0014417 MY COMMISSION EXPIRES 1/31/2027 STATE OF VERMONT

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Church Street Marketplace Submitter: Samantha McGinnis

Title/Subject: Authorization to allow a sublease for the Kiosk at 180 Church Street

Approval Requested:		Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/12/2026	Will Clavelle
Mayor's Office	Yes	5/12/2026	Kara Alnasrawi
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	5/12/2026	Emmett Wood
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/12/2026	Emmett Wood
CAO for budget, financing, and memo	Yes	5/12/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

TO: City of Burlington, Board of Finance
City of Burlington, City Council

FROM: Will Clavelle, Interim CEDO Director

DATE: April 27, and May 18, 2026

SUBJECT: Reclassification Request – Small Business Support Specialist, Grade 15 to Grade 18

REQUEST

The Community & Economic Development Office (CEDO) seeks to reclassify the Small Business Support Specialist position within the City of Burlington.

- Reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Grade 15, Union position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Grade 18, Union position.

EXECUTIVE SUMMARY – Small Business Support Specialist

Following the City's 2025 Reduction in Force (RIF) and the implementation of ModGov, the Small Business Support Specialist position has undergone a substantial expansion in scope, complexity, and operational responsibility. These organizational changes resulted in the elimination of four employees and the consolidation of several positions, which saved the City of $430,000, and resulted in the Small Business Support Specialist taking on substantially increased responsibilities. These responsibilities require a higher level of independent judgment, cross-departmental coordination, and the ability to manage complex, multi-stakeholder relationships.

The Office of Human Resources conducted a review of the updated job description for this position and determined that the current Grade 15 classification no longer accurately reflects the level of work being performed. The Human Resources Committee concurs with this assessment and formally recommends reclassification to Grade 18.

Role Description:

The position serves as a primary point of contact for small businesses navigating City services, programs, and regulatory processes, and plays a central role in advancing the City's economic development objectives. Since the 2025 RIF process, responsibilities have expanded to include:

- Administration and oversight of City leases

- Management of CEDO loan programs
- Implementation and administration of the City's Disadvantaged Business Enterprise (DBE) registration program under the updated procurement policy.
- Increased responsibility for CDBG and TIF reporting and compliance

These added duties reflect a shift from a primarily technical assistance to broader program administration and policy implementation.

FINANCIAL IMPACT

Position	Current Grade / Step	Current Annual Salary	Proposed Grade	Proposed Annual Salary	Annual Impact	
Small Business Support Specialist	Grade 15, Step 6	$65,266.24	Grade 18	$72,284.91	**$7,018.67**	**General Fund impact: $3,509.33 Grant impact (CDBG): $3,509.33**

The reclassification reflects compensation commensurate with the expanded scope of responsibilities assumed by this position following the City's 2025 RIF and ModGov implementation. The associated salary adjustment represents an increase from $31.3780 per hour to $34.7524 per hour. Half of the $7,018.67 salary increase will come from the general fund, while the other half will be Community Development Block Grant (CDBG) funded. The CEDO FY26 general fund has the money to absorb this and it has been budgeted for FY27.

ATTACHMENTS

- BoF & CC Checklist
- Economic Development Specialist Job Description
- CEDO Organization Chart

MOTIONS

CEDO respectfully requests the Board of Finance and City Council to approve the following motions:

Board of Finance:

To approve and recommend the City Council approve and authorize the reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 15 position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 18 position.

City Council:

To approve and authorize the reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 15 position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 18 position.

Position Title: **Economic Development Specialist**

Department: **Community and Economic Development Office**

Reports to: **Assistant Director, Business Development**

Pay Grade: 18 **Job Code:**

Exempt/Non-exempt: Non-Exempt **Union: AFSCME**

General Purpose:

The City of Burlington has over 1,000 small businesses, most of which are locally-owned, small businesses. The Senior Economic Development Specialist supports the growth and resilience of this unique business community through day-to-day support and outreach delivered through the CDBG-funded Micro Enterprise Program. This position plays a key role in advancing equitable economic opportunity—helping BIPOC-, women-, and locally owned businesses access the tools, funding, and information they need to thrive.

The Senior Economic Development Specialist coordinates citywide efforts to make doing business in Burlington easier and more inclusive by coordinating interdepartmental collaboration, maintaining economic development data and resources, and administering or overseeing programs such as the Burlington Revolving Loan Fund, Disadvantaged Business Enterprise (DBE) registration, and City property leases. The role also includes the delivery of business classes, incubation opportunities, and markets that strengthen Burlington's entrepreneurial ecosystem.

The Senior Economic Development Specialist reports directly to the Assistant Director, Business Development.

Essential Job Functions:

- Provide technical assistance to the City's small businesses through the CDBG funded Microenterprise Technical Assistance Program, including business outreach, technical support, reporting to HUD, while complying with federal funding source.
- Assist in preparation of CDBG application and reporting.

- Conduct extensive business outreach and provide one-on-one technical assistance to all small businesses and startups in Burlington, with an emphasis on assisting BIPOC and women-owned businesses.
- Guide local business owners through the technical aspects of grant applications, loan applications and licensing and permitting.
- Work closely with the REIB, Trusted Community Voices, and other departments as needed to support Burlington's underserved businesses.
- Create and update multiple resources to support Burlington entrepreneurs in starting businesses in the City, including a guide to starting a business in Burlington, topic specific How To guides, checklists, and additional resources as needed.
- Support interdepartmental collaboration with DPW, BPRW, and DFA to ascertain and create business resources and opportunities. Including the creation of resources that give greater clarity on doing business in Burlington and opportunities for microentrepreneurs to do business on City property.
- Design and deliver free business classes to Burlington's underserved businesses in coordination with community partner organization such as CVOEO, Mercy Connections, VCLF, and the Vermont Law School.
- Work with the City Attorney's Office, REIB, and other departments as needed to promote the City's Disadvantages Business Enterprises (DBE) procurement policy and ensure City requests for proposals are reaching a diverse range of Vermont businesses.
- Oversee the DBE registration for Burlington businesses and maintain a database of DBEs for procurement purposes.
- Administer the Burlington Revolving Loan Program including coordinating committee meetings, providing application guidance, drawing up closing documents, and tracking monthly loan payments.
- Support data collection for the City's economic development work, including maintaining a detailed database of Burlington's businesses and working with the City Senior Policy & Data Analyst to collect data for economic development indicators.
- Maintain a database of available commercial space in Burlington and update it monthly.
- Oversee leases of City-owned property, , including but not limited to the Harbor Marina, Community Sailing Center, 339 Pine Street, 99 Intervale Road, and the City Hall Park kiosk. This includes preparing requests for proposals, conducting due diligence, researching market values, preparing leases, and coordinating with tenants.
- Maintain the Love Burlington Business Support pages including updating and correcting information on funding and vending opportunities and linking classes and resources.
- Organize and assist in delivering city-sponsored markets and business incubation opportunities, with a particular emphasis on providing business opportunities for BIPOC businesses.
- Represent the City in large development projects impacting businesses as needed, including, but not limited to, the Winooski Bridge projects and the Great Streets projects.
- Support the contract, insurance, health license and payment process for all artists, performers, vendors for festivals and events, in collaboration with other CEDO team members.
- Attend event planning meetings with relevant partners, and support event planning and logistics that contribute to the growth of micro and small businesses

- Coordinate and track CEDO's implementation of the comprehensive economic development strategy and assist the Director and Assistant Director in coordinating implementation and preparing ongoing progress reports to capture progress on the City's stated economic goals.
- Prepare internal quarterly reports, annual TIF reports, and assist with additional reporting requirements as needed.
- Manage interns in business support and development by coordinating their hours, defining their scope, and reviewing their work.
- Contribute to effective relationships with Burlington's small businesses, cultural and community organizations, stakeholders, and city staff.
- Other duties as assigned related to the CEDO team's mission to promote a thriving Burlington economy.
- Work will be a mix of office work, technical assistance in the field, and outdoor events.
- Position will be 40-hours per week. Must be available to work occasional evenings and weekend events

Qualifications/Basic Job Requirements:

- Bachelor's Degree in community development, economics, business or related field. Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- 3 years of experience in economic development, small business assistance, community development, or related work required.
- Strong knowledge of Economic Development, Community Development, and Events,
- Experience in providing tailored technical assistance to businesses of all sizes from different industries.
- Experience with understanding and analyzing small business financial statements preferred.
- Experience with contract review, management, and compliance including leases and loan agreements.
- Experience with government procurement policies.
- Understanding of business lending processes, loan documentation, and financial terminology preferred
- Experience administering grant, loan, or technical assistance programs preferred.
- Experience with federally funded HUD programs such as Community Development Block Grant (CDBG) or similar compliance environments preferred.
- Ability to provide one-on-one technical assistance to business owners on topics including financing, licensing, permitting, and business planning.
- Experience with administering small business grant of loan programs.
- Experience coordinating programs, workshops, or training opportunities for entrepreneurs or community members.
- Experience with conducting stakeholder outreach and engagement for large complex projects preferred.

- Excellent verbal and written communication skills, including the ability to develop guides, reports, and educational materials.
- Demonstrated commitment to advancing equitable economic opportunity, including supporting BIPOC-owned and women-owned businesses.
- Demonstrated skill in creative problem-solving, can-do attitude, and staying calm under pressure.
- Ability to work independently and as part of a team.
- Ability to manage interns or temporary staff and support program delivery.
- Strong attention to detail.
- Strong sense of cultural competency.
- Experience working in a diverse and inclusive organization.
- Computer proficiency, especially in Microsoft (Excel, PowerPoint, Word).
- 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.

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.

	Task/Skill/ Ability	Frequency			Task/Skill/ Ability	Frequency
X	Seeing	Constant		X	Ability to lift and Carry, push or pull	
X	Color perception (red, green, amber)	Constant		X	10 - 25lbs	Constant
X	Hearing/listening	Constant		X	25 - 50lbs	Occasional
X	Clear speech	Constant			50 - 75lbs	
X	Touch/ Dexterity -	Constant			75+ lbs	
X	Hand			X	Analysis/ Comprehension	Constant
X	Finger			X	Judgment/ decision making	Constant
X	Reading -				Utilization of pressurized equipment	
	Simple				Moving objects	
	Basic				high places	
	Complex	Frequent			fumes/odors	

X	writing				hazardous materials	
	Simple				dirt/dust	
	Basic					
	Complex	Frequent				
X	Mathematics					
	Simple					
	Basic					
	Complex	Frequent				
X	Walk or move over distances under own power					
X	within offices/ building or even terrain)	Constant				
X	outdoors or uneven terrain	Occasional				
X	Work alone, under minimal supervision	Frequent				
X	Work directly and indirectly with others	Frequent				
X	Verbal contact with others	Constant				
X	Face-to-face contact	Frequent				
X	Work outdoors in -	Frequent				
X	extreme heat	Occasional				
	extreme cold	Occasional				
X	other adverse weather conditions	Occasional				

Never	**Occasional**	**Frequent**	**Constant**
0%	1-33%	34-66%	67-100%
0%	equal or less than 2.6 hours	2.7 -5.2 hours	equal or greater than 5.3 Hours
*** all times and %s are based on a the assumption of an 8 hour shift schedule**			

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:

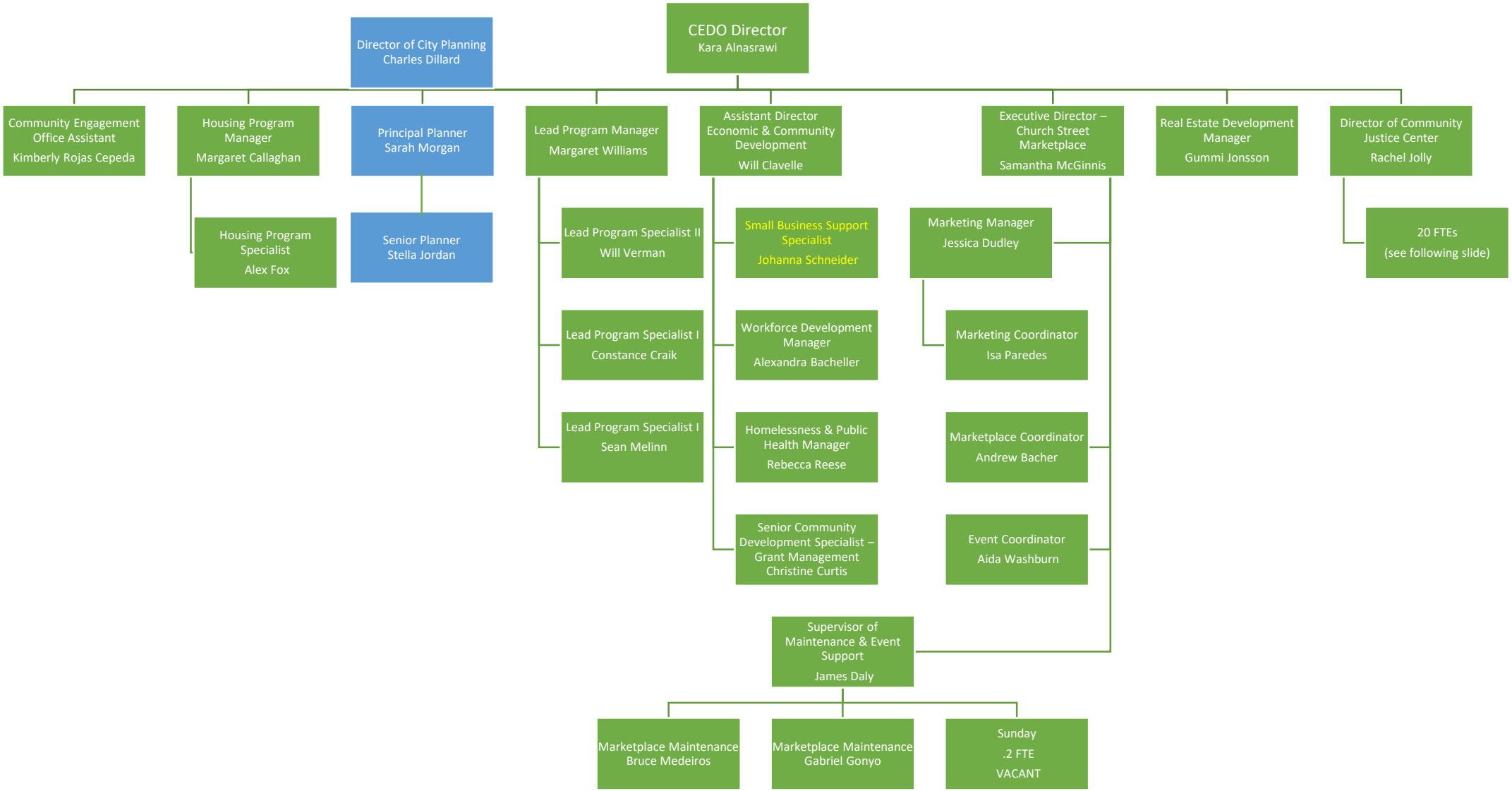
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

CEDO Organizational Chart



Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CEDO Submitter: Will Clavelle

Title/Subject: Retitling and Reclassification of Small Business Specialist Position

Approval Requested:		Meeting Date:
☒	Board of Finance	4/27/2026
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	4/17/2026	Will Clavelle
Mayor's Office	Yes	4/21/2026	Kara Alnasrawi
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	4/21/2026	Emmett Wood
CAO for budget, financing, and memo	Yes	4/22/2026	Katherine Schad
Human Resources, if personnel action or policy	Yes	4/15/2026	Orieta Glozheni
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Received 5/11/26

BEFORE THE OFFICE OF
UNITED STATES ATTORNEY, DISTRICT OF VERMONT

May 8, 2026

SERVED UPON: Emma Mulvaney-Stanak
Burlington City Mayor
Burlington City Hall Room 34
149 Church Street
Burlington, VT 05401

Theresa Vezina
Burlington City I.V. Drug Facilitator
Burlington City Hall Room 34
149 Church Street
Burlington, VT 05401

CITY OF BARRE
COUNTY OF WASHINGTON
STATE OF VERMONT, to wit:

By authority of law of the United States citizens have established right to honest, loyal and faithful service of elected officials and government employees (18 United States Code §371, US v. Jackson, 850 F.Supp. 1481, US v. McDade, 827 F.Supp. 1153) creating corresponding duty of disclosure on the part of elected officials and government employees under the United States; and ACCORDINGLY, as citizen in civic relation to public officers of government of the municipal corporation of the City of Burlington, State of Vermont, and acting in conformity with Federal Rules of Civil Procedure Rule 36, requests for admission are promulgated hereby and served upon government employee Respondents captioned above.

IN THE MATTER OF: Political assistance of heroin-rackets
and narcotic drug-abuse in Vermont
by Burlington City officials

REQUESTS FOR ADMISSION

1. Public law of the United States prohibits possession, distribution, sale, use or abuse of federally regulated and controlled substances in all places under jurisdiction and authority of the United States,

pursuant to the *Controlled Substances Act* of the United States, title 21 United States Code §811.

2. Public law of the United States prohibits also accessory assistance of the federal crime of narcotic drug use or abuse.

3. Mistake at law is not excuse and the law imputes to all persons cognizance of the public laws; and public officers and government employees of the City of Burlington cannot claim lack of awareness that assisting junkies in acts of narcotic drug-crime is criminal offense.

4. The *"Safe Shoot-up Site"/"Harm Reduction Center"* program of the City of Burlington is criminal enterprise, prohibited by plain mandates of *Constitution* and law of the United States.

5. The conduct of Burlington City Mayor, Emma Mulvaney-Stanak, and safe shoot-up site facilitator, Theresa Vezina, is willful and on face unlawful.

6. At law, the narcotic drug-abuse assistance program pursued by Burlington City Mayor, Emma Mulvaney-Stanak, and program facilitator, Theresa Vezina, is *Conspiracy to commit offense* in violation of 18 USC §371.

7. The narcotic drug-abuse assistance program pursued by the City of Burlington is a fraud-scheme, converting federally derived money earmarked for opioid-abuse *mitigation* into an opioid-abuse *assistance* program contrived by agents of political party of the State of Vermont.

8. At law, the misappropriation and diversion of federally founded funds into a federally prohibited narcotic drug-assistance program is *Conspiracy to defraud* in violation of 18 USC §371.

9. Imposition of narcotic drug-abuse assistance program on the public contrary to constitutional right

to equal protection of federal standard of law of the *Controlled Substances Act* of the United States is injury to free enjoyment of right to equal protection of law as secured by *Constitution*; and the narcotic drug-abuse assistance program promoted by Burlington City Mayor, Emma Mulvaney-Stanak, and narcotics-abuse assistance program facilitator, Theresa Vezina, is at law *Conspiracy against rights* in violation of 18 USC §241.

10. At law, the Burlington City conspiracy to assist federal drug-crime in Vermont is *Seditious conspiracy* to oppose by force of public office and political protocols the authority of the United States, in violation of 18 USC §2384.

11. The three potential safe shoot-up sites proposed to the public by the political agency of the City of Burlington are all three, at law not exempt from *Public nuisance* statute of the State, 18 Vermont Statutes Annotated §4222.

12. At law, it is criminal *False claim* put-forth by political agents in private agreement among themselves that "*Safe Shoot-up Sites*"/"*Harm Reduction Centers*" legally satisfy the definition of "*opioid mitigation*", with intent to defraud no less than 2.2 million dollars of funds of federal origin.

13. The failure and refusal of Burlington City Mayor, Emma Mulvaney-Stanak, and accomplices organized in narcotics-crime with her, to respect and fulfill the Rule of Law as elected officials or government employees, is at law criminal *Neglect of duty by public officers* 13 Vermont Statutes Annotated §3006.

14. Burlington City Mayor, Emma Mulvaney-Stanak, and mafia of persons in political organization and agreement with her, are engaging in federally prohibited objectives, in plain and knowing

violation of the people's constitutional right to protection of law against their organized, criminal activities.

15. It is acknowledged fact that the imposition of narcotic drug on a population for the purpose of subduing and overcoming a society, nation or state has long-been tactic of the British Empire.

16. The political party interest in securing heroin-addiction in Vermont undermines the sobriety, integrity, and competent function of society in Vermont, impairs the judgment of the general public, and renders the State of Vermont vulnerable to subversion and overthrow by narcotics-cartel in political organization and ideology and allegiance foreign to law of the United States.

Certification of Service

Served on all parties by deposit in United States Mail first-class, postage paid, this 8th day of May 2026.

R. MARCUS WEST **May 8, 2026**
Post Office Box 1079
Barre, VT 05641

cf: Vermont Department of Health
Burlington City Council and Council President, Ben Traverse
Burlington City Police
Chittenden County State's Attorney Sarah George
Attorney General Charity Clark
Public Safety Commissioner Jennifer Morrison
Vermont State Police Commandant Matthew Birmingham
Governor Phil Scott
Lt. Governor John Rodgers
Senate President, pro tempore, Philip Baruth
Senate Committee on the Judiciary
House Speaker Jill Krowinski
House Judiciary Committee
Secretary of State, Sarah Copeland-Hanzas

TO: Board of Finance, City of Burlington
City Council, City of Burlington

FROM: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering, and Sustainability

DATE: May 11, 2026 – Board of Finance
May 18, 2026 – City Council

SUBJECT: Request to Accept and Execute a Federal Aviation Administration (FAA) for the Residential Sound Insulation Program (RSIP) Phase 6 Grant and a Contract Agreement with Jones Payne Group, Inc (JPG) for the completion of this RSIP Phase 6 project.

REQUEST

The Patrick Leahy Burlington International Airport (Airport or BTV) seeks to:

1. Execute an Agreement with Jones Payne Group, Inc (JPG) for the RSIP Phase 6 project.

2. Execute a Federal Aviation Administration ("FAA") grant for the RSIP Phase 6 project.

Background Information

The program converts incompatible residential units to a compatible land use by installing an acoustical treatment package which will provide relief from aircraft noise by upgrading interior living areas. Upgrades may include replacement of windows and doors with acoustically rated products and installation or upgrade of ventilation systems. The sound insulation treatments are designed to reduce the interior noise levels to below 45 DNL and provide a minimum noise level reduction of 5dB. It is anticipated that this project will benefit potentially up to 300 homeowners with outreach, categorization and eligibility of up to 200 homes and design for up to 50 homeowners. The entire program once completed is anticipated to benefit approximately 2400 homeowners, which equates to approximate 5500 occupants.

Project Description

This new Scope of Work consists of Phase 6 of the Residential Sound Insulation Program including:

- Program Management
- Outreach to 300 Homes
- Categorization and eligibility for up to 200 homes
- Design and Bid for up to 50 Homes made eligible through AIP – 157 and/or AIP – 158 categorization & eligibility efforts.

Benefits:

The Residential Sound Insulation Program ("Program") is an approved measure of the 2020 FAA approved 14 CFR Part 150 Noise Compatibility Program. The overall Program includes approximately 2,400 residential units located within the 65-75 DNL contours of the approved 2024 Noise Exposure Map (NEM). Homes in this project will be located in the City of South Burlington, City of Winooski, Vermont or Town of Williston. Properties are selected based upon their location within or adjacent to the approved 2024 Noise Exposure Map (NEM) 65 - 75 DNL with a goal of balancing the program homes between the most affected cities/town of South Burlington, Winooski and Williston. Home selection is to be determined as part of this scope of work.

Funding:

The funding is from the FAA through the typical Airport Improvement Program (AIP) process, with the funds coming from the FAA Noise Program discretionary appropriation which provides 90% funding. The remaining 10% is the local share which will supplemented with Passenger Facility Charges (PFC). We also receive a portion of the local share reimbursement from an agreement with Vermont Gas Systems (VGS) when these improvements balance/compare with their home energy efficiency program.

PROPOSED MOTIONS:

Board of Finance:

1. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract agreement with Jones Payne Group, Inc. for up to $1,344,245.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,545,882.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, 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 a grant agreement with the Federal Aviation Administration to accept an amount of up to $1,222,871.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,406,302.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office."

3. "To approve and recommend that the City Council authorize the Director of Aviation to take such further actions, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby."

City Council

1. "To authorize the Director of Aviation to execute a contract agreement with Jones Payne Group, Inc. for up to $1,344,245.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,545,882.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office."

2. "To authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount of up to $1,222,871.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,406,302.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office."

3. "To authorize the Director of Aviation to take such further actions, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby."

CITY OF BURLINGTON
DRAFT CONSULTANT CONTRACT

This Consultant Contract ("Contract") is entered into by and between the City of Burlington, Vermont ("the City"), and The Jones Payne Group ("Consultant"), a Massachusetts corporation licensed to do business in Vermont located at 123 North Washington St. 3rd Fl. Boston, Massachusetts 02114.

Consultant 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 Consultant, and "Parties" means the City and Consultant.

D. "Project" means the Patrick Leahy Burlington International Airport Sound Insulation Program Phase 6.

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 Consultant to provide administrative and technical assistance for noise related issues.

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 Consultant for any performance or

expense incurred before the Effective Date or after the expiration or termination of this Contract.

B. Term. This Contract and the Parties' respective performance shall commence on the Effective Date and expire on [__December 31, 2030_____] or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. SCOPE OF WORK

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

5. PAYMENT FOR SERVICES

A. Amount. The City shall pay the Consultant for completion of the Work in accordance with Attachment B (Consultant's Fee Proposal), subject to the Maximum Limiting Amount in Paragraph C, below.

Consultant 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 Consultant 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 Consultant for all services and expenses under this Contract shall not exceed the maximum limiting amount of $1,344,244. The City shall not be liable to Consultant for any amount exceeding the maximum limiting amount without duly authorized written approval.

D. Invoice. Consultant 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:

Larry Lackey, Director of Engineering, Planning, and Sustainability
1200 Airport Drive, Suite 1
South Burlington, VT 05403

Madison Reagan, Environmental Compliance and Project Manager
1200 Airport Drive, Suite 1
South Burlington, VT 05403

The City reserves the right to request supplemental information prior to payment. Consultant 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 Consultant 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: Consultant's Scope of Work dated April 6, 2026
Attachment B: Consultant's Fee Proposal dated April 6, 2026
Attachment C: Burlington Standard Contract Conditions for Consultants
Attachment D: Burlington Livable Wage Ordinance Certification
Attachment E: Burlington Outsourcing Ordinance Certification
Attachment F: Burlington Union Deterrence Ordinance Certification
Attachment G: Consultant'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 takes precedent. Any Invitation for Bids, Additional Contract Provisions, and the City Ordinance Certifications shall prevail over any inconsistency with the Contractor's Scope of Work and Cost Proposal.

8. [Reserved]

— Signatures follow on the next page —

SIGNATURE

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

Consultant
The Jones Payne Group, Inc.

By: _____
John Hansen III, President

Date: _____

City of Burlington
Patrick Leahy Burlington International Airport

By: _____
Nic Longo
Director of Aviation

Date: _____

Attachment A:
Consultant's Scope of Work dated April 6, 2026

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT
RESIDENTIAL SOUND INSULATION PROGRAM
FY26 PROGRAM FORMULATION
FEBRUARY 2026

The Jones Payne Group (JPG) team will undertake the following activities to continue the Residential Sound Insulation Program. This task order will consist of:

- Program management
- Outreach to 300 homes
- Categorization and eligibility for up to 200 homes
- Design and bid for up to 50 homes made eligible through AIP 157 and/or AIP 158 categorization & eligibility efforts

For this scope of work, a "home" is defined and counted as:

- A single building containing no more than two dwelling units counts as one (1) home.
- A single condominium unit counts as one (1) home.
- A three-family apartment building counts as one and one-half (1.5) homes.
- A four-family apartment building counts as two (2) homes.
- A five-family apartment building counts as two and one-half (2.5) homes.
- A six-family apartment building counts as three (3) homes.

For this scope of work, a property is defined as:

- A parcel or plot of land, including all structures located on that parcel.

THE CONSULTANT TEAM

The Jones Payne Group, Inc. (JPG) will serve as the Prime Consultant in conjunction with direct support from Sub-Consultants: Harris Miller Miller & Hanson (HMMH) providing acoustical design services; KAS Consulting, Inc. (KAS) providing regulated materials testing and clearance; Rimkus Inc. (Rimkus) providing mechanical and electrical engineering services; 106 Associates providing historic survey and state historic preservation office coordination, and EIV providing construction observation services. JPG will take executive responsibility for contract requirements, financial accountability, and responsiveness of the CONSULTANT team members. The schedule anticipates 14 months to complete. Work undertaken will be conducted in accordance with Federal Aviation Administration guidelines and guidance specifically Advisory Circular 150/5000-9B .

The consultant team primary locations:

- JPG: Primary Principal Consultant is located in Asheville, NC. Assistant Project Manager is located in Burlington VT. All other staff are located in Boston MA

- Rimkus: Staff are located in Boston MA
- HMMH: Staff are located in Boston MA, two staff are located in California
- EIV: Staff are located in Burlington VT
- 106 Associates: Staff are located in Burlington VT
- KAS: Staff are located in Burlington VT

Task 1. FAA Airport Improvement Program Grant Development

1.1. Develop grant and Proposed Budget

The Team will develop an FAA Airport Improvement Program (AIP) grant application for use by the Airport.

Task 2. Program Oversight and Coordination

2.1. Project Management/Reporting

The Team will provide oversight and management for all task-related services identified in this scope of work. Management and coordination will include project procedures, policies, reporting, and communications both written and verbal.

2.2. Coordination with the Airport

The Team will coordinate with the Airport's designated Project Manager on a regular basis. Tasks will include 52 weekly review meetings, informal meetings, discussions, emails, letters, and memorandums, etc.

Travel Assumptions:
JP: Up to two two-night trips by the Principal Project Consultant and Project Manager as necessary.

2.3. Coordination with External Entities

The Team will coordinate with external entities such as local, state, and federal agencies, building officials and other entities as requested by the Airport on a regular basis. Tasks will include 52 weekly review meetings, informal meetings, discussions, emails, letters, and memorandums, etc.

2.4. Intra-team Coordination and Meetings

The Team will hold intra-team meetings throughout the project to ensure coordination within and among team members on scheduling, technical, agency, and homeowner/community coordination issues. We anticipate having 52 weekly coordination meetings.

2.5. Public Informational Meetings

The Team will attend up to two public meetings to assist the Airport in reporting on the status of the RSI Program. The Team will provide the necessary materials, present, and prepare a summary of comments for documentation. The Team will prepare mailings, coordinate translation of documents and arrange for interpreters, if needed.

Travel Assumptions:
JP: Up to two two-night trips by the Principal Project Consultant and Project Manager as necessary.

2.6. Coordination with Project Participants

The Team will have a local representative available to the community for questions and information about the Program, scope, and schedule. Prospective candidate participants will be notified of Program details as described in the Community Outreach Plan. It is anticipated that the homeowner coordinator will spend 4 hours per week during the 52-week schedule coordinating with project participants.

2.7. Project Website & Database

The Team will maintain and host the Program website to communicate the progress of the Sound Insulation Program. The website will provide general Program information and eligibility requirements and will keep the local community informed of the Program's progress.

The Team will also manage the project database, which contains homeowner information, eligibility, acoustical testing results, prior acoustical treatment, language preference, key milestone dates, and other property information. The Team will use this to manage and track homeowner progress.

2.8. Update Program Documentation

The Team will update, as needed, the project documents, including

- Homeowner outreach materials
- Policy and Procedure Manual (PPM) update that meets the requirements shown in Section 3.2.7 of AC 150-5000 9B

Task 3. Property Selection and Acoustical Testing & Eligibility Determination

3.1. Property Evaluation:

Evaluate properties within the 65 dB and 70 dB DNL humanized contours of the 2029 Noise Exposure Map, which have not previously been invited to participate in the program. It is assumed that there are up to 200 additional properties. The Team will perform the following tasks:

Program Applications: The Team will prepare and distribute homeowner applications to 300 (to account for non-responders) of the most noise-impacted properties where homeowner applications have not been received and where properties have not been evaluated under a prior categorization and acoustic testing effort.

3.2. Initial Property Survey and Categorization of Structures

The Team will perform a property survey for up to 200 properties to assess existing conditions in all habitable rooms. The following conditions will be documented at the site visit:

- *Confirmation of Building use type (e.g., single-family, multi-family)*
- *Confirmation of the Number of levels*
- *Number and location of all habitable rooms*
- *Flanking paths that allow noise to penetrate inside the habitable spaces (e.g., mail slots, pet doors, fireplaces).*
- *Location and type of HVAC systems.*
- *Identification of interior ceiling and/or roof construction and conditions (e.g., vaulted ceilings, attic, flat roofs), which may require a separate category for testing.*
- *Review of any potential code violations or other conditions that may affect the installation of acoustical treatments, permitting, or would otherwise require homeowner pre-work prior to treatments.*
- *Prior installation of acoustic treatments, which may require a separate category for testing.*
- *Identification of major renovations or additions which occurred after October 1, 1998.*

The survey will result in a spreadsheet that identifies the outreach effort, applications received, properties that were surveyed, and designated categories.

<u>Travel Assumptions:</u>
JP: One designer will travel from the Boston, Ma office for two separate one-week (7 night) efforts.

3.3. Acoustical Testing Plan

The Team will develop an acoustical testing plan (ATP) that meets the requirements in Section 8.2.3 of AC 150 5000-9B. The test plan will provide a summary of the testing plan, including:

- Identification of all surveyed properties
- Property categories according to the criteria established in the overarching acoustical test plan
- Recommendation and rationale for the testing percentages for each category
- Identification of the specific homes recommended for acoustical testing.

3.4. Acoustical Testing for Eligibility and Technical Memorandum

Upon FAA acceptance of the test plan, the Team will test up to sixty (60) homes. This will require up to 4 weeks of testing, divided into two 2-week measurement rounds, with at least an intervening 4 weeks needed to conduct data analysis and report results. Testing will be conducted at a pace of 1 to 3 homes per day, depending upon the size of the structures. Following each round of acoustical testing, the Team will analyze the measurement data and report the results and eligibility findings to JP in a technical memorandum, in electronic format.

Travel Assumptions:
HMMH: Up to three (3) staff members will participate in each 2-week measurement effort, and one (1) senior staff member will also perform on-site management and technical oversight for up to three (3) days during each round of acoustical testing. For budgeting purposes, it is assumed that two (2) of these staff are local (based in HMMH's Burlington, Massachusetts office and traveling by car) and that two additional staff are based in California (requiring airfare). A total of eighty-six (86) hotel nights should be budgeted for the out-of-state staff members. Principal Consultant (2x4 night trip), Senior Consultant (2x13 night trip), Consultant (2x13 night trip), Consultant (2x13 night trip). Budgeting assumes one rental car is large enough to carry all equipment for the duration of the testing.

Task 4. Design Services (50 Homes)

It is anticipated that the design services will result in one set of bid documents.

4.1. Select Program Homes

The Team will select up to 50 homes based upon the following criteria:

- Acoustical eligibility criteria accepted by the FAA
- Most noise impacted for properties that have applied and have been surveyed based on the interpolated DNL
- Property does not have any significant building, historic, or flood plain issues

4.2. Site Assessment Visits (Architectural/Engineering/Hazardous Materials)

The Team will conduct assessment visits to up to 50 homes at a rate of up to 5 homes per day. The assessment team will include representatives of each discipline. The Team will:

- Conduct an existing conditions review
- Identify habitable vs non-habitable spaces
- Photo-document all exterior elevations and interior areas as needed
- Develop existing floor plans
- Document eligible window and door openings
- Review existing mechanical system and decide if ventilation is necessary; if so, develop a design and installation plan
- Conduct environmental testing for hazardous materials including asbestos containing materials and lead-based paint which will be done using an XRF analyzer
- Document all field notes, quantities, and measurements

The Team will discuss the project schedule and the homeowner agreement with the homeowner. A draft copy of those documents will be given to the homeowner for review. We will also review potential treatments with the homeowner at the end of the visit.

Travel Assumptions:

JP: Designer two one week trips, 7 nights each. Architect one trip, 2 nights.

4.3. 60% Design Drawings

The Team will develop schematic treatment recommendations for each home that account for the conditions specific to each home and reflect the acoustic treatments required per the noise modeling. Design issues will vary from house to house depending on whether conditions require additional testing and inspection by the team's structural, hazmat, or acoustical consultants. The drawing sets will include floor plans, door and window schedules, photos of each elevation, and preliminary details on any upgrades or modifications to mechanical, electrical, or ventilation systems. The Team will coordinate with local building officials regarding any potential issues identified during the assessment visits.

4.4. Execution of Participation Agreements with Homeowners

After reviewing the 60% documents, the Team will visit each homeowner to review the acoustical treatments proposed for their home. The Team will explain the treatments to the homeowner, answer any questions, and provide further product information via the product samples.

Any changes requested by the homeowner that are consistent with the Program Policy and Procedures Manual (PPM) will be allowed. Changes that are not consistent with the PPM will be reviewed with Airport staff. The final approved treatments will be incorporated in a document referred to as the Approved Concept Packet (ACP).

The Team will compile a Homeowner Agreement package, which includes the Approved Concept Packet (ACP) and the Homeowner Agreement. The Team will transmit the Homeowner Agreement Package to each homeowner for execution. The Team will coordinate the execution of the Homeowner Agreement and transmit the originals to the Airport for execution. The Team will coordinate with the homeowners to ensure all documents are executed prior to finalizing the 90% Bid Documents.

4.5. Technical Specifications

The Team will prepare Technical Specifications and Construction Details for the Project to cover the details of construction administration procedures and acoustical products that meet Program performance requirements. Products will be reviewed for building code and testing compliance. The Team will contact product manufacturers to obtain confirmation that products meet Buy American requirements.

Prevailing wage rates will be designated as appropriate to the scope of work contained in the contract. The Team will update the technical specifications to reflect any changes in program policy, product requirements for federal provisions.

4.6. Draft Bid Documents & Probable Cost Estimate (90% Documents)

The Team will prepare a set of 90% bid documents that reflect the treatments indicated in the ACPs for each home in the bid package. The 90 percent documents are a preview of the final contract documents, which includes the architectural and engineering design plans; schedules showing door and window types keyed to details, finishes and colors; and a set of technical specifications and construction details to cover the array of products and installation conditions found within the program boundary.

Copies of the 90 percent documents will be submitted to the FAA and Airport for review and comment. Feedback from each agency regarding document compliance with their respective requirements would be particularly valuable. The Team will also provide a probable cost for each of the project homes for review by Airport and the FAA. The probable cost estimate will identify whether an item is or is not AIP eligible. The 90% bid documents will contain the following items:

- Division 0 – Bidding Requirements/Contract Documents; Division 1 – General Provisions; Division 2 – Technical Specifications

- Plans
- Details
- Probable Cost Estimate

4.7. Final Bid Documents & Probable Cost Estimate

The Team will revise the draft bid documents to reflect the comments received from the Airport and the FAA to create a set of final 100% bid documents. The draft cost estimate will be updated to reflect the final scope of work. Plans will be submitted to the Airport for code review and final modifications will be made to the documents in response to the Airport's review and recommendations.

Task 5. Bid & Award Services

5.1. Distribution of Bid Documents

The Team will package bid documents in PDF format for use by the Airport to distribute to potential bidders. The team will post the documents as available for download on the Program website.

5.2. Attend Pre-Bid Conference

The Team will assist the Airport in conducting a virtual Pre-Bid Conference for the Project. The Team will prepare the agenda for submission to the Airport in advance of the meeting and the Team will attend the Pre-Bid Conference. Minutes of the Pre-Bid Conference will be prepared by the Team.

5.3. Respond to Clarifications & Prepare Addenda

The Team will prepare clarifications in response to questions raised at the Pre-Bid Conference. Written responses, or addenda, to the bid documents will be issued on behalf of the Airport.

5.4. Tabulate & Evaluate Contractor Bids

Upon receipt of contractor bids from the Airport, the Team will prepare the bid tabulation for review by the Airport, and others as required. The Team will prepare a written analysis and recommendation letter for the lowest responsive and responsible bidder.

5.5. Coordinate Buy American Waiver Submittal

The FAA requires a Buy American Waiver be submitted by the selected contractor. The Team will review the contractor’s Buy American Waiver for compliance with FAA requirements. The Team will coordinate

with contractor to make any revisions which may be required and submit contractor's waiver to the Airport for transmittal to FAA.

DELIVERABLES:

All deliverables will be in an electronic format (MS Word/ Excel / Project / PDF) unless otherwise specified.

Task 1: FAA Airport Improvement Program Grant Development

- Team proposed scope, schedule and fee

Task 2: Program Oversight and Coordination

- Meeting Summary for each meeting associated with the airport, FAA or other non-team-related entities
- Public meeting presentations and handouts
- Updated outreach materials as required
- Updated Policy and Procedures Manual

Task 3: Acoustical Testing Protocols & Eligibility Determination

- Spreadsheet identifying all in 2029 contour including date from desktop analysis and property surveys.
- Draft and Final Overarching Acoustical Test Plan
- Draft and Final Acoustical Test Plan
- Draft and Final Acoustical Eligibility Memorandum

Task 4: Design Services

- Memorandum identifying homes to be designed including owner, address and location with DNL noise contour.
- 90% bid documents and probable cost estimate
- 100% bid documents and probable cost estimate
- Executed homeowner participation agreement from each property owner

Task 5: Bid & Award Services

- Pre-Bid meeting agenda
- Pre-Bid meeting summary
- Draft addendums including responses and updated drawings responding questions during bidding process
- Memorandum summarizing construction bids and recommendation for award

Attachment B:
Consultant's Fee Proposal dated April 6, 2026

The Jones Payne Group

Patrick Leahy Burlington International Airport Residential Sound Insulation Program

Summary of Compensation

Fiscal Year 2026 :
Program Management
Design & Bid of 50 Homes
Outreach to 300 Homes
Categorization for up to 200 homes

PRIME CONSULTANT:	***Jones Payne Group***			
	AMOUNTS			
FIRM	**FEE**	**EXPENSES**	**TOTAL**	**DBE %**
Jones Payne Group	$777,692	$32,428	$810,120	
Rimkus Inc.	$284,986	$11,208	$296,194	
HMMH*	$166,808	$32,556	$199,364	15%
KAS Consultants	$22,341	$16,225	$38,566	
TOTAL	**$1,251,827**	**$92,417**	**$1,344,244**	**15%**

* Denotes DBE Firm

The Jones Payne Group Team Fee FY 26	JPG	Rimkus	HMMH	KAS	TOTAL
Task 1 - FAA AIP Grant Development					
1.1 Develop Grant and Proposed Budget	$ 4,360	$ -	$ -	$ -	$ 4,360
Subtotal Direct Labor $s Task 1	**$ 4,360**	**$ -**	**$ -**	**$ -**	**$ 4,360**
Subtotal Hours $s Task 1	**16**	**0**	**0**	**0**	**16**
Task 2 - Program Oversight and Coordination					
2.1 Project Management / Reporting	$ 119,208	$ 6,579	$ -	$ 10,040	$ 135,827
2.2 Coordination with Airport	$ 63,788	$ 2,637	$ -	$ -	$ 66,425
2.3 Coordination with External Entities	$ 19,860	$ 3,949	$ -	$ -	$ 23,809
2.4 Intra-team Coordination & Meetings	$ 35,178	$ 22,390	$ 6,176	$ 600	$ 64,344
2.5 Public Informational Meetings	$ 12,076	$ -	$ -	$ -	$ 12,076
2.6 Coordination w/ Project Participants	$ 17,048	$ -	$ -	$ -	$ 17,048
2.7 Project Website & Database	$ 17,656	$ -	$ -	$ -	$ 17,656
2.8 Update Program Documentation	$ 6,884	$ -	$ -	$ -	$ 6,884
Subtotal Direct Labor $s Task 2	**$ 291,698**	**$ 35,555**	**$ 6,176**	**$ 10,640**	**$ 344,069**
Subtotal Hours $s Task 2	**1494**	**236**	**24**	**91**	**1845**
Task 3 - Acoustical Testing Protocols & Eligibility Determination					
3.1 Property Evaluation	$ 24,460	$ -	$ -	$ -	$ 24,460
3.2 Initial Property Survey & Categorization of Homes	$ 89,820	$ -	$ -	$ -	$ 89,820
3.3 Acoustica Test Plan	$ 12,226	$ -	$ -	$ -	$ 12,226
3.3 Acoustical Testing for Eligibility and Technical Memorandum	$ 11,140	$ -	$ 156,008	$ -	$ 167,148
Subtotal Direct Labor $s Task 3	**$ 137,646**	**$ -**	**$ 156,008**	**$ -**	**$ 293,654**
Subtotal Hours $s Task 3	**864**	**0**	**912**	**0**	**1776**
Task 4 - Design Services					
4.1 Select Program Properties	$ 11,136	$ -	$ -	$ -	$ 11,136
4.2 Site Assessment Visits	$ 76,622	$ 59,187	$ -	$ 8,830	$ 144,639
4.3 60% Design Drawings	$ 155,600	$ 117,398	$ -	$ 840	$ 273,838
4.4 Execution of Homeowner Participation Agreements	$ 18,916	$ -	$ -	$ -	$ 18,916
4.5 Technical Specifications	$ 16,049	$ 6,828	$ -	$ 1,060	$ 23,937
4.6 Draft Bid Documents & Probable Cost Estimate (90%)	$ 44,625	$ 17,469	$ 4,624	$ 255	$ 66,973
4.7 Final Bid Documents & Probable Cost Estimate (100%)	$ 13,725	$ 35,689	$ -	$ 255	$ 49,670
Subtotal Direct Labor $s Task 4	**$ 336,673**	**$ 236,570**	**$ 4,624**	**$ 11,240**	**$ 589,108**
Subtotal Hours $s Task 4	**$ 1,969**	**$ 2,028**	**$ 24**	**$ 106**	**4127**
Task 5 - Bid & Award					
5.1 Distribution of Bid Documents	$ 880	$ -	$ -	$ -	$ 880
5.2 Pre-Bid Conference	$ 880	$ 1,075	$ -	$ -	$ 1,955
5.3 Respond to Clarifications & Prepare Addenda	$ 2,338	$ 11,785	$ -	$ 230	$ 14,353
5.4 Tabulate & Evaluate Contractor Bids	$ 3,218	$ -	$ -	$ 230	$ 3,448
Subtotal Direct Labor $s Task 5	**$ 7,316**	**$ 12,861**	**$ -**	**$ 460**	**$ 20,637**
Subtotal Hours $s Task 5	**32**	**110**	**0**	**4**	**146**
TOTAL DIRECT LABOR DOLLARS	**$ 777,692**	**$ 284,986**	**$ 166,808**	**$ 22,341**	**$ 1,251,827**
TOTAL DIRECT LABOR HOURS	**4375**	**2374**	**960**	**201**	**7910**
Direct Expenses					
TOTAL DIRECT EXPENSES	**$ 32,428**	**$ 11,208**	**$ 32,556**	**$ 16,225**	**$ 92,417**
TOTAL FEE	**$ 810,120**	**$ 296,194**	**$ 199,364**	**$ 38,566**	**$ 1,344,244**

JONES PAYNE GROUP BTV RESIDENTIAL SOUND INSULATION PROGRAM FY26	PRINCIPAL PROJECT CONSULTANT	PROJECT MANAGER	ARCHITECT	DESIGNER III	DESIGNER II	EDITOR	WEB MANAGER	CONSTRUCTION ADMINISTRATOR	ASST. PROJECT MANAGER	TOTAL HOURS	COST
	$325.00	$220.00	$289.00	$172.00	$135.00	$172.00	$186.00	$147.00	$147.00		
Task 1 - FAA AIP Grant Development											
1.1 Develop Grant and Proposed Budget	8	8								16	$ 4,360
Subtotal Hours Task 1	**8**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16**	
Subtotal Direct Labor $s Task 1	**$2,600**	**$1,760**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**		**$ 4,360**
Task 2 - Program Oversight and Coordination											
2.1 Project Management / Reporting	104	104				8			416	632	$ 119,208
2.2 Coordination with Airport	68	120							104	292	$ 63,788
2.3 Coordination with External Entities	12	20	40							72	$ 19,860
2.4 Intra-team Coordination & Meetings	26	52							104	182	$ 35,178
2.5 Public Informational Meetings	20	20							8	48	$ 12,076
2.6 Coordination w/ Project Participants		8							104	112	$ 17,048
2.7 Project Website & Database		4					8		104	116	$ 17,656
2.8 Update Program Documentation	4	4							32	40	$ 6,884
Subtotal Hours Task 2	**234**	**332**	**40**	**0**	**0**	**8**	**8**	**0**	**872**	**1494**	
Subtotal Direct Labor $s Task 2	**$76,050**	**$73,040**	**$11,560**	**$0**	**$0**	**$1,376**	**$1,488**	**$0**	**$128,184**		**$ 291,698**
Task 3 - Acoustical Testing Protocols & Eligibility Determination											
3.1 Property Evaluation	2	8							150	160	$ 24,460
3.2 Initial Property Survey & Categorization of Homes	4	10		280	250				30	574	$ 89,820
3.3 Acoustical Test Plan	2	16		40					8	66	$ 12,226
3.4 Acoustical Testing for Eligibility and Eligibility Report	2	12		20					30	64	$ 11,140
Subtotal Hours Task 3	**10**	**46**	**0**	**340**	**250**	**0**	**0**	**0**	**218**	**864**	
Subtotal Direct Labor $s Task 3	**$3,250**	**$10,120**	**$0**	**$58,480**	**$33,750**	**$0**	**$0**	**$0**	**$32,046**		**$ 137,646**
Task 4 - Design Services											
4.1 Select Program Properties	2	8		8					50	68	$ 11,136
4.2 Site Assessment Visits	2	2	26	200	16				214	460	$ 76,622
4.3 60% Design Drawings		50	50	400	400				50	950	$ 155,600
4.4 Execution of Homeowner Participation Agreements		8		8	8				100	124	$ 18,916
4.5 Technical Specifications	1	8	40	4	4				8	65	$ 16,049
4.6 Draft Bid Documents & Probable Cost Estimate (90%)	1	40	60	40	40				40	221	$ 44,625
4.7 Final Bid Documents & Probable Cost Estimate (100%)	1	8	8	16	40				8	81	$ 13,725
Subtotal Hours Task 4	**7**	**124**	**184**	**676**	**508**	**0**	**0**	**0**	**470**	**1969**	
Subtotal Direct Labor $s Task 4	**$2,275**	**$27,280**	**$53,176**	**$116,272**	**$68,580**	**$0**	**$0**	**$0**	**$69,090**		**$ 336,673**
Task 5 - Bid & Award											
5.1 Distribution of Bid Documents		4								4	$ 880
5.2 Pre-Bid Conference		4								4	$ 880
5.3 Respond to Clarifications & Prepare Addenda		8	2							10	$ 2,338
5.4 Tabulate & Evaluate Contractor Bids		12	2							14	$ 3,218
Subtotal Hours Task 5	**0**	**28**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**32**	
Subtotal Direct Labor $s Task 5	**$0**	**$6,160**	**$1,156**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**		**$ 7,316**
TOTAL LABOR HOURS	**259**	**538**	**228**	**1,016**	**758**	**8**	**8**	**-**	**1,560**	**4,375**	
TOTAL DIRECT LABOR DOLLARS	**$84,175**	**$118,360**	**$65,892**	**$174,752**	**$102,330**	**$1,376**	**$1,488**	**$0**	**$229,320**		**$ 777,693**

Direct Expenses										Expenses Cost	
DIRECT EXPENSES	Rate	Units	Quantity							**TOTAL EXPENSES**	
Airfare	$ 500.00	trip	4								$ 2,000
Lodging	$ 202.00	night	48								$ 9,696
Meals / Per Diem	$ 86.00	day	59								$ 5,074
Mileage/ Tolls	$ 0.73	mile	4600								$ 3,358
Rental car	$ 450.00	week									
Photocopies / Printing / Professional Publications	$ 1.00	page	2000								$ 2,000
Postage / Courier / Overnight	$ 1.00	letter	300								$ 300
											$ -
											$ -
Structural Services	$ 5,000.00	allowance									$ 5,000
Translation Services	$ 5,000.00	allowance									$ 5,000
											$ -
TOTAL DIRECT EXPENSES											**$ 32,428**

TOTAL FEE	**$ 810,121**

RIMKUS INC BTV RESIDENTIAL SOUND INSULATION PROGRAM FY26	Vice President Engineering	PM-Elect.	Elect. Engineer	PM-HVAC	Code	HVAC Engineer	CAD Manager	CAD Tech	Principal Electrical Engineer	TOTAL HOURS	COST
	Kenneth Wagner	Ivan Korotich	Billy Ryan	Kyle Simmons	Doug Anderson	David Gilleran	Carina Grealish	Matt Solander	Mike Murray		
	$411.21	$97.79	$116.83	$150.36	$246.92	$117.29	$116.83	$78.62	$243.39		
Task 1 - FAA AIP Grant Development											
1.1 Develop Grant and Proposed Budget										0	$ -
Subtotal Hours Task 1	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Subtotal Direct Labor $s Task 1	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**		**$ -**
Task 2 - Program Oversight and Coordination											
2.1 Project Management / Reporting	16									16	$ 6,579
2.2 Coordination with Airport	4	4		4						12	$ 2,637
2.3 Coordination with External Entities	2	8	4			16				30	$ 3,949
2.4 Intra-team Coordination & Meetings	8	50	16	8		60	16	16	4	178	$ 22,390
2.5 Public Informational Meetings										0	$ -
2.6 Coordination w/ Project Participants										0	$ -
2.7 Project Website & Database										0	$ -
2.8 Update Program Documentation										0	$ -
Subtotal Hours Task 2	**30**	**62**	**20**	**12**	**0**	**76**	**16**	**16**	**4**	**236**	
Subtotal Direct Labor $s Task 2	**$12,336**	**$6,063**	**$2,337**	**$1,804**	**$0**	**$8,914**	**$1,869**	**$1,258**	**$974**		**$ 35,555**
Task 3 - Acoustical Testing Protocols & Eligibility Determination										0	
3.1 Property Selection										0	$ -
3.2 Initial Property Survey & Categorization of Homes										0	$ -
3.3 Acoustical Test Plan										0	$ -
3.4 Acoustical Testing for Eligibility and Technical Memorandum										0	$ -
Subtotal Hours Task 3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Subtotal Direct Labor $s Task 3	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$ -**
Task 4 - Design Services											
4.1 Select Program Properties										0	$ -
4.2 Site Assessment Visits	12	144	16	8		184	100	24	8	496	$ 59,187
4.3 60% Design Drawings	16	275	100	16		425	20	175	16	1043	$ 117,398
4.4 Execution of Homeowner Participation Agreements										0	$ -
4.5 Technical Specifications	4	16	4	2		16			4	46	$ 6,828
4.6 Draft Bid Documents & Probable Cost Estimate (90%)	4	40	75	8					8	135	$ 17,469
4.7 Final Bid Documents & Probable Cost Estimate (100%)	4	40	75	4		115	12	50	8	308	$ 35,689
Subtotal Hours Task 4	**40**	**515**	**270**	**38**	**0**	**740**	**132**	**249**	**44**	**2028**	
Subtotal Direct Labor $s Task 4	**$16,448**	**$50,362**	**$31,544**	**$5,714**	**$0**	**$86,795**	**$15,422**	**$19,576**	**$10,709**		**$ 236,570**
Task 5 - Bid & Award											
5.1 Distribution of Bid Documents										0	$ -
5.2 Pre-Bid Conference		5				5				10	$ 1,075
5.3 Respond to Clarifications & Prepare Addenda	2	40	8			48			2	100	$ 11,785
5.4 Tabulate & Evaluate Contractor Bids										0	$ -
Subtotal Hours Task 5	**2**	**45**	**8**	**0**	**0**	**53**	**0**	**0**	**2**	**110**	
Subtotal Direct Labor $s Task 5	**$822**	**$4,401**	**$935**	**$0**	**$0**	**$6,216**	**$0**	**$0**	**$487**		**$ 12,861**
TOTAL LABOR HOURS	**72**	**622**	**298**	**50**	**-**	**869**	**148**	**265**	**50**	**2,374**	
TOTAL DIRECT LABOR DOLLARS	**$29,607**	**$60,825**	**$34,815**	**$7,518**	**$0**	**$101,925**	**$17,291**	**$20,834**	**$12,170**		**$ 284,985**

Direct Expenses										Expenses Cost	
DIRECT EXPENSES	Rate	Units	Trips	People						**TOTAL EXPENSES**	
Airfare											$ -
Lodging	$ 200.00	6	3	2							$ 7,200
Meals / Per Diem	$ 60.00	6	3	2							$ 2,160
Mileage/ Tolls	$ 0.700	440	3	2							$ 1,848
Photocopies / Printing / Professional Publications											$ -
Postage / Courier / Overnight											$ -
Office Supplies											$ -
Structural Services											$ -
Translation Services											$ -
Miscellaneous											$ -
TOTAL DIRECT EXPENSES											**$ 11,208**

TOTAL FEE	**$ 296,193**

HMMH, INC. BTV RESIDENTIAL SOUND INSULATION PROGRAM FY26	Supervisry Cons. I	Principal Cons. II	Senior Cons. III	Consultant II	Consultant III	TOTAL HOURS	COST
	$374.00	$254.00	$180.00	$144.00	$133.00		
Task 1 - FAA AIP Grant Development							
1.1 Develop Grant and Proposed Budget						0	$ -
Subtotal Hours Task 1	**0**	**0**	**0**	**0**	**0**	**0**	
Subtotal Direct Labor $s Task 1	**$0**	**$0**	**$0**	**$0**	**$0**		**$ -**
Task 2 - Program Oversight and Coordination							
2.1 Project Management / Reporting						0	$ -
2.2 Coordination with Airport						0	$ -
2.3 Coordination with External Entities						0	$ -
2.4 Intra-team Coordination & Meetings	8	8		8		24	$ 6,176
2.5 Public Informational Meetings						0	$ -
2.6 Coordination w/ Project Participants						0	$ -
2.7 Project Website & Database						0	$ -
2.8 Update Program Documentation						0	$ -
Subtotal Hours Task 2	**8**	**8**	**0**	**8**	**0**	**24**	
Subtotal Direct Labor $s Task 2	**$2,992**	**$2,032**	**$0**	**$1,152**	**$0**		**$ 6,176**
Task 3 - Acoustical Testing Protocols & Eligibility Determination							
3.1 Property Selection						0	$ -
3.2 Initial Property Survey & Categorization of Homes						0	$ -
3.3 Acoustical Test Plan						0	$ -
3.4 Acoustical Testing for Eligibility and Technical Memorandum		168	248	248	248	912	$ 156,008
Subtotal Hours Task 3	**0**	**168**	**248**	**248**	**248**	**912**	
Subtotal Direct Labor $s Task 3	**$0**	**$42,672**	**$44,640**	**$35,712**	**$32,984**		**$ 156,008**
Task 4 - Design Services							
4.1 Select Program Properties						0	$ -
4.2 Site Assessment Visits						0	$ -
4.3 60% Design Drawings						0	$ -
4.4 Execution of Homeowner Participation Agreements						0	$ -
4.5 Technical Specifications		8	8	8		24	$ 4,624
4.6 Draft Bid Documents & Probable Cost Estimate (90%)						0	$ -
4.7 Final Bid Documents & Probable Cost Estimate (100%)						0	$ -
Subtotal Hours Task 4	**0**	**8**	**8**	**8**	**0**	**24**	
Subtotal Direct Labor $s Task 4	**$0**	**$2,032**	**$1,440**	**$1,152**	**$0**		**$ 4,624**
Task 5 - Bid & Award							
5.1 Distribution of Bid Documents						0	$ -
5.2 Pre-Bid Conference						0	$ -
5.3 Respond to Clarifications & Prepare Addenda						0	$ -
5.4 Tabulate & Evaluate Contractor Bids						0	$ -
Subtotal Hours Task 5	**0**	**0**	**0**	**0**	**0**	**0**	
Subtotal Direct Labor $s Task 5	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$ -**
TOTAL LABOR HOURS	**8**	**184**	**256**	**264**	**248**	**960**	
TOTAL DIRECT LABOR DOLLARS	**$2,992**	**$46,736**	**$46,080**	**$38,016**	**$32,984**		**$ 166,808**

Direct Expenses						Expenses Cost
DIRECT EXPENSES	Rate	Units	Trips	People		**TOTAL EXPENSES**
Airfare	$ 750.00	3	2	2		$ 2,250
Lodging	$ 202.00	86	2	3 to 4		$ 17,372
Meals / Per Diem	$ 86.00	94	2	3 to 4		$ 8,084
Parking / Taxi	$ 150.00	3	2	2		$ 450
Gasoline / Tolls	$ 200.00	2	2	3 to 4		$ 400
Rental Car	$ 2,000.00	2	2	3 to 4		$ 4,000
Photocopies / Printing / Professional Publications						
Postage / Courier / Overnight						
Office Supplies						
Structural Services						
Translation Services						
Miscellaneous						
TOTAL DIRECT EXPENSES						**$ 32,556**

TOTAL FEE	**$ 199,364**

KAS CONSULTANTS BTV RESIDENTIAL SOUND INSULATION PROGRAM FY26	SENIOR MANAGER	PROJECT MANAGER	FIELD INSPECTOR	ADMINISTRATOR	TOTAL HOURS	COST
	$140.00	$115.00	$100.00	$65.00		
Task 1 - FAA AIP Grant Development						
1.1 Develop Grant and Proposed Budget					0	$ -
Subtotal Hours Task 1	**0**	**0**	**0**	**0**	**0**	
Subtotal Direct Labor $s Task 1	**$0**	**$0**	**$0**	**$0**		**$ -**
Task 2 - Program Oversight and Coordination						
2.1 Project Management / Reporting	6	80			86	$ 10,040
2.2 Coordination with Airport					0	$ -
2.3 Coordination with External Entities					0	$ -
2.4 Intra-team Coordination & Meetings	1	4			5	$ 600
2.5 Public Informational Meetings					0	$ -
2.6 Coordination w/ Project Participants					0	$ -
2.7 Project Website & Database					0	$ -
2.8 Update Program Documentation					0	$ -
Subtotal Hours Task 2	**7**	**84**	**0**	**0**	**91**	
Subtotal Direct Labor $s Task 2	**$980**	**$9,660**	**$0**	**$0**		**$ 10,640**
Task 3 - Acoustical Testing Protocols & Eligibility Determination						
3.1 Property Selection					0	$ -
3.2 Initial Property Survey & Categorization of Homes					0	$ -
3.3 Acoustical Test Plan					0	$ -
3.4 Acoustical Testing for Eligibility and Technical Memorandum					0	$ -
Subtotal Hours Task 3	**0**	**0**	**0**	**0**	**0**	
Subtotal Direct Labor $s Task 3	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$ -**
Task 4 - Design Services						
4.1 Select Program Properties					0	$ -
4.2 Site Assessment Visits	1	6	80		87	$ 8,830
4.3 60% Design Drawings	6				6	$ 840
4.4 Execution of Homeowner Participation Agreements					0	$ -
4.5 Technical Specifications	1	8			9	$ 1,060
4.6 Draft Bid Documents & Probable Cost Estimate (90%)	1	1			2	$ 255
4.7 Final Bid Documents & Probable Cost Estimate (100%)	1	1			2	$ 255
Subtotal Hours Task 4	**10**	**16**	**80**	**0**	**106**	
Subtotal Direct Labor $s Task 4	**$1,400**	**$1,840**	**$8,000**	**$0**		**$ 11,240**
Task 5 - Bid & Award						
5.1 Distribution of Bid Documents					0	$ -
5.2 Pre-Bid Conference		2			2	$ 230
5.3 Respond to Clarifications & Prepare Addenda		2			2	$ 230
5.4 Tabulate & Evaluate Contractor Bids					0	$ -
Subtotal Hours Task 5	**0**	**4**	**0**	**0**	**4**	
Subtotal Direct Labor $s Task 5	**$0**	**$460**	**$0**	**$0**		**$ 460**
TOTAL LABOR HOURS	**17**	**104**	**80**	**-**	**201**	
TOTAL DIRECT LABOR DOLLARS	**$2,380**	**$11,960**	**$8,000**	**$0**		**$ 22,340**

Direct Expenses					Expenses Cost
DIRECT EXPENSES	Rate	Units	Samples	People	**TOTAL EXPENSES**
Airfare					$ -
Lodging					$ -
Meals / Per Diem					$ -
Mileage/ Tolls	$ 0.725	mile	100		$ -
Photocopies / Printing / Professional Publications					$ -
Postage / Courier / Overnight					$ -
Office Supplies					$ -
ACM Samples	$ 6.35	Sample	500		$ 3,175
XRF Gun	$ 260.00	Home	50		$ 13,000
Miscellaneous Sampling Supplies	$ 5.00	Day	10		$ 50
TOTAL DIRECT EXPENSES					**$ 16,225**

TOTAL FEE	**$ 38,565**

Attachment C:
Burlington Standard Contract Conditions For Consultants

ATTACHMENT C:
BURLINGTON STANDARD CONTRACT CONDITIONS
FOR CONSULTANTS

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

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

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

4. **CONFLICT OF INTEREST:** The Consultant shall disclose in writing to the City any actual or potential conflicts of interest or any appearance of a conflict of interest by the Consultant, its employees or agents, or its subconsultants, if any.
5. **PLANS, RECORDS, AND AVAILABLE DATA:** The City agrees to make available, at no charge, for the Consultant's use all available data related to the Contract including any preliminary plans, maps, drawings, photographs, reports, traffic data, calculations, EDM, valuable papers, topographic survey, utility location plats, or any other pertinent public records.

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

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

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

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

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

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

7. **PERFORMANCE:** Consultant warrants that performance of Work will conform to the requirements of this Contract. Consultant shall use that degree of ordinary care and reasonable diligence that an experienced and qualified provider of similar services would use acting in like circumstances and experience in such matters and in accordance with the standards, practices and procedures established by Consultant for its own business.

8. **DESIGN STANDARDS:**

   a. Unless otherwise specifically provided for in the Contract, or directed in writing, Consultant services, studies or designs, that include or make reference to plans, specifications, special provisions, computations, estimates, or other data shall be in conformance with applicable City, state, and federal specifications, manuals, codes or regulations, including supplements to or revisions thereof, adopted prior to or during the duration of this Contract. In case of any conflict with the guidelines referenced, the Consultant is responsible to identify and follow any course of direction provided by the City.

   b. The Consultant shall ensure that any design conforms to applicable requirements of the Americans with Disabilities Act, including any regulations or design standards promulgated pursuant thereto (including, without limitation, the current edition of the ADA Accessibility Guidelines), and any more stringent disability access laws that may apply. If applicable to the Work, and to the extent appropriate in the Consultant's reasonable professional judgment, the Consultant shall build reasonable tolerances into plans to ensure that as-built or remodeled, buildings or structures comply with applicable accessibility standards (e.g., so that the future tiling of a wall will not cause a restroom stall to fail to meet minimum width standards, etc.).

9. **RESPONSIBILITY FOR SUPERVISION:** The Consultant shall assume primary responsibility for general supervision of Consultant employees and their sub-consultants for all work performed under the Contract and shall be solely responsible for all procedures, methods

of analysis, interpretation, conclusions and contents of work performed under the Contract. The Consultant shall be responsible to the City for all acts or omissions of its subconsultants and any other person performing work under this Contract.

10. **UTILITIES:** Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, the Consultant will counsel with the City, plus achieve any necessary contacts and discussions with the affected owners, regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. The Consultant shall inform the City, in writing, of any such contacts and the results thereof.

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

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

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

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

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

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

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

introduction to property owners soliciting their cooperation and explaining that the Consultant is acting as an agent of the City.

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

15. APPEARANCES:

A. Hearings and Conferences: The Consultant shall provide services required by the City and necessary for furtherance of any work covered under the Contract. These services shall include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its contractual services covered under the Contract.

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

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

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

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

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

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

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

and must be accompanied with documentation to substantiate their charges.

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

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

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

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

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

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

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

21. PUBLIC HEALTH EMERGENCY:

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

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

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

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

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

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

22. FORCE MAJEURE: Neither Party to this Contract shall be liable to the other for any failure or delay of performance of any obligation under this Contract to the extent the failure or delay is caused by acts of God, public health emergencies, epidemics, acts of the public enemy, acts of superior governmental authority, weather conditions, riots, rebellion, sabotage, or any other circumstances for which it is not responsible or which is not under its control ("Force Majeure"). To assert Force Majeure, the nonperforming party must prove that a) it made all reasonable efforts to remove, eliminate, or minimize the cause of delay or damage, b) diligently pursued performance of its obligations, c) substantially fulfilled all obligations that could be fulfilled, and d) timely notified the other part of the likelihood or actual occurrence of a Force Majeure event. If any such causes for delay are of such magnitude as to prevent the complete performance of the Contract within two (2) years of the originally scheduled completion date, either Party may by written notice request to amend or terminate the Contract. The suspension of any obligations under this section shall not cause the term of this Contract to be extended and shall not affect any rights accrued under this Contract prior to the occurrence of the Force Majeure. The Party giving notice of the Force Majeure shall also give notice of its cessation.

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

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

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

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

24. FAILURE TO COMPLY WITH TIME SCHEDULE: If the City is dissatisfied because of

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

25. **RETURN OF MATERIALS:** Consultant agrees that at the expiration or termination of this Contract, it shall return to City all materials provided to it during its engagement on behalf of City.

26. **ACCEPTANCE OF FINAL PAYMENT; RELEASE:** Consultant's acceptance of the final payment shall be a release in full of all claims against the City or its agents arising out of or by reason of the Work. Any payment, however, final or otherwise, shall not release the Consultant or their sureties from any obligations under the Contract Documents or any performance or payment bond.

27. **OWNERSHIP OF THE WORK:** The Consultant agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by the Consultant, hereafter referred to as "instruments of professional service", shall become the property of the City as they are prepared and/or developed during execution of the Contract. The Consultant agrees to allow the City access to all "instruments of professional service" at any time. The Consultant shall not copyright any material originating under the Contract without prior written approval of the City. No publications or publicity of the work, in part or in total, shall be made without the express written agreement of the City, except that Consultant may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.

28. **PROPRIETARY RIGHTS:** The Parties under the Contract hereby mutually agree that, if patentable discoveries or inventions should result from work performed by the Consultants under the Contract, all rights accruing from such discoveries or inventions shall be the sole property of the Consultant. The Consultant, however, agrees to and does hereby grant to the City an irrevocable, nonexclusive, non-transferable, and royalty-free license to the manufacture, use, and disposition of any discovery or invention that may be developed as a part of the Work under the Contract.

29. **PUBLIC RECORDS:** The Consultant understands that any and all records related to and acquired by the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act and that the determination of how those records must be handled

is solely within the purview of City. The Consultant shall identify all records that it considers to be trade secrets as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act and shall also identify all other records it considers to be exempt under the Act. It is not sufficient to merely state generally that the record is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

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

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

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

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

    A. Termination for Convenience: At any time prior to completion of services specified under the Contract, the City may terminate the Contract for any reason by submitting written notice via certified or registered mail to the Consultant, not less than fifteen (15) days prior to the termination date, of its intention to do so. If the termination is for the City's convenience, payment to the Consultant will be made promptly for the amount of any fees earned to the date of the notice of termination and costs of materials obtained in preparation for Work but not yet installed or delivered, less any payments previously made. However,

if a notice of termination is given to a Consultant prior to completion of twenty (20) percent of the estimated services, as set forth in the approved Work Schedule and Progress Report, the Consultant will be reimbursed for that portion of any reasonable and necessary expenses incurred to date of the notice of termination that are in excess of the amount earned under its approved fee to the date of said termination. Such requests for reimbursement shall be supported with factual data and shall be subject to the City's approval. The Consultant shall make no claim for additional compensation against the City by reason of such termination.

B. Termination for Cause:

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

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

ii. Proceedings for Relief of Debtors: If a federal or state proceeding for relief of debtors is undertaken by or against Consultant, or if Consultant makes an assignment for the benefit of creditors, then the City may immediately terminate this contract.

iii. Dishonest Conduct: If Consultant engages in any dishonest conduct related to the performance or administration of this Contract then the City may immediately terminate this contract.

iv. Cover: In the event the City terminates this contract as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and Consultant shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services, interest, or other charges the City incurs to cover.

v. Rights and Remedies Not Exclusive: The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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

Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties. If, for any reason, a provision in the Contract is unenforceable or invalid, that provision shall be deemed severed from the Contract, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the Contract.

35. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY: During performance of the Contract, the Consultant will not discriminate against any employee or applicant for employment because of religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status, or genetic information. Consultant, and any subconsultants, shall comply with any Federal, State, or local law, statute, regulation, Executive Order, or rule that applies to it or the services to be provided under this contract concerning equal employment, fair employment practices, affirmative action, or prohibitions on discrimination or harassment in employment.

36. CHILD SUPPORT PAYMENTS: By signing the Contract, the Consultant certifies, as of the date of signing the Contract, that the Consultant (a) is not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the Consultant is a sole proprietorship, the Consultant's statement applies only to the proprietor. If the Consultant is a partnership, the Consultant's statement applies to all general partners with a permanent residence in Vermont. If the Consultant is a corporation, this provision does not apply.

37. TAX REQUIREMENTS: By signing the Contract, the Consultant certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, that the Consultant is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Contract.

38. NO GIFTS OR GRATUITIES: The Consultant shall not make any payment or gift or donation of substantial value to any elected official, officer, employee, or agent of the City during the term of this Contract.

39. ASSIGNMENT: Consultant shall not sublet or assign this Work, or any part of it, without the written consent of the City. If any subconsultant is approved, Consultant shall be responsible

and liable for all acts or omissions of that subconsultant for any Work performed. If any subconsultant is approved, Consultant shall be responsible to ensure that the subconsultant is paid as agreed and that no lien is placed on any City property.

40. **TRANSFERS, SUBLETTING, ETC:** The Consultant shall not assign, sublet, or transfer any interest in the work, covered by this Contract, without prior written consent of the City, and further, if any sub-consultant participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the City. The approval or consent to assign or sublet any portion of the work, shall in no way relieve the Consultant of responsibility for the performance of that portion of the work so transferred. The form of the sub-consultant's contract shall be as developed by the Consultant and approved by the City. The Consultant shall ensure that insurance coverage exists for any operations to be performed by any sub-consultant as specified in the insurance requirements section of this Contract.

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

41. **CONTINUING OBLIGATIONS:** The Consultant agrees that if because of death, disability, or other occurrences, it becomes impossible to effectively perform its services in compliance with the Contract, neither the Consultant nor its surviving members shall be relieved of their obligations to complete the Contract unless the City agrees to terminate the Contract because it determines that the Consultant is unable to satisfactorily execute the Contract.

42. **INTERPRETATION & IMPLEMENTATION:** Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties.

43. **ARM'S LENGTH:** This Contract has been negotiated at arm's length, and any ambiguity in any of its terms or provisions shall be interpreted in accordance with the intent of the Parties and not against or in favor of either the City or Consultant.

44. **RELATIONSHIP:** The Consultant is an independent consultant and shall act in an independent capacity and not as officers or employees of the City. To that end, the Consultant shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. The Consultant shall provide its own tools, materials, or equipment. The Parties agree that neither the Consultant nor its principal(s) or employees are entitled to any employee benefits from the City. Consultant understands and agrees that it and its principal(s) or employees have no right to claim any benefits under the Burlington Employee Retirement System, the City's worker's compensation benefits, health insurance, dental insurance, life insurance, or any other employee benefit plan offered by the City. The Consultant agrees to execute any certifications or other documents and provide any certificates of insurance required by the City and understands that this Contract is conditioned on its doing so, if requested.

    The Consultant understands and agrees that it is responsible for the payment of all taxes on the

above sums and that the City will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.

45. **CHOICE OF LAW:** Vermont law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract, notwithstanding conflicts of law principles. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Contract to the extent capable of execution.

46. **JURISDICTION:** All suits or actions related to this Contract shall be filed and proceedings held in the State of Vermont, notwithstanding any other law.

47. **BINDING EFFECT AND CONTINUITY:** This Contract shall be binding upon and shall inure to the benefit of the Parties, their' respective heirs, successors, representatives, and assigns. If a dispute arises between the Parties, each Party will continue to perform its obligations under this Contract during the resolution of the dispute, until the Contract is terminated in accordance with its terms.

48. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract, shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Contract in accordance with the intent of this Contract.

49. **ENTIRE CONTRACT & AGREEMENT:** This Contract constitutes the entire Contract, agreement, and understanding of the Parties with respect to the subject matter of this Contract. Prior or contemporaneous additions, deletions, or other changes to this Contract shall not have any force or effect whatsoever, unless embodied herein.

50. **APPENDICES:** The City may attach to these conditions' appendices containing various forms and typical sample sheets for guidance and assistance to the Consultant in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the City as occasions may require. It is the responsibility of the Consultant to ensure that they have the latest versions applicable to the Contract.

51. **NO THIRD-PARTY BENEFICIARIES:** This Contract does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Contract are incidental to this Contract, and do not create any rights for such third parties.

52. **WAIVER:** Notwithstanding the passage of time, a Party's failure or delay in exercising any right, power, or privilege under this Contract, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

Attachment C-1
Insurance & Indemnification

As used in this Attachment, the term "Contractor" shall refer to the "Consultant".

INSURANCE: Prior to beginning any work, the Contractor shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City, must be received prior to the Effective Date of the Contract. If this Contract extends to more than one year, evidence of continuing coverage must be submitted to the City on an annual basis. Copies of any insurance policies may be required.

The Contractor is responsible to verify and confirm in writing to the City that: (i) all subcontractors must comply with the same insurance requirements as the Contractor; (ii) all work activities related to the Contract shall meet minimum coverage and limits; and (iii) all coverage shall include adequate protection for activities involving hazardous materials.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

A. Commercial General Liability: With respect to all operations performed by the Contractor, subcontractors, agents or workers, it is the Contractor's responsibility to ensure that commercial general liability insurance coverage, covering bodily injury and property damage, on an occurrence form, provides all major divisions of coverage including, but not limited to:

1. Premises Operations
2. Independent Contractors' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Medical Expenses

Coverage limits shall not be less than:

1.	General Aggregate	$2,000,000
2.	Products-Completed/Operations	$2,000,000
3.	Personal & Advertising Injury	$1,000,000
4.	Each Occurrence	$1,000,000
5.	Damage to Rented Premises	$ 250,000
6.	Med. Expense (Any one person)	$ 5,000

B. Workers' Compensation/Employer Liability: With respect to all operations performed, the

Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont and ensure that all subcontractors carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

1. Bodily Injury by Accident: $500,000 each accident

2. Bodily Injury by Disease: $500,000 policy limit,
   $500,000 each employee

For contracts involving work of any kind or nature on Lake Champlain, Workers' Compensation/Employer's Liability policy shall include a Maritime Endorsement (USL&H).

C. Automobile Liability: The Contractor shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the Contract. Each policy shall provide coverage with a limit not less than: $1,000,000 - Combined Single Limit for each occurrence.

D. Professional Liability/Errors & Omissions:

1. General: The Contractor shall carry appropriate professional liability insurance covering errors and omissions made during their performance of contractual duties with the following minimum limits:

   (a) $2,000,000 - Annual Aggregate/Policy Limit

   (b) $1,000,000 - Per Claim/Occurrence

2. Deductibles: The Contractor is responsible for any and all deductibles.

3. Coverage: The Contractor shall maintain continuous professional liability coverage for the period of the Contract and for a period of five years following substantial completion of construction.

E. Special Coverages
   a. Builders' Risk or Installation Floater: Value of project or contract

F. Umbrella/Excess Liability:

1. $2,000,000 Each Event Limit
2. $2,000,000 General Aggregate Limit
3. Umbrella/Excess Liability is excess above Commercial General Liability, Automobile Liability, and Workers' Compensation/Employer Liability.

All policies shall be endorsed to provide the City thirty (30) days' notice of cancellation. Each policy (except workers compensation/employers' liability) shall be endorsed to name the City and its officers, employees, agents, successors, and assigns as additional insureds on a primary, non-contributory basis. Each policy shall be endorsed to waive subrogation against the City.

INDEMNIFICATION:

To the fullest extent allowed by law, the Contractor shall indemnify, defend, and hold harmless the City and its officers and employees from liability and claims, suits, fines, penalties, expenses (including attorneys' fees and costs), losses, liens, judgments, and damages of any kind or nature whatsoever (collectively, "Claims") arising as a result of the Contractor's acts and/or omissions in the performance this Contract.

Notwithstanding the foregoing, with respect to Professional Negligence (defined below), (i) the Contractor shall not have a defense duty to the City or its officers and employees; and (ii) the Contractor's duty to indemnify and hold harmless the City and its officers and employees shall be limited to the extent of the Contractor's actual fault; provided, however, that the Contractor's indemnification obligation with respect to Professional Negligence shall include the obligation to reimburse defense costs in the event and to the extent such costs are incurred and paid by the City as the proximate cause of said Professional Negligence.

As used herein, "Professional Negligence" means a failure by the Contractor to exercise that degree of skill and care ordinarily possessed by a reasonably prudent professional practicing in the same or similar locality and providing the same or similar services. For greater clarity, Professional Negligence generally includes the type of negligence covered under a Professional Liability/Errors & Omissions policy of insurance but not necessarily under a Commercial General Liability or Automobile Liability policy of insurance.

Federal Aid Contract Supplement

As used herein, the term "Contractor" may refer to a subrecipient or consultant.

This is a federal aid contract. The terms and conditions of this supplement are incorporated by this reference into the contract to which this supplement is attached and/or to which it is intended to relate.

The request for Proposals, Notice to Bidders, or other solicitation for this Contract may contain or incorporate by reference certain federal requirements, which are also hereby incorporated by this reference as though fully set forth.

The Contractor shall include the terms and conditions of this supplement in any subcontract or subrecipient agreement hereunder, and the same shall apply at every tier.

If this is a state-aid construction contract, unless otherwise indicated in, or modified by, any Contract Document, the 2024 VTrans Standard Specifications for Construction Contracts (or more current version) are incorporated herein by this reference as though fully set forth. The 2024 Standard Specifications are available here for reference purposes: https://vtrans.vermont.gov/highway/construct-material/construct-services/pre-contractspecifications/vermont/2024.

If this is a federal-aid construction contract, applicable provisions of form FHWA-1273 are incorporated herein by this reference as though fully set forth. The current version of this form is available here for reference purposes: https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf.

If this is a federal-aid construction contract, it shall be governed by the requirements of Section 70914 of the Build America, Buy America Act ("BABAA"), under Title IX of the Infrastructure Investment and Jobs Act, Pub. L. 177-58.

If this agreement is for professional services related to a project that is subject to BABAA requirements under Title IX of the Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. 177-58: While professional services are not subject to BABAA, the Consultant understands that they are responsible for ensuring that, absent a waiver by the appropriate federal agency, the City shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. The Consultant shall obtain all necessary compliance certificates for work that is within the Consultant's scope of work. Failure to do so shall be a default under this agreement.

Guidance on complying with BABAA is outlined by the Office of Management and Budget's Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18,2022.

If the BABAA applies to this Contract, then the BABAA Certification attached as Attachment 1 hereto shall be completed by the Contractor and is incorporated herein by this reference; provided that if a different form was provided for this purpose in the bid set or other solicitation documents, that form shall be used instead.

If this is not a construction contract, then the terms and conditions of the State of Vermont's federal provisions for non-construction contracts are incorporated herein by this reference as though fully set forth, except that reference to the State of Vermont shall include the City of Burlington. Said terms and conditions are currently available here for reference: https://bgs.vermont.gov/sites/bgs/files/files/purchasing-contracting/Forms/2024%20Updates/State%20of%20VT%20Federal%20-%20NON-CONSTRUCTION%20-%2012-30-24.docx.

The Contractor shall comply with all applicable federal, state, and local laws, including applicable provisions of 2 C.F.R. Part 200, and in particular applicable provisions of Appendix II to Part 200, available here for reference: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200.

The Contractor shall not discriminate against any person in its use of the Grant based upon race, color, sex, gender (including pregnancy, general identity, or gender expression), sexual orientation, religion, national origin, ancestry or place of birth, mental or physical disability, age, or family status.

The Contractor shall comply with the Equal Opportunity Clause set forth in 41 C.F.R. 60-1.4(b), available here for reference: https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4#p-60-1.4(b).

If the Contract is related to right of way construction, then the Vermont Standard Title VI Nondiscrimination Assurances attached hereto as Attachment 2 are incorporated herein by this reference. Regardless whether the Contract is related to right of way construction, the provisions of all applicable civil rights laws are incorporated herein by this reference, including all applicable statutes referenced in Attachment 2.

Any requirement of any of the Contract Documents allowing City inspection or audit of any kind or nature relating to the Contract shall extend to any state or federal agency.

If this contract involves the procurement of telecommunications equipment or services, then the contract provisions referenced in Federal Acquisition Regulation 4.2105 are hereby incorporated into this Contract by reference as though fully set forth, and are available here for reference: https://www.acquisition.gov/far/4.2105#FAR_4_2105.

If the federal award in connection with which this Contract is entered was not less than $100,000, then the Contractor shall complete the Byrd Anti-Lobbying Amendment Certification attached hereto as Attachment 3, the provisions of which are incorporated herein by this reference; provided that if a different form was provided for this purpose in the bid set or other solicitation documents, that form shall be used instead.

The Contractor shall complete the Non-collusion and Debarment Certification attached hereto as Attachment 4, the provisions of which are incorporated herein by this reference; provided that if a different form was provided for this purpose in the bid set or other solicitation documents, that form shall be used instead.

The undersigned Contractor hereby certifies on behalf of itself and all contractors (at all tiers) that it will meet Build America, Buy America requirements in Section 70914 of the Bipartisan Infrastructure Law P.L. 117-58, using one of the following provisions:

_____ The infrastructure project/product contains no steel or iron products, manufactured products or construction materials manufactured outside the United States per Section 70914 of the Bipartisan Infrastructure Law, P.L. 117-58. If there is ANY foreign steel or iron, manufactured products or construction materials in your infrastructure project/product you may not check this box.

_____ The project/product has foreign steel or iron, manufactured products, or construction materials; a **Build America, Buy America** waiver is required. The Contracting Entity may, but is not obligated to, seek a waiver of Build America, Buy America requirements if grounds for the waiver exist. However, Contractor certifies that it will comply with the applicable Build America, Buy America requirements if a waiver of those requirements is not available or not pursued by the Contracting Entity. The waiver process can take time and the project may not move forward until a waiver is completed.

A false certification is a criminal act in violation of 18 USC 1001. Should this Agreement be investigated, Contractor has the burden of proof to establish that it is in compliance.

Contractor: _____

Signature of Authorized Official: _____

Name of Authorized Official: _____

Title: _____

Date: _____

VERMONT STANDARD TITLE VI/NON-DISCRIMINATION ASSURANCES APPENDICES A and E

ASSURANCE APPENDIX A. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement

as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ASSURANCE APPENDIX E. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non- discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq*., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. § 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq*.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq*.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq*.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), ("*….which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964*.");
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq), as implemented by 49 C.F.R. § 25.1 et seq.

BYRD ANTI-LOBBYING AMENDMENT

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER $100,000

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

_____
Signature of Contractor's Authorized Official

_____
Name and Title of Contractor's Authorized Official

_____
Date

DEBARMENT AND NON-COLLUSION CERTIFICATION

I, _____, representing
(Official Authorized to Sign Contracts)

_____ of _____,
(Individual, Partnership or Corporation) (City or State)

certify under the penalties of perjury under the laws of the State of Vermont and the United States that on behalf of the person, firm, association, or corporation who has submitted a bid for this covered transaction, that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid for this project.

I further certify under the penalties of perjury under the laws of the State of Vermont and the United States that said individual, partnership or corporation or any person associated therewith in any capacity:

(1) Is (are) not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Has (have) not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Is (are) not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification;

(4) Has (have) not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(5) Is (are) not a corporation that has been convicted of a felony violation under any Federal law within the two-year period preceding this proposal; and

(6) Is (are) not a corporation with any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(7) Shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

8) Shall include the required language of this certification in all subcontracts over $25,000.00 and that all such sub-recipients shall certify and disclose accordingly.

_____.
(Signature of Official Authorized to Sign Contracts)

_____
(Printed name and Title of Signatory)

_____
(Date)

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administration sanctions.

EXCEPTIONS:

Attachment D:
Burlington Livable Wage Ordinance Certification

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

The Jones Payne Group, Inc.

I, John Hansen III , on behalf of _____("the Contractor") in connection

Leahy Burlington International Airport Residential Sound Insulation Program

with a contract for _____ services that we provide to the City, hereby certify under oath that the Contractor (and any subcontractors under this contract) is and will remain in compliance with the City of Burlington's Livable Wage Ordinance, B.C.O. 21-80 et seq., and that

(1) as a condition of entering into this contract or grant, we confirm that all covered employees as defined by Burlington's Livable Wage Ordinance (including the covered employees of subcontractors) shall be paid a livable wage (as determined, or adjusted, annually by the City of Burlington's chief administrative officer) and provided appropriate time off for the term of the contract;

(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace(s) or other location(s) where covered employees work;

(3) we will provide verification of an employee's compensation, produce payroll or health insurance enrollment records or provide other relevant documentation (including that of any subcontractor), as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of a request by the City;

(4) we will cooperate in any investigation conducted by the City of Burlington's City Attorney's office pursuant to this ordinance; and

(5) we will not retaliate (nor allow any subcontractor to retaliate) against an employee or other person because an employee has exercised rights or the person has cooperated in an investigation conducted pursuant to this ordinance.

_____

Date By: Contractor _____

Subscribed and sworn to before me:

_____

Date Notary_____

Attachment E:
Burlington Outsourcing Ordinance Certification

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, John Hansen III, on behalf of

The Jones Payne Group, Inc. (Contractor) and in connection with the

Leahy Burlington International Airport Residential Sound Insulation Program

[project], hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Massachusetts this day of , 20__.

By: _____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary

Attachment F:
Burlington Union Deterrence Ordinance Certification

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, John Hansen III, on behalf of The Jones Payne Group, Inc.
Leahy Burlington International Airport Residential Sound Insulation Program
(Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that The Jones Payne Group, Inc. (Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By:_____
Duly Authorized Agent

Attachment G:
Consultant's Certificate of Insurance & Endorsements

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/01/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brown & Brown Insurance Services, Inc.
107 Audubon Rd
Wakefield MA 01880

CONTACT NAME: House Account
PHONE (A/C, No, Ext): (781) 245-5400 **FAX (A/C, No):** (781) 245-5463
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Transportation Insurance Company	20494
INSURER B : Continental Casualty Company	20443
INSURER C : Beazley America Insurance Company Inc	37540
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
The Jones Payne Group Inc.
Jones Payne Architects & Planners, Inc.
123 North Washington St.
Boston MA 02114

COVERAGES **CERTIFICATE NUMBER:** 2025 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y		6021106615	06/01/2025	06/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y		6021106615	06/01/2025	06/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	Y		6021106629	06/01/2025	06/01/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
C	Arch/Eng Prof Liab incl Pollution			C1BA78251001	06/01/2025	06/01/2026	Per Claim Aggregate	2,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Residential Sound Insulation Program - Phase 6
Patrick Leahy Burlington International Airport
South Burlington Vermont
City of Burlington and Burlington International Airport are included as Additional Insureds per written contract under the General, Automobile, and Umbrella Liability insurance policies, subject to same terms and conditions. 30-day notice of cancellation, except 10-day notice for non-payment of premium.
Valuable Papers: $370,000

CERTIFICATE HOLDER
City of Burlington and Burlington International Airport
1200 Airport Drive, Suite 1
South Burlington, VT 05403

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

CERTIFICATE OF LIABILITY INSURANCE

Acct#: 2864176

DATE (MM/DD/YYYY): 05/01/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER LOCKTON COMPANIES, LLC 3657 Briarpark Dr., Suite 700 Houston, TX 77042	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 888-828-8365 **FAX (A/C, No):** **E-MAIL ADDRESS:** insperitycerts@locktonaffinity.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #** **INSURER A :** Indemnity Insurance Company of North America / 43575
INSURED **THE JONES PAYNE GROUP, INC.** **123 N WASHINGTON ST FL 3** **BOSTON, MA 02114-2113**	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ $ $ $ $ $ $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ $ $ $ $
	UMBRELLA LIAB ☐ OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		C7398046A	10/01/2025	10/01/2026	X PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Residential Sound Insulation Program - Phase 6 | Patrick Leahy Burlington International Airport South Burlington Vermont

CERTIFICATE HOLDER

City of Burlington and Burlington International Airport
ATTN: Larry Lackey, Director of Planning, Engineering, and Sustainability
1200 Airport Drive
Suite 1
South Burlington VT 05403

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Airport Submitter: Nicolas Longo

Title/Subject: Request to Accept and Execute a Federal Aviation Administration (FAA) for the Residential Sound Insulation Program (RSIP) Phase 6 Grant and a Contract Agreement with Jones Payne Group, Inc (JPG) for the completion of this RSIP Phase 6 project

Approval Requested:		Meeting Date:
☒	Board of Finance	5/11/2026
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	4/24/2026	Nicolas Longo
Mayor's Office	Yes	5/6/2026	Kara Alnasrawi
Board/Commission	Yes	4/28/2026	Airport Commission
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	4/20/2026	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	5/4/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

TO: Board of Finance, City of Burlington
City Council, City of Burlington

FROM: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Madison Reagan, Environmental Compliance and Project Manager

DATE: May 11, 2026 – Board of Finance
May 18, 2026 – City Council

SUBJECT: Request to Execute a Federal Aviation Administration (FAA) grant for the Cargo Apron Construction project and execute a Contract with Hoyle Tanner and Associates (HTA) and execute a Contract with S.D. Ireland Concrete Construction Corporation (SDI).

REQUEST

The Patrick Leahy Burlington International Airport (Airport or BTV) seeks to:

1. Execute a Federal Aviation Administration ("FAA") grant for the Cargo Apron Construction project.

2. Execute an Agreement with Hoyle Tanner and Associates (HTA) for construction oversight services for the Cargo Apron.

3. Execute an Agreement with S.D. Ireland Concrete Construction Corporation (SDI) for the construction of the Cargo Apron.

Background Information – Project Description

The project includes construction, construction administration, and resident project representative services for an approximate 7,200 SY expansion on the West side of the existing cargo apron to accommodate a Boeing 767 cargo aircraft. This project will add the additional needed space at the existing cargo apron. The additional space will grow our common use, as this area will be shared cargo apron infrastructure with many operators. This project also includes the relocation of the vehicle service road from the Runway 1 end to Taxiway Charlie.

Project Approach

S.D. Ireland Concrete Construction Corporation (SDI) was selected through a competitive bid process in March 2026. There were a total of two bids and SDI provided the lowest comprehensive and complete bid.

Hoyle Tanner and Associates (HTA) was selected to provide construction oversight and resident representative (RPR) services through the Airports 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 qualifications-based process with an independent fee estimate (IDE) is completed for projects. Anything over $100,000 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 on the results of the IFE.

Benefits:

Currently the airport has one cargo apron designated for one air carrier. This expansion of approximately 7,200 SY will allow for multiple operators, which will grow the airports common use as multiple operators will use the additional space.

Funding:

The funding is from the FAA through the typical Airport Improvement Program (AIP) process, with the funds coming from the airport entitlement appropriation. The remaining 10% is the local share which BTV will provide. This funding is backed and will be paid for with the airports passenger facilities charges (PFC).

PROPOSED MOTIONS:

Airport Commission

1. To approve the memo as presented

Board of Finance:

1. "To approve and recommend the City Council to authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount of up to $3,925,260 with a 15% contingency, as allowed by the grant, for an amount up to $4,514,049 for the Cargo Apron Construction project, subject to review and approval of the City Attorney's Office."

2. “To approve and recommend the City Council to authorize the Director of Aviation to execute a contract agreement with Hoyle Tanner and Associates (HTA) for up to $422,400 with a 15% contingency, as allowed by the grant, for an amount up to $485,760 for the construction administration and resident project representative (RPR) services, subject to review and approval of the City Attorney’s Office.”

3. “To approve and recommend the City Council to authorize the Director of Aviation to execute a contract agreement with S.D. Ireland Concrete Construction Corporation (SDI) for up to $3,927,000 with a 15% contingency, as allowed by the grant, for an amount up to $4,516,050 for the construction services, subject to review and approval of the City Attorney’s Office.”

City Council

1. “To authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount of up to $3,925,260 with a 15% contingency, as allowed by the grant, for an amount up to $4,514,049 for the Cargo Apron Construction project, subject to review and approval of the City Attorney’s Office.”

2. “To authorize the Director of Aviation to execute a contract agreement with Hoyle Tanner and Associates (HTA) for up to $422,400 with a 15% contingency, as allowed by the grant, for an amount up to $485,760 for the construction administration and resident project representative (RPR) services, subject to review and approval of the City Attorney’s Office.”

3. “To authorize the Director of Aviation to execute a contract agreement with S.D. Ireland Concrete Construction Corporation (SDI) for up to $3,927,000 with a 15% contingency, as allowed by the grant, for an amount up to $4,516,050 for the construction services, subject to review and approval of the City Attorney’s Office.”

CITY OF BURLINGTON
DRAFT CONSULTANT CONTRACT

This Consultant Contract ("Contract") is entered into by and between the City of Burlington, Vermont ("the City"), and Hoyle, Tanner & Associates, Inc. ("Consultant"), a Vermont corporation located at 125 College Street, 4th Floor, Burlington, VT 05401.

Consultant 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 Consultant, and "Parties" means the City and Consultant.

D. "Project" means the construction phase services for Expand Cargo Apron at Burlington International Airport.

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 Consultant to provide professional engineering services to assist in the construction phase for Expand Cargo Apron at Burlington International Airport. The purpose of this Contract is to employ the Consultant to provide such services..

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 Consultant for any performance or expense incurred before the Effective Date or after the expiration or termination of this Contract.

B. Term. This Contract and the Parties' respective performance shall commence on the Effective Date and expire on February 28, 2027 or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. SCOPE OF WORK

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

5. PAYMENT FOR SERVICES

A. Amount. The City shall pay the Consultant for completion of the Work in accordance with Attachment B (Consultant's Response to Request for Proposals), subject to the Maximum Limiting Amount in Paragraph C, below.

Consultant 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 Consultant 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 Consultant for all services and expenses under this Contract shall not exceed the maximum limiting amount of **$422,400.00**. The City shall not be liable to Consultant for any amount exceeding the maximum limiting amount without duly authorized written approval.

D. Invoice. Consultant 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:

Larry Lackey, Director of Engineering, Planning, and Sustainability
1200 Airport Drive, Suite 1
South Burlington, VT 05403

Madison Reagan, Environmental Compliance and Project Manager
1200 Airport Drive, Suite 1
South Burlington, VT 05403

The City reserves the right to request supplemental information prior to payment. Consultant 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 Consultant 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 [_____]
Attachment B: Consultant's Response to Request for Proposals dated 3/20/2026
Attachment C: Burlington Standard Contract Conditions for Consultants
Attachment D: Burlington Livable Wage Ordinance Certification
Attachment E: Burlington Outsourcing Ordinance Certification
Attachment F: Burlington Union Deterrence Ordinance Certification
Attachment G: Consultant'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 takes precedent. Any Invitation for Bids, Additional Contract Provisions, and the City Ordinance Certifications shall prevail over any inconsistency with the Contractor's Scope of Work and Cost Proposal.

8. [Reserved]

— Signatures follow on the next page —

SIGNATURE

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

Consultant
Hoyle, Tanner & Associates, Inc.

By: _____

Date: _____

City of Burlington
Patrick Leahy Burlington International Airport

By: _____
Nic Longo
Director of Aviation

Date: _____

Attachment A:
Request for Proposals dated [_____]

PATRICK LEAHY
BURLINGTON
INTERNATIONAL AIRPORT

July 25, 2024

Hoyle Tanner & Associates Inc.
150 Dow Street
Manchester, NH 03101

ngonzalez@hoyletanner.com

Dear Nils Gonzalez,

Congratulations! Patrick Leahy Burlington International Airport (Leahy BTV) is pleased to let you know that Hoyle Tanner & Associates Inc. have been selected to provide Architectural and Engineering services to Leahy BTV for projects from federal fiscal year 2025 through 2029 as approved on our Capital Improvement Program (CIP).

The process used by Leahy BTV for hiring consultants follows the Federal Aviation Administration guidelines. The Airport has chosen to select a number of consultants to be on an "on call" list where they will be further contacted to participate in specific projects. The development of scopes and contracts will be done at the time of the projects. Attached please find our program summary with potential assignments. Please understand that as we move forward due to adjustments made annually to the CIP, timing and assignments will need to be adjusted as needed.

Thank you for your time and effort in preparation for the selection process. We look forward to the potential of working together in the near future. If you have any questions or concerns don't hesitate to reach out.

Sincerely,

Nic Longo, Director of Aviation

A: 1200 Airport Drive, #1 South Burlington, VT 05403
P: 802.863.2874

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT
2024 PROCUREMENT OF PROFESSIONAL SERVICES CONSULTANT SELECTION PROCESS AND RECOMMENDATIONS

BACKGROUND

FAA Advisory Circular 150/5100-14E outlines guidance to be used in the selection of consultants to contract with to perform architectural, engineering and planning services on federally funded projects at airports, such as Airport Improvement Program (AIP) projects and Passenger Facility Charge (PFC) projects. Separate processes, which included qualification-based selection, were completed for architectural /engineering and planning services, respectively.

The Patrick Leahy Burlington International Airport (BTV) has followed the process outlined in the Advisory Circular and has selected consultants for airport related services about every 5 years or when there was a significant change to the Capital Improvement Program (CIP). BTV has completed this process numerous times throughout the past 30 years, with the most recent selection in 2019 for projects through 2024.

The normal process is to advertise a Request for Qualifications (RFQ) to interested Consultants. This is a summary of the process used this year:

1. IDENTIFYING THE PROJECT(S) AND PROFESSIONAL SERVICES

Within the RFQ was a list of the projects we expect to begin, but not limited to, within the next 5-year period. This attachment provided the project name, limited scope, probable year, anticipated services and estimated project cost.

2. ESTABLISHING A SELECTION BOARD

The airport selected a diverse group of individuals from the airport staff to review and evaluate the received qualification packets. The team was as

follows:

Nic Longo, Director of Aviation
Marie Freidman, Director of Finance
Larry Lackey, Director of Planning, Engineering and Sustainability
Kirk Patch, Associate Airport Engineer
Andrew Geppner, Manager Airfield Maintenance

3. DETERMINING A SELECTION POLICY

AC 150/5100-14E Section 2.7 was followed in detail, which was a comparative analysis of professional qualifications necessary for satisfactory performance of the services required as outlined in Section 1 above. The process fully satisfied the requirements of an open and free competition.

4. DEVELOPING A SELECTION CRITERIA

Within the RFQ was a detailed set of selection criteria as outlined below:

Statement of Qualifications (SQQ) were read and evaluated by the Consultant Selection Board. The evaluation process was used to determine which proposals provide the best value to BTV. The best value is determined by evaluating company capability, resource capacity, and staff experience and project references. This will, based on the criteria below and in the professional opinion of the selection board, assure timely delivery of quality service and products. The selection committee used the evaluation criteria described below to objectively evaluate and rank the proposals that were found to be responsive to all major requirements of this RFQ. Upon reviewing SOQ's, BTV selected multiple qualified firms from which it will request proposals for professional architectural/engineering and planning services. The selection of qualified firms and individuals was made by BTV in its sole discretion. Selected participating firms must be willing to submit proposals in response to a request for proposals for the services as referred to in Section 1 above, at the time of project need.

Proposals, which meet the minimum response requirements for architectural/engineering services, were evaluated and scored based on the following criteria:

Criteria	Maximum Points
Prior Experience working with Aviation - Aviation Project Experience Adequacy and availability of resources, Familiarity with geographical projects, ability and knowledge of the Local, State and Federal regulatory processes.	**25**
Staffing Qualifications and Experience with Aviation - Qualifications and Experience of Project Team in Staffing, Aviation Project Management & Team Organization - this organization will be delineated by there being one (1) designated Project Manager to Communicate with & keep Informed the Director of Engineering and Deputy Director of Aviation.	**20**
Capacity for Aviation Projects - are the proposal and scoping report thoroughly reviewed/ proof-read and well written, organized, and communicate clearly what the accomplished goal is.	**20**
Approach to Aviation - Does the proposal demonstrate a creative approach to problem solving, identify the key stakeholder of the development process and lay out a critical path that would lead to successful completion	**20**
Technical Aviation Expertise - Do the Plan Sheets and Technical Submissions demonstrate sound engineering and design practices, contain adequate supporting plan sheets, and overall enable a well-managed construction project	15
Total	100

Proposals, which meet the minimum response requirements for planning services were evaluated and scored, based on the following criteria:

Criteria	Maximum Points
Prior Experience working with Aviation - Aviation Project Experience Adequacy and availability of resources, Familiarity with geographical projects, ability and knowledge of the Local, State and Federal regulatory processes.	25

Staffing Qualifications and Experience with Aviation - Qualifications and Experience of Project Team in Staffing, Aviation Project Management & Team Organization - this organization will be delineated by there being one (1) designated Project Manager to Communicate with & keep Informed the Director of Engineering and Deputy Director of Aviation.	20
Capacity for Aviation Projects- are the proposal and scoping report thoroughly reviewed/ proof-read and well written, organized, and communicate clearly what the accomplished goal is.	20
Approach to Aviation - Does the proposal demonstrate a creative approach to problem solving, identify the key stakeholder of the development process and lay out a critical path that would lead to successful completion.	20
Technical Aviation Expertise - Does Technical Submissions demonstrate sound planning and environmental practices and overall good experience?	15
Total	100

5. SOLICITING, EVALUATING AND SELECTING A CONSULANT

1. SOLICITING:

On January 24, 2024, the Airport issued a Request for Qualifications (RFQ) statement. Included, as a part of the RFQ, was a summary of anticipated projects that could occur over the period of FY2025-FY2029. The due date was May 1, 2024 for SOQ's. BTV received 10 SOQ's for Architectural/Engineering Services and 7 SOQ's for Planning Services.

2. EVALUATING

As stated above, each qualification submission was reviewed by Airport staff personnel as outlined in Section 2 using Selection Criteria outlined in Section 4 above. Each staff member scored each SOQ independently. The scores were then tabulated based on the scoring and the qualifications by firm were ranked.

3. SELECTING

As stated above, the process used by the Airport for hiring consultants follows the Federal Aviation Administration guidelines. This requires the selection of a firm, or firms, from a number of possible candidates after the solicitation of qualifications that best serves the interests of the Airport, and then working with a selected firm to develop a scope of work, negotiate appropriate fees, and executing a contract. As in previous processes, the Airport has chosen to select a number of consultants to be on an "on-call" list where they will be further contacted to participate in specific contracts.

That list of selected consultants for **Architectural/Engineering** Services follows:

CHA
Jacobs Engineering Group
Hoyle Tanner and Associates
Passero Associates
Stantec
McFarland Johnson
Jones Payne Group
*EIV

That list of selected consultants for **Planning** Services follows:

CHA
Jacobs Engineering Group
Jones Payne Group
VHB
Passero Associates
Stantec
McFarland Johnson
*EIV

*DBE consultant to be used for project assistants.

6. DEVELOPING AND EXECUTING THE CONSULTANT AGREEMENT

As in previous processes, the Airport has chosen to select a number of consultants to be on an "on-call" list where they will be further contacted to participate in specific contracts. The development of scopes and contracts will be done at the time the projects; however at this time we have assigned the above consultants to the projects

anticipated in our 2025 to 2029 CIP, dated November 28, 2023, that was provided as part of this RFQ process. Those assignments are shown on the attached CIP, however as we move forward due to adjustments made annually to the CIP, timing and assignments will need to be adjusted as needed.

CONCLUSION AND RECOMMENDATION

The result of this analysis/review process should be a selection of firms that can accomplish needed architectural/airfield design, building/airfield construction, project administration, and planning and environmental services to meet the needs at the Patrick Leahy Burlington International Airport for the next several years. Selection of individual firms and negotiation of fees for specific projects will occur as these projects develop in the Airport's CIP and the particulars skills of the "on-call" consultants are reviewed.

PROCESS

The narrative included in this document was prepared in good faith to ensure that the Consultant selection process was conducted in a fair and reasonable manner. The procedures outlined in Advisory Circular 150/5100-14E have been followed to the extent practical.

RECOMMENDED

Larry Lackey, Director of Planning, Engineering and Sustainability

ACCEPTED

Nic Longo, Director of Aviation

DATED: June 13, 2024

Attachment: BTV Capital Improvement Plan FFY2025-2029

BURLINGTON INTERNATIONAL AIRPORT (BTV)
AIP PROJECTS - FEDERAL FISCAL YEARS 2025-2029

PROGRAM SUMMARY
Tuesday, November 28, 2023

DESCRIPTION	FISCAL YEAR 2025	FISCAL Year 2026	FISCAL Year 2027	FISCAL Year 2028	FISCAL Year 2029	Anticipated Consultant Project Assignment
1. AIRFIELD PROJECTS						
b. Rehabilitate Customs/Cargo Apron - Construction	$5,664,351					Hoyle Tanner & Associates
c. New Glycol Treatment System Upgrade					$2,000,000	Stantec
d. Taxiway B Relocation		$2,500,000				McFarland Johnson
e. Relocate Twy L		$2,500,000				McFarland Johnson
g. Runway 15-33 Shoulder Mill and Overlay and Lighting				$5,000,000		Stantec
h. Runway 1-19 Mill and Overlay and shortening				$10,000,000		Stantec
j. Twy C Rehab			$1,500,000			Jacob's Engineering Group
j. South (Quarry) Apron/Twy G? Project (?)						
k. Old Twy K (G) Rehab				$2,800,000		Hoyle Tanner & Associates
l. Twy J rehab					$500,000	Hoyle Tanner & Associates
m. Perimeter Road Rehab/fencing					$800,000	Passero Associates
o. 890 Apron Rehab					$1,400,000	Hoyle Tanner & Associates
2. TERMINAL AREA APRON PROJECTS						
3. TERMINAL BUILDING RELATED PROJECTS						
a. North Concourse Removal, Replacement Project and Jet Bridges						
b. South Concourse Removal, Replacement Project and Jet Bridges				$3,500,000		Jacob's Engineering Group
4. OTHER PROJECTS (AIP/PFC ELIGIBLE)						
a. Replace SRE Equipment			$800,000			Passero Associates
5. PLANNING/ PREDESIGN PROJECTS						
a. Avigation Easements, evaluation, acquisition	$600,000					Passero Associates
b. Obstruction Removal (Rwy 15, Rwy 33)	$500,000					Passero Associates
c. Wildlife Study Update					$150,000	Passero Associates
6. BIL Funds						
e. NEW SRE Building	$19,208,769					Passero Associates
TOTAL PROJECT COST	$25,973,120	$5,000,000	$2,300,000	$21,300,000	$4,850,000	
Total Federal Funding (90%) includes entitlement and discretionary funding	$23,375,808	$4,500,000	$2,070,000	$19,170,000	$4,365,000	
Local Funding required (10%):	$2,597,312	$500,000	$230,000	$2,130,000	$485,000	
Entitlement	$3,600,000	$3,600,000	$3,600,000	$3,600,000	$3,600,000	
Anticipated AIP Discretionary/Supplemental/Omnibus CDS	$19,775,808	$900,000	($1,530,000)	$15,570,000	$765,000	
1. NOISE MITIGATION						
b. Update Noise Compatibility Program	$500,000					CHA
e. Noise mitigation Implementation	$5,055,555	$5,555,555	$5,555,555	$5,555,555	$5,555,555	Jones Payne Group/CHA
TOTAL NOISE MITIGATION TOTAL PROJECT COST	$5,555,555	$5,555,555	$5,555,555	$5,555,555	$5,555,555	
Total Federal Funding (90%)	$5,000,000	$5,000,000	$5,000,000	$5,000,000	$5,000,000	
Local Funding required (10%)	$555,556	$555,556	$555,556	$555,556	$555,556	
1. AIP SUPPLEMENTAL FUNDING						
TOTAL AIP SUPPLEMENTAL FUNDING	$0	$0	$0	$0	$0	
Total Federal Funding (90%)	$0	$0	$0	$0	$0	
Local Funding required (10%):	$0	$0	$0	$0	$0	

NOTES: FEDERAL FISCAL YEAR BEGINS OCT 1

Entitlement - red

Discretionary funding for projects shown in purple

Attachment B:
Consultant's Response to Request for Proposals dated 3/20/2026

ATTACHMENT A

SCOPE OF WORK

EXPAND CARGO APRON
CONSTRUCTION PHASE

at
BURLINGTON INTERNATIONAL AIRPORT

This contract will cover the general administration and construction phase services, such as construction administration and resident engineering for the construction of the Extend Taxiway G And Construct New General Aviation South Apron project.

ARTICLE I. PROJECT ADMINISTRATION

The CONSULTANT will provide project administration services as required and as requested by the OWNER during the design and construction periods. The CONSULTANT's services under this paragraph will include:

1. Prepare two (2) subconsultant requests for services including drawings and subconsultant agreements with supporting back-up documentation required for material testing and stormwater monitoring.
2. Develop, edit, and revise project scope of work and fee proposal and assist the Owner during Independent Fee Estimate (IFE) process by providing project sketches, scoping meeting notes, and correspondence relevant to project.
3. Prepare contract documents and supporting back-up documentation required in connection with the Project.
4. Throughout the course of the project the consultant will update original schedule, coordinate project tasks, report on monthly progress, and maintain project records file.
5. Assist Owner by filling out FAA Monthly Progress Reports while project is in the construction phase. Assume 6 reports.
6. Assist the Owner with end of year DBE reporting for all grants open, closed and contracts executed.
7. As reasonably requested, provide assistance with any other administrative-type work required by the Owner in connection with the Project. The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Owner, the state, the FAA, and other interested parties; disseminating interim project information to the Owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years.
8. Manage Project budget including monthly billings and scope reviews. The Project Manager will provide general project administration and coordination with the staff of the accounting department. The Project Manager will prepare the internal close out forms. The Project Manager will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The consultant will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The consultant will prepare and submit monthly invoices to the Owner for services provided to the Owner and for costs incurred by the consultant and their subconsultants. It is anticipated that a total of 20 invoices will be prepared and submitted during the course of the

project.

ARTICLE II CONSTRUCTION ADMINISTRATION

Hoyle Tanner's work under this paragraph will include:

1. Issue notice of award, prepare contractor contracts, review bonds and certifications, distribute documents.

2. Prepare Conformed Bid documents into Construction Documents by incorporating all addendums into the contract set.

3. Prepare and issue a “Notice to Proceed” to the Contractor

4. Prepare and schedule pre-construction conference materials, contact list, coordinate and attend pre-construction conference at Airport. Prepare meeting minutes and distribute.

5. Coordinate the Work of the Material Testing Firm.

6. Establish and maintain a tracking system for all Project construction records (Request for Information (RFI), Change Order (CO), etc.

7. Review the Contractor’s Project Schedule, Submittal Schedule, Available Equipment, and list of proposed subcontractors

8. Request for Information will be responded to through the preparation of written directives and sketches on behalf of the Airport to the Contractor. This scope assumes no more than 10 design inquiries will be submitted by the contractor and considers contractor resubmittal as another separate submittal.

9. Shop Drawing & Submittal Review. This scope assumes no more than 20 shop drawings and materials lists reviews and considers contractor resubmittal as another separate submittal.

10. Prepare for, coordinate, and attend weekly job meetings and site visits (Assume 17). Prepare meeting minutes and distribute.

11. Keep the Owner informed of the progress and quality of the Work

12. Periodic review of all schedules with Owner and Contractor

13. Notify Owner and Contractor in writing of any work not in conformity with the Construction Documents

14. Review construction materials testing

15. Provide assistance in the review of the Contractor’s requests for change orders. Coordinate the Change Orders with the FAA prior to Owner’s execution.

16. Prepare Change Orders for the Owner's and FAA's approval and execution. This scope assumes no more than 5 Change Orders items and considers contractor resubmittal as another separate submittal.

17. Prepare revised Contract Drawings to illustrate and document approved Change(s).

18. Review Contractor's application for payment. Determine if it is an appropriate amount (assume 3 payment applications).

19. Review Contractor Certified Payroll Submittals

20. Prepare and submit a monthly project status update to the FAA, using form 5370-1. This scope assumes no more than 3 submittals will be made to the FAA;

21. Attend Final Inspection, prepare, assemble and distribute the official punch list(s) and meeting notes.

22. Review Contractor's record drawings and all other close-out documentation

23. Consultation & Advice to Resident Engineer – assume 4 hours per week for duration of the project

24. Consultation & Advice to Owner – assume 1 hour per week for duration of the project.

ARTICLE III. CONSTRUCTION OBSERVATION (119 calendar days)

Hoyle Tanner will provide full-time construction observation services for 182 calendar days in 2023 for the construction of the PROJECT. Based on previous construction phases of the terminal apron project, this scope includes 10 hours per day for a 6-day work week for the duration of the construction. The inspector shall be fully qualified for the work and shall be approved by the OWNER and the FAA.

The field technician will, as appropriate:

1. Undertake a pre-field review of the plans and specifications in order to familiarize him with the PROJECT documents and PROJECT work site.

2. Review and approve requests for payments to contractors.

3. Prepare daily reports covering the work in progress, delays to construction, unusual events, visitors to the work site, and record daily contract quantities.

4. Coordinate the construction activity with the OWNER.

5. Provide "as built" information for preparation of "as built" drawings of the completed PROJECT.

6. Arrange for, conduct, or witness field, laboratory, or shop tests for construction materials as required by the plans and specifications.

7. Determine the suitability of materials brought to the site to be used in the construction.

8. Interpret the contract plans and specifications and monitor the construction activities to assure compliance with the intent of the design.

9. Measure, compute, or monitor quantities of work performed and quantities of materials in-place for partial and final payments to the contractors; and maintain diaries and other project records to document the work.

10. Undertake post-field work as necessary in order to close out the PROJECT.

ARTICLE IV. MATERIALS CONTROL & TESTING

Hoyle Tanner's work under this Article includes: determination of the materials testing required for construction; contracting with and coordinating the work of a Professional Materials Testing firm to obtain testing for the PROJECT.

Field services:

1. Soil:
Provide a Technician to perform the following field testing of fill materials:
- ASTM D 75: Practice for Sampling Aggregates
- ASTM D 2922: Density of Soil and Soil-Aggregate in Place by Nuclear Methods
- ASTM D 3017: Water Content of Soil and Rock in Place by Nuclear Methods
- ASTM D 6938: In-place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods

2. Concrete:
Provide a Technician to perform the following field tests of freshly mixed concrete:
- ASTM C 31: Making and Curing Concrete Test Specimens in the Field
- ASTM C 143: Slump of Hydraulic Cement Concrete
- ASTM C 172: Sampling Freshly Mixed Concrete
- ASTM C 173: Air Content of Freshly Mixed Concrete by the Volumetric Method
- ASTM C 231: Air Content of Freshly Mixed Concrete by the Pressure Method
- ASTM C 1064: Temperature of Freshly Mixed Portland Cement Concrete
- Report quantity of fresh concrete tested and test results

3. Hot Mix Asphalt:
Provide a Technician to perform the following field tests:
- ASTM D 979 Sampling Bituminous Paving Mixtures
- ASTM D 2950 Density of Bituminous Concrete in Place by Nuclear Methods
- ASTM D 6926 Preparation of Bituminous Specimens Using MARSHALL Apparatus
- ASTM D 6927 MARSHALL Stability and Flow of Bituminous Mixtures

Laboratory services:

1. Soil:
- ASTM D 422: Particle-Size Analysis of Soils (without Hydrometer analysis)
- ASTM D 698: Laboratory Compaction Characteristics of Soil Using Standard Effort
- ASTM D 854: Specific Gravity

- ASTM D 1557: Laboratory Compaction Characteristics of Soil Using Modified Effort
- ASTM D 2419: Sand Equivalent value of Soils and Fine Aggregate

2. Concrete and Aggregate:
   - ASTM C 29: Bulk Density, Unit Weight Voids in Aggregate
   - ASTM C 39: Compressive Strength of Cylindrical Concrete Specimens
   - ASTM C 78: Flexural Testing (Third Point Loading)
   - ASTM C 88: Magnesium/Sodium Sulfate Soundness of Aggregate-Quantitative
   - ASTM C 117: Material Finer than 751-1m (#200) Sieve in Mineral Aggregates by Washing
   - ASTM C 131: Los Angeles Abrasion of Small Size Coarse Aggregate
   - ASTM C 136: Sieve Analysis of Fine and Coarse Aggregates
   - ASTM C 4791: Flat Particles, Elongated Particles, and Flat and Elongate Particles in Coarse Aggregate
   - ASTM C 5821: Fractured Particles of coarse Aggregate

ARTICLE V. PROJECT CLOSE-OUT

1. Upon completion of the construction work, the CONSULTANT shall prepare, execute, and furnish a copy of "As-Built" plans to the Federal Aviation Administration and to the Owner. Plans to include 1-full size set, 2-11”x17” sets, 2 CD/DVD’s plans in pdf and AutoCAD versions, 1 CD/DVD in pdf to the FAA.

2. Upon completion of the construction work, the CONSULTANT shall prepare SF-271 Final Outlay Report, SF-425 Final Federal Financial Report, FAA-ANE’s Project Closure Summary Form and Sponsor Certification for Project Final Acceptance Form.

3. Preparation and submission of the final report to the Owner and FAA project narrative, summary of construction costs identifying added or deleted items, explanations and justifications for underruns and overruns of various quantities, and summary of change orders, if any. Final report shall be submitted electronically and shall also include “As-Built” record drawings, contractors’ payrolls, contractor’s final pay requisition, shop drawings, summary of all required acceptance testing (including PWL calculations), final inspection report including any outstanding punch list items, representative project photos, and operations and maintenance manuals, if any.

EXHIBIT B

ESTIMATE OF PLANNING/DESIGN/CONSTRUCTION ADMIN RESIDENT ENGINEERING COST
for
EXPAND CARGO APRON
CONSTRUCTION PHASE
at
BURLINGTON INTERNATIONAL AIRPORT
for
CITY OF BURLINGTON
SOUTH BURLINGTON, VT
March 20, 2026

HOYLE TANNER PROJECT NO. 23.037701.00

Article I – Project Administration	**Hoyle Tanner Phase 01**	**$13,000**	**ACTUAL COST PLUS FIXED FEE**
Article II – Construction Administration	**Hoyle Tanner Phase 71**	**$112,100**	**ACTUAL COST PLUS FIXED FEE**
Article III – Resident Engineering	**Hoyle Tanner Phase 72**	**$195,200**	**ACTUAL COST PLUS FIXED FEE**
Article IV - Materials Control & Testing	**(included in Expenses Phase 99)**		
Article V – Closeout	**Hoyle Tanner Phase 80**	**$13,200**	**LUMP SUM**
Expenses and Subconsultants	**Hoyle Tanner Phase 99**	**$88,900**	**ACTUAL COST**
TOTAL ESTIMATED PROJECT COST:		**$422,400**	

BURLINGTON INTERNATIONAL AIRPORT

EXPAND CARGO APRON
CONSTRUCTION PHASE

HOYLE TANNER PROJECT NO. 23.037701.00

Article I – Project Administration
Hoyle Tanner Phase 01

		ESTIMATED HOURS BY LABOR CLASSIFICATION								
Task	**Description**	**Bob Furey $94.19** /HR	**Nils Gonzalez $87.19** /HR	**David Vitali $46.15** /HR	**Kimberly Peace $64.22** /HR	**John Coon $53.53**	**Nahal Namazi $44.30** /HR	**Christyn Bergquist $38.00** /HR	**Total Hours**	**Total Labor Cost**
1	Prepare two (2) subconsultant requests for services including drawings and subconsultant agreements with supporting back-up documentation required for material testing and stormwater monitoring.		2					4	6	$326.38
2	Develop, edit, and revise project scope of work and fee proposal and assist the Owner during Independent Fee Estimate (IFE) process by providing project sketches, scoping meeting notes, and correspondence relevant to project.		2					2	4	$250.38
3	Prepare contract documents and supporting back-up documentation required in connection with the Project.	2	2					6	10	$590.76
4	Throughout the course of the project the consultant will update original schedule, coordinate project tasks, report on monthly progress, and maintain project records file.		2						2	$174.38
5	Assist Owner by filling out FAA Monthly Progress Reports while project is in the construction phase. Assume 6 reports.		2					4	6	$326.38
6	Assist the Owner with end of year DBE reporting for all grants open, closed and contracts executed.		2					4	6	$326.38
7	As reasonably requested, provide assistance with any other administrative-type work required by the Owner in connection with the Project. The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Owner, the state, the FAA, and other interested parties; disseminating interim project information to the Owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years.		8	8		4		4	24	$1,432.84
8	Manage Project budget including monthly billings and scope reviews. The Project Manager will provide general project administration and coordination with the staff of the accounting department. The Project Manager will prepare the internal close out forms. The Project Manager will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The consultant will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The consultant will prepare and submit monthly invoices to the Owner for services provided to the Owner and for costs incurred by the consultant and their subconsultants. It is anticipated that a total of 20 invoices will be prepared and submitted during the		4				6	12	22	$1,070.56
	TOTAL HOURS	**2**	**24**	**8**	**0**	**4**	**6**	**36**	**80**	
	TOTAL DIRECT LABOR	**$188.38**	**$2,092.56**	**$369.20**	**$0.00**	**$214.12**	**$265.80**	**$1,368.00**		**$4,498.06**

DIRECT LABOR		$4,498.06
OVERHEAD	150.23%	$6,757.44
		$11,255.50
FIXED FEE	15%	$1,700.00
ACTUAL COST PLUS FIXED FEE		**$13,000**

BURLINGTON INTERNATIONAL AIRPORT

EXPAND CARGO APRON
CONSTRUCTION PHASE

HOYLE TANNER PROJECT NO. 23.037701.00

Article II – Construction Administration
Hoyle Tanner Phase 71

		ESTIMATED HOURS BY LABOR CLASSIFICATION								
Task	Description	Bob Furey $94.19 /HR	Nils Gonzalez $87.19 /HR	Suzanne Sheppard $81.28 /HR	David Vitali $46.15 /HR	John Coon $53.53 /HR	Nahal Namazi $44.30 /HR	Christyn Bergquist $38.00 /HR	Total Hours	Total Labor Cost
1	Issue notice of award, prepare contractor contracts, review bonds and certifications, distribute documents	1	2	0	0	2	0	5	10	$565.63
2	Prepare conformed documents, compile contract specifications, update plans for construction, distribute documents	0	2	0	8	8	0	2	20	$1,047.82
3	Prepare and issue Notice to Proceed	0	1	0	0	1	0	2	4	$216.72
4	Prepare and schedule pre-construction conference materials, contact list, coordinate and attend pre-construction conference at Airport. Prepare meeting minutes and distribute	0	12	0	8	2	0	4	26	$1,674.54
5	Coordinate the Work of the Material Testing Firm	1	4	0	0	2	0	4	11	$702.01
6	Establish and maintain a tracking system for all Project construction records (Request for Information (RFI), Change Order (CO), etc)	0	8	0	0	0	0	6	14	$925.52
7	Review the Contractor's Project Schedule, Submittal Schedule, Available Equipment, and list of proposed subcontractors	0	8	0	0	0	0	2	10	$773.52
8	Request for Information will be responded to through the preparation of written directives and sketches on behalf of the Airport to the Contractor. This scope assumes no more than 10 design inquiries will be submitted by the contractor, and considers contractor resubmittal as another separate submittal.	0	4	0	4	8	0	2	18	$1,037.60
9	Shop Drawing & Submittal Review. This scope assumes no more than 20 shop drawings and materials lists reviews, and considers contractor resubmittal as another separate submittal.	0	16	0	24	0	0	24	64	$3,414.64
10	Prepare for, coordinate, and attend weekly job meetings and site visits (Assume 17). Prepare meeting minutes and distribute.	0	136	0	0	0		8	144	$12,161.84
11	Keep the Owner informed of the progress and quality of the Work	0	4	0	0	0	0	0	4	$348.76
12	Periodic review of all schedules with Owner and Contractor	0	4	0	0	0	0	0	4	$348.76
13	Notify Owner and Contractor of any work not in conformity	0	4	0	0	0	0	0	4	$348.76
14	Review construction materials testing	0	8	0	8	0	0	0	16	$1,066.72
15	Provide assistance in the review of the Contractor's requests for change orders. Coordinate the Change Orders with the FAA prior to Owner's execution.	0	8	0	4	2	0	2	16	$1,065.18
16	Prepare Change Orders for the Owner's and FAA's approval and execution. This scope assumes no more than 5 Change Orders items, and considers contractor resubmittal as another separate submittal.	0	8	0	4	0	0	2	14	$958.12
17	*Prepare revised Contract Drawings to illustrate and document approved Change(s)*	0	4	0	0	4	0	0	8	$562.88
18	Review & Approve Payment Requests, assume 5	0	10	0	0	0	0	5	15	$1,061.90
19	Review Contractor Certified Payroll Submittals	0	1	0	0	0	0	10	11	$467.19
20	Prepare and submit a monthly project status update to the FAA, using form 5370-1. This scope assumes no more than 5 submittals will be made to the FAA	0	5	0	0	0	0	0	5	$435.95
21	Attend Final Inspection, prepare, assemble and distribute the official punchlist(s) and meeting notes	0	12	0	0	0	0	0	12	$1,046.28
22	Review Contractor's record drawings & close-out documentation	0	4	0	4	0	0	0	8	$533.36
23	*Consultation & Advice to Resident Engineer; assume 4 hours/week*	2	68	0	4	3	0	2	79	$6,538.49
24	Consultation & Advice to Owner; assume 1 hours/week	0	17	0	4	0	0	0	21	$1,666.83
	TOTAL HOURS	**4**	**350**	**0**	**72**	**32**	**0**	**80**	**538**	
	TOTAL DIRECT LABOR	**$376.76**	**$30,516.50**	**$0.00**	**$3,322.80**	**$1,712.96**	**$0.00**	**$3,040.00**		**$38,969.02**

DIRECT LABOR		$38,969.02
OVERHEAD	150.23%	$58,543.16
		$97,512.18
FIXED FEE	15%	$14,600.00
ACTUAL COST PLUS FIXED FEE		**$112,100**

BURLINGTON INTERNATIONAL AIRPORT

Article III – Resident Engineering
Hoyle Tanner Phase 72

EXPAND CARGO APRON
CONSTRUCTION PHASE

HOYLE TANNER PROJECT NO. 23.037701.00

Construction Duration - Weeks	17
Construction Duration - Calendar Days	119

Task	Description	Hours by Labor Classification: Glen Altimari Straight-Time $55.86 /HR	Hours by Labor Classification: Glen Altimari Overtime $83.79 /HR	Total Hours	Total Labor Cost
1	Full-time Resident:			0	$0.00
2	Weekday - Straight Time (8 hours per day, 5 days per week, for 17 weeks)	680		680	$37,984.80
3	Weekday - Overtime (2 hours per day, 5 days per week, for 17 weeks)		170	170	$14,244.30
4	Weekend - Overtime (10 hours for 17 days)		170	170	$14,244.30
5	Pre-Field Preparation	8		8	$446.88
6	Post-Field Closeout	16		16	$893.76
7				0	$0.00
8				0	$0.00
9				0	$0.00
10				0	$0.00
11					
	TOTAL HOURS	**704**	**340**	**1044**	
	TOTAL DIRECT LABOR	**$39,325.44**	**$28,488.60**		**$ 67,814.04**

DIRECT LABOR		$67,814.04
OVERHEAD	150.23%	$101,877.03
		$169,691.07
FIXED FEE	15%	$25,500.00
ACTUAL COST PLUS FIXED FEE		**$195,200**

Hoyle, Tanner & Associates, Inc. **150 Dow Street, Manchester, New Hampshire 03101-1227**

BURLINGTON INTERNATIONAL AIRPORT

Material Control and Testing
Hoyle Tanner Phase 99

EXPAND CARGO APRON
CONSTRUCTION PHASE
HOYLE TANNER PROJECT NO. 23.037701.00

Description	Quantity		Unit Cost		Total
A. Review job mix formula for pavement to be furnished to the project.					
Acceptance testing of asphalt, cement, and aggregate.					
Job Mix Review (Asph. Inst. MS-2)	1	@	$450.00	=	$450.00
Gradation Tests (ASTM C117, C136, D422)	2	@	$125.00	=	$250.00
Wear Tests (ASTM C131)	1	@	$240.00	=	$240.00
Soundness; Sodium/Magnesium (ASTM C88)	1	@	$540.00	=	$540.00
Unit Weight Tests (ASTM C29/C29M, C138)	2	@	$210.00	=	$420.00
Fractured Faces (ASTM D693, D5821)	1	@	$180.00	=	$180.00
Flat and Elongation tests (ASTM D4791)	1	@	$180.00	=	$180.00
Specific Gravity Tests (ASTM C127, C128, D1188, D2726)	1	@	$150.00	=	$150.00
Sand Equivalency Tests (AASHTO T176, ASTM D2419)	1	@	$180.00	=	$180.00
Alkali - Aggregate Reactivity (ASTM C1260, C1567, COE CRD C662)	1	@	$1,000.00	=	$1,000.00
TSR (ASTM D4867)	1	@	$600.00	=	$600.00
			Subtotal		**$2,590.00**
B. Sampling and laboratory testing of excavation materials, aggregate subbase, and crushed aggregate base course.					
Proctor Tests (AASHTO T180, ASTM D698, D1557)	4	@	$175.00	=	$700.00
Gradation Tests (ASTM C117, C136, D422, D7928)	4	@	$125.00	=	$500.00
Abrasion Resistance (AASHTO T96, ASTM C131)	2	@	$240.00	=	$480.00
Aggregate Soundness (ASTM C88)	2	@	$540.00	=	$1,080.00
Plasticity Index & Liquid Limit (ASTM D4318)	2	@	$160.00	=	$320.00
Fractured Faces (ASTM D693, D5821)	2	@	$180.00	=	$360.00
Sand Equivalency Tests (ASSHTO T176, ASTM D2419)	2	@	$180.00	=	$360.00
			Subtotal		**$3,800.00**
C. Field density tests on backfills, subgrades, and base courses.					
Days Field Density Testing (Half Days) (ASTM D1556, D6938)	15	@	$475.00	=	**$7,125.00**
D. Experienced asphalt plant inspector for control and testing.					
Full Days plant inspection (12 Hours)	8	@	$1,200.00	=	**$9,600.00**
(To include: sampling, fabricating/testing Marshall specimens, % Air voids, Stability/Flow, Data from Extraction/Gradation, % asphalt content, and % moisture - mix, asphalt core densities)					
E. Determine strength of concrete pavement by laboratory testing					
Flexural Beams (ASTM C78)	50	@	$80.00	=	**$4,000.00**
Cylinders (ASTM C39)	20	@	$18.00	=	**$360.00**
F. Field Tech on site					
asphalt technician or engineer	8	@	$1,050.00	=	**$8,400.00**
(per hour, half-day, **full-day**, and/or OT)					
G. Attend Meetings					
hours	8	@	$85.00	=	**$680.00**
H. Reimbursable Expense					
Mileage					
36 trips	9 miles	@	$0.725	=	**$234.90**
ACTUAL COST NOT TO EXCEED					**$36,790**

BURLINGTON INTERNATIONAL AIRPORT

EXPAND CARGO APRON
CONSTRUCTION PHASE

HOYLE TANNER PROJECT NO. 23.037701.00

Article V – Closeout
Hoyle Tanner Phase 80

		ESTIMATED HOURS BY LABOR CLASSIFICATION								
Task	**Description**	**Bob Furey $94.19** /HR	**Nils Gonzalez $87.19** /HR	**Suzanne Sheppard $81.28** /HR	**David Vitali $46.15** /HR	**John Coon $53.53** /HR	**Nahal Namazi $44.30** /HR	**Christyn Bergquist $38.00** /HR	**Total Hours**	**Total Labor Cost**
1	Prepare, execute, and furnish a copy of "As-Built" plans to the Federal Aviation Administration and to the Owner. Plans to include 1-full size set, 2-11”x17” sets, 2 CD/DVD’s plans in pdf & AutoCAD versions, 1 CD/DVD in pdf to the FAA.	0	4	0	8	28	0	0	40	$2,216.80
2	Prepare SF-271 Final Outlay Report, SF-425 Final Federal Financial Report, FAA-ANE’s Project Closure Summary Form and Sponsor Certification for Project Final Acceptance Form	0	2	0	4	0	0	2	8	$434.98
3	Preparation and submission of the final report to the Owner and FAA including project narrative, summary of construction costs identifying added or deleted items, explanations and justifications for underruns and overruns of various quantities, and summary of change orders, if any. Final report shall be submitted on a DVD and shall also include “As-Built” record drawings, contractors’ payrolls, contractor’s final pay requisition, shop drawings, summary of all required acceptance testing (including PWL calculations), final inspection report including any outstanding punch list items, representative project photos, and operations and maintenance manuals, if any.	0	12	0	16	0	0	4	32	$1,936.68
4									0	$0.00
5									0	$0.00
	TOTAL HOURS	**0**	**18**	**0**	**28**	**28**	**0**	**6**	**80**	
	TOTAL DIRECT LABOR	**$0.00**	**$1,569.42**	**$0.00**	**$1,292.20**	**$1,498.84**	**$0.00**	**$228.00**		**$4,588.46**

DIRECT LABOR		$4,588.46
OVERHEAD	150.23%	$6,893.24
		$11,481.70
PROFIT	15%	$1,722.26
LUMP SUM		**$13,200**

Hoyle, Tanner & Associates, Inc. **150 Dow Street, Manchester, NH 03101**

BURLINGTON INTERNATIONAL AIRPORT
EXPAND CARGO APRON
CONSTRUCTION PHASE

Expenses and Subconsultants
Hoyle Tanner Phase 99

HOYLE TANNER PROJECT NO. 23.037701.00

Reimbursable Expenses	**Resident Mileage & Tolls** **$238.35** /trip	**Mileage & Tolls** **$238.35** /trip	**Postage & Communications**	**Printing**	**Lodging** **$226.24** /night	**Per Diem** **$86.00** /full day	**Per Diem** **$64.50** /travel day	**GPS Unit** **$150.00** /day	**Construction Supplies**	**Expenses Total**	**Subconsultant**	**Subconsultant Fees**
Article I – Project Administration	$0.00	$0.00	$25.00	$25.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00	type sub name	$ -
Article II – Construction Administration	$0.00	$4,051.95	$25.00	$30.00	$0.00	$0.00	$1,096.50	$750.00	$0.00	$5,953.45	type sub name	$ -
Article III – Resident Engineering construction weeks: **17** Resident (26 weeks, 6 days/week) Site Travel: (10 miles/day x 156 days x mileage rate)	$4,051.95 $739.50	$0.00	$0.00	$0.00	$23,076.48	$5,848.00	$2,193.00	$0.00	$97.62	$36,006.55	JTC EIV	$ 36,790.00 $ 10,000.00
Article V – Closeout	$0.00	$0.00	$25.00	$75.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00	type sub name	$ -
Total:	**$4,791.45**	**$4,051.95**	**$75.00**	**$130.00**	**$23,076.48**	**$9,137.50**		**$750.00**	**$97.62**	**$42,110.00**		**$ 46,790.00**

Reimbursables Expenses: **$42,110.00** **Subconsultants:** **$46,790.00**

Total Expenses: **$88,900.00**

Attachment C:
Burlington Standard Contract Conditions For Consultants

ATTACHMENT C:
BURLINGTON STANDARD CONTRACT CONDITIONS
FOR CONSULTANTS

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

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

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

4. **CONFLICT OF INTEREST:** The Consultant shall disclose in writing to the City any actual or potential conflicts of interest or any appearance of a conflict of interest by the Consultant, its employees or agents, or its subconsultants, if any.
5. **PLANS, RECORDS, AND AVAILABLE DATA:** The City agrees to make available, at no charge, for the Consultant's use all available data related to the Contract including any preliminary plans, maps, drawings, photographs, reports, traffic data, calculations, EDM, valuable papers, topographic survey, utility location plats, or any other pertinent public records.

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

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

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

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

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

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

7. **PERFORMANCE:** Consultant warrants that performance of Work will conform to the requirements of this Contract. Consultant shall use that degree of ordinary care and reasonable diligence that an experienced and qualified provider of similar services would use acting in like circumstances and experience in such matters and in accordance with the standards, practices and procedures established by Consultant for its own business.

8. **DESIGN STANDARDS:**

   a. Unless otherwise specifically provided for in the Contract, or directed in writing, Consultant services, studies or designs, that include or make reference to plans, specifications, special provisions, computations, estimates, or other data shall be in conformance with applicable City, state, and federal specifications, manuals, codes or regulations, including supplements to or revisions thereof, adopted prior to or during the duration of this Contract. In case of any conflict with the guidelines referenced, the Consultant is responsible to identify and follow any course of direction provided by the City.

   b. The Consultant shall ensure that any design conforms to applicable requirements of the Americans with Disabilities Act, including any regulations or design standards promulgated pursuant thereto (including, without limitation, the current edition of the ADA Accessibility Guidelines), and any more stringent disability access laws that may apply. If applicable to the Work, and to the extent appropriate in the Consultant's reasonable professional judgment, the Consultant shall build reasonable tolerances into plans to ensure that as-built or remodeled, buildings or structures comply with applicable accessibility standards (e.g., so that the future tiling of a wall will not cause a restroom stall to fail to meet minimum width standards, etc.).

9. **RESPONSIBILITY FOR SUPERVISION:** The Consultant shall assume primary responsibility for general supervision of Consultant employees and their sub-consultants for all work performed under the Contract and shall be solely responsible for all procedures, methods

of analysis, interpretation, conclusions and contents of work performed under the Contract. The Consultant shall be responsible to the City for all acts or omissions of its subconsultants and any other person performing work under this Contract.

10. **UTILITIES:** Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, the Consultant will counsel with the City, plus achieve any necessary contacts and discussions with the affected owners, regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. The Consultant shall inform the City, in writing, of any such contacts and the results thereof.

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

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

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

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

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

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

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

introduction to property owners soliciting their cooperation and explaining that the Consultant is acting as an agent of the City.

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

15. APPEARANCES:

A. Hearings and Conferences: The Consultant shall provide services required by the City and necessary for furtherance of any work covered under the Contract. These services shall include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its contractual services covered under the Contract.

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

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

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

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

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

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

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

and must be accompanied with documentation to substantiate their charges.

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

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

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

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

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

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

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

21. PUBLIC HEALTH EMERGENCY:

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

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

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

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

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

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

22. FORCE MAJEURE: Neither Party to this Contract shall be liable to the other for any failure or delay of performance of any obligation under this Contract to the extent the failure or delay is caused by acts of God, public health emergencies, epidemics, acts of the public enemy, acts of superior governmental authority, weather conditions, riots, rebellion, sabotage, or any other circumstances for which it is not responsible or which is not under its control ("Force Majeure"). To assert Force Majeure, the nonperforming party must prove that a) it made all reasonable efforts to remove, eliminate, or minimize the cause of delay or damage, b) diligently pursued performance of its obligations, c) substantially fulfilled all obligations that could be fulfilled, and d) timely notified the other part of the likelihood or actual occurrence of a Force Majeure event. If any such causes for delay are of such magnitude as to prevent the complete performance of the Contract within two (2) years of the originally scheduled completion date, either Party may by written notice request to amend or terminate the Contract. The suspension of any obligations under this section shall not cause the term of this Contract to be extended and shall not affect any rights accrued under this Contract prior to the occurrence of the Force Majeure. The Party giving notice of the Force Majeure shall also give notice of its cessation.

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

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

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

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

24. FAILURE TO COMPLY WITH TIME SCHEDULE: If the City is dissatisfied because of

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

25. **RETURN OF MATERIALS:** Consultant agrees that at the expiration or termination of this Contract, it shall return to City all materials provided to it during its engagement on behalf of City.

26. **ACCEPTANCE OF FINAL PAYMENT; RELEASE:** Consultant's acceptance of the final payment shall be a release in full of all claims against the City or its agents arising out of or by reason of the Work. Any payment, however, final or otherwise, shall not release the Consultant or their sureties from any obligations under the Contract Documents or any performance or payment bond.

27. **OWNERSHIP OF THE WORK:** The Consultant agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by the Consultant, hereafter referred to as "instruments of professional service", shall become the property of the City as they are prepared and/or developed during execution of the Contract. The Consultant agrees to allow the City access to all "instruments of professional service" at any time. The Consultant shall not copyright any material originating under the Contract without prior written approval of the City. No publications or publicity of the work, in part or in total, shall be made without the express written agreement of the City, except that Consultant may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.

28. **PROPRIETARY RIGHTS:** The Parties under the Contract hereby mutually agree that, if patentable discoveries or inventions should result from work performed by the Consultants under the Contract, all rights accruing from such discoveries or inventions shall be the sole property of the Consultant. The Consultant, however, agrees to and does hereby grant to the City an irrevocable, nonexclusive, non-transferable, and royalty-free license to the manufacture, use, and disposition of any discovery or invention that may be developed as a part of the Work under the Contract.

29. **PUBLIC RECORDS:** The Consultant understands that any and all records related to and acquired by the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act and that the determination of how those records must be handled

is solely within the purview of City. The Consultant shall identify all records that it considers to be trade secrets as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act and shall also identify all other records it considers to be exempt under the Act. It is not sufficient to merely state generally that the record is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

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

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

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

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

    A. Termination for Convenience: At any time prior to completion of services specified under the Contract, the City may terminate the Contract for any reason by submitting written notice via certified or registered mail to the Consultant, not less than fifteen (15) days prior to the termination date, of its intention to do so. If the termination is for the City's convenience, payment to the Consultant will be made promptly for the amount of any fees earned to the date of the notice of termination and costs of materials obtained in preparation for Work but not yet installed or delivered, less any payments previously made. However,

if a notice of termination is given to a Consultant prior to completion of twenty (20) percent of the estimated services, as set forth in the approved Work Schedule and Progress Report, the Consultant will be reimbursed for that portion of any reasonable and necessary expenses incurred to date of the notice of termination that are in excess of the amount earned under its approved fee to the date of said termination. Such requests for reimbursement shall be supported with factual data and shall be subject to the City's approval. The Consultant shall make no claim for additional compensation against the City by reason of such termination.

B. Termination for Cause:

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

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

ii. Proceedings for Relief of Debtors: If a federal or state proceeding for relief of debtors is undertaken by or against Consultant, or if Consultant makes an assignment for the benefit of creditors, then the City may immediately terminate this contract.

iii. Dishonest Conduct: If Consultant engages in any dishonest conduct related to the performance or administration of this Contract then the City may immediately terminate this contract.

iv. Cover: In the event the City terminates this contract as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and Consultant shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services, interest, or other charges the City incurs to cover.

v. Rights and Remedies Not Exclusive: The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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

Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties. If, for any reason, a provision in the Contract is unenforceable or invalid, that provision shall be deemed severed from the Contract, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the Contract.

35. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY: During performance of the Contract, the Consultant will not discriminate against any employee or applicant for employment because of religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status, or genetic information. Consultant, and any subconsultants, shall comply with any Federal, State, or local law, statute, regulation, Executive Order, or rule that applies to it or the services to be provided under this contract concerning equal employment, fair employment practices, affirmative action, or prohibitions on discrimination or harassment in employment.

36. CHILD SUPPORT PAYMENTS: By signing the Contract, the Consultant certifies, as of the date of signing the Contract, that the Consultant (a) is not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the Consultant is a sole proprietorship, the Consultant's statement applies only to the proprietor. If the Consultant is a partnership, the Consultant's statement applies to all general partners with a permanent residence in Vermont. If the Consultant is a corporation, this provision does not apply.

37. TAX REQUIREMENTS: By signing the Contract, the Consultant certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, that the Consultant is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Contract.

38. NO GIFTS OR GRATUITIES: The Consultant shall not make any payment or gift or donation of substantial value to any elected official, officer, employee, or agent of the City during the term of this Contract.

39. ASSIGNMENT: Consultant shall not sublet or assign this Work, or any part of it, without the written consent of the City. If any subconsultant is approved, Consultant shall be responsible

and liable for all acts or omissions of that subconsultant for any Work performed. If any subconsultant is approved, Consultant shall be responsible to ensure that the subconsultant is paid as agreed and that no lien is placed on any City property.

40. **TRANSFERS, SUBLETTING, ETC:** The Consultant shall not assign, sublet, or transfer any interest in the work, covered by this Contract, without prior written consent of the City, and further, if any sub-consultant participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the City. The approval or consent to assign or sublet any portion of the work, shall in no way relieve the Consultant of responsibility for the performance of that portion of the work so transferred. The form of the sub-consultant's contract shall be as developed by the Consultant and approved by the City. The Consultant shall ensure that insurance coverage exists for any operations to be performed by any sub-consultant as specified in the insurance requirements section of this Contract.

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

41. **CONTINUING OBLIGATIONS:** The Consultant agrees that if because of death, disability, or other occurrences, it becomes impossible to effectively perform its services in compliance with the Contract, neither the Consultant nor its surviving members shall be relieved of their obligations to complete the Contract unless the City agrees to terminate the Contract because it determines that the Consultant is unable to satisfactorily execute the Contract.

42. **INTERPRETATION & IMPLEMENTATION:** Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties.

43. **ARM'S LENGTH:** This Contract has been negotiated at arm's length, and any ambiguity in any of its terms or provisions shall be interpreted in accordance with the intent of the Parties and not against or in favor of either the City or Consultant.

44. **RELATIONSHIP:** The Consultant is an independent consultant and shall act in an independent capacity and not as officers or employees of the City. To that end, the Consultant shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. The Consultant shall provide its own tools, materials, or equipment. The Parties agree that neither the Consultant nor its principal(s) or employees are entitled to any employee benefits from the City. Consultant understands and agrees that it and its principal(s) or employees have no right to claim any benefits under the Burlington Employee Retirement System, the City's worker's compensation benefits, health insurance, dental insurance, life insurance, or any other employee benefit plan offered by the City. The Consultant agrees to execute any certifications or other documents and provide any certificates of insurance required by the City and understands that this Contract is conditioned on its doing so, if requested.

    The Consultant understands and agrees that it is responsible for the payment of all taxes on the

above sums and that the City will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.

45. **CHOICE OF LAW:** Vermont law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract, notwithstanding conflicts of law principles. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Contract to the extent capable of execution.

46. **JURISDICTION:** All suits or actions related to this Contract shall be filed and proceedings held in the State of Vermont, notwithstanding any other law.

47. **BINDING EFFECT AND CONTINUITY:** This Contract shall be binding upon and shall inure to the benefit of the Parties, their' respective heirs, successors, representatives, and assigns. If a dispute arises between the Parties, each Party will continue to perform its obligations under this Contract during the resolution of the dispute, until the Contract is terminated in accordance with its terms.

48. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract, shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Contract in accordance with the intent of this Contract.

49. **ENTIRE CONTRACT & AGREEMENT:** This Contract constitutes the entire Contract, agreement, and understanding of the Parties with respect to the subject matter of this Contract. Prior or contemporaneous additions, deletions, or other changes to this Contract shall not have any force or effect whatsoever, unless embodied herein.

50. **APPENDICES:** The City may attach to these conditions' appendices containing various forms and typical sample sheets for guidance and assistance to the Consultant in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the City as occasions may require. It is the responsibility of the Consultant to ensure that they have the latest versions applicable to the Contract.

51. **NO THIRD-PARTY BENEFICIARIES:** This Contract does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Contract are incidental to this Contract, and do not create any rights for such third parties.

52. **WAIVER:** Notwithstanding the passage of time, a Party's failure or delay in exercising any right, power, or privilege under this Contract, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

Attachment C-1
Insurance & Indemnification

As used in this Attachment, the term "Contractor" shall refer to the "Consultant".

INSURANCE: Prior to beginning any work, the Contractor shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City, must be received prior to the Effective Date of the Contract. If this Contract extends to more than one year, evidence of continuing coverage must be submitted to the City on an annual basis. Copies of any insurance policies may be required.

The Contractor is responsible to verify and confirm in writing to the City that: (i) all subcontractors must comply with the same insurance requirements as the Contractor; (ii) all work activities related to the Contract shall meet minimum coverage and limits; and (iii) all coverage shall include adequate protection for activities involving hazardous materials.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

A. Commercial General Liability: With respect to all operations performed by the Contractor, subcontractors, agents or workers, it is the Contractor's responsibility to ensure that commercial general liability insurance coverage, covering bodily injury and property damage, on an occurrence form, provides all major divisions of coverage including, but not limited to:

1. Premises Operations
2. Independent Contractors' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Medical Expenses

Coverage limits shall not be less than:

1.	General Aggregate	$2,000,000
2.	Products-Completed/Operations	$2,000,000
3.	Personal & Advertising Injury	$1,000,000
4.	Each Occurrence	$1,000,000
5.	Damage to Rented Premises	$ 250,000
6.	Med. Expense (Any one person)	$ 5,000

B. Workers' Compensation/Employer Liability: With respect to all operations performed, the

Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont and ensure that all subcontractors carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

1. Bodily Injury by Accident: $500,000 each accident

2. Bodily Injury by Disease: $500,000 policy limit,
   $500,000 each employee

For contracts involving work of any kind or nature on Lake Champlain, Workers' Compensation/Employer's Liability policy shall include a Maritime Endorsement (USL&H).

C. Automobile Liability: The Contractor shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the Contract. Each policy shall provide coverage with a limit not less than: $1,000,000 - Combined Single Limit for each occurrence.

D. Professional Liability/Errors & Omissions:

1. General: The Contractor shall carry appropriate professional liability insurance covering errors and omissions made during their performance of contractual duties with the following minimum limits:

   (a) $2,000,000 - Annual Aggregate/Policy Limit

   (b) $1,000,000 - Per Claim/Occurrence

2. Deductibles: The Contractor is responsible for any and all deductibles.

3. Coverage: The Contractor shall maintain continuous professional liability coverage for the period of the Contract and for a period of five years following substantial completion of construction.

E. Special Coverages
   a. Builders' Risk or Installation Floater: Value of project or contract

F. Umbrella/Excess Liability:

1. $2,000,000 Each Event Limit
2. $2,000,000 General Aggregate Limit
3. Umbrella/Excess Liability is excess above Commercial General Liability, Automobile Liability, and Workers' Compensation/Employer Liability.

All policies shall be endorsed to provide the City thirty (30) days' notice of cancellation. Each policy (except workers compensation/employers' liability) shall be endorsed to name the City and its officers, employees, agents, successors, and assigns as additional insureds on a primary, non-contributory basis. Each policy shall be endorsed to waive subrogation against the City.

INDEMNIFICATION:

To the fullest extent allowed by law, the Contractor shall indemnify, defend, and hold harmless the City and its officers and employees from liability and claims, suits, fines, penalties, expenses (including attorneys' fees and costs), losses, liens, judgments, and damages of any kind or nature whatsoever (collectively, "Claims") arising as a result of the Contractor's acts and/or omissions in the performance this Contract.

Notwithstanding the foregoing, with respect to Professional Negligence (defined below), (i) the Contractor shall not have a defense duty to the City or its officers and employees; and (ii) the Contractor's duty to indemnify and hold harmless the City and its officers and employees shall be limited to the extent of the Contractor's actual fault; provided, however, that the Contractor's indemnification obligation with respect to Professional Negligence shall include the obligation to reimburse defense costs in the event and to the extent such costs are incurred and paid by the City as the proximate cause of said Professional Negligence.

As used herein, "Professional Negligence" means a failure by the Contractor to exercise that degree of skill and care ordinarily possessed by a reasonably prudent professional practicing in the same or similar locality and providing the same or similar services. For greater clarity, Professional Negligence generally includes the type of negligence covered under a Professional Liability/Errors & Omissions policy of insurance but not necessarily under a Commercial General Liability or Automobile Liability policy of insurance.

Attachment D:
Burlington Livable Wage Ordinance Certification

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____ , on behalf of _____("the Contractor") in connection with a contract for _____ services that we provide to the City, hereby certify under oath that the Contractor (and any subcontractors under this contract) is and will remain in compliance with the City of Burlington's Livable Wage Ordinance, B.C.O. 21-80 et seq., and that

(1) as a condition of entering into this contract or grant, we confirm that all covered employees as defined by Burlington's Livable Wage Ordinance (including the covered employees of subcontractors) shall be paid a livable wage (as determined, or adjusted, annually by the City of Burlington's chief administrative officer) and provided appropriate time off for the term of the contract;

(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace(s) or other location(s) where covered employees work;

(3) we will provide verification of an employee's compensation, produce payroll or health insurance enrollment records or provide other relevant documentation (including that of any subcontractor), as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of a request by the City;

(4) we will cooperate in any investigation conducted by the City of Burlington's City Attorney's office pursuant to this ordinance; and

(5) we will not retaliate (nor allow any subcontractor to retaliate) against an employee or other person because an employee has exercised rights or the person has cooperated in an investigation conducted pursuant to this ordinance.

Date_____ By:___Contractor _____

Contractor

Subscribed and sworn to before me:

Notary_____

Date _____ _____

Notary

Attachment E:
Burlington Outsourcing Ordinance Certification

ATTACHMENT E

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of _____

(Contractor) and in connection with the

_____[project],

hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ____ day of _____, 2018.

By:_____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary

Attachment F:
Burlington Union Deterrence Ordinance Certification

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that _____ (Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By:_____
Duly Authorized Agent

Attachment G:
Consultant's Certificate of Insurance & Endorsements

CITY OF BURLINGTON
DRAFT CONSTRUCTION CONTRACT

This Construction Contract ("Contract") is entered into by and between the City of Burlington, Vermont ("the City"), and SD Ireland Concrete Construction Corporation ("Contractor"), a Vermont corporation located at 20 Redimix Drive, Williston, VT,05495.

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 7.A.

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 Expand Cargo Apron at Burlington International Airport.

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 construct the Expand Cargo Apron project at Burlington International Airport.

3. EFFECTIVE DATE & TERM

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

B. Term. This Contract and the Parties' respective performance shall commence on the Effective Date and expire on final acceptance by the City, unless sooner terminated as provided herein. Contractor shall complete the Work no later than September 30, 2027. As stated in the Contract Damages, provisions of this Contract relating to indemnification, defense, release of liability, or warranty shall survive termination hereof.

C. Liquidated Damages for Contractor's Delay. Except for delays caused primarily by the City's own fault, and except in case of a force majeure event promptly reported to the City as required in the Contract Documents, if the Work is not completed by the foregoing date, the City shall be entitled to assess liquidated damages in an amount up to $500 per day for each business day that the completion of the Work is delayed.

D. Limitation on City's Delay Damages THE CITY IS ***NOT*** RESPONSIBLE FOR PAYMENT OF DAMAGES FOR: (1) DELAYS NOT CAUSED BY THE CITY'S SOLE FAULT, (2) DELAYS CAUSED BY FORCE MAJEURE EVENTS BEYOND THE CITY'S REASONABLE CONTROL, OR (3) SUSPENSION OF WORK BY THE CITY IN ITS SOLE DISCRETION UP TO NINETY (90) DAYS OR AS OTHERWISE AGREED BY CONTRACTOR, AS DESCRIBED IN THE CONTRACT DOCUMENTS.

4. SCOPE OF WORK

Contractor shall construct the Project in accordance with all the provisions hereof, including with the Contract Documents and the plans, specifications, and technical details on-file with the City and referenced or included in the Request for Price Quotations (dated April 2, 2026, including any addenda thereto), all of which are incorporated herein by this reference as though fully set forth. The Work shall be done to the reasonable satisfaction of the Public Works Director or designee, and final acceptance shall not occur until the Public Works Director or designee determines that the Work is in conformance with the Contract Documents.

5. PAYMENT FOR SERVICES

A. Amount. The City shall pay the Contractor for completion of the Work in accordance with Attachment B (Contractor's Bid Proposal) , subject to the Maximum Limiting Amount in Paragraph C, below.

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 **$3,927,000.00**. 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:

Larry Lackey, Director of Engineering, Planning, and Sustainability
1200 Airport Drive, Suite 1
South Burlington, VT 05403

Madison Reagan, Environmental Compliance and Project Manager
1200 Airport Drive, Suite 1
South Burlington, VT 05403

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.

E. Lien Releases. Progress payments and final payment shall not be made without submission of completed lien releases on forms provided in Attachment H. Five percent (5%) of the total contract amount due shall be withheld as retainage until final acceptance of the work and receipt of final lien releases.

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 Price Quotations dated 2/2026

Attachment B: Contractor's Bid Form, Subcontractor List, and Approved Schedule dated 4/2/2026
Attachment C: Burlington Standard Provisions for Construction Contracts
Attachment C-1: Insurance and Indemnification Provisions
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
Attachment H: Form of Lien Releases
Attachment I: Contractor's Bonds: Contractor Shall Provide Payment & Performance Bonds on Forms Provided by the City in the Full Contract Amount from a Surety Licensed in the State of Vermont
Attachment I: Form of Payment and Performance Bond Required for Work Assignments in excess of $100,000

B. Order of Precedent. This Contract shall govern over the other Contract Documents; plans, technical specifications, and technical details shall govern over other provisions; and the remaining Contract Documents shall govern over conflicting provisions of Contractor's Bid, Subcontractor's List, and Schedule.

— 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
SD Ireland Concrete Construction Corporation

By: _____

Date: _____

City of Burlington
Patrick Leahy Burlington International Airport

By: _____
Nic Longo
Director of Aviation

Date: _____

Attachment A:
Request for Price Quotations dated February 2026

ADVERTISEMENT FOR BIDS

City of Burlington, VT
South Burlington, VT

AIP Project No. 3-50-0005-1xx-20XX
Patrick Leahy Burlington International Airport

Sealed Bids for **Expand Cargo Apron** at the Patrick Leahy Burlington International Airport will ONLY be received and accepted via online electronic bid service through https://www.questcdn.com until 2:00 PM March 26, 2026, local time and at such time will be opened publicly online. Anyone interested in witnessing the public bid opening over the phone or internet is to contact Hoyle Tanner for a link to the open conference call. Please contact Nils Gonzalez, ngonzalez@hoyletanner.com, 603-460-5167 or Donna Akerley, dakerley@hoyletanner.com, 603-460-4934 for meeting information at least five (5) days prior to the scheduled bid opening. The 5-day lead time is required in case the bid opening time changes.

The work generally consists of the construction of a new PCC cargo apron adjacent to an existing PCC cargo apron. The work includes earth excavation, removal of existing asphalt and concrete pavements, construction of new full depth P-501 PCC and P-401 HMA aircraft pavements, new P-401 vehicle service road, mill and overlay of P-401 pavement, new pavement markings, new drainage system including the construction of underground treatment and storage chambers, new trench drains, new drainage pipe, new drainage structures and new taxiway edge lighting.

Bids shall be on a unit price basis, as indicated in the Bid Worksheet.

Complete digital Bidding Documents may be obtained or viewed on or after February 24, 2026 at the website of Hoyle Tanner, www.hoyletanner.com by clicking the Bid Portal Tab and selecting the above referenced project. You must set up your membership with QuestCDN and pay a download fee of $50 before downloading the Bidding Documents. To set up your free membership using Hoyle Tanner's Bid Portal, click Download Bid Documents, then JOIN or go to QuestCDN, www.questcdn.com, input eBid Doc number **10082696**. If you need assistance setting up your membership registration, downloading, or working with the digital project information, please contact QuestCDN at (952) 233- 1632 or info@questcdn.com.

To bid on this project and be considered a plan holder, the Bidder MUST download the digital project bidding documents from QuestCDN and pay the download delivery fee. Neither owner nor engineer will be responsible for full or partial sets of Bidding Documents, including Addenda, if any, obtained from sources other than QuestCDN.

Bidder shall submit a bid via online electronic bid service through https://www.questcdn.com (see Instructions to Bidders). A pre-bid conference will be held at 11:00 AM, March 4, 2026, in the Wright Room at the Patrick Leahy Burlington International Airport, 1200 Airport Drive, South Burlington, Vermont 05403. This will be the only time for prospective Bidders or subcontractors to view the site. A site visit will be available after the meeting. Bidders must advise Nils Gonzalez, ngonzalez@hoyletanner.com, 603-460-5167 if they are to attend. All interested bidders are requested to attend in order to prepare acceptable bid submissions.

Prospective bidders are asked to provide information on whether their company is listed as a Disadvantaged Business Enterprises (DBE) in the state where the work will be performed in order to comply with FAA regulations. Prospective bidders will be asked to provide this information at time of plan purchase.

The Owner reserves the right to waive any informality in the bidding or to reject any or all bids.
Each bidder must deposit with their bid, security in the amount of 5% of the bid in the form and subject to the conditions provided in the General Provisions.

Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the Contract.

Information Submitted as a matter of bidder responsiveness: The Owner's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR §26.53. As a condition of bid responsiveness, the Bidder or Offeror must submit the following information with its proposal on the forms provided herein:

1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
2) A description of the work that each DBE firm will perform;
3) The dollar amount of the participation of each DBE firm listed under (1)
4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal; and
5) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26.

The Contractor on this work will be required to comply with the equal employment opportunity requirements of the Federal Aviation Administration and the Patrick Leahy Burlington International Airport DBE Program.

No bidder may withdraw their bid prior to September 30, 2026.

Nicolas Longo, CM, Director of Aviation

Attachment B:
Contractor's Bid, Subcontractor's List, and Proposed Schedule
dated April 2, 2026

BID TABULATION

Hoyle Tanner Job No. 23.037701.00

Client: **Burlington international Airport**
Airport: **Burlington international Airport**
Project: **Expand Cargo Apron**
AIP: **3-50-0005-1xx-2026**

Bid Opening Date **April 2, 2026**
Bid Opening Time **2:00pm**

Bid Item No.	Designation	Quantity		Engineer's Estimate		S D Ireland Concrete Construction		Engineers Construction, Inc.	
		Unit	Amount	Per Unit	Amount	Unit	Amount	Per Unit	Amount
G-001-1	CSPP Compliance	LS	1	$75,000.00	$75,000.00	$120,000.00	$120,000.00	$183,650.00	$183,650.00
G-001-2	As-Builts	LS	1	$10,000.00	$10,000.00	$5,000.00	$5,000.00	$32,650.00	$32,650.00
C-100-1	Contractor Quality Control Program (CQCP)	LS	1	$100,000.00	$100,000.00	$75,000.00	$75,000.00	$140,255.00	$140,255.00
C-102-1	Temporary Seeding and Mulching	SY	7300	$2.00	$14,600.00	$1.00	$7,300.00	$0.80	$5,840.00
C-102-2	Installation and Removal of Silt Fence	LF	1200	$6.00	$7,200.00	$4.00	$4,800.00	$1.95	$2,340.00
C-102-3	Inlet Protection	EA	4	$300.00	$1,200.00	$150.00	$600.00	$375.00	$1,500.00
C-102-4	Erosion and Sedimentation Control Plan	LS	1	$5,000.00	$5,000.00	$1,000.00	$1,000.00	$4,565.00	$4,565.00
C-105-1	Mobilization	LS	1	$396,000.00	$396,000.00	$165,175.00	$165,175.00	$495,850.00	$495,850.00
C-105-2	Engineer's Field Office	MO	4	$5,000.00	$20,000.00	$2,000.00	$8,000.00	$2,825.00	$11,300.00
P-101-1	Asphalt Pavement Removal (less than 6 inches)	SY	3300	$12.00	$39,600.00	$5.00	$16,500.00	$5.85	$19,305.00
P-101-2	Concrete Pavement Removal	SY	400	$50.00	$20,000.00	$15.00	$6,000.00	$40.00	$16,000.00
P-101-4	Remove Electrical Conduit and Wire	LF	1000	$10.00	$10,000.00	$10.00	$10,000.00	$25.00	$25,000.00
P-101-5	Remove Taxiway Edge Light and Base Can for Relocation	EA	14	$800.00	$11,200.00	$200.00	$2,800.00	$275.00	$3,850.00
P-101-6	Remove Sign and Foundation for Relocation	EA	1	$2,500.00	$2,500.00	$1,500.00	$1,500.00	$2,500.00	$2,500.00
P-101-7	Remove Windcone for Relocation on new Base	EA	1	$2,500.00	$2,500.00	$750.00	$750.00	$2,700.00	$2,700.00
P-151-1	Clearing	SY	150	$40.00	$6,000.00	$15.00	$2,250.00	$31.00	$4,650.00
P-152-1	Unclassified Excavation	CY	16900	$25.00	$422,500.00	$8.00	$135,200.00	$21.00	$354,900.00
P-152-2	Embankment in Place	CY	150	$20.00	$3,000.00	$50.00	$7,500.00	$26.00	$3,900.00
P-154-1	Subbase Course	CY	4700	$55.00	$258,500.00	$38.00	$178,600.00	$55.00	$258,500.00
P-209-1	Crushed Aggregate Base Course	CY	2000	$65.00	$130,000.00	$48.00	$96,000.00	$60.00	$120,000.00
P-401-1	Asphalt Surface Course	TON	1200	$200.00	$240,000.00	$145.00	$174,000.00	$150.00	$180,000.00
P-403-1	Asphalt Mixture Base Course	TON	2500	$200.00	$500,000.00	$150.00	$375,000.00	$135.00	$337,500.00
P-501-1	PCC Pavement	SY	6900	$150.00	$1,035,000.00	$240.00	$1,656,000.00	$335.00	$2,311,500.00
P-603-1	Emulsified Asphalt Tack Coat	GAL	2100	$5.00	$10,500.00	$7.50	$15,750.00	$5.00	$10,500.00
P-605-1	Joint Sealing - Bituminous Pavement	LF	850	$10.00	$8,500.00	$3.50	$2,975.00	$6.00	$5,100.00
P-605-2	Joint Sealing - PCC Pavement	LF	7100	$10.00	$71,000.00	$5.00	$35,500.00	$6.00	$42,600.00
P-620-1	Permanent Pavement Markings with Beads	SF	1200	$4.00	$4,800.00	$6.00	$7,200.00	$6.00	$7,200.00
P-620-2	Permanent Pavement Markings without Beads	SF	500	$2.00	$1,000.00	$5.00	$2,500.00	$5.00	$2,500.00
P-620-3	Temporary Pavement Markings	SF	2400	$2.00	$4,800.00	$5.00	$12,000.00	$5.00	$12,000.00
D-701-1	12-inch RCP	LF	600	$85.00	$51,000.00	$95.00	$57,000.00	$85.00	$51,000.00
D-701-2	18-inch RCP	LF	150	$100.00	$15,000.00	$105.00	$15,750.00	$102.50	$15,375.00
D-701-3	8-inch DIP	LF	400	$135.00	$54,000.00	$150.00	$60,000.00	$165.00	$66,000.00
D-701-4	8-inch DIP in casing pipe installed by GAB	LF	125	$300.00	$37,500.00	$525.00	$65,625.00	$1,100.00	$137,500.00
D-751-1	4-FT Diameter Drainage Structure	EA	2	$9,000.00	$18,000.00	$6,200.00	$12,400.00	$15,250.00	$30,500.00
D-751-2	5-FT Diameter Drainage Structure	EA	3	$11,000.00	$33,000.00	$8,200.00	$24,600.00	$33,850.00	$101,550.00

BID TABULATION

Hoyle Tanner Job No. 23.037701.00

Client: **Burlington international Airport**
Airport: **Burlington international Airport**
Project: **Expand Cargo Apron** **Bid Opening Date** **April 2, 2026**
AIP: **3-50-0005-1xx-2026** **Bid Opening Time** **2:00pm**

D-751-3	6-FT Diameter Drainage Structure	EA	4	$13,000.00	$52,000.00	$10,000.00	$40,000.00	$20,500.00	$82,000.00
D-751-4	Adjust Structure to Grade	EA	1	$500.00	$500.00	$2,000.00	$2,000.00	$1,445.00	$1,445.00
T-901-1	Seeding	SY	5000	$4.00	$20,000.00	$1.80	$9,000.00	$1.25	$6,250.00
T-904-1	Sodding	SY	2300	$15.00	$34,500.00	$9.00	$20,700.00	$8.35	$19,205.00
T-905-1	Topsoil (4" Depth)	SY	7300	$10.00	$73,000.00	$4.00	$29,200.00	$5.00	$36,500.00
T-908-1	Mulching	SY	5000	$4.00	$20,000.00	$1.00	$5,000.00	$0.60	$3,000.00
L-107-1	Install Relocated Wind Cone on New Base	EA	1	$15,000.00	$15,000.00	$7,500.00	$7,500.00	$15,000.00	$15,000.00
L-108-1	No. 8 AWG, 5 kV 600V, L-824, Type C Cable	LF	1300	$4.00	$5,200.00	$2.75	$3,575.00	$4.20	$5,460.00
L-108-2	No. 6 AWG, Solid Bare Copper Counterpose Wire	LF	1000	$6.00	$6,000.00	$1.75	$1,750.00	$4.00	$4,000.00
L-110-1	Concrete Encased Electrical Duct Bank, 1-Way 2-inch	LF	1000	$45.00	$45,000.00	$18.00	$18,000.00	$32.50	$32,500.00
L-125-1	Install Relocated Taxiway Light on New Base	EA	12	$500.00	$6,000.00	$2,750.00	$33,000.00	$3,575.00	$42,900.00
L-125-2	Install Relocated Sign and Base	EA	1	$2,000.00	$2,000.00	$4,500.00	$4,500.00	$8,500.00	$8,500.00
M-001-1	Underground Stormwater System	LS	1	$300,000.00	$300,000.00	$240,000.00	$240,000.00	$405,685.00	$405,685.00
M-001-2	Dry Swale	LS	1	$75,000.00	$75,000.00	$25,000.00	$25,000.00	$38,955.00	$38,955.00
M-002-1	8" Siamese Valve Instert for Catch Basins	EA	4	$20,000.00	$80,000.00	$30,000.00	$120,000.00	$21,995.00	$87,980.00
M-003-1	Restore Drainage Outfall	LS	1	$10,000.00	$10,000.00	$7,500.00	$7,500.00	$32,985.00	$32,985.00
	TOTAL BASE BID				**$4,363,100.00**		**$3,927,000.00**		**$5,822,445.00**

ON-LINE SUBMITTAL CHECKLIST

The following completed documents must be submitted to the QuestCDN website in order for a Bid to be deemed complete and responsive.

- ☑ **ON-LINE SUBMITTAL CHECKLIST** – with each item indicated with a check
- ☑ **ADDENDA** – download all addenda issued for the project through the QuestCDN website, if applicable.
- ☑ **BID** – prepare and submit the bid worksheet through the QuestCDN website.
- ☑ **STATEMENT OF BIDDER'S QUALIFICATIONS**
- ☑ **NOTARIZATION**
- ☑ **BID BOND** – electronic copy uploaded with the bid and the original to be mailed no later than 3 days after the bid opening date
- ☑ **CERTIFICATE AS TO CORPORATE PRINCIPAL for the BID BOND**
- ☑ **BID SUBMITTAL CERTIFICATION**
- ☑ **CERTIFICATE AS TO CORPORATE PRINCIPAL for the PROPOSAL**
- ☑ **DBE CERTIFICATION**
- ☑ **CERTIFICATION OF NONSEGREGATED FACILITIES**
- ☑ **CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR TOTAL FACILITY**
- ☑ **CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR MANUFACTURED PRODUCTS**
- ☑ **CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS**
- ☑ Certification of compliance with the City of Burlington's Livable wage ordinance.

STATEMENT OF BIDDER'S QUALIFICATIONS

This statement must be completed, notarized, submitted and received by the Owner PRIOR to or on the date for opening of bids.

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Where necessary, questions shall be answered on separate attached sheets. The Bidder may submit any additional information he/she desires.

1.0 Name of Bidder: S.D. Ireland Concrete Construction Corporation

1.a Bidder is: Corporation ☑
Partnership ( )
Individual ( )

2.0 Permanent main office address: 20 Redimix Drive Williston, VT 05495

2.a Treasury Number (Employer's Identification No.): 03-0346987

2.b. DUNS #: 079952727

3.0 When organized: 1974

4.0 If a corporation, where incorporated? 1974

5.0 How many years have you been engaged in the contracting business under your present firm or trade name? 51

6.0 Contracts on hand: (Schedule these, showing gross amount of each contract and the appropriate anticipated dates of completion. Name and address of client and name of person supervising for client.) See attached

7.0 General character of work performed by your company. Concrete & Sitework

8.0 Have you ever failed to complete any work awarded to you?
If so, where and why? ( ) Yes ☑ No

9.0 Have you ever defaulted on a contract?
If so, where and why? ( ) Yes ☑ No

10.0 List at least five (5) of the more important contracts recently completed by you, stating approximate cost for each, and the month and year completed. (Give name, address, and phone number of client and name of person supervising for client.)
See attached

11.0 List your major equipment available for this contract.
See attached

12.0 Experience in construction work similar in contract value to this project.
See attached

13.0 Background and experience of the principal members of your organization, including the officers.
See attached

14.0 Credit available: $ 1,500,000

15.0 Give bank reference. (Bank name and address; name of bank officer who may be contacted.)
See attached

16.0 Furnish a financial statement as required by Section 20 of these specifications.
See attached

17.0 The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of the Bidder's Qualifications.

S.D. Ireland Concrete Construction Corp.
(Name of Bidder)

Signed: _____

Date: 3/26/26 Title: Scott D. Ireland, President

State of Vermont

County of Chittenden

Statement of Bidders Prequalification – Continuation Sheet.

6. Contracts on hand:

S.D. Ireland
Concrete Construction Corporation
802-863-6222 • Fax: 802-860-1528
www.sdireland.com

Status of Work Under Contract
March 2026

S.D. Ireland Concrete Construction Corporation

Name & No. of Contract	State	Date of Award	Amount of Contract	Percent Completed	Payment Received to Date	Completion Date
City Place – North Tower	VT	12/22	$13,178,288	25%	$3,359,843	6/26
Winooski Falls East	VT	11/23	$2,465,139	60%	$1,444,896	10/24
Post Apartments	VT	8/24	$617,805	100%	$668,035	9/25
Burlington Tech Center Aviation	VT	1/25	$575,000	72%	$412,714	7/25
Lyndon IM 091-3(53) PDB	VT	3/25	$21,300,000	4%	$890,270	1/29
CVES Plattsburgh	VT	3/25	$2,035,840	89%	$1,819,586	12/25
379-381 Main Street Winooski	VT	3/25	$700,000	0%	$0	12/25
NPC Processing Plant Shelburne	VT	3/25	$474,262	97%	$459,782	9/25
100 Cambrian Way	VT	5/25	$695,000	70%	$484,968	8/26
Perry Center Shelburne Museum	VT	6/25	$889,250	49%	$438,698	8/25
266 College Street Apartments	VT	9/25	$1,378,033	29%	$896,544	3/26
Lyndon Readiness Center	VT	10/25	$1,080,150	43%	$461,817	TBD
A. Duie Pyle Trucking Terminal - Milton	VT	11/25	$1,634,319	4%	$58,432	7/26
Porters Point School	VT	11/25	$850,000	54%	$455,774	8/26
CSWD Williston Recycle Facility	VT	11/25	$2,100,000	8%	$178,133	7/26
Airport Parkway WWTF Solids Upgrade	VT	2/26	$1,075,000	0%	$0	

10. **Burlington Square (CityPlace) South Tower**
Contract Value: $22,650,000
Completion Date: October 2025
Contact: CityPlace Partners Dave Farrington 802-318-6452

Burlington High School
Contract Value: $7,357,114
Completion Date: December 2025
Contact: Whiting Turner Tom Kostuk 203-650-9043

Patrick Leahy Burlington International Airport
Rehabilitate Runway 15-33 AIP No 3-50-0005-154-2024
Contract Value: $10,227,000
Completion Date: September 2025
Contact: Larry Lakey 802-338-8106

BETA Technologies
Contract Value: $10,660,000
Completion Date: Fall 2023
Contact: PC Construction

12. S.D. Ireland Brothers Corporation has been in business since 1995 and has extensive experience in all aspects of site related work ranging from $25,000 jobs to $10,000,000 jobs.

13. Scott D. Ireland, President - Has run S.D. Ireland Companies since the early 80's.

Stephen D. Ireland, Vice President - Has run S.D. Ireland Companies since the early 80's.

John Magnus, Senior Project Manager – Has over 30 years construction experience and has been involved with and completed numerous projects at the Airport over the years.

Tyson Chouinard, Project Manager – Has 20 years construction experience and has been involved with and completed several projects at the Airport over the years.

15. **Bank Reference –**
Bank of Burlington
Geoffrey Hesslink
30 Kimball Avenue, Suite 201
Burlington, VT 05403
Ph: 802-343-4276
Email: ghesslink@bankofburlington.com

NOTARIZATION

Scott D. Ireland being duly sworn, deposes and says that he/she is

President of

S.D. Ireland Concrete Construction Corporation

(Name of Bidder)

and that the answers to the foregoing questions and all statements therein contained are true and correct. Subscribed and sworn to before me this 26th day of March, 2026.

Notary Public

My Commission Expires: 1/31/27

KERRI GERMAIN
Notary Public State of Vermont
Commission
No. 157.0009953

BID BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE, THE UNDERSIGNED,

S.D. Ireland Concrete Construction Corp.

(Name of Principal)

as PRINCIPAL, and Swiss Re Corporate Solutions America Insurance Corporation

(Name of Surety)

as SURETY, are held and are firmly bound unto the City of Burlington, hereinafter called the Owner, in the penal sum of Five Percent of Attached Bid (5%)

lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the Bid through Hoyle Tanner's portal at https://www.questcdn.com, dated March 26, 2026

For **Expand Cargo Apron at Burlington International Airport, South Burlington, VT, AIP Project No. 3-50-0005-1XX-20XX**

The Bidder shall upload the electronic copy of this Bid Bond to the Hoyle Tanner portal at https://www.questcdn.com and send the hard copy of the Bid Bond to the Engineer no later than 3 business days after the bid opening date.

NOW, THEREFORE, if the Principal shall not withdraw said bid prior to September 30, 2026, and shall within ten (10) calendar days after the prescribed forms are presented to him for signature, enter into a written Contract with the Owner in accordance with the bid as accepted, and give bonds with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract; or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such Contract and give such bonds within the time specified, if the Principal shall pay the Owner the difference between the amount specified in said bid and the amount for which the Owner may procure the required work or supplies or both, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above named Principal and Surety have executed this instrument under their several seals this 26th day of March, 2026 the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of:

_____ SEAL
Individual Principal

_____

_____
Business Address

_____ SEAL
Individual Principal

_____

_____
Business Address

Attest:

Merri Sherman

S.D. Ireland Concrete Construction Corp.
Corporate Principal

_____

P.O. Box 2286, South Burlington, VT 05407
Business Address (AFFIX CORPORATE SEAL)

Signed: _____
Scott D. Ireland, President

Attest:

Samantha Desenzo

Swiss Re Corporate Solutions America Insurance Corporation
Corporate Surety

1200 Main Street, Suite 800Kansas City, MO 64105
Business Address (AFFIX CORPORATE SEAL)

Signed: Robin W. Faraone
Attorney-in-Fact

Signed: _____

(Power of attorney for person(s) signing for surety company must be attached to this bond.)

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute, and appoint:

PAUL E. PLUNKETT, ROBIN W. FARAONE, RICHARD S. SMITH, PETER J. RICKER, MATTHEW J. CAMPBELL, T. IAN SUTHERLAND,

JOANNE VanDYK and SAMANTHA DERENZO

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds, consents of surety, or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION ($50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011:

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."

By _____
David Satory, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

By _____
Gabriel Jacquez, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

IN WITNESS WHEREOF, SRCSAIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 11th day of June, 20 25.

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

State of Illinois
County of Cook ss

On this 11th day of June, 20 25, before me, a Notary Public personally appeared David Satory, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC, and Gabriel Jacquez, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

OFFICIAL SEAL
KAREN M SZWEDA
Notary Public, State of Illinois
Commission No 978628
My Commission Expires September 26 2027

Karen M. Szweda, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 26th day of March, 20 26.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC

CERTIFICATE AS TO CORPORATE PRINCIPAL

BID BOND

I, Sophie D. Ireland, certify that I am the Secretary of the corporation named as Principal in the within bond; that Scott D. Ireland, who signed the said bond on behalf of the Principal was then President of said corporation; that I know his signature, and his signature thereto is genuine, and that said bond was duly signed, sealed, and attested to for and in behalf of said corporation by authority of its governing body.

(Corporate Seal)



BID SUBMITTAL CERTIFICATION

The contract will be awarded to the RESPONSIBLE BIDDER submitting the lowest qualified bid for the. No bid will be considered which does not contain a price for every item tabulated in the Bid Worksheet.

This project has a Deductive Alternate however the Deductive Alternate will not be used to determine the lowest responsible bidder.

The submitted unit prices shall include all labor, materials, equipment, incidentals, expenses, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The bidder agrees that this bid shall be good and may not be withdrawn **prior to September 30, 2026**.

The bidder agrees that the Owner may reduce the quantities under any bid item or may delete work items altogether if necessary to bring the contract awarded within funds available to finance the project. Such reduction or deletion of work shall not constitute a basis for withdrawal of this proposal or for adjustment of the unit or lump sum prices bid.

Respectfully submitted:

Name of Bidder: S.D. Ireland Concrete Construction Corporation

Signed: _____
(Signature)

Name and Title: Scott D. Ireland, President
(Print or Type)

Business Address: 20 Redimix Drive Williston, VT 05495

P.O. Box 2286 South Burlington, VT 05407

(SEAL if bid is by a corporation)

S.D. Ireland Concrete Construction Corporation CORPORATE SEAL 1974 VERMONT

CERTIFICATE AS TO CORPORATE PRINCIPAL

PROPOSAL

I, Sophie D. Ireland, certify that I am the Secretary of the corporation named as Bidder in the above Proposal; that Scott D. Ireland, who signed the said Proposal on behalf of the Bidder was then President, of said corporation; that I know his signature and his signature thereto is genuine; and that said Proposal was duly signed, sealed and attested to for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.



(Corporate Seal)

PRIME CONTRACTOR
DBE / SMALL BUSINESS REPORTING INFORMATION FORM (BTV-206)

(To be filled out by the bidder and submitted with their bid package)

Project Name: Expand Cargo Apron
Airport: Patrick Leahy Burlington International Airport
AIP Number: 3-50-000-5-1xx-2026

Prime Contractor Information

Company Name: S.D. Ireland Concrete Construction Corporation
Contact Person: John Magnus
Address 1: P.O. Box 2286
Address 2:
Address 3:
City / Town: South Burlington
State: VT
Zip Code: 05407
Phone: 802-863-6222
Fax: 802-860-1528
E-Mail: jmagnus@sdireland.com
NAICS Code:

Vermont DBE Status:	☑ Non-DBE ☐ Certified DBE (Check one)
Small Business Status:	☑ Non-Small Business ☐ Small Business (Check one)

If Prime Contractor is a DBE or a Small Business, complete the following section:

States you are DBE Certified in:	(If not a DBE leave blank)
Age of Firm:	_____ Years
Annual Gross Receipts (Avg. over last 3 years per SBA regs.):	☐ less than $500,000 (Check one) ☐ $500,000 to $999,999 ☐ $1,000,000 to $1,999,999 ☐ $2,000,000 to $4,999,999 ☐ $5,000,000 to $9,999,999 ☐ $10,000,000 to $14,999,999 ☐ $15,000,000 to $19,999,999 ☐ $20,000,000 to $23,980,000 ☐ more than $23,980,000

SUBCONTRACTOR / SUPPLIER
DBE / SMALL BUSINESS REPORTING INFORMATION FORM (BTV-207)

(To be filled out by the Subcontractor / Supplier and submitted with the bid package)

Project Name: Expand Cargo Apron
Airport: Parick Leahy Burlington International Airport
AIP Number: 3-50-0005-1xx-2026

Subcontractor / Supplier Information

Company Name: Hi-Lite Airfield Sevices, LLC
Contact Person: Christopher Miller
Address 1: 20128 NYS Rt 12F
Address 2:
Address 3:
City / Town: Watertown
State: NY
Zip Code: 13601
Phone: 315-583-6111
Fax:
E-Mail: info@hi-lite.com
NAICS Code: 237310

Vermont DBE Status:	☑ Non-DBE ☐ Certified DBE (Check one)
Small Business Status:	☑ Non-Small Business ☐ Small Business (Check one)
Project Role:	☑ Subcontractor ☐ Supplier ☐ Other _____(Check one)

If Subcontractor / Supplier is a DBE or a Small Business, complete the following section:

States you are DBE Certified in:	(If not a DBE leave blank)
Age of Firm:	_____ Years
Annual Gross Receipts (Avg. over last 3 years per SBA regs.):	☐ less than $500,000 (Check one) ☐ $500,000 to $999,999 ☐ $1,000,000 to $1,999,999 ☐ $2,000,000 to $4,999,999 ☐ $5,000,000 to $9,999,999 ☐ $10,000,000 to $14,999,999 ☐ $15,000,000 to $19,999,999 ☐ $20,000,000 to $23,980,000 ☐ more than $23,980,000

SUBCONTRACTOR / SUPPLIER
DBE / SMALL BUSINESS REPORTING INFORMATION FORM (BTV-207)

(To be filled out by the Subcontractor / Supplier and submitted with the bid package)

Project Name: Expand Cargo Apron
Airport: Patrick Leahy Burlington International Airport
AIP Number: 3-50-000-5-1xx-2026

Subcontractor / Supplier Information

Company Name: New Form Building Systems, Inc. dba New Form Supply
Contact Person: Jaclyn Tremblay
Address 1: 90 Heritage Park Rd, Suite 2
Address 2:
Address 3:
City / Town: Bucksport
State: ME
Zip Code: 04416
Phone: 203-671-4528
Fax:
E-Mail: Jtremblay@newformsupply.com
NAICS Code: 423330, 423330, 423390, 423510, 423720

Vermont DBE Status:	☐ Non-DBE ☒ Certified DBE (Check one)
Small Business Status:	☐ Non-Small Business ☒ Small Business (Check one)
Project Role:	☐ Subcontractor ☒ Supplier ☐ Other _____ (Check one)

If Subcontractor / Supplier is a DBE or a Small Business, complete the following section:

States you are DBE Certified in:	CT, DE, GA, MA, ME, MD, NC, NH, NY, RI, SC, VA, VT (If not a DBE leave blank)
Age of Firm:	22 Years
Annual Gross Receipts (Avg. over last 3 years per SBA regs.):	☐ less than $500,000 (Check one) ☐ $500,000 to $999,999 ☐ $1,000,000 to $1,999,999 ☒ $2,000,000 to $4,999,999 ☐ $5,000,000 to $9,999,999 ☐ $10,000,000 to $14,999,999 ☐ $15,000,000 to $19,999,999 ☐ $20,000,000 to $23,980,000 ☐ more than $23,980,000

SUBCONTRACTOR / SUPPLIER
DBE / SMALL BUSINESS REPORTING INFORMATION FORM (BTV-207)

(To be filled out by the Subcontractor / Supplier and submitted with the bid package)

Project Name: Expand Cargo Apron
Airport: Patrick Leahy Burlington International Airport
AIP Number: 3-50-000-5-1xx-2026

Subcontractor / Supplier Information

Company Name: Nicom Coatings LLC
Contact Person: Evan Kropa
Address 1: 42 Locke Rd.
Address 2:
Address 3:
City / Town: Concord
State: NH
Zip Code: 03301
Phone: 802-229-5261
Fax:
E-Mail: ekropa@nicomcoatings.com
NAICS Code: 237310

Vermont DBE Status:	☑ Non-DBE ☐ Certified DBE (Check one)
Small Business Status:	☐ Non-Small Business ☑ Small Business (Check one)
Project Role:	☑ Subcontractor ☐ Supplier ☐ Other _____ (Check one)

If Subcontractor / Supplier is a DBE or a Small Business, complete the following section:

States you are DBE Certified in:	(If not a DBE leave blank)
Age of Firm:	4 Years
Annual Gross Receipts (Avg. over last 3 years per SBA regs.):	☐ less than $500,000 (Check one) ☐ $500,000 to $999,999 ☐ $1,000,000 to $1,999,999 ☑ $2,000,000 to $4,999,999 ☐ $5,000,000 to $9,999,999 ☐ $10,000,000 to $14,999,999 ☐ $15,000,000 to $19,999,999 ☐ $20,000,000 to $23,980,000 ☐ more than $23,980,000

SUBCONTRACTOR / SUPPLIER
DBE / SMALL BUSINESS REPORTING INFORMATION FORM (BTV-207)

(To be filled out by the Subcontractor / Supplier and submitted with the bid package)

Project Name: Expand Cargo Apron
Airport: Patrick Leahy Burlington International Airport
AIP Number: 3-50-000-5-1xx-2026

Subcontractor / Supplier Information

Company Name: Sir Lines-A-Lot, LLC
Contact Person: Roderick Henry
Address 1: 11 Common Lane
Address 2:
Address 3:
City / Town: Madison
State: NH
Zip Code: 03849
Phone: 603 356 5593
Fax:
E-Mail: sales@linestripe.com
NAICS Code: 227990

Vermont DBE Status:	☒ Non-DBE ☐ Certified DBE (Check one)
Small Business Status:	☐ Non-Small Business ☒ Small Business (Check one)
Project Role:	☒ Subcontractor ☐ Supplier ☐ Other _____(Check one)

If Subcontractor / Supplier is a DBE or a Small Business, complete the following section:

States you are DBE Certified in:	(If not a DBE leave blank)
Age of Firm:	34 Years
Annual Gross Receipts (Avg. over last 3 years per SBA regs.):	☐ less than $500,000 (Check one) ☐ $500,000 to $999,999 ☒ $1,000,000 to $1,999,999 ☐ $2,000,000 to $4,999,999 ☐ $5,000,000 to $9,999,999 ☐ $10,000,000 to $14,999,999 ☐ $15,000,000 to $19,999,999 ☐ $20,000,000 to $23,980,000 ☐ more than $23,980,000

Patrick Leahy Burlington International Airport
Expand Cargo Apron
DBE Submittal Log

Subcontractor Name	Email Address	RFP Sent	Plans Sent	Response	Notes
Ann Seal	rmartinez@annseal.com	2/26/2026	2/26/2026		
Rocky Martinez					
Axtell's Pavement Solutions LLC Nick Axtell	apsinc41@gmail.com	2/27/2026	2/27/2026		
JP Sicard	theresa@jpsicard.com	2/27/2026	2/27/2026		
K5 Corporation	kdelong@k5corporation.com	2/27/2026	2/27/2026		
Ms. Pipe LLC	kim@mspipellc.com	2/27/2026	2/27/2026		
New Form Building Supply Systems	elibby@newformbuilding.com	2/27/2026	2/27/2026	Quote Rec'd 3.31.26	
Sir Lines-A-Lot. LLC		2/27/2026	2/27/2026	Quote Rec'd 3.28.26	
Steel Sales Inc.	brenda@steelsalesinc.com	2/27/2026	2/27/2026		
Worksafe Traffic Control	debrar@worksafetci.com	2/27/2026	2/27/2026		

Kerri Germain

From: Kerri Germain
Sent: Friday, February 27, 2026 5:09 PM
To: 'Debra Ricker'
Cc: John Magnus
Subject: RFP - BTV Expand Cargo Apron
Attachments: Ad for Bids-BTV Expand Cargo Apron .pdf

Hello,
We are bidding on the Patrick Leahy Burlington International Airport – Expand Cargo Apron project. If you would like to bid on any portion of this project, please send us your quotes by **Wednesday, March 25, 2026.** This project bids to the owner on Thursday, March 26, 2026 at 2 pm. Use the following link to access the bid documents: https://spaces.hightail.com/space/JGFI5Ui57t

Please contact John Magnus at 802-316-2756 if you have any questions.

Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Kerri Germain
Sent: Friday, February 27, 2026 5:08 PM
To: 'brenda@steelsalesinc.com'
Cc: John Magnus
Subject: RFP - BTV Expand Cargo Apron
Attachments: Ad for Bids-BTV Expand Cargo Apron .pdf

Hello,
We are bidding on the Patrick Leahy Burlington International Airport – Expand Cargo Apron project. If you would like to bid on any portion of this project, please send us your quotes by **Wednesday, March 25, 2026.** This project bids to the owner on Thursday, March 26, 2026 at 2 pm. Use the following link to access the bid documents: https://spaces.hightail.com/space/JGFI5Ui57t

Please contact John Magnus at 802-316-2756 if you have any questions.

Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Brenda Westcott <Brenda@steelsalesinc.com>
To: Kerri Germain
Sent: Saturday, February 28, 2026 7:53 AM
Subject: Read: RFP - BTV Expand Cargo Apron

Your message

To: Brenda Westcott
Subject: RFP - BTV Expand Cargo Apron
Sent: Friday, February 27, 2026 5:07:48 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Saturday, February 28, 2026 7:53:01 AM (UTC-05:00) Eastern Time (US & Canada).

Kerri Germain

From: Kerri Germain
Sent: Friday, February 27, 2026 5:07 PM
To: 'kim@mspipellc.com'
Cc: John Magnus
Subject: RFP - BTV Expand Cargo Apron
Attachments: Ad for Bids-BTV Expand Cargo Apron .pdf

Hello,
We are bidding on the Patrick Leahy Burlington International Airport – Expand Cargo Apron project. If you would like to bid on any portion of this project, please send us your quotes by **Wednesday, March 25, 2026.** This project bids to the owner on Thursday, March 26, 2026 at 2 pm. Use the following link to access the bid documents: https://spaces.hightail.com/space/JGFI5Ui57t

Please contact John Magnus at 802-316-2756 if you have any questions.

Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Mail Delivery System <MAILER-DAEMON@dispatch1-us1.ppe-hosted.com>
To: kim@mspipellc.com
Sent: Friday, February 27, 2026 5:07 PM
Subject: Relayed: RFP - BTV Expand Cargo Apron

This is the mail system at host https://urldefense.proofpoint.com/v2/url?u=http-3A__dispatch1-2Dus1.ppe-2Dhosted.com&d=DwICAg&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=xjtmAVyjKw_zIVKh-wG4aL77uJ2htfODjOFDLMXJ2o8&m=fRATTqIQAYpyqAQiepeH5W3XzpUJ-3LkYiSXyETBlV4ar1GQgR2D1ckjms8guWCs&s=T6VozdfHFAof-oHScYhsztUA0svdHxnMeJ4B-ATdPjA&e=.

Your message was successfully delivered to the destination(s) listed below. If the message was delivered to mailbox you will receive no further notifications. Otherwise you may still receive notifications of mail delivery errors from other systems.

The mail system

<kim@mspipellc.com>: delivery via



Message Headers

mx-biz.mail.am0.yahoodns.net[67.195.204.83]:25: 250 ok dirdel

Kerri Germain

From: Kerri Germain
Sent: Friday, February 27, 2026 5:05 PM
To: Kathy DeLong
Cc: John Magnus
Subject: RFP - BTV Expand Cargo Apron
Attachments: Ad for Bids-BTV Expand Cargo Apron .pdf

Hello,
We are bidding on the Patrick Leahy Burlington International Airport – Expand Cargo Apron project. If you would like to bid on any portion of this project, please send us your quotes by **Wednesday, March 25, 2026.** This project bids to the owner on Thursday, March 26, 2026 at 2 pm. Use the following link to access the bid documents: https://spaces.hightail.com/space/JGFI5Ui57t

Please contact John Magnus at 802-316-2756 if you have any questions.

Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Kathy DeLong <kdelong@K5Corporation.com>
To: Kerri Germain
Sent: Friday, February 27, 2026 5:19 PM
Subject: Read: RFP - BTV Expand Cargo Apron

Your message

To: Kathy DeLong
Subject: RFP - BTV Expand Cargo Apron
Sent: Friday, February 27, 2026 5:05:12 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Friday, February 27, 2026 5:19:01 PM (UTC-05:00) Eastern Time (US & Canada).

Kerri Germain

From: Kerri Germain
Sent: Friday, February 27, 2026 5:05 PM
To: 'theresa@jpsicard.com' (theresa@jpsicard.com) (theresa@jpsicard.com)
Cc: John Magnus
Subject: RFP - BTV Expand Cargo Apron
Attachments: Ad for Bids-BTV Expand Cargo Apron .pdf

Hello,
We are bidding on the Patrick Leahy Burlington International Airport – Expand Cargo Apron project. If you would like to bid on any portion of this project, please send us your quotes by **Wednesday, March 25, 2026.** This project bids to the owner on Thursday, March 26, 2026 at 2 pm. Use the following link to access the bid documents: https://spaces.hightail.com/space/JGFI5Ui57t

Please contact John Magnus at 802-316-2756 if you have any questions.

Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Theresa Daigle <Theresa@jpsicard.com>
To: Kerri Germain
Sent: Monday, March 2, 2026 9:35 AM
Subject: Read: RFP - BTV Expand Cargo Apron

Your message

To: Theresa Daigle
Subject: RFP - BTV Expand Cargo Apron
Sent: Friday, February 27, 2026 5:04:34 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Monday, March 2, 2026 9:34:38 AM (UTC-05:00) Eastern Time (US & Canada).

Kerri Germain

From: Kerri Germain
Sent: Friday, February 27, 2026 5:03 PM
To: 'apsinc41@gmail.com'
Cc: John Magnus
Subject: RFP - BTV Expand Cargo Apron
Attachments: Ad for Bids-BTV Expand Cargo Apron .pdf

Hello,
We are bidding on the Patrick Leahy Burlington International Airport – Expand Cargo Apron project. If you would like to bid on any portion of this project, please send us your quotes by **Wednesday, March 25, 2026.** This project bids to the owner on Thursday, March 26, 2026 at 2 pm. Use the following link to access the bid documents: https://spaces.hightail.com/space/JGFI5Ui57t

Please contact John Magnus at 802-316-2756 if you have any questions.

Thank you,
Kerri

Kerri L. Germain
Office Manager

SD Ireland COMPANIES
P.O. Box 2286
South Burlington, VT 05407
Ph: 802-863-6222 Ext. 292

Check us out online at www.sdireland.com

Kerri Germain

From: Mail Delivery System <MAILER-DAEMON@dispatch1-us1.ppe-hosted.com>
To: apsinc41@gmail.com
Sent: Friday, February 27, 2026 5:04 PM
Subject: Relayed: RFP - BTV Expand Cargo Apron

This is the mail system at host https://urldefense.proofpoint.com/v2/url?u=http-3A__dispatch1-2Dus1.ppe-2Dhosted.com&d=DwICAg&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=xjtmAVyjKw_zIVKh-wG4aL77uJ2htfODjOFDLMXJ2o8&m=D3f3hGww55CsDWHfve4-kDI1ogUKu4kXP5e19TiXKNGQ7ClWsPV1iEqPLpTmPYUJ&s=rrk0sQScfFHFAyruOtP0tBzxO7hQ45Rg3Lt2wN1u3h8&e=.

Your message was successfully delivered to the destination(s)
listed below. If the message was delivered to mailbox you will
receive no further notifications. Otherwise you may still receive
notifications of mail delivery errors from other systems.

The mail system

<apsinc41@gmail.com>: delivery via
gmail-smtp-in.l.google.com[142.250.142.27]:25: 250 2.0.0 OK 1772229811



Message Headers

a92af1059eb24-1279535bacesi2162584c88.21 - gsmtp

CERTIFICATION OF NONSEGREGATED FACILITIES

(a) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(b) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

Dated March 26, 2026

S.D. Ireland Concrete Construction Corporation

Legal Name of Person, Firm or Corporation

Signed

Scott D. Ireland, President

CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR TOTAL FACILITY

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with its proposal. The bidder or offeror must indicate how it intends to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:

a) Only installing steel and manufactured products produced in the United States; or

b) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or

c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- To faithfully comply with providing U.S. domestic products.
- To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

☐ The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

a) To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that supports the type of waiver being requested.

b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination that may result in rejection of the proposal.

c) To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.

d) To furnish U.S. domestic product for any waiver request that the FAA rejects.

e) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver – The cost of components and subcomponents produced in the United States is more than 60 percent of the cost of all components and subcomponents of the "facility". The required documentation for a Type 3 waiver is:

a) Listing of all manufactured products that are not comprised of 100 percent U.S. domestic content (excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).

b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.

c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

Type 4 Waiver – Total cost of project using U.S. domestic source product exceeds the total project cost using non-domestic product by 25 percent. The required documentation for a Type 4 of waiver is:

a) Detailed cost information for total project using U.S. domestic product
b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

3/26/26	Scott D. Ireland
Date	Signature Scott D. Ireland
S.D. Ireland Concrete Construction Corp.	President
Company Name	Title

CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR MANUFACTURED PRODUCTS

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:

a) Only installing steel and manufactured products produced in the United States;

b) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or

c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing U.S. domestic product.
3. To furnish U.S. domestic product for any waiver request that the FAA rejects
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

☐ The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that supports the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
3. To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver – The cost of the item components and subcomponents produced in the United States is more that 60 percent of the cost of all components and subcomponents of the "item". The required documentation for a Type 3 waiver is:

a) Listing of all product components and subcomponents that are not comprised of 100 percent U.S. domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).

b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.

c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using U.S. domestic source product exceeds the total project cost using non-domestic product by 25 percent. The required documentation for a Type 4 of waiver is:

a) Detailed cost information for total project using U.S. domestic product
b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

3/26/26
Date

Signature Scott D. Ireland

S.D. Ireland Concrete Construction Corp.
Company Name

President
Title

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

1) The applicant represents that it is ( ) is not (☑) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
2) The applicant represents that it is ( ) is not (☑) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

3/26/26
Date

Signature Scott D. Ireland

S.D. Ireland Concrete Construction Corp.
Company Name

President
Title

CERTIFICATION OF COMPLIANCE WITH THE CITY OF BURLINGTON'S LIVABLE WAGE ORDINANCE

I, Scott D. Ireland, on behalf of SD Ireland Concrete Construction Corp. ("the Contractor") in connection with a contract for Construction services that we provide to the City, hereby certify under oath that the Contractor (and any subcontractors under this contract) is and will remain in compliance with the City of Burlington's Livable Wage Ordinance, B.C.O. 21-80 et seq., and that

(1) as a condition of entering into this contract or grant, we confirm that all covered employees as defined by Burlington's Livable Wage Ordinance (including the covered employees of subcontractors) shall be paid a livable wage (as determined, or adjusted, annually by the City of Burlington's chief administrative officer) and provided appropriate time off for the term of the contract;

(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace(s) or other location(s) where covered employees work;

(3) we will provide verification of an employee's compensation, produce payroll or health insurance enrollment records or provide other relevant documentation (including that of any subcontractor), as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of a request by the City;

(4) we will cooperate in any investigation conducted by the City of Burlington's City Attorney's office pursuant to this ordinance; and

(5) we will not retaliate (nor allow any subcontractor to retaliate) against an employee or other person because an employee has exercised rights or the person has cooperated in an investigation conducted pursuant to this ordinance.

Date 3/26/26

By: _____ Contractor

Scott D. Ireland, President

Subscribed and sworn to before me:

Date 3/26/26

Notary _____

Kerri Germain 257.0009953 Exp. 1/31/27

KERRI GERMAIN Notary Public State of Vermont Commission No. 157.0009953

PATRICK LEAHY
BURLINGTON
INTERNATIONAL AIRPORT

April 16, 2025

S.D. Ireland Brothers Corporation
P.O. Box 2286
So. Burlington, VT 05407

RE: Prequalification of Construction Contracts Application
with the City of Burlington, Vermont

S.D. Ireland Brothers Corporation:

After review of your Prequalification of Construction Contractors Application, your company is considered QUALIFIED to bid projects for the City of Burlington and Burlington International Airport within your company's field of services and financial capabilities. This Prequalification is valid for a period of one year and will expire on April 15, 2026.

Please note that all projects in excess of $15,000 at the Airport are subject to the City of Burlington Livable Wage Rates, and those receiving Federal funding are also subject to Davis Bacon Wage Rates. These will be provided with the Request for Proposal for the specific projects. Also, if you have not submitted your complete financial statement package at this time (CPA approved), you will be required to do so prior to executing any work contracts with the Airport.

Bid Requests and information on future projects will be available on the State business website (www.vermontbidsystem.com), Works in Progress (20 Farrell Street, South Burlington, VT 05403), and the Airport website (www.btv.aero).

If you have any questions, please give me a call at 802-503-7368.

Thank you for your interest in Patrick Leahy Burlington International Airport.

Sincerely,

Nic Longo, Director of Aviation

A: 1200 Airport Drive, #1 South Burlington, VT 05403
P: 802.863.2874

Attachment C:
Burlington Standard Contract Provisions for Contractors

ATTACHMENT C:
BURLINGTON STANDARD CONTRACT CONDITIONS
FOR CONSTRUCTION CONTRACTORS

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

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

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

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

5. **PERSONNEL REQUIREMENTS AND CONDITIONS:** A Contractor shall employ only qualified personnel with responsible authority to supervise the work. The City shall have the right to approve or disapprove key personnel assigned to administer activities related to the Contract.

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

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

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

   The Contractor warrants that no company or person has been employed or retained (other than a bona fide employee working solely for the Contractor) to solicit or secure this Contract, and that no company or person has been paid or has a contract with the Contractor to be paid, other

than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this warranty, the City shall have the right to annul the Contract, without liability to the City, and to regain all costs incurred by the City in the performance of the Contract.

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

6. **PERFORMANCE**: Contractor warrants that performance of Work will conform to the requirements of this Contract. Contractor shall use that degree of ordinary care and reasonable diligence that an experienced and qualified provider of similar services would use acting in like circumstances and experience in such matters and in accordance with the standards, practices and procedures established by Contractor for its own business.

7. **RESPONSIBILITY FOR SUPERVISION:** The Contractor shall assume primary responsibility for general supervision of Contractor employees and any subcontractors for all work performed under the Contract and shall be solely responsible for all procedures, methods of analysis, interpretation, conclusions, and contents of work performed under the Contract. The Contractor shall be responsible to the City for all acts or omissions of its subcontractors and any other person performing work under this Contract.

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

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

9. **UTILITIES & ACCESS:** Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, the Contractor will counsel with the City and will enter into any necessary contacts and discussions with the affected owners regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. The Contractor shall inform the City, in writing, of any such contacts and the results thereof.

   The City shall provide the land and/or construction easements for the land upon which the Work under this Contract is to be done, and will, so far as is convenient, permit the Contractor to use as much of the land as is required for the erection of temporary construction facilities

and storage of materials, together with the right of access to same, but beyond this, the Contractor shall provide at the Contractor's cost and expense any additional land required.

10. PROTECTION OF PROPERTY:

A. In General: Contractor shall avoid damage, as a result of its operations, to trees, plant life, existing sidewalks, curbs, streets, alleys, pavements, utilities, adjoining property, the work of other contractors, and the property of the City and others. Contractor shall, at its own expense, repair any damage to any property caused by Contractor's operations.

B. Underpinning and Shoring: Contractor shall become familiar with the requirements of local and state laws applicable to underpinning, shoring and other work affecting adjoining property, and wherever required by law Contractor shall shore up, brace, underpin, secure and protect as may be necessary all foundations and other parts of existing structures adjacent to, adjoining, and in the vicinity of the site, which may be affected in any way by the excavations or other operations connected with the work to be performed under this Contract.

C. Damage to Utilities: Contractor shall be responsible for all damage to any utility equipment or structures caused by its acts or omissions to act, whether negligent or otherwise, and shall leave the utility equipment or structures in as good condition as they were in prior to the commencement of operations under this contract. However, any utility equipment or structures damaged as a result of any act, or omission to act, of the contractor may, at the option of the city department, utility company, or other party owning or operating the utility equipment or structures damaged, be repaired by the city department, utility company, or other party, and in that event, the cost of repairs shall be borne by Contractor.

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

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

13. APPEARANCES:

A. Hearings and Conferences: The Contractor shall provide services required by the City and

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

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

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

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

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

14. RESPONSIBILITY OF COST: The Contractor shall furnish and pay the cost, including taxes (except tax-exempt entities) and all applicable fees, of all the necessary materials and shall furnish and pay for full time on-site superintendence during any construction activity, labor, tools, equipment, and transportation. The Contractor shall perform all the Work required for the construction of all items listed and itemized under Attachment A (Request for Proposals) and Attachment B (Contractor's Response to Request for Proposals) and in strict accordance with the Contract Documents and any amendments thereto and any approved supplemental plans and specifications. The Contractor agrees to pay all claims for labor, materials, services and supplies and agrees to allow no such charge, including no mechanic's lien, to be fixed on the property of the City.

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

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

When applicable, for the type of payment specified in the Contract, expenses for meals and travel shall be limited to the current approved in-state rates, as determined by the State of Vermont's

labor contract, and need not be receipted. All other expenses are subject to approval by the City and must be accompanied by documentation to substantiate their charges.

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

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

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

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

18. **CHANGE ORDERS & AMENDMENTS:** No changes or amendments to the Contract shall be effective unless documented in writing and signed by authorized representatives of the City and the Contractor. All changes affecting the Project's construction cost, length of time, or modifications of the terms or conditions of the Contract, must be authorized by means of a written Contract Change Order which is mutually agreed to by the City and Contractor. The Contract Change Order will include extra Work, Work for which quantities have been altered from those shown in the Bid Schedule, as well as decreases or increases in the quantities of installed units from those shown in the Bid Schedule because of final measurements. All changes must be recorded on a Contract Change Order (which form is part of these Contract Documents) and fully executed before they can be included in a partial payment estimate. Changes for Work, quantities, and/or conditions will include any respective time adjustment, if justified. Time adjustments will require an updated Project Schedule with the Change Order.

19. EXTENSION OF TIME: The Contractor agrees to prosecute the work continuously and diligently, and no charges or claims for damages shall be made by the Contractor for delays or hindrances, from any cause whatsoever, during the progress of any portion of services specified in the Contract. The Contractor may request an extension of time for such delays or hindrances, if any.

Time extensions may be granted by amendment only for excusable delays, such as delays beyond the control of the Contractor and without the fault or negligence of the Contractor.

The City may suspend the work or any portion thereof for a period of not more than ninety (90) days at its discretion or such further time as agreed by the Contractor. The Contractor will be allowed an extension of contract time directly attributable to any suspension.

20. PUBLIC HEALTH EMERGENCY:

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

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

a. Public Health Emergency Plan: The Public Health Emergency Plan will contain:
   i. Measures to manage risk and mitigate potential impacts to the health and safety of the public, the City and Contractor's workers;
   ii. Explicit reference to any health and safety performance standards and mandates provided by the City, the State of Vermont, the Federal government, or other relevant governmental entities;
   iii. A schedule for possible updates to the plan as standards and mandates change; and
   iv. Means to adjust the schedule and sequence of work should the emergency change in nature or duration.

b. Review and Acceptance of Plan:
   i. Contractor must provide the plan to the City by the Effective Date of this Contract or by one (1) week prior to the commencement of on-site activities, whichever is later.
   ii. The City shall have sole discretion to require changes to the plan.

iii. The City may revisit the plan at any time to verify compliance with obligations that arise under a state of emergency.

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

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

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

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

21. FORCE MAJEURE: Neither Party to this Contract shall be liable to the other for any failure or delay of performance of any obligation under this Contract to the extent the failure or delay is caused by acts of God, public health emergencies, epidemics, acts of the public enemy, acts of superior governmental authority, weather conditions, riots, rebellion, sabotage, or any other circumstances for which it is not responsible or which is not under its control ("Force Majeure"). To assert Force Majeure, the nonperforming party must prove that a) it made all reasonable efforts to remove, eliminate, or minimize the cause of delay or damage, b) diligently pursued performance of its obligations, c) substantially fulfilled all obligations that could be fulfilled, and d) timely notified the other part of the likelihood or actual occurrence of a Force Majeure event. If any such causes for delay are of such magnitude as to prevent the complete performance of the Contract within two (2) years of the originally scheduled completion date, either Party may by written notice request to amend or terminate the Contract. The suspension of any obligations under this section shall not cause the term of this Contract to be extended and shall not affect any rights accrued under this Contract prior to the occurrence of the Force Majeure. The Party giving notice of the Force Majeure shall also give notice of its cessation.

22. PAYMENT FOR EXTRA WORK, ADDITIONAL SERVICES OR CHANGES: The City may, in writing, require or agree to changes, or additions to or deletions from the originally contemplated scope of work.

The value of such changes, to the extent not reflected in other payments to the Contractor, shall be incorporated in an amendment and be determined by mutual agreement, by one or more of the following:

1. Fixed Price. By a price that is not subject to any adjustment on the basis of the Contractor's expenses experienced in performing the work. The Contractor is fully responsible for all costs and resulting profit or loss.

2. Rate Schedule. By unit prices designated in the Contract, or by unit prices covered under any subsequent contracts.

3. Actual Cost. By amounts determined on the basis of actual costs incurred, as distinguished from forecasted expenditures.

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

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

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

24. RETURN OF MATERIALS: Contractor agrees that at the expiration or termination of this Contract, it shall return to City all materials provided to it during its engagement on behalf of City.

25. ACCEPTANCE OF FINAL PAYMENT; RELEASE: Contractor's acceptance of the final payment shall be a release in full of all claims against the City or its agents arising out of or by

reason of the Work. Any payment, however, final or otherwise, shall not release the Contractor or its sureties from any obligations under the Contract Documents or any performance or payment bond.

26. **OWNERSHIP OF THE WORK:** The Contractor agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by the Contractor, hereafter referred to as "instruments of professional service", shall become the property of the City as they are prepared and/or developed in the course of the Contract. The Contractor agrees to allow the City access to all “instruments of professional service” at any time. The Contractor shall not copyright any material originating under the Contract without prior written approval of the City. No publications or publicity of the work, in part or in total, shall be made without the express written agreement of the City, except that Contractor may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.

27. **PROPRIETARY RIGHTS:** The Parties under the Contract hereby mutually agree that, if patentable discoveries or inventions should result from work performed by the Contractor under the Contract, all rights accruing from such discoveries or inventions shall be the sole property of the Contractor. The Contractor, however, agrees to and does hereby grant to the City an irrevocable, nonexclusive, non-transferable, and royalty-free license to the manufacture, use, and disposition of any discovery or invention that may be developed as a part of the Work under the Contract.

28. **PUBLIC RECORDS:** The Contractor understands that any and all records related to and acquired by the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act and that the determination of how those records must be handled is solely within the purview of City. The Contractor shall identify all records that it considers to be trade secrets as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act and shall also identify all other records it considers to be exempt under the Act. It is not sufficient to merely state generally that the record is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

29. **RECORDS RETENTION AND ACCESS:** The Contractor agrees to retain, in its files, and to produce to the City—within the time periods requested—all books, documents, electronic data media (EDM), accounting records, and other records produced or acquired by the Contractor in the performance of this Contract which are related to the City, at any time during this Contract and for a period of at least three (3) years after its completion or termination. In addition, if any audit, claim, or litigation is commenced before the expiration of that three (3) year period, the records shall be retained until all related audits, claims, or litigation are resolved. The Contractor further agrees that the City shall have access to all the above information for the purpose of review and audit during the Contract period and any time within the aforementioned retention period. Copies of all of the above referenced information shall

be provided to the City, if requested, in the format in which the records were obtained, created, or maintained, such that their original use and purpose can be achieved. Contractor, subcontractors, or their representatives performing work related to the Contract, are responsible to ensure that all data and information created or stored on EDM is secure and can be duplicated and used if the EDM mechanism is subjected to power outage, obsolescence, or damage.

30. WARRANTY: In addition to any warranty provided by the manufacturer or distributor, Contractor guarantees the Work performed, and all materials or equipment furnished, to be free from defects in material and workmanship for a minimum period of one (1) year from the date of the City's acceptance of completion. The Contractor's warranty is not intended and shall not be interpreted as a limitation upon the City's rights or a waiver of manufacturer and distributor warranties, any subcontractor warranties, or any other warranties provided in connection with the Work.

Contractor, at its own expense, shall make any repairs, or replacement necessary to correct these defects to the satisfaction of the City.

This warranty of material and workmanship applies only:

1. To the property only as long as it remains in the possession of the City.

2. To the Work that has not been subject to accident, misuse, or abuse by someone other than the Contractor.

3. To the Work that has not been modified, altered, defaced, or had repairs made or attempted by someone other than the Contractor.

4. If the Contractor is immediately notified in writing within ten (10) days of first knowledge of the defect by the City.

5. If the Contractor is given the first opportunity to make any repairs, replacements, or corrections to the defective construction at no cost to the City within a reasonable period of time.

Under no circumstances shall Contractor be liable by virtue of this warranty or otherwise for damage to any person or property whatsoever for any special, indirect, secondary or consequential damages of any nature however arising out of the use or inability to use because of the construction defect.

If the Contractor is unable, after receipt of two (2) written notices given to Contractor by the City, to successfully repair or replace the labor, equipment, or materials within six (6) months of the second notice, then the District's repair and replace warranty shall be deemed to have failed and the City's rights and remedies shall not be limited by the provisions of this section.

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

with these terms.

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

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

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

B. Termination for Cause:

i. Breach: Contractor shall be in default if Contractor fails in any manner to fully perform and carry out each and all conditions of this Contract, including, but not limited to, Contractor's failure to begin or to prosecute the Work in a timely manner or to make progress as to endanger performance of this Contract; failure to supply a sufficient number of properly skilled employees or a sufficient quantity of materials of proper quality; failure to perform the Work unsatisfactorily as determined by the City; failure to neglect or refuse to remove materials; or in the event of a breach of warranty with respect to any materials, workmanship, or performance guaranty. Contractor will not be in default for any excusable delays as provided in Sections 18-20.

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

ii. Dishonest Conduct: If Contractor engages in any dishonest conduct related to the performance or administration of this Contract then the City may immediately terminate this contract.

iii. Cover: In the event the City terminates this contract as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and Contractor shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services, interest, or other charges the City incurs to cover.

iv. Rights and Remedies Not Exclusive: The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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

35. SAFETY REQUIREMENTS: The Contractor shall comply with all pertinent provisions of the Occupational Safety and Health Administration (OSHA) and any VOSHA (Vermont OSHA) Safety and Health requirements, including the provision and use of appropriate safety equipment and practices.

The Contractor, and not the City, shall be responsible for the safety, efficiency, and adequacy of Contractor's or its subcontractors' plant, appliances, equipment, vehicles, and methods, and for any damages, which may result from their failure or their improper construction, maintenance or operation.

36. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY: During performance of the Contract, the Contractor will not discriminate against any employee or applicant for employment because of religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status, or genetic information. Contractor, and any subcontractors, shall comply with any Federal, State, or local law, statute, regulation, executive order, or rule that applies to it or the services to be provided under this contract concerning equal employment, fair employment practices, affirmative action, or prohibitions on discrimination or harassment in employment.

37. CHILD SUPPORT PAYMENTS: By signing the Contract, the Contractor certifies, as of the date of signing the Contract, that the Contractor (a) is not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support

Services and is in full compliance with that plan. If the Contractor is a sole proprietorship, the Contractor's statement applies only to the proprietor. If the Contractor is a partnership, the Contractor's statement applies to all general partners with a permanent residence in Vermont. If the Contractor is a corporation, this provision does not apply.

38. **TAX REQUIREMENTS:** By signing the Contract, the Contractor certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, the Contractor is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Contract.

39. **NO GIFTS OR GRATUITIES:** The Contractor shall not make any payment or gift or donation of substantial value to any elected official, officer, employee, or agent of the City during the term of this Contract.

40. **ASSIGNMENT:** Contractor shall not sublet or assign this Work, or any part of it, without the written consent of the City. If any subcontractor is approved, Contractor shall be responsible and liable for all acts or omissions of that subcontractor for any Work performed. If any subcontractor is approved, Contractor shall be responsible to ensure that the subcontractor is paid as agreed and that no lien is placed on any City property.

41. **TRANSFERS, SUBLETTING, ASSIGNMENTS, ETC:** Contractor shall not assign, sublet, or transfer any interest in the work, covered by this Contract, without prior written consent of the City and further, if any subcontractor participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the City. The approval or consent to assign or sublet any portion of the work, shall in no way relieve the Contractor of responsibility for the performance of that portion of the work so transferred. The form of the subcontractor's contract shall be as developed by the Contractor and approved by the City. The Contractor shall ensure that insurance coverage exists for any operations to be performed by any subcontractor as specified in the insurance requirements section of this Contract.

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

42. **CONTINUING OBLIGATIONS:** The Contractor agrees that if because of death, disability, or other occurrences, it becomes impossible to effectively perform its services in compliance with the Contract, neither the Contractor nor its surviving members shall be relieved of their obligations to complete the Contract unless the City agrees to terminate the Contract because it determines that the Contractor is unable to satisfactorily execute the Contract.

43. **INTERPRETATION & IMPLEMENTATION:** Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties.

44. **ARM'S LENGTH:** This Contract has been negotiated at arm's length, and any ambiguity in any of its terms or provisions shall be interpreted in accordance with the intent of the Parties and not against or in favor of either the City or Contractor.

45. **RELATIONSHIP:** The Contractor is an independent contractor and shall act in an independent capacity and not as officers or employees of the City. To that end, the Contractor shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. The Contractor shall provide its own tools, materials, or equipment. The Parties agree that neither the Contractor nor its principal(s) or employees are entitled to any employee benefits from the City. Contractor understands and agrees that it and its principal(s) or employees have no right to claim any benefits under the Burlington Employee Retirement System, the City's worker's compensation benefits, health insurance, dental insurance, life insurance, or any other employee benefit plan offered by the City. The Contractor agrees to execute any certifications or other documents and provide any certificates of insurance required by the City and understands that this Contract is conditioned on its doing so, if requested.

    The Contractor understands and agrees that it is responsible for the payment of all taxes on the above sums and that the City will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.

46. **CHOICE OF LAW:** Vermont law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract, notwithstanding conflicts of law principles. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Contract to the extent capable of execution.

47. **JURISDICTION:** All suits or actions related to this Contract shall be filed and proceedings held in the State of Vermont, notwithstanding any other law.

48. **BINDING EFFECT AND CONTINUITY:** This Contract shall be binding upon and shall inure to the benefit of the Parties, their' respective heirs, successors, representatives, and assigns. If a dispute arises between the Parties, each Party will continue to perform its obligations under this Contract during the resolution of the dispute, until the Contract is terminated in accordance with its terms.

49. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract or the Contract Documents shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Contract in accordance with the intent of this Contract.

50. **ENTIRE CONTRACT & AGREEMENT:** This Contract, including the Contract Documents, constitutes the entire Contract, agreement, and understanding of the Parties with respect to the subject matter of this Contract. Prior or contemporaneous additions, deletions, or other changes to this Contract shall not have any force or effect whatsoever, unless embodied herein.

51. APPENDICES: The City may attach, to these specifications, appendices containing various forms and typical sample sheets for guidance and assistance to the Contractor in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the City as occasions may require. It is the responsibility of the Contractor to ensure that they have the latest versions applicable to the Contract.

52. NO THIRD-PARTY BENEFICIARIES: This Contract does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Contract are incidental to this Contract, and do not create any rights for such third parties.

53. WAIVER: Notwithstanding the passage of time, a Party's failure or delay in exercising any right, power, or privilege under this Contract, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

Attachment C-1
Insurance & Indemnification

As used in this Attachment, the term "Contractor" shall refer to the "Consultant".

INSURANCE: Prior to beginning any work, the Contractor shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City, must be received prior to the Effective Date of the Contract. If this Contract extends to more than one year, evidence of continuing coverage must be submitted to the City on an annual basis. Copies of any insurance policies may be required.

The Contractor is responsible to verify and confirm in writing to the City that: (i) all subcontractors must comply with the same insurance requirements as the Contractor; (ii) all work activities related to the Contract shall meet minimum coverage and limits; and (iii) all coverage shall include adequate protection for activities involving hazardous materials.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

A. Commercial General Liability: With respect to all operations performed by the Contractor, subcontractors, agents or workers, it is the Contractor's responsibility to ensure that commercial general liability insurance coverage, covering bodily injury and property damage, on an occurrence form, provides all major divisions of coverage including, but not limited to:

1. Premises Operations
2. Independent Contractors' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Medical Expenses

Coverage limits shall not be less than:

1.	General Aggregate	$2,000,000
2.	Products-Completed/Operations	$2,000,000
3.	Personal & Advertising Injury	$1,000,000
4.	Each Occurrence	$1,000,000
5.	Damage to Rented Premises	$ 250,000
6.	Med. Expense (Any one person)	$ 5,000

B. Workers' Compensation/Employer Liability: With respect to all operations performed, the

Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont and ensure that all subcontractors carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

1. Bodily Injury by Accident: $500,000 each accident

2. Bodily Injury by Disease: $500,000 policy limit,
   $500,000 each employee

For contracts involving work of any kind or nature on Lake Champlain, Workers' Compensation/Employer's Liability policy shall include a Maritime Endorsement (USL&H).

C. Automobile Liability: The Contractor shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the Contract. Each policy shall provide coverage with a limit not less than: $1,000,000 - Combined Single Limit for each occurrence.

D. Special Coverages
   a. Builders' Risk or Installation Floater: Value of project or contract

E. Umbrella/Excess Liability:

1. $2,000,000 Each Event Limit
2. $2,000,000 General Aggregate Limit
3. Umbrella/Excess Liability is excess above Commercial General Liability, Automobile Liability, and Workers' Compensation/Employer Liability.

All policies shall be endorsed to provide the City thirty (30) days' notice of cancellation. Each policy (except workers compensation/employers' liability) shall be endorsed to name the City and its officers, employees, agents, successors, and assigns as additional insureds on a primary, non-contributory basis. Each policy shall be endorsed to waive subrogation against the City.

Attachment D:
Burlington Livable Wage Ordinance Certification

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____ , on behalf of _____("the Contractor") in connection with a contract for _____ services that we provide to the City, hereby certify under oath that the Contractor (and any subcontractors under this contract) is and will remain in compliance with the City of Burlington's Livable Wage Ordinance, B.C.O. 21-80 et seq., and that

(1) as a condition of entering into this contract or grant, we confirm that all covered employees as defined by Burlington's Livable Wage Ordinance (including the covered employees of subcontractors) shall be paid a livable wage (as determined, or adjusted, annually by the City of Burlington's chief administrative officer) and provided appropriate time off for the term of the contract;

(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace(s) or other location(s) where covered employees work;

(3) we will provide verification of an employee's compensation, produce payroll or health insurance enrollment records or provide other relevant documentation (including that of any subcontractor), as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of a request by the City;

(4) we will cooperate in any investigation conducted by the City of Burlington's City Attorney's office pursuant to this ordinance; and

(5) we will not retaliate (nor allow any subcontractor to retaliate) against an employee or other person because an employee has exercised rights or the person has cooperated in an investigation conducted pursuant to this ordinance.

Date_____ By:_____

Contractor

Subscribed and sworn to before me:

Date _____ _____

Notary

Attachment E:
Burlington Outsourcing Ordinance Certification

ATTACHMENT E

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of _____

(Contractor) and in connection with the

_____[project],

hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ____ day of _____, 2018.

By:_____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary

Attachment F:
Burlington Union Deterrence Ordinance Certification

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that _____ (Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By:_____
Duly Authorized Agent

Attachment G:
Contractor's Certificate of Insurance, Endorsements

Attachment H:
Lien Release Templates

Progress Payment Lien Waiver:
To be executed by general contractor only upon any application for progress payments

The undersigned duly authorized agent on behalf of Contractor, hereby certifies under the pains and penalties of perjury that, to the best of their knowledge and belief based upon a reasonable and diligent inquiry:

(1) Any previous progress payments received from the City on account of the Work have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by any prior applications for payment.

(2) Title to all Work, materials, and equipment incorporated into the Work, or otherwise listed in or covered by this application for payment, will pass to the City by time of final acceptance free and clear of all liens, security interests, and encumbrances;

(3) All the Work covered by this application for payment is in accordance with the Contract and is not defective; and

(4) Contractor has paid its laborers in compliance with all applicable laws and has complied with or will comply with any and all prompt payment laws contractual obligations in making any payments due its subcontractors and equipment or materials providers at any tier in connection with the Work under this this application for payment.

Signed: _____ Dated: _____

Name: _____ Title: _____

At (Town/City, County, State): _____

Final Lien Waiver:

To be executed prior to final payment by Contractor and each subcontractor/materials or equipment provider at any tier

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and/or any payment bond rights the claimant has for labor and service provided, and equipment and material delivered, by or for Contractor for the benefit of the City in connection with public improvements identified under the Contract as amended and restated from time. This waiver applies to all such labor, services, materials, or equipment provided through the date of this document, but excludes final payment now due in the amount of $_____.__. (The total amount claimed due by subcontractors and materials or equipment providers at every tier must not exceed the total amount claimed due by Contractor.) The undersigned claimant has received the following payments to date: $ _____.__.

[For Contractor, include the language above for a progress payment here.]

[For Contractor, include the signature lines above. For all others, include the following:

(enter name of laborer, subcontractor, or materials or equipment provider)

By: _____

Name: _____

Its: _____

Date: _____]

Attachment I:
Contractor's Bonds

Payment Bond

Whereas, the City of Burlington, Vermont and _____ a [state] [entity type] (hereinafter designated as "the principal") have entered into an agreement whereby the principal agrees to furnish certain works of improvements, which agreement, dated _____, 20___, is hereby referred to and made a part hereof; and

Whereas, under the terms of the agreement, the principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the City to secure the claims at any tier of subcontractors, laborers, and the providers of equipment and materials;

Now, therefore, the principal and the undersigned as corporate surety, are held firmly bound unto the City and all contractors, subcontractors, laborers, equipment and material suppliers, at any tier, and other persons employed in the performance of the agreement in the sum of _____ dollars ($ _____), for materials furnished or labor thereon of any kind, that the surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the City in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims pursuant hereto and pursuant to applicable law, so as to give a right of action to them or their assigns in any suit brought upon this bond. To obtain the benefit of the bond, a claimant shall file with the City's Director of Public Works a sworn statement of the claimant's claim, within ninety (90) days after the final acceptance of the project by the City, and, within one year after the filing of the claim, shall bring a petition in the Superior Court in the name of the City, with notice and summons to the principal, surety, and the City, to enforce the claim or intervene in a petition already filed.

Should each and every condition of this bond be fully performed, then this obligation shall become null and void, provided that no claims have been received by the filing deadline; otherwise it shall be and remain in full force and effect.

The surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

In witness whereof, this instrument has been duly executed by the principal and surety above named, on _____, 20___.

[*Attach a Signature Page with Principal's & Surety's Signature Blocks & Attach Proof of Power of Attorney*]

Performance Bond

Whereas, the City of Burlington, Vermont and _____ a [state] [entity type] (hereinafter designated as "the principal") have entered into an agreement whereby the principal agrees to furnish certain works of improvements, which agreement, dated _____, 20___, is hereby referred to and made a part hereof; and

Whereas, said principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement;

Now, therefore, we, the principal and _____, as surety, are held and firmly bound unto the City, in the penal sum of _____ dollars ($_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded principal, their heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless City, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

In witness whereof, this instrument has been duly executed by the principal and surety above named, on _____, 20__.

[*Attach a Signature Page with Principal's & Surety's Signature Blocks & Attach Proof of Power of Attorney*]

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Airport Submitter: Nicolas Longo

Title/Subject: Request to Execute a Federal Aviation Administration (FAA) grant for the Cargo Apron Construction project and execute a Contract with Hoyle Tanner and Associates (HTA) and execute a Contract with S.D. Ireland Concrete Construction Corporation (SDI).

Approval Requested:		Meeting Date:
☒	Board of Finance	5/11/2026
☒	City Council	5/18/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	4/24/2026	Nicolas Longo
Mayor's Office	Yes	5/6/2026	Kara Alnasrawi
Board/Commission	Yes	4/28/2026	Airport Commission
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	4/20/2026	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	5/4/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Lori Olberg

FOR INFORMATION ONLY

From: Chittenden County Regional Planning Commission <evaughn-ccrpcvt.org@shared1.ccsend.com>
Sent: Friday, May 8, 2026 12:26 PM
To: Lori Olberg
Subject: May Newsletter

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

CCRPC Regional Notes | May 2026

Good afternoon,

As we move further into spring and look toward our next fiscal year, there are several important updates to share -- both at the State House and here in Chittenden County.

At the state level, **S.325** -- legislation related to Act 181, regional planning and Act 250 jurisdiction -- continues to move forward. Following weeks of review, testimony, and public feedback, late last week the House Environment Committee unanimously passed a version of the bill that includes full repeal of the "road rule" and Tier 3. The bill was read a third time yesterday and an additional amendment was introduced. Beyond the repeals, the bill also provides a process for regional plan amendments and initiates the development of an engagement plan with rural Vermont. Thank you to the legislators in both chambers for listening to the public and their constituents during this process.

In related news and closer to home, CCRPC is also nearing a key milestone in the update of the **2026 ECOS Regional Plan**. The second public hearing on the draft plan will take place on Wednesday, May 20 at 6:00pm, offering another opportunity for the public to weigh in before the plan moves toward adoption.

The ECOS Plan serves as the region's long-range roadmap, supporting municipal decisions related to housing, transportation, land use, climate, and economic development. The current draft reflects extensive engagement with municipalities, community members, and partner organizations over the past two plus years. The draft plan, supporting documents, and ways to provide feedback are all available on CCRPC's **ECOS engagement webpage**. Written comments are being accepted through the public hearing as part of the formal adoption process.

Finally, CCRPC will also be hosting a public hearing at its May 20th meeting to review and hear feedback on our draft fiscal year 2027 Unified Planning Work Program (UPWP) and budget. The public

QUICK LINKS

CCRPC Website »

CCRPC Calendar »

Cultural and Religious Days of Significance Calendar »

CCRPC Traffic Alert Program »

Vermont League of Cities & Towns Resources »

Vermont Open Meeting Law Updates and FAQ »

TRANSLATION

The CCRPC newsletter can be translated into many languages using Google Translate. Visit the **newsletter webpage** for more information.

CALENDAR

Please Note: All meetings are hybrid unless otherwise specified. Information needed to join remotely is included in every meeting agenda, which is posted

Lori Olberg

FOR INFORMATION ONLY

From: VLCT Weekly Legislative Report <info@vlct.org>
Sent: Monday, May 11, 2026 3:20 PM
To: Lori Olberg
Subject: May 11, 2026

For additional text, please contact the City Clerk's Office.

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

Last week's floor vote for S.325 was the shot heard around Vermont. Even though a lot was happening on major money bills, transportation, education, tax reform, data privacy, agriculture– basically every major policy area – the only thing anyone could talk about was Act 181.

In this *Weekly Legislative Report*, we provide a session-long summary of the Act 181 debate and status of S.325in addition to quick updates on other municipally relevant bills for chloride reduction, agriculture, and appropriations.

As always, please stay in touch. **We want to hear your ideas, feedback, and concerns.**

Read the Weekly Legislative Report

COMING SOON: 2026 Legislative Wrap-Up Chat

We concluded the year's last regular Advocacy Chat earlier this afternoon and will schedule our 2026 Legislative Wrap-Up Chat before long. For the date & time and to register for it, stay tuned or check our Events Calendar.

You can view previous Advocacy Chats on our website.

Click here to view this email as a web page.

Manage Your Preferences

Email mailings@vlct.org to subscribe or unsubscribe from the *Weekly Legislative Report*.

Vt. League of Cities & Towns | 89 Main St. Suite 4 | Montpelier, VT 05602 US

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FOR INFORMATION ONLY

Lori Olberg

From: Vermont Department of Housing and Community Development <ACCD.DHCD@vermont.gov>
Sent: Tuesday, May 12, 2026 10:30 AM
To: Lori Olberg
Subject: DHCD Monthly Newsletter - MAY

For complete information and additional text, please contact the City Clerk's Office

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

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

Department of Housing and Community Development

May 2026

COMMENTS FROM THE COMMISSIONER

A Season of Rejuvenation and Rebuilding

Warm weather is here, and with that comes site visits, ground breakings, and ribbon cuttings. The **heart of construction season** gives our team the opportunity for field visits to see residential and community development projects firsthand.

Our last newsletter provided an update on the legislative deliberations regarding **Act 181**. Since then, the House passed **S.325**, which includes provisions to improve the Future Land Use Mapping process, and importantly repeals the Road Rule and Tier 3. This significant policy shift is a direct result of overwhelming outreach and participation from Vermonters in the legislative process, especially those from our rural areas.

Resolution Relating to

RESOLUTION_____

Sponsor(s): Councilor Schachter
Introduced: _____
Referred to: _____
_____
Action: _____
Date: _____
Signed by Mayor: _____

AUTHORIZATION TO SUBMIT
2026 BURLINGTON ONE-YEAR ACTION PLAN

CITY OF BURLINGTON

In the year Two Thousand Twenty-Six ……

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

That WHEREAS, Burlington, Vermont (the "City") is eligible to participate in the Federal Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME) as an entitlement jurisdiction; and

WHEREAS, the City of Burlington is required by HUD to adopt a Consolidated Plan and One-Year Action Plan as part of the federal requirements for these two formula grant programs; and

WHEREAS, the City's 2024-2028 Consolidated Action Plan, contains a housing and community development needs assessment; a survey of available resources; and a five-year strategy that specifies achievable housing and community development goals and programs; and

WHEREAS, the City of Burlington adopted the 2024-2028 Consolidated Plan for Housing and Community Development in June 2024 as federally required by HUD; and

WHEREAS, the City has prepared a one-year action plan (Annual Action Plan) that is reflective of the 2024-2028 Consolidated Action Plan; and

WHEREAS, the 2026 Annual Action Plan establishes a one-year program in compliance with HUD funding allocations and requirements; and

WHEREAS, citizen participation leading to the development of the One-Year Action Plan included workshops; public meetings; consultation with community and state agencies; and an Advisory Board which made recommendations on the allocation of 2026 CDBG funds for sub-grantees; and

WHEREAS, the 30-day comment period on the 2026 One-Year Action Plan was held from April 22, 2026 through May 22, 2026; and

WHEREAS, notice of the proposed Plan was circulated in April by notice published in Seven Days, a weekly newspaper, and online on the website of the Community & Economic Development Office, and by e-mail notice to all City Councilors, to the CDBG mailing list, to the Continuum of Care mailing list, and to city residents via social media; and

WHEREAS, the recommendations of the Advisory Board together with a proposed 2026 One-Year Action Plan was published for public comment on April 22, 2026; and

WHEREAS, notice of the recommendations of Advisory Board and of the proposed 2026 One-Year Action Plan was circulated to all applicants and by notice published in Seven Days and online on the website of the Community & Economic Development Office; and

WHEREAS, a duly warned public hearing was held on May 11, 2026 to receive further input; herein

NOW, THEREFORE, BE IT RESOLVED that City Council hereby adopts the 2026 One-Year Action Plan; and

BE IT FURTHER RESOLVED that Mayor Emma Mulvaney-Stanak is hereby authorized to sign on behalf of the City of Burlington the application for CDBG and HOME funding which accompanies this 2026 One-Year Action Plan, and any and all documents deemed necessary to accept and disperse such Department of Housing and Urban Development grant funds, subject to the review and approval of the City Attorney's Office; and

BE IT FURTHER RESOLVED that the City Council hereby approves the expenditure of 2026 Community Development Block Grant Entitlement and HOME funds as described in the 2026 One-Year Action Plan.

COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

MEMORANDUM

TO:	Mayor Emma Mulvaney-Stanak, Board of Finance and City Council
FROM:	Christine Curtis, Senior Community Development Specialist, CEDO
DATE:	May 18, 2026
RE:	Approval of Community Development Block Grant and HOME Investment Partnerships Proposed Allocations for the 2026 Action Plan for Housing & Community Development

The Community & Economic Development Office (CEDO) is seeking approval of the City's 2026 One-Year Action Plan for Housing & Community Development (Action Plan) for the planning and allocation of federal funds from Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and other U.S. Department of Housing and Urban Development (HUD) administered programs. Pending final HUD approval, the City is expecting to receive $765,285 in CDBG entitlement funds and $339,484.35 in new HOME funds to support housing, community and economic development activities for the 2026 program year (July 1, 2026 – June 30, 2027). A breakdown of the funding recommendations can be found below for both the CDBG and HOME programs.

The funding recommendations and draft 2026 Action Plan were subject to a Public Hearing to solicit input on Burlington's housing and community development needs at the May 11th, 2026 City Council meeting. Public comments on the Action Plan will also be accepted through May 22nd, 2026 via email at ccurtis@burlingtonvt.gov. The Action Plan will be submitted to HUD after Board of Finance and City Council approval and once the public comment period ends.

The proposed subrecipient awards for the City's 2026 CDBG funds were recommended by the CDBG Advisory Board. The Advisory Board includes a seat for a representative from each of the City's eight wards (selected by the Neighborhood Planning Assemblies), Mayoral appointees, and one seat filled by the State of Vermont. CEDO's leadership, with the support of the Mayor, makes CDBG funding recommendations for programs administered by CEDO staff and other City departments. All funding recommendations are outlined in the table below.

MOTIONS:

Board of Finance Motion:
To approve and recommend that the City Council approve the attached resolution relating to the Authorization to submit the 2026 Burlington One-Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD.

City Council Motion:

To waive the reading and adopt the attached resolution related to the Authorization to submit the 2026 Burlington One-Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD.

2026 CDBG – Public Service Awards (total capped at 15% of allocation)

The following organizations and programs have received CDBG grants in previous years with the exception of Village Hydroponics

Organization	Program Name	Awards for 2026 Action Plan	Program summary	# of Beneficiaries served (projected)
Pathways	Permanent Supportive Housing Services in Chitt. County	$31,000	permanent housing placement with community-based services for individuals with histories of homelessness	45 households
Village Hydroponics	Community Hydroponics & Winter Food Access Program	$11,500	free winter produce distributions with community-based hydroponic education to strengthen food security, nutrition, and community connection	65 persons
Steps to End Domestic Violence	Safe Tonight	$36,292	emergency housing and support services for adults and children fleeing domestic violence	520 persons
CVOEO	Volunteer Income Tax Assistance (VITA)	$14,500	free tax preparation and electronic filing services for low-income households	800 persons
Lund	Lund's Parent Child Center and Clinical Treatment Services	$21,500	childcare services, resources, and mental health treatment for vulnerable children and families	95 persons

2026 CDBG - Development Awards

The following organizations and programs have received CDBG grants in previous years with the exception of South End Arts & Business Association (SEABA)

Organization	Program Name	Awards for 2026 Action Plan	Program summary	# of Beneficiaries served (projected)
Mercy Connections	Small Business Equity Project	$75,000	entrepreneurial and English language learning education to support the growth of small businesses in Burlington	100 persons
CVOEO	Financial Futures: Micro Business Development Program	$72,761	coaching, classes, and technical assistance for low-income Burlington residents to start, sustain, and expand microbusinesses	60 persons

CVOEO	**South End Food Hub**	**$142,000**	**rehabilitation of an existing commercial space in the center of the King Street neighborhood to accommodate a new food hub**	**City-wide benefit**
Winooski Valley Park District (WVPD)	**Ethan Allen Homestead Museum Barn Renovation – Phase II**	**$75,164**	**renovations at the Hill Brownell Educational Center – AKA the "Museum Barn", located in the 294-acre Ethan Allen Homestead Park**	**City-wide benefit**
South End Arts & Business Association (SEABA)	**Creative Microbusiness Incubator**	**$28,450**	**support for low-income microbusinesses through access to brick-and-mortar space, business guidance, marketing, and community networking**	**100 persons**
CEDO-Business & Workforce Development	**Microenterprise Technical Assistance**	**$65,000**	**free technical assistance for entrepreneurs and small businesses**	**30 persons**
CEDO-Business & Workforce Development	**Microenterprise Food Incubator Project**	**$142,118***	**rehabilitation of the Leddy Snack bar into an affordable, commercial kitchen space for low-income entrepreneurs looking to start, sustain, and expand their food & beverage microbusiness**	**City-wide benefit**
CEDO	**CDBG Administration**	**$120,000**	**implement City planning efforts; administer community and economic development programs**	**N/A**

funded with prior year, carryover funds + 2026 admin surplus + 2026 development surplus

2026 CDBG Funding

CDBG	Subtotal	Item	Amount
Programs/Projects	$715,285	Public Service	$114,792
		Development	$530,493
		Carryover funds	$70,000
Admin and Planning	$120,000**	CDBG Administration	$120,000**
TOTAL	$835,285		$835,285

CEDO is not utilizing the full 20% admin amount that is allowable by HUD - admin surplus must be used for Development activities only.

2026 HOME Awards/Funding

HOME Project Category	Subtotal	Item	Amount
Affordable Housing	**$305,535.92**	**Affordable Housing Projects (TBD)**	**$254,613.27**
		CHDO Projects (TBD - 15% set-aside)	**$50,922.65**
Admin and Planning	**$33,948.43**	**HOME Administration (capped at 10%)**	**$33,948.43**
TOTAL	**$339,484.35**		**$339,484.35**

CHDO: Community Housing Development Organization – a private nonprofit, community-based organization dedicated to developing affordable housing

DRAFT – POSTED FOR PUBLIC COMMENT 4/22/2026

2026 Action Plan for Housing & Community Development

City of Burlington, Vermont



Prepared by
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This document is available in alternative formats upon requests

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2026 Action Plan explains how the City plans to spend the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds that the City receives from the U.S. Department of Housing & Urban Development (HUD), together with other leveraged resources, during the upcoming program year beginning on July 1, 2026. The national CDBG program is a principal revenue source to grow local communities and improve the quality of lives for low- and moderate- income persons. The HOME program is designed to create affordable housing for low-income households through building, buying, and/or rehabilitating housing for rent or homeownership.

The overall goal of these community planning and development programs is to develop viable communities by providing decent housing, expanded economic opportunities, and a suitable living environment, principally for low- and moderate-income persons. HUD administers these programs on a national basis and awards grants to entitlement communities and participating jurisdictions – including the City of Burlington – each year on a formula basis. The City in turn awards grants and loans to local nonprofits as well as providing direct services to residents and businesses through several CDBG-funded programs.

2. Summarize the objectives and outcomes identified in the Plan

Affordable housing continues to be the City's highest priority. Cost of housing, age of the housing stock, and a low vacancy rate are three significant factors that contribute to the need for affordable housing in Burlington. The following initiatives are on the City's housing agenda: preserving existing affordable units; creating new affordable units; renovating rental and owner-occupied affordable housing; and promoting homeownership opportunities among income-qualified households.

A suitable living environment is the City's next highest priority. The City has historically used the maximum available CDBG resources to support the provision of social services by local nonprofits. The City also uses CDBG to support public facilities and infrastructure and nonprofit facilities.

Economic opportunity is the City's third priority. The City uses CDBG funds to support projects that create and retain businesses and jobs through technical assistance and to support low-income residents in business ownership through entrepreneurial training and loans. The City also uses CDBG to address barriers to economic opportunity, including through the provision of affordable, quality early childcare and assistance in filing taxes and developing financial literacy.

3. Evaluation of past performance

The City continues to focus its CDBG and HOME dollars on high priority activities, primarily comprised of housing, economic development, and suitable living environment projects. Burlington continues to focus essentially all expenditures to assist low and moderate-income persons, as a result approximately 98% of CDBG beneficiaries fall in the low to moderate income category. Below are the City's most recent highlights of past performance that contributed to the selection and focus of this year's goals and projects.

Highlights of Outcomes

The City's highest priority under its Consolidated Plan is affordable housing. Highlights include:

- In December 2024, the City of Burlington's Lead Program received $4,301,890 in lead hazard control funds and $529,000 in health homes supplemental funding to improve indoor air quality and reduce other health hazards such as asbestos and tripping. The Lead Program's previous grant ended in July 2024. During the reporting period of July 1, 2024 – June 30, 2025 the Lead Program accomplished:
    - Performed Lead Hazard Control activities in 21 rental housing units
    - Performed Healthy Homes interventions in 21 housing units
    - Trained two individuals on the EPA Renovate, Repair, and Painting (RRP) Rule
    - Trained 128 individuals on the VT Lead Law, Inspection, Repair, and Cleaning Practices.
    - Conducted 21 Outreach and Education events that reached over 2,800 individuals
- 39 rental units rehabilitated
- The City closed out one HOME-assisted new construction project, which created one HOME-assisted unit and a total of 16 affordable units

A suitable living environment is the City's second priority. Highlights include:

- CDBG-funded agency Steps to End Domestic Violence, provided emergency shelter and services to 523 persons fleeing domestic violence.
- Capital improvements to three public facilities benefitted 42,645 persons (city-wide benefit).

- Pathways Vermont served 47 individuals experiencing homelessness by providing a variety of housing support services including service coordination, housing location services, retention supports, benefits coordination, and mental health and substance use services.
- Vermont Center for Criminal Justice Reform's Re-Entry and Recovery Center provided case management services to 76 justice-involved individuals living with substance use disorder.

Economic opportunity is the City's third priority. Highlights include:

- CEDO staff and CDBG funded partners provided technical assistance and business development services to 200 microenterprises.
- Lund's program provided early childhood services to 30 residents, with a focus on supporting vulnerable children and families.
- The Volunteer Income Tax Assistance (VITA) program served 918 Burlington residents, providing tax preparation and other income tax related assistance.

4. Summary of Citizen Participation Process and consultation process

The Community & Economic Development Office followed the Citizen Participation Plan in the development of this Plan. A Public hearing was held on May 11th, 2026 at a Burlington City Council meeting. The hearing notice was published in a local paper. Organizations were consulted, including the Continuum of Care.

The most meaningful way in which Burlington residents participate in the Action Plan process is their involvement in spending decisions. Through the Neighborhood Planning Assemblies (NPAs) each of the City's eight wards elects a representative to the CDBG Advisory Board and collectively, those residents have a majority voice in making recommendations to the Mayor about how to spend the City's CDBG funding each year. The NPAs are grassroots associations, created by City Charter, which exist in each of the City's wards and meet monthly as organized, democratic forums where neighbors can learn about public issues that affect them and advise city government of their concerns and needs. The Board's recommendations have traditionally been adopted without change by the Mayor and City Council.

The City engaged in alternative public involvement techniques during the development of this Plan. The Plan was posted on the City's website and citizens were invited to comment via social media and email lists.

The public comment period will begin on April 22nd, 2026 and end on May 22nd, 2026**.**

5. Summary of public comments

TBD

6. Summary of comments or views not accepted and the reasons for not accepting them

TBD

7. Summary

To summarize, the following document represents the housing, community and economic development needs and priorities as well as the chosen projects and activities to implement for the City of Burlington's 2026 Action Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Burlington, VT	Community & Economic Development Office
HOME Administrator	Burlington, VT	Community & Economic Development Office

Table 1 – Responsible Agencies

Narrative (optional)

The Community & Economic Development Office (CEDO) is a department of the City of Burlington. The department engages our community to build a healthy, safe, and vibrant city with opportunities for all. CEDO staff members and programs seek to foster economic vitality; preserve and enhance neighborhoods, quality of life, and the environment; and promote opportunities for all residents of Burlington.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City works closely with a range of stakeholders to determine community needs and priorities and to allocate CDBG and HOME funds to projects addressing these needs. Stakeholders consulted during the preparation of this Plan, including decisions around funding awards, include: the CDBG Advisory Board, which includes representatives from each of the City's wards, Mayoral representatives, and representatives from state agencies; nonprofit housing developers and service providers operating within the city; the Chittenden County Homeless Alliance (a HUD-recognized Continuum of Care); business owners; City residents; landlords; and colleagues within the City's Community & Economic Development Office, including the Burlington Lead Program.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Community Economic & Development Office staff supports the Chittenden County Homeless Alliance (CCHA), a HUD-recognized Continuum of Care (CoC) that aims to make homelessness rare and brief for persons in Burlington and throughout Chittenden County. CCHA members include representatives from nonprofit organizations, including service providers and affordable housing developers, local businesses, persons with lived experiences of homelessness, and local, state, and federal agencies, who meet regularly to coordinate City- and county-wide approaches to addressing the needs of vulnerable residents. The CCHA has implemented best practices in its approach to addressing homelessness, including the use of a common assessment tool for Coordinated Entry, prioritizing units for the most vulnerable, developing a community waitlist, and using a shared information management system with the Balance of State, the statewide Continuum of Care. These efforts help to ensure that the diverse agencies and organizations operating in Burlington are collaboratively working towards a common goal.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The CoC manages the Coordinated Entry System (CES), coordinating the implementation of a housing and service system that engages multiple service providers and organizations to connect with and to address the needs of persons experiencing homelessness in the county. The CES models a no-wrong-door approach to accessing the CES; service providers and community partners throughout Chittenden County are Access Points to the CES (including Vermont 211 as a virtual access point), allowing individuals and families experiencing a housing crisis to be directly engaged and linked to the CES. The CES matches households experiencing homelessness with eligible services based on vulnerability, sustainability, and length of homelessness through a standardized, scored assessment. Each eligible household will be assigned a housing navigator and added to a master list of homeless households which is reviewed weekly by CES partners for housing opportunities. Currently, eligible households include HUD-defined “literally homeless” and “imminent risk” households. In the 2025 program year, the Coordinated Entry system placed 327 households into permanent housing. The 2026 program year expects to see about 275 households moved into permeant housing. . Many housing projects funded by the City, including through the use of HOME and CDBG funds, include units dedicated for households exiting homelessness. These units are usually filled in coordination with the Coordinated Entry system and are paired with supportive services. CDBG services have also been targeted to address emerging needs through the CoC and public service funds have supported housing navigation and supportive services program that operate within the umbrella of the CCHA and CoC.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

ESG funding allocations are made by the State of Vermont. Several state offices, including the Office of Economic Opportunity which administers ESG participate actively in the CoC and its numerous committees, including strategic planning and coordinated entry. VT's Emergency Solutions Grant funds are blended with state funds and administered under the Housing Opportunity Grant Program. Funding decisions are based on thorough knowledge of this Continuum’s operations and priorities, with an emphasis on how best to realize value for investment. The State solicits specific feedback from the CoCs and stakeholders through presentations, discussions, and surveys regarding priorities and how to allocate ESG funds to eligible activities as well provide an annual review of funding priorities and performance.

The Chittenden County Homeless Alliance has developed a single HMIS with the Vermont Balance of State including joint governance, policies and procedures. One of our CoC-funded projects supports the HMIS lead - the Institute for Community

Alliances. The Alliance members use BitFocus Clarity Human Services and the CoC utilizes reports and information for strategic planning.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	AARP Vermont
	Agency/Group/Organization Type	Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Phone call with representative of AARP Vermont. Goal of phone call was to better understand needs of older Vermonters in Burlington.
2	**Agency/Group/Organization**	Age Well
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with agency representative. Goal of meeting was better understanding needs of older residents including housing, food security, and safety.
3	**Agency/Group/Organization**	Agency of Human Services
	Agency/Group/Organization Type	Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Individual online meeting with Field Services Director. Goal for interview was information on community needs including supporting persons who are unhoused and special populations as well as addressing other needs in the community.
4	**Agency/Group/Organization**	ANEW Place
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meeting with agency leadership. Goal was to understand services and needs for people who are unhoused including shelter operations and transitional housing services.
5	**Agency/Group/Organization**	ASSOCIATION OF AFRICANS LIVING IN VERMONT
	Agency/Group/Organization Type	Housing Services-Children Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with multiple members of AALV staff. Goal of meeting was learning more about the needs and challenges experienced by individuals and families served by AALV. Conversation included insights on housing, employment, mental health and substance use services, education, economic opportunities and other topics.
6	**Agency/Group/Organization**	Bisonnette Properties
	Agency/Group/Organization Type	Housing Business Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with property manager of large real estate investment and property management company in Burlington. Goal for interview was understanding housing needs from perspective of large property owner who has been in business multiple years.
7	**Agency/Group/Organization**	BURLINGTON HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meeting with Executive Director both one-on-one and in group conversation. Goal of meetings were collaboration with PHA, coordination of consolidated plans, and strategies for affordable housing within the City.

8	**Agency/Group/Organization**	Burlington Lead Program
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meeting with manager of Burlington Lead Program. Goal of meeting was better understanding City's needs and responses to lead-based paint and other health hazards in Burlington.
9	**Agency/Group/Organization**	Burlington Telecom
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Written correspondence and conversation with internet provider. Goal was to understand digital access and broadband internet service availability for folks in Burlington.
10	**Agency/Group/Organization**	Cathedral Square Corporation (CHDO)
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meeting with Executive Director both one-on-one and in group conversation.
11	**Agency/Group/Organization**	Champlain Housing Trust
	Agency/Group/Organization Type	Housing Services - Housing Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Conversations with individual staff, including executive director, services director, properties director. Also participated in group conversations.
12	**Agency/Group/Organization**	Champlain Valley Office of Economic Opportunity
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Met online with Executive Director and four leadership team members. Goal of meeting was to discuss the needs of individuals and families in Burlington including fair housing needs, preventing homelessness through back-rent payment, tax assistance, general housing needs, experiences of persons with financial poverty, food resources, services for persons who are unhoused and other community needs.
13	**Agency/Group/Organization**	Chittenden County Regional Planning Commission
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Met in-person with three members of the CCRPC. Goal of meeting was better understanding housing and community development needs of Burlington within a regional context.
14	**Agency/Group/Organization**	City of Burlington

	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - Local
	What section of the Plan was addressed by Consultation?	Market Analysis flood prone areas, etc.
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Correspondence, communication, data review with several City departments and individuals to review risks, concerns, opportunities and responses to areas and happenings of high environmental impact.
15	**Agency/Group/Organization**	COMMITTEE ON TEMPORARY SHELTER
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Held several in-person meetings with organization leadership. Also met with individuals in the Daystation - a daytime space for unhoused adults. Goal of meetings were to better understand the needs of people who are unhoused, understand if/what has been working well to serve households, what are Burlington's greatest needs related to experiences of homelessness and to learn about the agency's experience as a property owner and landlord.
16	**Agency/Group/Organization**	Department of Corrections
	Agency/Group/Organization Type	Publicly Funded Institution/System of Care Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Met online with five staff from local correctional facility. Goal of meeting was better understanding the needs of persons existing incarceration into the community and the steps Corrections takes to ensure persons returning to community have sufficient housing and supports.
17	**Agency/Group/Organization**	Disability Rights Vermont
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Met online with Executive Director of DRVT. Goal of meeting was better understanding the needs of persons with disabilities in Vermont. Discussion included housing and support needs for persons with disabilities.
18	**Agency/Group/Organization**	Five Seasons Property Management
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with owner of property management company and rental properties. Goal of meeting was understanding barriers to creating more housing and housing affordability in Burlington.
19	**Agency/Group/Organization**	HOMESHARE VERMONT
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Met in-person with executive director of HomeShare Vermont. Goal of meeting was understanding the needs of older Vermonters and persons who may be experiencing challenges with independence in housing as well as persons who are seeking out an affordable living option.
20	**Agency/Group/Organization**	Howard Center
	Agency/Group/Organization Type	Services-homeless Health Agency

	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with 4 members of Howard Center's Street Outreach team. Goal of meeting was better understanding of the challenges and difficulties facing folks who are unhoused in Burlington. Howard Center is a designated provider of mental health and substance use services for Burlington.
21	**Agency/Group/Organization**	Neighborhood Planning Assembly Steering Committee
	Agency/Group/Organization Type	Planning organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Joined all wards Neighborhood Planning Assembly (NPA) online and CEDO staff joined in-person local NPA meetings. Goal of meetings was hearing from these representative groups as residents and interested parties about the housing and community development needs in Burlington.
22	**Agency/Group/Organization**	Pathways Vermont Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with direct service leadership team. Goal for interview was better understanding the needs of people experiencing homelessness especially persons with mental health and substance use challenges. Also visited briefly with individuals and staff in their community space that provides an alternative to traditional mental health services.
23	**Agency/Group/Organization**	Safe Harbor - Community Health Centers of Burlington
	Agency/Group/Organization Type	Services-homeless Services-Health Health Agency

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with Practice Manager of the Homeless Healthcare program. Goal for interview was to understand healthcare, housing and service needs for persons who are unhoused.
24	**Agency/Group/Organization**	Shoeless Property Management
	Agency/Group/Organization Type	Housing Business Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Phone meeting with owner of large number of residential properties in Burlington. Goal for interview was understanding housing needs from perspective of large property owner who has been in business multiple years.
25	**Agency/Group/Organization**	Spectrum Youth and Family Services, Inc.
	Agency/Group/Organization Type	Housing Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In person meeting with operations director and clinical director of organization that provides a variety or supports including housing and service coordination for youth and young adults experiencing homelessness. Goal for interviews were to understand number and needs of community's unaccompanied youth experiencing homelessness.
26	**Agency/Group/Organization**	Steps to End Domestic Violence

	Agency/Group/Organization Type	Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with executive director and leadership staff person. Goal for interview was information on supports for persons who are survivors of domestic violence and the challenges and struggles faced by persons who are leaving unsafe domestic experiences. Conversation included information about DV shelter and challenges with housing availability (not enough housing), substance use and mental health needs for survivors and their household members.
27	**Agency/Group/Organization**	Trusted Community Voices - CEDO
	Agency/Group/Organization Type	linguistic and cultural liaisons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with five persons who serve as Trusted Community Voices - linguistic and cultural liaisons to several communities in Burlington. Goal of interview was information related to the housing and economic development needs of a more diverse range of Burlington residents, especially those who may not speak English as their first language or not be represented in other outreach efforts.
28	**Agency/Group/Organization**	Turning Point
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with executive director. Goal for interview was information on supports for persons who struggle with substance use; specifically peer abstinence models.
29	**Agency/Group/Organization**	U.S. Committee for Refugees and Immigrants Vermont
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with two staff members of USCRI. Goal of interview was information related to the housing and economic development needs of New Americans and immigrants. Discussion included needs of households which include members who are elderly and children, challenges with accessing housing, lack of large and appropriate housing, opportunities for employment that align with households responsibilities, challenges with financial poverty and other exceptional challenges faced by individuals served by USCRI.
30	**Agency/Group/Organization**	University of Vermont Medical Center
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health Health Agency Publicly Funded Institution/System of Care Major Employer

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Meeting online with Emergency Department social work lead and additional online meeting with three members of medical center team in direct service and community liaison roles. Goal of meetings were information on public health needs, needs of individuals accessing short and long-term care at the hospital (ED and in-patient), needs that are bringing people into the hospital for care, challenges with discharging from care and how to better serve community members who are accessing the hospital.
31	**Agency/Group/Organization**	Vermont CARES
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with operations director of Vermont CARES. Goal of meeting was better understanding City's needs and available supports for persons with HIV/AIDS.
32	**Agency/Group/Organization**	Vermont Department for Children and Families
	Agency/Group/Organization Type	Services-Children Other government - State
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with small group of providers who serve children involved with the foster care system and youth and young adults who are aging out of foster care. Goal of meeting was better understanding and identifying needs of families involved with the Department for Children and Families, children who are in foster care and young adults who are aging out of foster care services. Many served by this system of care have disabilities and housing insecurity.

33	**Agency/Group/Organization**	Vermont Interfaith Action
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with six local faith leaders. Goal for meeting was information on community needs - highlighted areas of concern included lack of housing, displacement of people who are unhoused and camping, substance use services and safety and other needs of people in the community and persons experiencing financial poverty.
34	**Agency/Group/Organization**	Vermont Real Estate Cooperative, LTD
	Agency/Group/Organization Type	Housing Business Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with founding board member of VREC. Goal for interview was information on affordable housing models and creative solutions for addressing housing needs, maintaining affordable housing and addressing the needs of persons experiencing financial poverty. Also representative of a growing cooperative business in the community.
35	**Agency/Group/Organization**	Vermont Works for Women
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Online meeting with executive director. Goal for interview was information on employment resources for women and underserved populations.

36	**Agency/Group/Organization**	Veterans Administration Lakeside Clinic
	Agency/Group/Organization Type	Services-homeless Services-Health Other government - Federal
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In-person meeting with person who is HUD VASH Program Coordinator, Health Care for Homeless Veterans Social Worker/Case Manager and VT VAHCS Coordinated Entry Representative & VT CoC Representative for Veterans. Communications via email and phone as well. Outcomes: Improved collaboration for needs of veterans experiencing homelessness and ongoing coordination of best practices and services for individuals in Burlington and throughout the state.

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agencies not consulted in our process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Chittenden County Homeless Alliance	Shared goal of housing for everyone who is experiencing homelessness through a responsive, comprehensive and coordinated system of care.
Burlington, VT Climate Action Plan	City of Burlington	Providing a safe, comfortable living environment and sufficient housing for folks in Burlington impacted by the changing climate and persons who are moving to Burlington for its environment.
planBTV: Comprehensive Plan 2019 Update	City of Burlington	Shared goals and priorities of affordable housing, sufficient services, public facilities and infrastructure for the City's community members.
Housing for Vermonters w/Intellectual and Develop	Vermont Developmental Disabilities Council	Full title: Report: Service Supported Housing for Vermonters with Intellectual and Developmental Disabilities (I/DD) 2023 Research Brief. Consideration of housing needs and preferences for persons with I/DD in Burlington.
An Infrastructure Plan for a Sustainable City	City of Burlington	Shared goal of broadband access for all residents, management of public facilities and infrastructure to ensure resident safety and access.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The citizen participation process can be summarized as followed:

- Citizen participation on the 2024-2028 Consolidated Plan was solicited through an online survey, meetings with more than fifty local organizations, in-person outreach to vulnerable communities, and public posters where participants were able to identify housing and community need priorities
- A public hearing was held in September 2025 to review the Consolidated Annual Performance and Evaluation Report (CAPER) and to hear any citizen input on housing and community development needs
- A notice about the availability of funds for CDBG was published online, in a local newspaper, and via direct email to nonprofits, City departments, and residents in December 2025
- Technical Assistance was offered to all applicants
- All applications were published online for review
- The CDBG Advisory Board, comprised of Burlington residents, Mayoral appointees, and state agency representative, held two meetings in February and March 2026 to determine funding recommendations, which were published online along with the draft Action Plan
- A public hearing was held on May 11th, 2026 to gather input on housing and community development needs, funding recommendations, and the Action Plan. The Plan was available for public comment for 30 days. The public hearing and public comment period were advertised via local news, email, social media, and the City website.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/ broad community	Public hearing soliciting feedback for the needs assessment portion of the Consolidated Plan hosted in conjunction with the City Council meeting 2/12/24.	Request for ongoing support for persons who are older and Cathedral Square Corporation. Questions regarding outreach to underserved and non-English speaking communities (CEDO shared outreach efforts including meeting with AALV, USCRI and Trusted Community Voices as well as survey translation).	All comments were accepted and considered in developing Consolidated Plan.	
2	Public Hearing	Non-targeted/ broad community	A public hearing was held in September 2025 to review the CAPER and to hear any citizen input on housing and	Question about the Neighborhood Revitalization Strategy Area (NRSA) and why we opted to have one. Also asked us to include a second map of the NRSA	All comments were accepted	

			community development needs	that includes street names.		
3	Newspaper Ad	Non-targeted/broad community	Notice of funding availability for the 2026 CDBG Action Plan was advertised on December 10, 2025 in the Seven Days paper to the general public.			
4	Other: Technical Assistance	Nonprofits & potential sub-grantees	Online and in-person technical assistance was available and offered to all CDBG applicants			
5	Internet Outreach	Non-targeted/broad community	The applications for CDBG funding were placed on the CEDO/City of Burlington website. The applications remain available for view online.			www.burlingtonvt.gov/cedo

6	Newspaper Ad	Non-targeted/broad community	An ad was placed in Seven Days newspaper on April 22, 2026 as a legal notice for the public comment period and public hearing for the 2026 Action Plan			
7	Internet Outreach	Non-targeted/broad community	The 2026 Action Plan was published online on the CEDO/City of Burlington website during the public comment period. Over 100 individuals and nonprofits, in addition to the CoC, received an email link to the Plan.			www.burlingtonvt.gov/cedo

8	Public Hearing	Non-targeted/broad community	A public hearing was held on May 11, 2026. Attendance included members of the City Council and City Staff as well as members of the public.	TBD	TBD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

CDBG and HOME Program funding are critical for assisting the City of Burlington with addressing its needs for affordable housing and community development. The anticipated funding amounts for the remainder of the Consolidated Plan are projections based on current year awards. There are a multitude of factors that affect HUD allocations each year and future funding is uncertain.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	Public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	$765,285	$0	$70,000	$835,285	$1,419,198	The City expects to leverage significant federal, state, local and private resources over the course of the Consolidated Plan.
HOME	Public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	$339,484.35	$0	$0	$339,484.35	$717,060	The City expects to leverage significant federal, state, local and private resources over the course of the Consolidated Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City anticipates leveraging additional funds and resources to support priority needs identified in this plan and satisfy matching requirements of these funds. Additional resources and approximate values over the duration of the City's Consolidated Plan (2024-2028) are listed below:

- McKinney-Vento funds under the HEARTH Act - $6,000,000
- Lead Hazard Control Grant - $4,301,890
- Healthy Homes Supplemental Funding - $529,000
- Low Income Housing Tax Credits - $15,950,000 (this is a statewide allocation)
- City of Burlington Housing Trust Fund - $5,825,000
- Burlington Housing Authority rental subsidies - $125,000,000

The City will meet or exceed the requirement that “contributions must total not less than 25% of funds drawn from the jurisdiction’s HOME Investment Trust Fund Treasury account in that fiscal year,” excluding funds drawn for administrative and planning costs pursuant to 24 CFR 92.207. Sources of matching funds include, but are not limited to, funds administered by the Vermont Housing and Conservation Board, the Burlington Housing Trust Fund, waiver of impact fees, and Burlington Electric Department energy efficiency grants to affordable housing projects.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City is utilizing City-owned land to house shelter pods that provide temporary housing to persons experiencing homelessness in the community. This location is within the City's NRSA and the City hopes to partner with a non-profit housing developer to build permanent affordable housing at the site in the future.

Discussion

CDBG's anticipated resources includes $70,000 of prior year resources - 2023 funds that were originally allocated to Champlain Housing Trust's Housing Initiatives Program that did not move forward. Therefore, these funds have been reallocated in the current Action Plan to a microenterprise food incubator project that will be designed and managed by grantee staff. This funding adjustment will be accurately reflected in the City's 2026 Consolidated Annual Performance and Evaluation Report (CAPER) – Report #PR26. See "Projects" section below for more details on these activities.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create New Affordable Housing	2024	2028	Affordable Housing Homeless	City-Wide NRSA	Affordable Housing Addressing Homelessness	CDBG: $0 HOME: $254,613.27	Rental units constructed: 4 Household Housing Unit
2	Improve Existing Affordable Housing	2024	2028	Affordable Housing Homeless Non-Homeless Special Needs	City-Wide NRSA	Affordable Housing Addressing Homelessness	CDBG: $0 HOME: $50,922.65	Rental units rehabilitated: 5 Household Housing Unit
3	Public Services	2024	2028	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide NRSA	Affordable Housing Addressing Homelessness Community Services and Safety	CDBG: $93,292 HOME: $0	Public service activities other than Low/Moderate Income Housing Benefit: 1,430 Persons Assisted

4	Economic Development	2024	2028	Non-housing community development	City-Wide NRSA	Economic Development	CDBG: $383,329 HOME: $0	Businesses assisted: 291 Businesses Assisted
5	Improve Economic Opportunities	2024	2028	Non-housing community development	City-Wide	Economic Development	CDBG: $21,500 HOME: $0	Public service activities other than Low/Moderate Income Housing Benefit: 95 Persons Assisted
6	Improve Public Facilities and Infrastructure	2024	2028	Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Addressing Homelessness Affordable Housing Public Facilities and Infrastructure Improvements	CDBG: $217,164 HOME: $0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 35,420 Persons Assisted
7	Planning and Administration	2024	2028	Other	City-Wide	Planning and Administration	CDBG: $120,000 HOME: $33,948.43	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Create New Affordable Housing
	Goal Description	During this Action Plan, HOME funds will be used for the construction of approximately 4 new affordable housing units.
2	Goal Name	Improve Existing Affordable Housing
	Goal Description	During this Action Plan, HOME funds will be used to rehabilitate approximately 5 housing units.
3	Goal Name	Public Services
	Goal Description	During this Action Plan, CDBG funds have been allocated to Steps to End Domestic Violence-Safe Tonight which provides services and shelter to survivors of domestic violence; to Pathways-Permanent Supportive Housing Services in Chittenden County which provides permanent housing placement along with intensive community-based services for individuals with histories of homelessness; to CVOEO-Volunteer Income Tax Assistance (VITA) which provides free tax preparation and electronic filing services for low-mod-income households; and to Village Hydroponics to support a Community Hydroponics & Winter Food Access Program
4	Goal Name	Economic Development
	Goal Description	During this Action, CDBG funds will be used to fund three microenterprise assistance programs, CVOEO-Micro Business Development Program, Mercy Connections-Small Business Equity Project, and the City's business support team will provide technical assistance to small businesses and entrepreneurs. Additionally, CDBG funds will support South End Arts & Business Association's Creative Microbusiness Incubator project and a Microenterprise Food Incubator Project that will be created and managed by CEDO's Business & Workforce Development team
5	Goal Name	Improve Economic Opportunities
	Goal Description	During this Action Plan, CDBG funds will be allocated to Lund's Parent Child Center and Clinical Treatment Services Program which provides childcare services, resources, and mental health treatment for vulnerable children and families
6	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	During this Action Plan, CDBG funds will be allocated to CVOEO for the rehabilitation of a commercial space to accommodate a new food hub and; to Winooski Valley Park District for the Phase II renovation of the Ethan Allen Homestead Museum Barn

7	Goal Name	Planning and Administration
	Goal Description	To support the capacity of the nonprofit institutional delivery structure in the City; pursue State and Federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support affordable housing efforts in the City.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

It is anticipated that HOME funds will directly assist the construction of 4 new permanently affordable units and the rehabilitation of 5 rental units for extremely low-income, low-income, and moderate-income families.

Projects

AP-35 Projects – 91.220(d)

Introduction

This part of the Action Plan provides a summary of the eligible projects and activities that will take place during the program year to address the priority needs and specific objectives outlined in the Strategic Plan. The eligible projects are associated with at least one priority need and at least one or more goals.

Projects

#	Project Name
1	Affordable Housing
2	Public Facilities & Infrastructure
3	Microenterprise/Economic Development
4	Public Service
5	Admin and Planning

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities are based on the City's 2024 Consolidated Plan Needs Assessment, the extensive public participation process including in-person interviews and surveys directed at Burlington community partners and all Burlington residents, the City's 2024 Strategic Plan, and the CDBG Advisory Board's recommended awards to local non-profits.

The biggest obstacle to addressing underserved needs continues to be insufficient funding resources. The City will continue to pursue additional federal, state, and private resources but does not expect to overcome the obstacle of declining local and federal resources.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Affordable Housing
	Target Area	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide
	Goals Supported	Create New Affordable Housing Improve Existing Affordable Housing
	Needs Addressed	Affordable Housing Addressing Homelessness
	Funding	CDBG: $0 HOME: $305,535.92
	Description	To create/sustain affordable housing units through rehab and/or construction.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	9 low-moderate income households: HOME projects: 9 housing units (projects TBD)
	Location Description	Scattered sites – City-Wide and NRSA
	Planned Activities	$305,535.92 HOME projects - TBD
2	**Project Name**	Public Facilities & Infrastructure
	Target Area	City-Wide
	Goals Supported	Improve Public Facilities & Infrastructure

	Needs Addressed	Community Services and Safety Public Facilities and Infrastructure Improvements
	Funding	CDBG: $217,164
	Description	To rehabilitate a commercial space to accommodate a new food hub and; to renovate the Museum Barn at Ethan Allen Homestead Park.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Champlain Valley Office of Economic Opportunity (CVOEO) – South End Food Hub Project: City-Wide benefit Winooski Valley Park District (WVPD) – Ethan Allen Homestead Museum Barn Renovation Phase II: City-Wide benefit
	Location Description	City- Wide
	Planned Activities	$142,000 CVOEO – South End Food Hub Project $75,164 WVPD – Ethan Allen Homestead Museum Barn Renovation
3	**Project Name**	Microenterprise/Economic Development
	Target Area	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: $383,329
	Description	To fund three microenterprise assistance programs: Mercy Connections Small Business Equity Project; CVOEO Financial Futures: Microbusiness Development Program; and the City's Business and Workforce Development's Microenterprise Technical Assistance Program and; to fund two microenterprise incubator projects.

	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	291 low-moderate income business owners supported: Mercy Connections Small Business Equity Project: 100 CVOEO Financial Futures: Microbusiness Development Program: 60 Business and Workforce Development Microenterprise Technical Assistance Program: 30 Business and Workforce Development Microenterprise Food Incubator Project: 1 South End Arts & Business Association Creative Microbusiness Incubator Project: 100
	Location Description	City-Wide and NRSA
	Planned Activities	$75,000 - Mercy Connections Small Business Equity Project $72,761 - CVOEO Financial Futures: Microbusiness Development Program $65,000 - Business and Workforce Development Microenterprise Technical Assistance Program $142,118 - Business and Workforce Development Microenterprise Food Incubator Project $28,450 - South End Arts & Business Association Creative Microbusiness Incubator Project
4	**Project Name**	Public Services
	Target Area	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide
	Goals Supported	Public Services Improve Economic Opportunities
	Needs Addressed	Affordable Housing Addressing Homelessness

		Community Services and Safety Economic Development
	Funding	CDBG: $114,792
	Description	To provide funds to Steps to End Domestic Violence - Safe Tonight, which provides services and shelter to women and children fleeing domestic violence; to Pathways-Permanent Supportive Housing Services in Chittenden County, which provides permanent housing placements along with intensive community-based services for individuals with histories of homelessness; to CVOEO - Volunteer Income Tax Assistance (VITA), which provides free tax preparation and electronic filing services for low/mod-income households; to Village Hydroponics – Community Hydroponics & Winter Food Access Program, which provides free winter produce distributions with community-based hydroponic education to strengthen food security; and to Lund's Parent Child Center and Clinical Treatment Services program, which provides childcare services, resources, and mental health treatment for vulnerable children and families
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	1,525 low-moderate income individuals: • CVOEO Volunteer Income Tax Assistance: 800 • Lund's Parent Child Center and Clinical Treatment Services: 95 • Steps to End Domestic Violence Safe Tonight: 520 • Village Hydroponics Winter Food Access Program: 65 • Pathways Permanent Supportive Housing Services in Chittenden County: 45
	Location Description	City-Wide & NRSA
	Planned Activities	$14,500 - CVOEO Volunteer Income Tax Assistance (VITA) $21,500 – Lund's Parent Child Center and Clinical Treatment Services $36,292 - Steps to End Domestic Violence Safe Tonight

		$11,500 – Village Hydroponics Winter Food Access Program $31,000 – Pathways Permanent Supportive Housing Services in Chittenden County
5	**Project Name**	Admin and Planning
	Target Area	City-Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: $120,000 HOME: $33,948.43
	Description	Administration funding for CDBG and HOME grants.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City-Wide
	Planned Activities	To support the capacity of the nonprofit institutional delivery structure in the City; pursue State and Federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support affordable housing efforts in the City.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Burlington's Neighborhood Revitalization Strategy Area was approved in January 2006 and reapproved with the 2018 Consolidated Plan. A revised NRSA was approved with the 2024 Consolidated Plan that focuses solely on Burlington's Old North End neighborhood which includes census tract 42, the western portion of census tract 6 and the southern portion of census tract 3. The NRSA as a whole is primarily residential, with 75% of parcels being residential units. The NRSA contains 75% low- and moderate-income residents (based on HUD's low- and moderate-income area data) with approximately 30% of the total population in the NRSA living below the federal poverty level.

Geographic Distribution

Target Area	Percentage of Funds
NEIGHBORHOOD REVITALIZATION STRATEGY AREA	37
City-Wide	63

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The rationale for allocating investments into the NRSA is based on low-and moderate-income residential density and the need to create or improve affordable housing units, the need for neighborhood facility upgrades and expansion of services, and the need for microenterprise expansion and support. These needs were considered and assessed through the City's 2024 Consolidated Plan public participation process, the CDBG RFP response from community non-profits, and an assessment of the housing market in the area which shows a concentration of old homes in need of maintenance.

Nonetheless, CDBG and HOME resources may be directed to projects outside of the NRSA based on individual household needs and on the City's desire to have affordable housing, economic opportunity, and a suitable living environment available to low- and moderate-income residents living throughout the city.

Discussion

Data sources – ESRI; US Census ACS 2022, 2011-2015 ACS

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

This section of the Action Plan specifies the goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.

One Year Goals for the Number of Households to be Supported	
Homeless	
Non-Homeless	9
Special-Needs	
Total	9

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	4
Rehab of Existing Units	5
Acquisition of Existing Units	
Total	9

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

HOME funds will be used for the construction and rehabilitation of 9 affordable housing units. HOME funded projects are TBD since applications are open and received on a rolling basis throughout the program year.

AP-60 Public Housing – 91.220(h)

Introduction

Burlington Housing Authority (BHA) has successfully converted all of its housing properties to the HUD Rental Assistance Demonstration (RAD) program, meaning that there is no public housing in Burlington. Nonetheless, the City of Burlington has taken steps to support the success of BHA-owned properties in Burlington; for instance, in the last year the City has leveraged monies from its Housing Trust Fund to support security improvements at a BHA-owned property downtown.

Actions planned during the next year to address the needs to public housing

Our jurisdiction no longer has any public housing units.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

As noted, the City no longer has any public housing units. However, staff at BHA continue to support residents in various ways. They support Resident Advisory Board meetings, have sponsored a number of on- and off-site health and wellness events, and support tenant organizational initiatives at LIHTC properties.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Burlington Housing Authority is designated as a High Performer.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

In this section of the Plan, the City addresses the one-year goals and specific activities planned this program year to carry out the homeless strategy outlined in the Strategic Plan for the City's Five-Year Consolidated Plan. Activities that will address outreach, emergency shelter, transitional housing, homelessness prevention, housing placement, supportive housing and independent living are listed below and under the project section.

Goals and actions for this program year are described in the “Discussion” section.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Burlington is working to implement a ten-point action plan that addresses homelessness and recognizes housing as a human right. Much of this work is done in coordination with the Chittenden County Homeless Alliance (CCHA), a HUD-recognized Continuum of Care that aims to make homelessness rare and brief for persons in Burlington and throughout Chittenden County. The CCHA, working in collaboration with partner agencies, coordinates outreach and needs assessment efforts among persons experiencing homelessness in Burlington, and will continue this work in the upcoming program year. CCHA operates a Coordinated Entry System (CES) that models a no-wrong-door approach to accessing the CES; service providers and community partners throughout Chittenden County are Access Points to the CES (including Vermont 211 as a virtual access point), allowing individuals and families experiencing a housing crisis to be directly engaged and linked to the CES. The CES matches households experiencing homelessness with eligible services based on vulnerability, sustainability, and length of homelessness through a standardized, scored assessment. Each eligible household will be assigned a housing navigator and added to a master list of homeless households which is reviewed weekly by CES partners for housing opportunities. Currently, eligible households include HUD-defined “literally homeless” and “imminent risk” households.

Addressing the emergency shelter and transitional housing needs of homeless persons

There are a number of facilities in Burlington and neighboring communities that help to address the emergency shelter and transitional housing needs of persons experiencing homelessness.

COTS Waystation and the City’s Elmwood Community Emergency Shelter both serve single adults. COTS also operates the Firehouse and Main Street Family Shelters for households with children. Steps to End Domestic Violence (known as Steps) operates a 21-room emergency shelter serving women and children experiencing homelessness. Survivors are served through the Safe Tonight program in partnership with Economic Services. Spectrum Youth and Family Services operates a shelter for young persons experiencing homelessness. Participants are offered case management and housing search assistance to facilitate moving into transitional or permanent housing. Champlain Housing Trust (CHT) operates a

shelter in a neighboring town that provides some medical respite beds. ANEW Place offers a longer-term sober shelter in Burlington that provides guests with case management and community supports. The low-barrier shelter at Champlain Place, operated by Champlain Valley Office of Economic Opportunity (CVOEO) and CHT underwent renovations, supported in part by City CDBG funds. The State of Vermont continues to operate a limited General Assistance program that provides emergency housing to vulnerable populations.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

CCHA coordinates the implementation of a housing and service system (from outreach to housing to services) that meets the needs of individuals and families experiencing homelessness in the county. Street outreach teams, Vermont 211, and daytime shelter providers all work to connect with those experiencing homelessness and to identify their needs and required services. Housing providers aim to rapidly rehouse, stabilize, or provide housing to persons in need, while supportive services agencies provide case management and additional services. Providers serve chronically homeless persons, families with children, veterans, unaccompanied youth, and those at risk of homelessness. In response to low vacancy rates in its jurisdiction, the CoC increasingly emphasizes the importance of housing retention services, including case management. Partner agencies are also actively working with local landlords to reduce the barriers to renting to chronically homeless persons.

CoC partners work to serve specific subpopulations. For instance, each CoC program that serves children has children's advocates or specially trained staff to ensure that children's needs are met. Other partner agencies provide emergency services to youth ages 16-22 who are experiencing or at risk of homelessness, including emergency shelter and transitional housing, counseling, case management, medical services, educational planning, and employment support, among other things.

The CoC partners work with local, state, and federal organizations to combat homelessness among veterans and maintain the federal benchmarks that show veteran homelessness is brief and rare. Increased outreach to veterans at shelters resulted in an uptick in enrollment in VA care, and many veterans are now housed through VA housing programs. CDBG funds have been targeted to address emerging needs identified through the CoC. Public service funds were used to fund housing navigation for permanent supportive housing programs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address

housing, health, social services, employment, education, or youth needs.

There are several agencies operating in Burlington that administer programs and provide services to help prevent households from becoming homeless. These include both programs that provide general assistance and those designed to support members of specific populations. Chittenden Community Action (CCA), operated by CVOEO, works with households to provide back rent, first month's rent, security deposits, or short-term rental subsidies. They also provide housing navigation services, including advocacy and referral to other support services. Additional assistance with utility bills is provided by the water resources division and Burlington Electric Department. Youth exiting foster care in Vermont have access to several supports, which provide case management and connect youth formerly in foster care with long-term rental assistance through local housing authorities. Vermont Department of Corrections (VDOC) funds transitional housing programs for individuals re-entering the community from incarceration, which assist with housing search and retention and provide support to individuals with serious mental health challenges and previous experiences of homelessness. Persons discharged from a mental health treatment program or community bed receive state-funded assistance with housing costs.

Discussion

The City has identified several goals and actions related to homeless and other special needs populations for the upcoming program year: the City will continue to fund a low-barrier shelter community located on City-owned property. Guests have access to onsite supportive services; HOME-funded rental housing development projects are required to set aside at least 20% of the total units for households exiting homelessness; CDBG funding will enable several organizations to continue to provide services to vulnerable individuals and households, including persons fleeing domestic violence, and households experiencing homelessness.

The City of Burlington shall not use grant funds to promote "gender ideology," as defined in Executive Order (E.O.) 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Burlington has addressed the barriers to affordable housing under the Market Analysis and Strategic Plan sections of the 2024 Consolidated Plan. There is a limited supply of housing units at all levels of the market and a low vacancy rate exacerbates this challenge. Impacts of pandemic-era changes include an influx of new residents and a stop to new construction and rehabilitation. Other factors impacting the City's housing stock include: the age of the housing stock (one of the oldest in the nation), a high proportion of college and graduate students living off-campus, and changes in household composition - Burlington's average persons per housing unit is 2.13, below the national average of 2.51. Burlington has a significantly higher percentage of renters compared to owners and rent rates have increased significantly in recent years. Public policies that are controlled at the local level which impact the cost of housing include policies on historic preservation, lead-based paint safety practices, zoning restrictions such as minimum lot coverage, limitations on number of units, set-back requirements, height restrictions, fire-safety policies limitations, and others. Older homes need energy efficiency upgrades, lead-based paint hazard reduction, and other rehabilitation to make them safe, affordable and sustainable over the long term.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the last several years, the City has implemented various strategies to remove or ameliorate the negative impact of public policies that serve as barriers to affordable housing, including the establishment of short-term rental regulations and zoning reforms that aim to facilitate the construction of a greater volume and variety of housing types. Upcoming and in-progress actions to further ameliorate the negative impact of public policies that serve as barriers to affordable housing include updates to the City's Inclusionary Zoning ordinance and further zoning updates to streamline the permitting process and increase allowed density. Statewide, recently passed legislation aims to reform the state permitting process and facilitate denser development in areas earmarked for growth.

Discussion:

The City of Burlington and, more broadly, the State of Vermont, recognize the need to take action to remove or ameliorate the negative impacts

restrictive policies can have on affordable housing production. Recent steps have yielded some progress, although more remains to be done. Examples include:

- Updates to the City of Burlington's zoning ordinance related to Accessory Dwelling Units (ADUs) have resulted in a modest increase in the creation of ADUs citywide.

- Statewide broadening of priority housing project exemptions from statewide permitting have resulted in the construction of several large multi-unit rental buildings in Burlington, all of which include designated affordable units.

- The introduction of an ordinance to regulate short-term rentals within the city has resulted in a reduction in the number of short-term rentals operating in the city, increasing the supply of permanent housing and significantly increased revenue for the City's Housing Trust Fund, which is invested in affordable housing projects.

AP-85 Other Actions – 91.220(k)

Introduction:

Burlington aims to spend over 95% of CDBG expenditures assisting low-and moderate-income residents. The City will continue its commitment to the preservation of affordable housing units and actions that will foster and maintain affordable housing in Burlington. In addition, the City, through the Community & Economic Development Office, will diligently work to reduce lead-based paint hazards in the homes of local residents. The activities listed in this Action Plan work to reduce the number of households in poverty; and with enhanced coordination with nonprofit partners, services will have a greater impact on this goal.

Actions planned to address obstacles to meeting underserved needs

The principal obstacle to meeting underserved needs continues to be insufficient resources. To help address this obstacle, the City will take the following actions: continue to grow the grand list and to pursue additional federal, state, and private resources; work with partners to examine obstacles such as benefits cliffs and to advocate for appropriate policy changes; encourage local agencies to deliver services in a cost-effective and efficient manner, prioritize resources to serve those most in the need, and focus on collaboration between local agencies.

Actions planned to foster and maintain affordable housing

The City is engaged in various actions to foster and maintain affordable housing, including: maintain the City's Homelessness and Community Health Manager position to provide a single point of accountability for expanded community effort towards reducing homelessness; maintain the Elmwood shelter pods community and investigate developing permanent affordable housing at the City-owned site; invest increased City Housing Trust Fund resources into affordable housing and services for persons experiencing homelessness; continue pre-development and planning of a mixed-use Enterprise Innovation District in the South End and the redevelopment of the downtown Memorial Block area.

Actions planned to reduce lead-based paint hazards

In December 2024, the City of Burlington’s Lead Program received $4,301,890 in lead hazard control funds and $529,000 in healthy homes supplemental funding to make other health related improvements for residents such as addressing asthma triggers, improving indoor air quality, asbestos and mold testing and abatement. From July 1, 2026 – June 30, 2027, the Burlington Lead Program plans to evaluate 48 units for lead-based paint and other health hazards, reduce lead-based paint hazards in approximately 30 housing units and reduce other health hazards in 25 housing units, conduct 16 community outreach and education events, and provide lead-safety training to approximately 50 individuals.

Actions planned to reduce the number of poverty-level families

All of the activities funded through the City's CDBG and HOME programs are ultimately directed at reducing the number of people living in poverty, providing for basic needs, or preventing individual/family poverty in Burlington. Specific details of the proposed initiatives are described in the project section of this Action Plan.

Actions planned to develop institutional structure

This program year, the City aims to:

- Effectively adapt CEDO's institutional structure to meet the needs of vulnerable populations in a challenging funding landscape by finding ways to implement and monitor programs more efficiently.
- Support the Chittenden County Homeless Alliance (CCHA) as it works to implement its recently adopted five-year strategic plan.

Actions planned to enhance coordination between public and private housing and social service agencies

This program year, the City aims to:

- Continue to work with CCHA to ensure that affordable housing developments in the City dedicate a percentage of units to households exiting homelessness, in partnership with Coordinated Entry.
- Develop programming to encourage private landlords, especially those who own and/or manage City of Burlington Inclusionary Zoning units, to house more tenants with rental assistance.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

This section details the specific requirements of the CDBG and HOME programs.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

All HOME funds are invested in a manner consistent with 24 CFR 92.205(b)(1). Specifically, HOME funds are invested in interest-bearing and non-interest-bearing amortizing loans and in deferred loans and grants.

A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

For homebuyer projects where the Program provides HOME funds for low-interest loans for eligible homebuyers to assist with down payment and closing costs on eligible two to four-unit owner-occupied properties, the Program uses “recapture” provisions per 92.254(a)(5)(ii). These loans are secured by subordinate mortgages. When properties assisted with HOME funds for this purpose are sold, transferred, or if the primary residency is violated, then the full amount of the loan plus any accrued interest is to be repaid to the Program. Only the direct subsidy (down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer and/or the difference between the fair market value of the property and the reduced sales price attributable to HOME development assistance) is subject to recapture. However, the recapture amount shall not exceed the amount available from net proceeds. The net proceeds are the sales price minus loan repayment(s) (other than HOME funds) and closing costs. If this repayment occurs during the Home Affordability Period (HAP), then the funds are not considered to be program income. If this repayment occurs after the HAP, then the funds are considered to be program income. The written agreements shall include language that makes it clear that recaptured funds after the HAP shall be considered program income.

When a property owner assisted with HOME funds for this purpose refinances their principal mortgage, the Program shall consider executing a subordination agreement upon receiving a written request with sufficient documentation on current fair market value and proposed refinancing amount. When considering such requests to subordinate its HOME mortgage, the Program shall require that the loan-to-value ratio be no greater than 100%.

A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City's guidelines for resale and recapture follow the provisions detailed in 92.254(a)(5)(i) when HOME funds are used.

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Multi-family projects developed by local housing organizations that receive HOME funds for rehabilitation may utilize HOME funds to refinance existing

debt, consistent with 24 CFR 92.206(b)(2).

If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

N/A

If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A

If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

N/A

Discussion:

Eligible applicants for HOME funding are non-profit or other affordable housing developers who are engaged in the creation of new affordable housing projects or repair and renovation of existing affordable housing. Funding applications are accepted on a rolling basis and contact information for submitting interest is available on the City's website, by contacting housing program staff, or visiting CEDO's office in City Hall.

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Christine Curtis

Title/Subject: Approval of Community Development Block Grant and HOME Investment Partnerships Proposed Allocations for the 2026 Action Plan for Housing & Community Development

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	
☒	Concurrent	5/18/2026

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	5/12/2026	Will Clavelle, Interim CEDO Director
Mayor's Office informed and approved memo	Yes	5/12/2026	Kara Alnasrawi, Interim Chief of Staff
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	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	5/12/2026	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	5/12/2026	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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Councilor Allie Schachter

Resolution Relating to

AUTHORIZATION TO SUBMIT
2026 BURLINGTON ONE-YEAR ACTION PLAN

RESOLUTION 6.24
Sponsor(s): Councilor Schachter
Introduced: 05/18/26
Referred to: _____

Action: adopted
Date: 05/18/26
Signed by Mayor: 05/20/26

CITY OF BURLINGTON

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

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

That WHEREAS, Burlington, Vermont (the "City") is eligible to participate in the Federal Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME) as an entitlement jurisdiction; and

WHEREAS, the City of Burlington is required by HUD to adopt a Consolidated Plan and One-Year Action Plan as part of the federal requirements for these two formula grant programs; and

WHEREAS, the City's 2024-2028 Consolidated Action Plan, contains a housing and community development needs assessment; a survey of available resources; and a five-year strategy that specifies achievable housing and community development goals and programs; and

WHEREAS, the City of Burlington adopted the 2024-2028 Consolidated Plan for Housing and Community Development in June 2024 as federally required by HUD; and

WHEREAS, the City has prepared a one-year action plan (Annual Action Plan) that is reflective of the 2024-2028 Consolidated Action Plan; and

WHEREAS, the 2026 Annual Action Plan establishes a one-year program in compliance with HUD funding allocations and requirements; and

WHEREAS, citizen participation leading to the development of the One-Year Action Plan included workshops; public meetings; consultation with community and state agencies; and an Advisory Board which made recommendations on the allocation of 2026 CDBG funds for sub-grantees; and

WHEREAS, the 30-day comment period on the 2026 One-Year Action Plan was held from April 22, 2026 through May 22, 2026; and

WHEREAS, notice of the proposed Plan was circulated in April by notice published in Seven Days, a weekly newspaper, and online on the website of the Community & Economic Development Office, and by e-mail notice to all City Councilors, to the CDBG mailing list, to the Continuum of Care mailing list, and to city residents via social media; and

WHEREAS, the recommendations of the Advisory Board together with a proposed 2026 One-Year Action Plan was published for public comment on April 22, 2026; and

* * * * * * * * * * * * *

ORIGINAL

DISTRIBUTION:

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

RESOLUTION RELATING TO

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.....

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Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

Attest:

..... Mayor

Vol. ..... Page .....

* * * * * * * * * * * * *

WHEREAS, notice of the recommendations of Advisory Board and of the proposed 2026 One-Year Action Plan was circulated to all applicants and by notice published in Seven Days and online on the website of the Community & Economic Development Office; and

WHEREAS, a duly warned public hearing was held on May 11, 2026 to receive further input; herein

NOW, THEREFORE, BE IT RESOLVED that City Council hereby adopts the 2026 One-Year Action Plan; and

BE IT FURTHER RESOLVED that Mayor Emma Mulvaney-Stanak is hereby authorized to sign on behalf of the City of Burlington the application for CDBG and HOME funding which accompanies this 2026 One-Year Action Plan, and any and all documents deemed necessary to accept and disperse such Department of Housing and Urban Development grant funds, subject to the review and approval of the City Attorney's Office; and

BE IT FURTHER RESOLVED that the City Council hereby approves the expenditure of 2026 Community Development Block Grant Entitlement and HOME funds as described in the 2026 One-Year Action Plan.

* * * * * * * * * * * * *

ORIGINAL

DISTRIBUTION:

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

CEDO, Christine Curtis

RESOLUTION RELATING TO

Authorization To Submit 2026 Burlington One-Year Action Plan

.....

.....

Adopted by the City Council

May 18, 20 26

..... Clerk

Approved May 20, 20 26

..... Mayor

Vol. ..... Page .....

Attest:
Lori Olberg
Council and Licensing Coordinator

* * * * * * * * * * * * *

PUBLIC HEARING NOTICE

Burlington Waterfront Tax Increment Financing District: Substantial Change Request

Pursuant to the requirements of 24 V.S.A. §1901(2)(B), notice is hereby given of a public hearing by the Burlington City Council to hear comments concerning a resolution for the City Council to approve the submission of a substantial change request to the Vermont Economic Progress Council (VEPC) relative to the City of Burlington's approved Tax Increment District Plan and approved Financing Plan for the Burlington Waterfront Tax Increment Financing (TIF) District.

The purpose of the City's substantial change request to VEPC is to amend and update the above referenced approved Tax Increment District Plan and approved Financing Plan to accurately reflect changes made to scope, budgets, timelines, project descriptions, debt financing, related costs, and other funding assumptions relative to the City's approved TIF projects within the Waterfront TIF District since these items were originally presented and approved by VEPC as part of the Tax Increment and Financing Plans referenced above.

If approved, the substantial change request will include a letter indicating that the City Council has considered and approved the substantial change, as well as a narrative explanation with supporting documentation fully explaining the reasons for such change and the assumptions used to demonstrate that tax increment will be sufficient to repay bond financing issued for the district's public improvements.

The public hearing will take place on **Monday, May 18, 2026 during the Regular City Council Meeting, which begins at 6:00 PM in Contois Auditorium, Burlington City Hall, 149 Church Street, Burlington, Vermont.**

For more information about the above referenced Burlington Waterfront TIF District substantial change request, please contact Gummi Jonsson at gjonsson@burlingtonvt.gov

To: Board of Finance and City Council
From: Kara Alnasrawi, CEDO Director
Gummi Jonsson, Real Estate Development Manager
CC: Katherine Schad, CAO
Chapin Spencer, DPW Director
Laura Wheelock, City Engineer
Date: May 18th, 2026

RE: Waterfront TIF Substantial Change Request

Background:
Burlington's Waterfront TIF District was approved by VEPC to support infrastructure investments intended to catalyze redevelopment in the downtown and waterfront area. Since its inception, there have been multiple substantial change requests. It is readily expected that TIF Districts will require such changes as conditions evolve over the lifetime of the district.

Most of the Waterfront TIF District expired at the end of FY 2025. The remaining active portion consists of the properties commonly referred to as CityPlace, including Burlington Town Center (BTC), formerly known as CityPlace Phase I.

In 2023, the City received VEPC approval for a substantial change request authorizing up to $18.84 million in TIF-supported debt to fund critical public infrastructure improvements associated with redevelopment of the district, including the reconnection of Pine and St. Paul Streets and related public infrastructure improvements.

Current Situation:
Since the City's 2023 substantial change request, significant progress has been made on both the private redevelopment and associated public infrastructure.

Construction of Burlington Town Center is actively underway. The south building is substantially complete and occupied, while the north building is approximately 30% complete and expected to be completed by the end of 2027.

The City has also secured substantial additional non-TIF funding to expand the infrastructure program, including federal RAISE funding, Congressionally Directed Spending, State Sales Tax Reallocation funding, City capital funds, and planned SRF participation for utility upgrades.

These additional resources significantly expand the scope of the public improvements and substantially leverage the City's previously approved TIF investment, bringing more than $35 million in additional state and federal funding to support major infrastructure improvements in the downtown/waterfront area. Importantly, this expanded public benefit is being achieved without increasing the City's previously approved TIF debt authorization.

The City has also completed permanent financing for the district through issuance of the final bond authorized under the 2023 VEPC approval.

Additional updates reflected in this substantial change request include:

1. Changes to affordable housing delivery, with the developer now directly providing the affordable units without public subsidy
2. Updates to the development agreement governing the project, including awarded and accepted grant funding
3. Revised project schedules and assumptions
4. Legislative clarification and simplification of the district's municipal and education increment retention structure
5. Updated financial projections reflecting current project conditions, the final debt service schedule, and incorporation of investment earnings into the TIF fund

The updated financial plan demonstrates continued viability of the district, including a projected positive ending balance after all obligations are satisfied, while conservatively excluding any future incremental revenues from CityPlace Phase II.

CEDO will now be going to the Vermont Economic Progress Council (VEPC) for approval of this updated substantial change request.

Attachments:

1) The narrative to VEPC in support of the Substantial Change Request
2) TIF district financials which have been amended to reflect this substantial change request
3) Formal request letter to VEPC to be signed by Council President Ben Traverse and Chief Administrative Officer Katherine Schad

Motion:

Board of Finance: To approve the City's substantial change request to VEPC for the Waterfront TIF District and to recommend City Council approve and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter

City Council: To approve the City's substantial change request to VEPC for the Waterfront TIF District and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter

Burlington
City Council

May 18, 2026

Jessica Hartleben, Executive Director
Vermont Economic Progress Council
National Life Building, 6th Floor, One National Life Drive
Montpelier, VT 05620-501

Re: Substantial Change Request Submission: Waterfront Tax Increment Financing District

Dear Ms. Hartleben,

Please accept this letter as formal submission to the Vermont Economic Progress Council (VEPC) from the City of Burlington (City) of a Substantial Change Request pursuant to Section 1003.3.3 of Rule 15-P04, relating to the Waterfront Tax Increment Financing District's approved TIF District Plan and TIF District Financing Plan.

This request is being made following a duly warned public hearing and review and approval by the Burlington City Council at its May 18, 2026 meeting. This letter is supported by the included narrative and attachments.

Ben Traverse
Burlington City Council President
City of Burlington

Katherine Schad
Chief Administrative Officer
City of Burlington

Burlington Waterfront TIF District - CityPlace and Burlington Town Center **5/7/2026**

Public Infrastructure Sources & Uses

Sources		
Tax Increment Financing	18,840,000	27%
Sales Tax Reallocation	2,539,408	
Congressionally Directed Spending	12,000,000	
RAISE grant	20,850,000	
City Capital Funds	600,000	
SRF revolving fund	1,920,000	
Future/TBD	14,100,000	
TOTAL	70,849,408	

Uses	
Design	5,753,035
Right of Way Acquisition	886,632
Cherry St. Construction	32,320,565
Pine & St. Paul Construction	13,173,258
Bank St. Construction	17,429,918
Public Art/Soils/Other	1,286,000
TOTAL	70,849,408

Municipality:	Burlington Waterfront TIF
Date:	5/7/2026

Table 1 -- Years and Tax Rates

Calendar Year of Updated Financial Plan	2023
First FISCAL Year in Cash Flow	2023

Tax Rates for Current FISCAL Year	FY 2026 Actual	FY 2025 Actual	FY 2024 Actual	FY 2023 Actual
Municipal	$ 0.8561	$ 0.8326	$ 0.7523	$ 0.7085
Education- Homestead	$ 1.5264	$ 1.5985	$ 1.4485	$ 1.3891
Education- Non-Homestead	$ 1.5072	$ 1.5837	$ 1.4591	$ 1.4041
Municipal Tax Rate Inflation based on Historic Trend	2.00%			
Education Tax Rate Inflation based on Historic Trend	2.50%			

Final FY for Education Increment	2035
Final FY for Municipal Increment	2035

5/7/2026	

Table 5L -- Real Property Incremental Value

Development or Redevelopment Project Name	Education Taxes Retained	Parcel ID	Original Taxable/ Baseline Value	Estimated Year of Construction Start	Estimated Number of Years to Complete	Estimated Assessed Value After Development	Estimated Increase in Value from Baseline	Use Code	Estimated % of New Construction - Homestead Rate	Estimated % of New Construction -Non-Homestead Rate	Total of L and M (Should be 100%)	Estimated Incremental Value - Homestead	Estimated Incremental Value -Non-Homestead	Estimated Incremental Value -Non-Homestead - 20% Commercial Factor
Totals:						$ 155,970,600	$ 134,078,698					$ -	$ 134,078,698	$ 9,815,740
BTC South Building - commercial	75%	044-4-033-000	$ 21,891,902	2023	2	$26,500,000	$4,608,098		0%	100%	100%	$0	$4,608,098	$921,620
BTC South Building - residential	75%	044-4-033-000	$ -	2023	2	$15,000,000	$15,000,000		0%	100%	100%	$0	$15,000,000	
BTC North Building - commercial	75%	044-4-033-000	$ -	2025	0	$36,500,000	$36,500,000		0%	100%	100%	$0	$36,500,000	$7,300,000
BTC North Building - residential	75%	044-4-033-000	$ -	2025	0	$70,000,000	$70,000,000		0%	100%	100%	$0	$70,000,000	
CityPlace Phase 2: Hotel	75%	044-4-004-000	$ -	2023	2	$1,591,400	$1,591,400		0%	100%	100%	$0	$1,591,400	$318,280

Burlington Waterfront TIF

5/7/2026

The data used to populate this table is based on FISCAL years.

Development or Redevelopment Project Name	Estimated Taxable Value After Development	Estimated Increase in Value from Baseline	Estimated Incremental Value - Homestead	Estimated Incremental Value -Non-Residential	Estimated Incremental Value -Non-Homestead - 20% Commercial Factor	Percentage of Construction Completion by Fiscal Year				Base Years: Created=Tax Rates Incur Debt=Start Increment	Percentage Education Tax Retained	Estimated Municipal Tax on Incremental Value
						2026	2027	2028	2029	2023		Year 1
										2023		$0.7085
Totals:		$ 134,078,698	$ -	$ 134,078,698	$ 9,815,740					TOTALS:		$883,299
BTC South Building - commercial	$26,500,000	$4,608,098	$0	$4,608,098	$921,620	70%	100%	100%	100%		75%	$0
BTC South Building - residential	$15,000,000	$15,000,000	$0	$15,000,000	$0	70%	100%	100%	100%		75%	$0
BTC North Building - commercial	$36,500,000	$36,500,000	$0	$36,500,000	$7,300,000	5%	35%	70%	100%		75%	$0
BTC North Building - residential	$70,000,000	$70,000,000	$0	$70,000,000	$0	5%	35%	70%	100%		75%	$0
CityPlace Phase 2: Hotel	$1,591,400	$1,591,400	$0	$1,591,400	$318,280						75%	$0
CityPlace Phase 2: Residential	$0	$0	$0	$0	$0						75%	$0
CityPlace Phase 2: Retail & Parking	$6,379,200	$6,379,200	$0	$6,379,200	$1,275,840						75%	$0

Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value
2023		**Year 2**	**2024**		**Year 3**	**2025**		**Year 4**	**2026**		**Year 5**	**2027**		**Year 6**
$1.3891	**$1.4041**	**$0.7523**	**$1.4485**	**$1.4591**	**$0.8326**	**$1.5985**	**$1.5837**	**$0.8561**	**$1.5264**	**$1.5072**	**$0.8732**	**$1.5646**	**$1.5449**	**$0.8907**
$306,688	**$1,118,955**	**$935,549**	**$342,159**	**$1,189,569**	**$1,134,859**	**$375,968**	**$1,410,343**	**$253,624**	**$0**	**$305,448**	**$610,596**	**$0**	**$751,434**	**$977,568**
$0	$0	$0	$0	$0	$0	$0	$0	$33,138	$0	$36,463	$48,287	$0	$53,392	$49,252
$0	$0	$0	$0	$0	$0	$0	$0	$89,891	$0	$118,692	$130,983	$0	$173,799	$133,603
$0	$0	$0	$0	$0	$0	$0	$0	$18,749	$0	$20,630	$133,865	$0	$148,019	$273,084
$0	$0	$0	$0	$0	$0	$0	$0	$29,964	$0	$39,564	$213,939	$0	$283,872	$436,436
$0	$0	$0	$0	$0	$0	$0	$0	$16,349	$0	$17,989	$16,676	$0	$18,439	$17,009
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0	$0	$0	$65,535	$0	$72,110	$66,845	$0	$73,913	$68,182

Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value
2028		**Year 7**	**2029**		**Year 8**	**2030**		**Year 9**	**2031**		**Year 10**	**2032**		**Year 11**	**2033**
$1.6037	**$1.5835**	**$0.9085**	**$1.6438**	**$1.6231**	**$0.9267**	**$1.6849**	**$1.6637**	**$0.9452**	**$1.7270**	**$1.7053**	**$0.9641**	**$1.7702**	**$1.7479**	**$0.9834**	**$1.8144**
$0	**$1,212,907**	**$1,307,281**	**$0**	**$1,632,163**	**$1,333,427**	**$0**	**$1,672,967**	**$1,360,095**	**$0**	**$1,714,791**	**$1,387,297**	**$0**	**$1,757,661**	**$1,415,043**	**$0**
$0	$54,727	$50,237	$0	$56,095	$51,242	$0	$57,498	$52,267	$0	$58,935	$53,312	$0	$60,408	$54,379	$0
$0	$178,144	$136,275	$0	$182,598	$139,001	$0	$187,163	$141,781	$0	$191,842	$144,616	$0	$196,638	$147,508	$0
$0	$303,439	$397,923	$0	$444,321	$405,882	$0	$455,429	$413,999	$0	$466,815	$422,279	$0	$478,485	$430,725	$0
$0	$581,937	$635,950	$0	$852,122	$648,669	$0	$873,425	$661,643	$0	$895,261	$674,875	$0	$917,642	$688,373	$0
$0	$18,900	$17,349	$0	$19,372	$17,696	$0	$19,857	$18,050	$0	$20,353	$18,411	$0	$20,862	$18,780	$0
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	$75,761	$69,546	$0	$77,655	$70,937	$0	$79,596	$72,356	$0	$81,586	$73,803	$0	$83,626	$75,279	$0

Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value
	Year 12	2034		Year 13	2035	
$1.7916	$1.0031	$1.8598	$1.8364	$1.0231	$1.9063	$1.8823
$1,801,603	$1,443,344	$0	$1,846,643	$1,472,211	$0	$1,892,809
$61,919	$55,466	$0	$63,467	$56,576	$0	$65,053
$201,554	$150,459	$0	$206,592	$153,468	$0	$211,757
$490,447	$439,339	$0	$502,708	$448,126	$0	$515,276
$940,583	$702,140	$0	$964,098	$716,183	$0	$988,200
$21,383	$19,155	$0	$21,918	$19,538	$0	$22,466
$0	$0	$0	$0	$0	$0	$0
$85,717	$76,784	$0	$87,860	$78,320	$0	$90,056

Burlington Waterfront TIF
5/7/2026

Table 5R -- Cash Flow

Fiscal Year	Total TIF Revenue (from Increment)	CPP Tax Replacement Payments (from Tab 5O)	Net Interest Earned on Interim Debt Deposit Acct (from Tab 5O)	Total Available Revenue	New Debt	Existing Debt Service	Total Projected Debt Service (all existing and future bonds)	Related Costs (FY 2022 through FY 2036)	Annual Surplus (Deficit)	Cummulative Surplus (Deficit)
2023	**:Base Year**							**($1,986,804)**		
Begin Balance:	$3,640,963			$3,640,963					$3,640,963	$3,640,963
2022	$2,191,205	$0	$0	$2,191,205	$0	($2,126,584)	($2,126,584)	($115,785)	($51,164)	$3,589,799
2023	$2,358,187	$208,166	$0	$2,566,353	$0	($2,144,228)	($2,144,228)	($620,482)	($198,357)	$3,391,442
2024	$2,467,277	$133,332	$696,199	$3,296,808	($711,733)	($2,060,756)	($2,772,489)	($175,976)	$348,343	$3,739,785
2025	$2,921,170	$33,333	$792,361	$3,746,864	($877,818)	($5,542,766)	($6,420,584)	($78,616)	($2,752,336)	$987,449
2026	$559,073	$100,000	$600,000	$1,259,073	($845,916)	($183,478)	($1,029,394)	($197,530)	$32,149	$1,019,598
2027	$1,362,029	$100,000	$250,000	$1,712,029	($846,330)	$0	($846,330)	($202,000)	$663,699	$1,683,297
2028	$2,190,475	$0	$0	$2,190,475	($1,784,500)	$0	($1,784,500)	($106,000)	$299,975	$1,983,272
2029	$2,939,444	$0	$0	$2,939,444	($2,531,625)	$0	($2,531,625)	($103,000)	$304,819	$2,288,092
2030	$3,006,394	$0	$0	$3,006,394	($2,599,375)	$0	($2,599,375)	($85,000)	$322,019	$2,610,110
2031	$3,074,887	$0	$0	$3,074,887	($2,693,250)	$0	($2,693,250)	($58,500)	$323,137	$2,933,247
2032	$3,144,958	$0	$0	$3,144,958	($2,762,750)	$0	($2,762,750)	($52,000)	$330,208	$3,263,455
2033	$3,216,646	$0	$0	$3,216,646	($2,837,875)	$0	($2,837,875)	($42,700)	$336,071	$3,599,526
2034	$3,289,987	$0	$0	$3,289,987	($2,908,125)	$0	($2,908,125)	($53,500)	$328,362	$3,927,888
2035	$3,365,020	$0	$0	$3,365,020	($2,987,875)	$0	($2,987,875)	($49,600)	$327,545	$4,255,433
2036		$0	$0	$0	$0	$0	$0	($161,900)	($161,900)	$4,093,533

Burlington Waterfront TIF
5/7/2026

Table 5O -- All Rev Sources By Year

Year	Annual TIF Increment: Municipal	Annual TIF Increment: Education	Other Source	Other Amount	Other Revenue Information	Other Revenue Amount	Total Revenue
Totals:	**$14,514,194**	**$19,332,108**		**$574,831**		**$2,338,560**	**$36,759,693**
2023	**:Base Year**						
Any Years Prior to Increment:							**$0**
2023	$883,299	$1,425,643	CPP tax replacement pymt	$208,166			**$2,517,108**
2024	$935,549	$1,531,728	CPP tax replacement pymt	$133,332	Interim Financing Interest Earnings	$696,199	**$3,296,808**
2025	$1,134,859	$1,786,311	CPP tax replacement pymt	$33,333	Interim Financing Interest Earnings	$792,361	**$3,746,864**
2026	$253,624	$305,448	CPP tax replacement pymt	$100,000	Interim Financing Interest Earnings	$600,000	**$1,259,073**
2027	$610,596	$751,434	CPP tax replacement pymt	$100,000	Interim Financing Interest Earnings	$250,000	**$1,712,029**
2028	$977,568	$1,212,907					**$2,190,475**
2029	$1,307,281	$1,632,163					**$2,939,444**
2030	$1,333,427	$1,672,967					**$3,006,394**
2031	$1,360,095	$1,714,791					**$3,074,887**
2032	$1,387,297	$1,757,661					**$3,144,958**
2033	$1,415,043	$1,801,603					**$3,216,646**
2034	$1,443,344	$1,846,643					**$3,289,987**
2035	$1,472,211	$1,892,809					**$3,365,020**
2036	$0	$0					**$0**

Burlington Waterfront TIF
5/7/2026

Table 5S -- Related Costs				
Year	**Related Cost Name**	**Related Cost Description**	**Related Cost Amount**	
		Total:		$ 1,986,804
2023				$ 620,482
	State Audit	State auditor charge	$ -	
	City Audit	TIF portion of cost for annual City audit	$ -	
	CEDO	City Staff Time to administer TIF	$ -	
	DPW	City staff time to manage TIF infrastructure projects	$ -	
	Legal	Legal costs associated with TIF district administration, bond votes, preparation of new TIF projects, etc.	$ -	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$ -	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$ -	
	Previous Related Costs	Costs related to BTC as yet unreimbursed	$ -	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$ -	
2024				$ 175,976
	City Audit	TIF portion of cost for annual City audit	$ -	
	CEDO	City Staff Time to administer TIF	$ -	
	DPW	City staff time to manage TIF infrastructure projects	$ -	
	Legal	Legal costs associated with TIF district administration, bond votes, preparation of new TIF projects, etc.	$ -	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$ -	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$ -	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$ -	
2025				$ 78,616
	City Audit	TIF portion of cost for annual City audit		
	CEDO	City Staff Time to administer TIF		
	DPW	City staff time to manage TIF infrastructure projects		
	Legal	Legal costs associated with TIF district administration, projects, etc.		
	Municap	Provide adminstrative and accounting expertise for TIF districts		
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations		
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.		
2026				$ 197,530
	State Audit	State auditor charge	$ -	
	City Audit	TIF portion of cost for annual City audit	$ 8,000	
	CEDO	City Staff Time to administer TIF	$ 12,000	
	DPW	City staff time to manage TIF infrastructure projects	$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$ 6,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$ 26,530	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$ 40,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$ 105,000	
2027				$ 202,000
	State Audit	State auditor charge	$ 100,000	
	City Audit	TIF portion of cost for annual City audit	$ 9,000	
	CEDO	City Staff Time to administer TIF	$ 12,000	

	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	28,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	30,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	11,000	
2028					$ 106,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	15,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	28,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	30,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,000	
2029					$ 103,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	12,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	28,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	30,000	update to VEPC
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,000	
2030					$ 85,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	12,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	20,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	20,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,000	
2031					$ 58,500
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	15,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,500	
2032					$ 52,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	13,000	
2033					$ 42,700
	City Audit	TIF portion of cost for annual City audit	$	9,200	

	CEDO	City Staff Time to administer TIF	$	-	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	13,500	
2034					$ 53,500
	City Audit	TIF portion of cost for annual City audit	$	9,500	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	14,000	
2035					$ 49,600
	City Audit	TIF portion of cost for annual City audit	$	9,600	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	10,000	
2036					$ 161,900
	State Audit	State auditor charge	$	100,000	Final state audit
	City Audit	TIF portion of cost for annual City audit	$	9,900	
	CEDO	City Staff Time to administer TIF	$	15,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	15,000	

City of Burlington

SOURCES

Sources

Par	$17,165,000
Equity	0
Total	$17,165,000

Dated	5/6/2026
First Coupon	11/1/2026
Principal Commencement Date	11/1/2027
Term	9. Years
Amortization Period	8. Years
Final Maturity	11/1/2034
Fiscal Year Amortization Starts	2028

DEBT SERVICE SCHEDULE

Loan Payment	Principal	Total Period Interest	Ending Principal Balance	Amortization Year
	17,165,000	**4,786,705**		
11/1/2026	0	417,205	17,165,000	0
5/1/2027	0	429,125	17,165,000	
11/1/2027	950,000	429,125	16,215,000	1
5/1/2028	0	405,375	16,215,000	
11/1/2028	1,765,000	405,375	14,450,000	2
5/1/2029	0	361,250	14,450,000	
11/1/2029	1,925,000	361,250	12,525,000	3
5/1/2030	0	313,125	12,525,000	
11/1/2030	2,120,000	313,125	10,405,000	4
5/1/2031	0	260,125	10,405,000	
11/1/2031	2,300,000	260,125	8,105,000	5
5/1/2032	0	202,625	8,105,000	
11/1/2032	2,495,000	202,625	5,610,000	6
5/1/2033	0	140,250	5,610,000	
11/1/2033	2,695,000	140,250	2,915,000	7
5/1/2034	0	72,875	2,915,000	
11/1/2034	2,915,000	72,875	0	8
5/1/2035				
11/1/2035				
5/1/2036				

ANNUAL DEBT SERVICE SCHEDULE

Fiscal Year	Aggregated Fiscal Year	Principal	Interest	Series D/S
		17,165,000	**4,786,705**	**21,951,705**
2027	2027	0	846,330	846,330
2027				
2028	2028	950,000	834,500	1,784,500
2028				
2029	2029	1,765,000	766,625	2,531,625
2029				
2030	2030	1,925,000	674,375	2,599,375
2030				
2031	2031	2,120,000	573,250	2,693,250
2031				
2032	2032	2,300,000	462,750	2,762,750
2032				
2033	2033	2,495,000	342,875	2,837,875
2033				
2034	2034	2,695,000	213,125	2,908,125
2034				
2035	2035	2,915,000	72,875	2,987,875

Burlington Waterfront TIF District

Substantial Change Request Narrative

May 2026

1) Introduction

This Substantial Change Request (SCR) for Burlington's Waterfront TIF District provides updates on the public and private projects, as well as regarding grants and other financing for the public infrastructure, overall schedule, changes in how the affordable housing is being financed and delivered, amendments to the development agreement, and similar matters.

Most of the Waterfront TIF District expired as of the end of FY 2025 (June 30, 2025). The remaining portion consists of three properties commonly referred to as CityPlace. Phase I of CityPlace consists of two buildings and is now known as Burlington Town Center (BTC). Phase II retains the name CityPlace.

Construction of BTC and the associated public improvements are progressing well. The south building, which fronts on Bank Street, is complete other than punch list items, and is substantially occupied. The north building, which fronts on Cherry Street and has wings on both Pine Street and St. Paul Street, is about 30% complete and is expected to be finished by the end of next year.

CityPlace Phase II has received zoning approval for a project, but its timing is unknown. There are indications the owner may revise the project and seek amended permits.

The scope of the public improvements has expanded based on new funding that has been awarded. The scope includes construction of one-block sections of Pine and St. Paul Streets that were removed during the urban renewal era when the former downtown mall was developed. The scope also includes reconstruction of Cherry and Bank Streets in the vicinity of BTC. The new funding will help pay for those improvements and expand the area to include the entire lengths of Bank and Cherry Streets. This work is underway and ongoing.

Regarding financing, the new funding has allowed a significant increase in the overall infrastructure budget. Investment earnings continue to go into the TIF fund and have been updated in the financial workbook (see tab 5O, and column D of the cash flow tab). Also, the city has issued the final bond.

2) Project Description

The designs and mix of uses for BTC and CityPlace Phase II have changed somewhat since 2023 when we last processed a SCR with VEPC. The current program is summarized here.

Burlington Town Center

- South Building
  - 180,000 +/- sq ft
  - Housing – 53 units
  - Hotel – 161 hotel rooms with support features
  - Commercial space – 12,000 +/- sq ft
- North Building
  - 570,000 +/- sq ft
  - Housing – 311 +/- total units, consisting of:
    - 73 +/- affordable units
    - 32 +/- student apartment units
    - 206 +/- market rate apartments
  - Hotel – 158 rooms with support features
  - Commercial space – 24,000 +/- sq ft
- Parking
  - 422 +/- parking spaces

CityPlace Phase II (as currently permitted)

- 120,000 +/- sq ft
- Housing – planned for 49 units
- Retail – planned for 38,211 sq ft
- Restaurant – planned for seating area of 6,614 sq ft
- Parking – 80 parking spaces

3) Affordable Housing

Plans for affordable housing in this project have changed. At the time of the 2023 SCR the plan for Phase I (BTC) was for Champlain Housing Trust to develop the affordable housing units. CHT's full financing had not yet been obtained and would have included substantial public funding.

CHT is no longer involved. The developer of BTC is now providing the affordable units without any public subsidy, thus freeing up the public funds that CHT would have used for other affordable housing projects.

The total number of housing units in the overall revised project has declined about 10% from 400+/- to 364+/-. The developer's commitment continues to be to have 20% of the units affordable, which means a small decrease in affordable units from 80+/- to 73+/-.

4) Grants

In the City's 2023 SCR we notified VEPC about $12 million in Congressionally Directed Spending (CDS) that was secured by Senator Leahy for reconstruction to Great Streets standards of the entire length of Cherry Street from Battery Street to South Winooski Avenue. This has subsequently been expanded to allow the CDS funds to be used for design and construction activities to rebuild Bank St., Cherry St., and sections of Pine St, St. Paul St.

In 2023 we also informed VEPC that the City had applied for a federal "Reconnecting Communities" grant which we estimated would have provided an additional $10 million or so for the road reconstructions in this area. Unfortunately, the city's application was not funded.

Subsequently the City applied for and was awarded a RAISE grant from the Federal Highway Administration in the amount of $22,384,000. Of this $1,534,000 will be used for workforce development activities and is not included in the budget included in this SCR, leaving a net of $20,850,000 to help pay for the reconstruction of Bank, Cherry, Pine, and St. Paul Streets.

The CDS grant requires $3,000 local match which will be provided by TIF funds, as was approved by VEPC in 2023. The TIF funds and the CDS together will provide the required match for the RAISE grant.

The state also awarded a total of $2,539,408 in Sales Tax Reallocation funds to help pay for the public improvements.

Thus the $18,840,000 of TIF debt that was approved by VEPC in 2023 has leveraged nearly twice as much, a total of $35,289,408 in state and federal grant funds.

In addition to this, the City is putting in $600,000 of its own capital funds and the City plans to use $1,920,000 of SRF funds to help pay for some of the water upgrades.

This means the benefit of TIF is being substantially magnified. It will not only reconnect St. Paul and Pine Streets as originally envisioned (along with other infrastructure abutting BTC and CityPlace along Bank and Cherry Streets) but also bring over $35 million in other (mostly federal) funds to Vermont. This will enable rebuilding considerably more than would otherwise be possible with TIF alone. These additional public improvements will support the retention and future growth of downtown businesses.

The federal funds will expand the street reconstruction area with the addition of the blocks of Bank St. and Cherry St. between Church and South Winooski Avenue. No TIF funds will be used for these additional blocks.

5) TIF Budget

The City was previously approved by VEPC for a maximum of $21,830,000 in additional debt. The approved infrastructure projects included acquisition and construction of two new city blocks of public right-of-way (Pine and St. Paul Streets between Cherry and Bank Streets) as well as street improvements conforming to the City's Great Streets standards for six additional city blocks (Cherry Street from Battery Street to Church Street, as well as Bank Street between Pine Street and Church Street). Eligible costs include ROW acquisition, site preparation expenses, construction, design & engineering, other associated soft costs, and Related Costs.

These plans have not changed, except for the addition of the final blocks of Cherry and Bank Streets between Church Street and So. Winooski Ave., for which TIF funds will not be used.

As approved by VEPC in 2016 and reconfirmed in 2023, the developer of BTC is constructing most or all the public improvements in the city ROWs in the four blocks immediately abutting their development site. The City will purchase those improvements at cost. The developer is required to document all costs associated with the public improvements to the City's satisfaction. The City will construct the street improvements on Cherry and Bank Streets where they do not abut BTC. The City may also elect to assume construction responsibility for some of the street improvements abutting BTC if that is necessary to meet federal guidelines for matching funds.

In 2023 the City's overall budget for the public improvements (not including Related Costs) was $39 million +/-. With the new grants allowing expansion of the scope of the public improvements and due to inflation in construction costs, the total budget is now $71 million +/-.

The City has all but $14,100,000 of the funding in place for this full budget and is continuing to seek additional sources of funding to fill this gap.

The 2023 SCR narrative described the work on Bank Street to be the "full or partial reconstruction of up to two blocks". In event the City is unable to obtain the needed funds it will result in the "partial" reconstruction of one block of Bank Street.

At minimum, work along Bank Street along the block between Pine and St. Paul Streets will include reconstruction of the streetscape features to Great Street standards along the north side of the street between the curb and the face of the abutting building, complete reconstruction of the intersections of Bank Street with Pine Street and St. Paul Street, and repaving. If the additional funding is obtained the scope will further include reconstruction up to South Winooski Avenue including subsurface utility replacements, and reconstruction to Great Streets standards of the streetscape the entire length and width of the street.

6) TIF Debt

In its 2016 SCR and reconfirmed as part of its 2023 SCR, the City was approved by VEPC for a maximum bond of $21,830,000, of which $801,000 was issued in 2019, leaving a balance of $21,029,000 available to borrow. In 2023 the City elected to reduce this to $18,840,000, a decision it now regrets given the inflation in construction costs and the search for $14,100,000 to complete the ideal scope of public improvements. But that's water over the dam.

In 2023, due to the uncertainty of numerous factors about the private development projects (BTC and CityPlace Phase II) and the fluctuating interest rate environment, the City elected to borrow $18,840,000 in a one-year note. That note was refinanced in subsequent one-year notes in 2024 and 2025. This year the City moved to permanent financing and issued a final bond.

The 2026 bond has a face amount of $17,165,000 with a bond premium of $1,675,000 for a total of $18,840,000. Additional bond premium of $245,450 separately paid for the cost of issuance and underwriter's discount, as is typical of municipal bonds issued in Vermont.

The debt service payment schedule for the final bond is included in the updated financial workbook.

7) Development Agreement Amendments

As part of the 2023 SCR, the City provided a copy of the Second Amended and Restated Development Agreement between the City and CityPlace Partners (CPP). The agreement has subsequently been amended three times. A fourth amendment is pending as of the preparation of the current SCR and is expected to be adopted. Copies of the three adopted and fourth proposed amendments are being provided.

Collectively, the four amendments:

- Establish CPP's responsibility to pay for any net interim borrowing costs incurred by the City (above any interest earned on deposits of the borrowed funds) until the final debt amount could be determined based on the projected value of the project being constructed. Create a CPP-funded escrow account to secure CPP's obligation for this.
- Extend certain deadlines for CPP.
- Accept CPP's design and program changes for the BTC project.
- Allow progress payments to CPP under certain conditions for the cost of the public infrastructure being constructed by CPP.
- Eliminate "Tier 3" from the "waterfall" set forth in the 2nd Amended and Restated Development Agreement that would have paid CPP for the so-called "Macy's Easement".
- Increase the maximum to be paid to the City under Tier 1 out of TIF funds for the City's direct costs prior to CPP receiving any payments.
- Amend how the affordable housing units (aka IZ units) are being provided.

8) Legislative Change

In its 2023 audit of Burlington's Waterfront TIF district, the state auditor recommended that the legislature clarify the percentages of taxes to be retained and the year of OTV to be used. While the City believes the current statutory history makes these both clear, the City requested a legislative clarification.

As part of this the City decided to request removal of the current two-part percentages used for incremental education taxes in the Waterfront TIF district. Currently, the education tax on incremental value created through FY 2010 is 100% retained in the TIF fund while incremental taxes on value created after FY 2010 is retained at 75%. In this legislative request, the City has proposed to eliminate the 100% retention of the incremental taxes on incremental value created through FY 2010 and use 75% for all education increment since 1997. This makes a small difference in increment retained in the TIF fund with an increase in what goes to the education fund (estimate about $17k per year on average) and simplifies calculations and administration of the district.

The updated financial workbook that is being provided assumes the change is adopted by the legislature. If not, the difference to the cash flow in the district is minor.

The proposed legislation also requires the City to go to VEPC in late 2029 to review whether the percentages of education and municipal taxes being retained should be reduced. By that time all costs other than future Related Costs should be definitively known, and there should be reasonably accurate projections for future incremental revenues. If substantial surplus revenues are projected, it makes no sense for either the City's general fund or the education fund for the excess dollars to sit unused in the TIF fund.

This may come to pass due to CityPlace Phase II. We don't know the timing or the final configuration of Phase II so we can't estimate incremental value or incremental tax proceeds with any confidence. Consequently, we have elected to be conservative and not include any incremental value or incremental taxes from Phase II in the financial projections we are providing as part of this current SCR. If Phase II occurs, we expect it to add substantial incremental revenue that will not be needed in the TIF fund.

9) <u>Financial Workbook</u>

The version of the financial workbook approved by VEPC in the 2023 SCR was dated 3/6/23. What follows lists the changes made in the updated version (dated 5/7/26) being provided with this SCR.

- Tab 1 Years and Tax rates – added actual tax rates for FY 24, FY 25, and FY 26.
- Tab 5L Real Prop Incremental Value –
    - Removed rows related to the closed portion of the Waterfront TIF District
    - Removed rows related to the 100% education increment retained for 1997-2010.
    - Adjusted OTV to 1997 for 75% education tax retention
    - Adjusted projected incremental values for BTC
    - Eliminated any future incremental value for CityPlace Phase II.
- Tab 5M Annual TIF revenues –
    - Removed rows related to the closed portion of the Waterfront TIF District
    - Removed rows related to the 100% education increment retained for 1997-2010.
    - Added columns P, Q, R, & S to estimate when incremental value will be added to the grand list as construction proceeds over the course of this multi-year construction project.
    - Put in actual TIF revenues for FY 23, FY 24, and FY25.
- Tab 5O All Revenue Sources by Year
    - Updated CPP tax replacement payment timing
    - Updated interim financing interest earnings, from estimates to actuals for FY 24 and FY 25, with new estimates for FY 26 and FY 27
- Tab 5S Related Costs
    - Increased projected requirements due to high cost of state audits and inflation. These will be paid directly from increment, not from bond proceeds. If the actual Related Costs are higher, the City will use additional increment to pay those costs, presuming sufficient increment is available.

- Tab Final Bond
    - Used actual final bond debt payment schedule

The cash flow tab shows that using these assumptions, the TIF fund will have a $4 million +/- surplus after all costs are paid in FY 36 (the year after the final tax retention).

10) Required VEPC Determinations

When making a determination to allow or deny the substantial change, the TIF rules require the Vermont Economic Progress Council to consider whether and the degree to which the substantial change:

- Would cause the District Plan to violate any of the approval criteria including Location Criteria, Project Criteria, Purpose, Viability, Nexus or Proportionality.

Response: This SCR does not change anything related to the location criteria, purpose, or nexus. As demonstrated by the updated financial plan, the district remains viable and is likely to generate a surplus. Regarding proportionality, significant other funds have been obtained thereby reducing the proportion to be paid by TIF. The project remains 100% proportional to the district itself.

- Would change the cost of infrastructure (increase the liability) or the generation of revenue (reduce revenue) to a degree that adversely impacts fiscal viability.

Response: Obtaining the additional funding has enabled expansion of the overall scope of the infrastructure projects without increasing the liability of the TIF fund itself. TIF revenue projections have increased since the last SCR in 2023.

- Would require that additional education property tax revenue be utilized without offsetting development that would generate additional Education property tax revenue.

Response: The increased projections of the assessed value of BTC will increase the education funds 25% share of the incremental tax revenue. Furthermore, this SCR assumes the legislature approves the change to eliminate the 100% incremental education tax retention for value create through FY 2010. This slightly increases revenue to the education fund.

- Would cause the education property tax revenue to increase.

Response: The increased valuation of BTC compared to the 2023 projected valuation will increase the education fund's 25% share of incremental education tax revenue. If CityPlace Phase II occurs as we expect, it will increase education fund revenues significantly more.

- Would have an impact on the financial viability of the District.

Response: As shown in the projections, the updates described in this SCR result in a projected surplus at the end of the district.

- Would put at risk the long term economic benefit and the achievement of other District objectives.

Response: Nothing in this SCR risks the long term benefits or other objectives of the district. To the contrary, the additional non-TIF funding which expands the scope of the public improvements should increase the public benefits.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CEDO Submitter: Gummi Jonsson

Title/Subject: Waterfront Substantial Change Request

Approval Requested:		Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Both BOF and Council	5/18/2026

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/12/2026	Kara Alnasrawi
Mayor's Office	Yes	5/12/2026	Kara Alnasrawi
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	5/13/2026	Emmett Wood
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/13/2026	Emmett Wood
CAO for budget, financing, and memo	Yes	5/12/2026	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Burlington

Waterfront Tax Increment Financing (TIF) District

Substantial Change Request

MAY 18, 2026

VEPC – Substantial Change Request (SCR)

- Waterfront TIF District
- Most expired 6/30/25
- Three properties
- Little new for City Council or public
- Purpose: updates to VEPC since 2023

Burlington Waterfront TIF - Overview

- Private Development
  - BTC – South and North buildings
  - Phase II (CityPlace)
- Public Improvements
  - Reconnect Pine & St. Paul
  - Rebuild Cherry and Bank
- Incremental taxes pay TIF debt




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freeman | french | freeman
PAGE 21
CITYPLACE
BURLINGTON

Changes for VEPC since 2023

- Grants - $12m CDS; $22m RAISE
- Expanded PI scope
- BTC Designs
- Affordable housing delivery
- TIF debt – final bond & earnings
- Related costs budget update
- ARDA amendments
- Legislative change - pending

Waterfront TIF – Finances

- Updated PI budget - $71m
- Estimate $4 million +/- surplus (w/o Phase II)
- Phase II may generate larger surplus

Q&A



To: Board of Finance and City Council
From: Kara Alnasrawi, CEDO Director
Gummi Jonsson, Real Estate Development Manager
CC: Katherine Schad, CAO
Chapin Spencer, DPW Director
Laura Wheelock, City Engineer
Date: May 18th, 2026

RE: Waterfront TIF Substantial Change Request

Background:
Burlington's Waterfront TIF District was approved by VEPC to support infrastructure investments intended to catalyze redevelopment in the downtown and waterfront area. Since its inception, there have been multiple substantial change requests. It is readily expected that TIF Districts will require such changes as conditions evolve over the lifetime of the district.

Most of the Waterfront TIF District expired at the end of FY 2025. The remaining active portion consists of the properties commonly referred to as CityPlace, including Burlington Town Center (BTC), formerly known as CityPlace Phase I.

In 2023, the City received VEPC approval for a substantial change request authorizing up to $18.84 million in TIF-supported debt to fund critical public infrastructure improvements associated with redevelopment of the district, including the reconnection of Pine and St. Paul Streets and related public infrastructure improvements.

Current Situation:
Since the City's 2023 substantial change request, significant progress has been made on both the private redevelopment and associated public infrastructure.

Construction of Burlington Town Center is actively underway. The south building is substantially complete and occupied, while the north building is approximately 30% complete and expected to be completed by the end of 2027.

The City has also secured substantial additional non-TIF funding to expand the infrastructure program, including federal RAISE funding, Congressionally Directed Spending, State Sales Tax Reallocation funding, City capital funds, and planned SRF participation for utility upgrades.

These additional resources significantly expand the scope of the public improvements and substantially leverage the City's previously approved TIF investment, bringing more than $35 million in additional state and federal funding to support major infrastructure improvements in the downtown/waterfront area. Importantly, this expanded public benefit is being achieved without increasing the City's previously approved TIF debt authorization.

The City has also completed permanent financing for the district through issuance of the final bond authorized under the 2023 VEPC approval.

Additional updates reflected in this substantial change request include:

1. Changes to affordable housing delivery, with the developer now directly providing the affordable units without public subsidy
2. Updates to the development agreement governing the project, including awarded and accepted grant funding
3. Revised project schedules and assumptions
4. Legislative clarification and simplification of the district's municipal and education increment retention structure
5. Updated financial projections reflecting current project conditions, the final debt service schedule, and incorporation of investment earnings into the TIF fund

The updated financial plan demonstrates continued viability of the district, including a projected positive ending balance after all obligations are satisfied, while conservatively excluding any future incremental revenues from CityPlace Phase II.

CEDO will now be going to the Vermont Economic Progress Council (VEPC) for approval of this updated substantial change request.

Attachments:

1) The narrative to VEPC in support of the Substantial Change Request
2) TIF district financials which have been amended to reflect this substantial change request
3) Formal request letter to VEPC to be signed by Council President Ben Traverse and Chief Administrative Officer Katherine Schad

Motion:

Board of Finance: To approve the City's substantial change request to VEPC for the Waterfront TIF District and to recommend City Council approve and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter

City Council: To approve the City's substantial change request to VEPC for the Waterfront TIF District and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter

Burlington
City Council

May 18, 2026

Jessica Hartleben, Executive Director
Vermont Economic Progress Council
National Life Building, 6th Floor, One National Life Drive
Montpelier, VT 05620-501

Re: Substantial Change Request Submission: Waterfront Tax Increment Financing District

Dear Ms. Hartleben,

Please accept this letter as formal submission to the Vermont Economic Progress Council (VEPC) from the City of Burlington (City) of a Substantial Change Request pursuant to Section 1003.3.3 of Rule 15-P04, relating to the Waterfront Tax Increment Financing District's approved TIF District Plan and TIF District Financing Plan.

This request is being made following a duly warned public hearing and review and approval by the Burlington City Council at its May 18, 2026 meeting. This letter is supported by the included narrative and attachments.

Ben Traverse
Burlington City Council President
City of Burlington

Katherine Schad
Chief Administrative Officer
City of Burlington

Burlington Waterfront TIF District - CityPlace and Burlington Town Center **5/7/2026**

Public Infrastructure Sources & Uses

Sources		
Tax Increment Financing	18,840,000	27%
Sales Tax Reallocation	2,539,408	
Congressionally Directed Spending	12,000,000	
RAISE grant	20,850,000	
City Capital Funds	600,000	
SRF revolving fund	1,920,000	
Future/TBD	14,100,000	
TOTAL	70,849,408	

Uses	
Design	5,753,035
Right of Way Acquisition	886,632
Cherry St. Construction	32,320,565
Pine & St. Paul Construction	13,173,258
Bank St. Construction	17,429,918
Public Art/Soils/Other	1,286,000
TOTAL	70,849,408

Municipality:	Burlington Waterfront TIF
Date:	5/7/2026

Table 1 -- Years and Tax Rates

Calendar Year of Updated Financial Plan	2023
First FISCAL Year in Cash Flow	2023

Tax Rates for Current FISCAL Year	FY 2026 Actual	FY 2025 Actual	FY 2024 Actual	FY 2023 Actual
Municipal	$ 0.8561	$ 0.8326	$ 0.7523	$ 0.7085
Education- Homestead	$ 1.5264	$ 1.5985	$ 1.4485	$ 1.3891
Education- Non-Homestead	$ 1.5072	$ 1.5837	$ 1.4591	$ 1.4041
Municipal Tax Rate Inflation based on Historic Trend	2.00%			
Education Tax Rate Inflation based on Historic Trend	2.50%			

Final FY for Education Increment	2035
Final FY for Municipal Increment	2035

5/7/2026

Table 5L -- Real Property Incremental Value

Development or Redevelopment Project Name	Education Taxes Retained	Parcel ID	Original Taxable/ Baseline Value	Estimated Year of Construction Start	Estimated Number of Years to Complete	Estimated Assessed Value After Development	Estimated Increase in Value from Baseline	Use Code	Estimated % of New Construction - Homestead Rate	Estimated % of New Construction -Non-Homestead Rate	Total of L and M (Should be 100%)	Estimated Incremental Value - Homestead	Estimated Incremental Value -Non-Homestead	Estimated Incremental Value -Non-Homestead - 20% Commercial Factor
Totals:						$ 155,970,600	$ 134,078,698					$ -	$ 134,078,698	$ 9,815,740
BTC South Building - commercial	75%	044-4-033-000	$ 21,891,902	2023	2	$26,500,000	$4,608,098		0%	100%	100%	$0	$4,608,098	$921,620
BTC South Building - residential	75%	044-4-033-000	$ -	2023	2	$15,000,000	$15,000,000		0%	100%	100%	$0	$15,000,000	
BTC North Building - commercial	75%	044-4-033-000	$ -	2025	0	$36,500,000	$36,500,000		0%	100%	100%	$0	$36,500,000	$7,300,000
BTC North Building - residential	75%	044-4-033-000	$ -	2025	0	$70,000,000	$70,000,000		0%	100%	100%	$0	$70,000,000	
CityPlace Phase 2: Hotel	75%	044-4-004-000	$ -	2023	2	$1,591,400	$1,591,400		0%	100%	100%	$0	$1,591,400	$318,280

Burlington Waterfront TIF

5/7/2026

The data used to populate this table is based on FISCAL years.

Development or Redevelopment Project Name	Estimated Taxable Value After Development	Estimated Increase in Value from Baseline	Estimated Incremental Value - Homestead	Estimated Incremental Value -Non-Residential	Estimated Incremental Value -Non-Homestead - 20% Commercial Factor	Percentage of Construction Completion by Fiscal Year				Base Years: Created=Tax Rates Incur Debt=Start Increment	Percentage Education Tax Retained	Estimated Municipal Tax on Incremental Value
						2026	2027	2028	2029	2023		Year 1
										2023		$0.7085
Totals:		$ 134,078,698	$ -	$ 134,078,698	$ 9,815,740					TOTALS:		$883,299
BTC South Building - commercial	$26,500,000	$4,608,098	$0	$4,608,098	$921,620	70%	100%	100%	100%		75%	$0
BTC South Building - residential	$15,000,000	$15,000,000	$0	$15,000,000	$0	70%	100%	100%	100%		75%	$0
BTC North Building - commercial	$36,500,000	$36,500,000	$0	$36,500,000	$7,300,000	5%	35%	70%	100%		75%	$0
BTC North Building - residential	$70,000,000	$70,000,000	$0	$70,000,000	$0	5%	35%	70%	100%		75%	$0
CityPlace Phase 2: Hotel	$1,591,400	$1,591,400	$0	$1,591,400	$318,280						75%	$0
CityPlace Phase 2: Residential	$0	$0	$0	$0	$0						75%	$0
CityPlace Phase 2: Retail & Parking	$6,379,200	$6,379,200	$0	$6,379,200	$1,275,840						75%	$0

Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value
2023		**Year 2**	**2024**		**Year 3**	**2025**		**Year 4**	**2026**		**Year 5**	**2027**		**Year 6**
$1.3891	**$1.4041**	**$0.7523**	**$1.4485**	**$1.4591**	**$0.8326**	**$1.5985**	**$1.5837**	**$0.8561**	**$1.5264**	**$1.5072**	**$0.8732**	**$1.5646**	**$1.5449**	**$0.8907**
$306,688	**$1,118,955**	**$935,549**	**$342,159**	**$1,189,569**	**$1,134,859**	**$375,968**	**$1,410,343**	**$253,624**	**$0**	**$305,448**	**$610,596**	**$0**	**$751,434**	**$977,568**
$0	$0	$0	$0	$0	$0	$0	$0	$33,138	$0	$36,463	$48,287	$0	$53,392	$49,252
$0	$0	$0	$0	$0	$0	$0	$0	$89,891	$0	$118,692	$130,983	$0	$173,799	$133,603
$0	$0	$0	$0	$0	$0	$0	$0	$18,749	$0	$20,630	$133,865	$0	$148,019	$273,084
$0	$0	$0	$0	$0	$0	$0	$0	$29,964	$0	$39,564	$213,939	$0	$283,872	$436,436
$0	$0	$0	$0	$0	$0	$0	$0	$16,349	$0	$17,989	$16,676	$0	$18,439	$17,009
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0	$0	$0	$65,535	$0	$72,110	$66,845	$0	$73,913	$68,182

Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value
2028		**Year 7**	**2029**		**Year 8**	**2030**		**Year 9**	**2031**		**Year 10**	**2032**		**Year 11**	**2033**
$1.6037	**$1.5835**	**$0.9085**	**$1.6438**	**$1.6231**	**$0.9267**	**$1.6849**	**$1.6637**	**$0.9452**	**$1.7270**	**$1.7053**	**$0.9641**	**$1.7702**	**$1.7479**	**$0.9834**	**$1.8144**
$0	**$1,212,907**	**$1,307,281**	**$0**	**$1,632,163**	**$1,333,427**	**$0**	**$1,672,967**	**$1,360,095**	**$0**	**$1,714,791**	**$1,387,297**	**$0**	**$1,757,661**	**$1,415,043**	**$0**
$0	$54,727	$50,237	$0	$56,095	$51,242	$0	$57,498	$52,267	$0	$58,935	$53,312	$0	$60,408	$54,379	$0
$0	$178,144	$136,275	$0	$182,598	$139,001	$0	$187,163	$141,781	$0	$191,842	$144,616	$0	$196,638	$147,508	$0
$0	$303,439	$397,923	$0	$444,321	$405,882	$0	$455,429	$413,999	$0	$466,815	$422,279	$0	$478,485	$430,725	$0
$0	$581,937	$635,950	$0	$852,122	$648,669	$0	$873,425	$661,643	$0	$895,261	$674,875	$0	$917,642	$688,373	$0
$0	$18,900	$17,349	$0	$19,372	$17,696	$0	$19,857	$18,050	$0	$20,353	$18,411	$0	$20,862	$18,780	$0
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	$75,761	$69,546	$0	$77,655	$70,937	$0	$79,596	$72,356	$0	$81,586	$73,803	$0	$83,626	$75,279	$0

Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value	Estimated Municipal Tax on Incremental Value	Estimated Homestead Tax on Incremental Value	Estimated Non-Residential Tax on Incremental Value
	Year 12	2034		Year 13	2035	
$1.7916	$1.0031	$1.8598	$1.8364	$1.0231	$1.9063	$1.8823
$1,801,603	$1,443,344	$0	$1,846,643	$1,472,211	$0	$1,892,809
$61,919	$55,466	$0	$63,467	$56,576	$0	$65,053
$201,554	$150,459	$0	$206,592	$153,468	$0	$211,757
$490,447	$439,339	$0	$502,708	$448,126	$0	$515,276
$940,583	$702,140	$0	$964,098	$716,183	$0	$988,200
$21,383	$19,155	$0	$21,918	$19,538	$0	$22,466
$0	$0	$0	$0	$0	$0	$0
$85,717	$76,784	$0	$87,860	$78,320	$0	$90,056

Burlington Waterfront TIF
5/7/2026

Table 5R -- Cash Flow

Fiscal Year	Total TIF Revenue (from Increment)	CPP Tax Replacement Payments (from Tab 5O)	Net Interest Earned on Interim Debt Deposit Acct (from Tab 5O)	Total Available Revenue	New Debt	Existing Debt Service	Total Projected Debt Service (all existing and future bonds)	Related Costs (FY 2022 through FY 2036)	Annual Surplus (Deficit)	Cummulative Surplus (Deficit)
2023	**:Base Year**							**($1,986,804)**		
Begin Balance:	$3,640,963			$3,640,963					$3,640,963	$3,640,963
2022	$2,191,205	$0	$0	$2,191,205	$0	($2,126,584)	($2,126,584)	($115,785)	($51,164)	$3,589,799
2023	$2,358,187	$208,166	$0	$2,566,353	$0	($2,144,228)	($2,144,228)	($620,482)	($198,357)	$3,391,442
2024	$2,467,277	$133,332	$696,199	$3,296,808	($711,733)	($2,060,756)	($2,772,489)	($175,976)	$348,343	$3,739,785
2025	$2,921,170	$33,333	$792,361	$3,746,864	($877,818)	($5,542,766)	($6,420,584)	($78,616)	($2,752,336)	$987,449
2026	$559,073	$100,000	$600,000	$1,259,073	($845,916)	($183,478)	($1,029,394)	($197,530)	$32,149	$1,019,598
2027	$1,362,029	$100,000	$250,000	$1,712,029	($846,330)	$0	($846,330)	($202,000)	$663,699	$1,683,297
2028	$2,190,475	$0	$0	$2,190,475	($1,784,500)	$0	($1,784,500)	($106,000)	$299,975	$1,983,272
2029	$2,939,444	$0	$0	$2,939,444	($2,531,625)	$0	($2,531,625)	($103,000)	$304,819	$2,288,092
2030	$3,006,394	$0	$0	$3,006,394	($2,599,375)	$0	($2,599,375)	($85,000)	$322,019	$2,610,110
2031	$3,074,887	$0	$0	$3,074,887	($2,693,250)	$0	($2,693,250)	($58,500)	$323,137	$2,933,247
2032	$3,144,958	$0	$0	$3,144,958	($2,762,750)	$0	($2,762,750)	($52,000)	$330,208	$3,263,455
2033	$3,216,646	$0	$0	$3,216,646	($2,837,875)	$0	($2,837,875)	($42,700)	$336,071	$3,599,526
2034	$3,289,987	$0	$0	$3,289,987	($2,908,125)	$0	($2,908,125)	($53,500)	$328,362	$3,927,888
2035	$3,365,020	$0	$0	$3,365,020	($2,987,875)	$0	($2,987,875)	($49,600)	$327,545	$4,255,433
2036		$0	$0	$0	$0	$0	$0	($161,900)	($161,900)	$4,093,533

Burlington Waterfront TIF
5/7/2026

Table 5O -- All Rev Sources By Year

Year	Annual TIF Increment: Municipal	Annual TIF Increment: Education	Other Source	Other Amount	Other Revenue Information	Other Revenue Amount	Total Revenue
Totals:	**$14,514,194**	**$19,332,108**		**$574,831**		**$2,338,560**	**$36,759,693**
2023	**:Base Year**						
Any Years Prior to Increment:							**$0**
2023	$883,299	$1,425,643	CPP tax replacement pymt	$208,166			**$2,517,108**
2024	$935,549	$1,531,728	CPP tax replacement pymt	$133,332	Interim Financing Interest Earnings	$696,199	**$3,296,808**
2025	$1,134,859	$1,786,311	CPP tax replacement pymt	$33,333	Interim Financing Interest Earnings	$792,361	**$3,746,864**
2026	$253,624	$305,448	CPP tax replacement pymt	$100,000	Interim Financing Interest Earnings	$600,000	**$1,259,073**
2027	$610,596	$751,434	CPP tax replacement pymt	$100,000	Interim Financing Interest Earnings	$250,000	**$1,712,029**
2028	$977,568	$1,212,907					**$2,190,475**
2029	$1,307,281	$1,632,163					**$2,939,444**
2030	$1,333,427	$1,672,967					**$3,006,394**
2031	$1,360,095	$1,714,791					**$3,074,887**
2032	$1,387,297	$1,757,661					**$3,144,958**
2033	$1,415,043	$1,801,603					**$3,216,646**
2034	$1,443,344	$1,846,643					**$3,289,987**
2035	$1,472,211	$1,892,809					**$3,365,020**
2036	$0	$0					**$0**

Burlington Waterfront TIF
5/7/2026

Table 5S -- Related Costs				
Year	**Related Cost Name**	**Related Cost Description**	**Related Cost Amount**	
		Total:		$ 1,986,804
2023				$ 620,482
	State Audit	State auditor charge	$ -	
	City Audit	TIF portion of cost for annual City audit	$ -	
	CEDO	City Staff Time to administer TIF	$ -	
	DPW	City staff time to manage TIF infrastructure projects	$ -	
	Legal	Legal costs associated with TIF district administration, bond votes, preparation of new TIF projects, etc.	$ -	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$ -	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$ -	
	Previous Related Costs	Costs related to BTC as yet unreimbursed	$ -	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$ -	
2024				$ 175,976
	City Audit	TIF portion of cost for annual City audit	$ -	
	CEDO	City Staff Time to administer TIF	$ -	
	DPW	City staff time to manage TIF infrastructure projects	$ -	
	Legal	Legal costs associated with TIF district administration, bond votes, preparation of new TIF projects, etc.	$ -	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$ -	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$ -	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$ -	
2025				$ 78,616
	City Audit	TIF portion of cost for annual City audit		
	CEDO	City Staff Time to administer TIF		
	DPW	City staff time to manage TIF infrastructure projects		
	Legal	Legal costs associated with TIF district administration, projects, etc.		
	Municap	Provide adminstrative and accounting expertise for TIF districts		
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations		
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.		
2026				$ 197,530
	State Audit	State auditor charge	$ -	
	City Audit	TIF portion of cost for annual City audit	$ 8,000	
	CEDO	City Staff Time to administer TIF	$ 12,000	
	DPW	City staff time to manage TIF infrastructure projects	$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$ 6,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$ 26,530	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$ 40,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$ 105,000	
2027				$ 202,000
	State Audit	State auditor charge	$ 100,000	
	City Audit	TIF portion of cost for annual City audit	$ 9,000	
	CEDO	City Staff Time to administer TIF	$ 12,000	

	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	28,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	30,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	11,000	
2028					$ 106,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	15,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	28,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	30,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,000	
2029					$ 103,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	12,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	28,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	30,000	update to VEPC
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,000	
2030					$ 85,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	12,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	20,000	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	20,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,000	
2031					$ 58,500
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	15,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	12,500	
2032					$ 52,000
	City Audit	TIF portion of cost for annual City audit	$	9,000	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	13,000	
2033					$ 42,700
	City Audit	TIF portion of cost for annual City audit	$	9,200	

	CEDO	City Staff Time to administer TIF	$	-	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	13,500	
2034					$ 53,500
	City Audit	TIF portion of cost for annual City audit	$	9,500	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	14,000	
2035					$ 49,600
	City Audit	TIF portion of cost for annual City audit	$	9,600	
	CEDO	City Staff Time to administer TIF	$	10,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	10,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	10,000	
2036					$ 161,900
	State Audit	State auditor charge	$	100,000	Final state audit
	City Audit	TIF portion of cost for annual City audit	$	9,900	
	CEDO	City Staff Time to administer TIF	$	15,000	
	DPW	City staff time to manage TIF infrastructure projects	$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	$	12,000	
	Municap	Provide adminstrative and accounting expertise for TIF districts	$	-	
	Consultants	Consulting for VEPC filings, financial modeling, developer negotiations	$	10,000	
	General	General administrative costs for TIF district administration, preparation of bond votes, reporting, etc.	$	15,000	

City of Burlington

SOURCES

Sources

Par	$17,165,000
Equity	0
Total	$17,165,000

Dated	5/6/2026
First Coupon	11/1/2026
Principal Commencement Date	11/1/2027
Term	9. Years
Amortization Period	8. Years
Final Maturity	11/1/2034
Fiscal Year Amortization Starts	2028

DEBT SERVICE SCHEDULE

Loan Payment	Principal	Total Period Interest	Ending Principal Balance	Amortization Year
	17,165,000	**4,786,705**		
11/1/2026	0	417,205	17,165,000	0
5/1/2027	0	429,125	17,165,000	
11/1/2027	950,000	429,125	16,215,000	1
5/1/2028	0	405,375	16,215,000	
11/1/2028	1,765,000	405,375	14,450,000	2
5/1/2029	0	361,250	14,450,000	
11/1/2029	1,925,000	361,250	12,525,000	3
5/1/2030	0	313,125	12,525,000	
11/1/2030	2,120,000	313,125	10,405,000	4
5/1/2031	0	260,125	10,405,000	
11/1/2031	2,300,000	260,125	8,105,000	5
5/1/2032	0	202,625	8,105,000	
11/1/2032	2,495,000	202,625	5,610,000	6
5/1/2033	0	140,250	5,610,000	
11/1/2033	2,695,000	140,250	2,915,000	7
5/1/2034	0	72,875	2,915,000	
11/1/2034	2,915,000	72,875	0	8
5/1/2035				
11/1/2035				
5/1/2036				

ANNUAL DEBT SERVICE SCHEDULE

Fiscal Year	Aggregated Fiscal Year	Principal	Interest	Series D/S
		17,165,000	**4,786,705**	**21,951,705**
2027	2027	0	846,330	846,330
2027				
2028	2028	950,000	834,500	1,784,500
2028				
2029	2029	1,765,000	766,625	2,531,625
2029				
2030	2030	1,925,000	674,375	2,599,375
2030				
2031	2031	2,120,000	573,250	2,693,250
2031				
2032	2032	2,300,000	462,750	2,762,750
2032				
2033	2033	2,495,000	342,875	2,837,875
2033				
2034	2034	2,695,000	213,125	2,908,125
2034				
2035	2035	2,915,000	72,875	2,987,875

Burlington Waterfront TIF District

Substantial Change Request Narrative

May 2026

1) Introduction

This Substantial Change Request (SCR) for Burlington's Waterfront TIF District provides updates on the public and private projects, as well as regarding grants and other financing for the public infrastructure, overall schedule, changes in how the affordable housing is being financed and delivered, amendments to the development agreement, and similar matters.

Most of the Waterfront TIF District expired as of the end of FY 2025 (June 30, 2025). The remaining portion consists of three properties commonly referred to as CityPlace. Phase I of CityPlace consists of two buildings and is now known as Burlington Town Center (BTC). Phase II retains the name CityPlace.

Construction of BTC and the associated public improvements are progressing well. The south building, which fronts on Bank Street, is complete other than punch list items, and is substantially occupied. The north building, which fronts on Cherry Street and has wings on both Pine Street and St. Paul Street, is about 30% complete and is expected to be finished by the end of next year.

CityPlace Phase II has received zoning approval for a project, but its timing is unknown. There are indications the owner may revise the project and seek amended permits.

The scope of the public improvements has expanded based on new funding that has been awarded. The scope includes construction of one-block sections of Pine and St. Paul Streets that were removed during the urban renewal era when the former downtown mall was developed. The scope also includes reconstruction of Cherry and Bank Streets in the vicinity of BTC. The new funding will help pay for those improvements and expand the area to include the entire lengths of Bank and Cherry Streets. This work is underway and ongoing.

Regarding financing, the new funding has allowed a significant increase in the overall infrastructure budget. Investment earnings continue to go into the TIF fund and have been updated in the financial workbook (see tab 5O, and column D of the cash flow tab). Also, the city has issued the final bond.

2) Project Description

The designs and mix of uses for BTC and CityPlace Phase II have changed somewhat since 2023 when we last processed a SCR with VEPC. The current program is summarized here.

Burlington Town Center

- South Building
  - 180,000 +/- sq ft
  - Housing – 53 units
  - Hotel – 161 hotel rooms with support features
  - Commercial space – 12,000 +/- sq ft
- North Building
  - 570,000 +/- sq ft
  - Housing – 311 +/- total units, consisting of:
    - 73 +/- affordable units
    - 32 +/- student apartment units
    - 206 +/- market rate apartments
  - Hotel – 158 rooms with support features
  - Commercial space – 24,000 +/- sq ft
- Parking
  - 422 +/- parking spaces

CityPlace Phase II (as currently permitted)

- 120,000 +/- sq ft
- Housing – planned for 49 units
- Retail – planned for 38,211 sq ft
- Restaurant – planned for seating area of 6,614 sq ft
- Parking – 80 parking spaces

3) Affordable Housing

Plans for affordable housing in this project have changed. At the time of the 2023 SCR the plan for Phase I (BTC) was for Champlain Housing Trust to develop the affordable housing units. CHT's full financing had not yet been obtained and would have included substantial public funding.

CHT is no longer involved. The developer of BTC is now providing the affordable units without any public subsidy, thus freeing up the public funds that CHT would have used for other affordable housing projects.

The total number of housing units in the overall revised project has declined about 10% from 400+/- to 364+/-. The developer's commitment continues to be to have 20% of the units affordable, which means a small decrease in affordable units from 80+/- to 73+/-.

4) Grants

In the City's 2023 SCR we notified VEPC about $12 million in Congressionally Directed Spending (CDS) that was secured by Senator Leahy for reconstruction to Great Streets standards of the entire length of Cherry Street from Battery Street to South Winooski Avenue. This has subsequently been expanded to allow the CDS funds to be used for design and construction activities to rebuild Bank St., Cherry St., and sections of Pine St, St. Paul St.

In 2023 we also informed VEPC that the City had applied for a federal "Reconnecting Communities" grant which we estimated would have provided an additional $10 million or so for the road reconstructions in this area. Unfortunately, the city's application was not funded.

Subsequently the City applied for and was awarded a RAISE grant from the Federal Highway Administration in the amount of $22,384,000. Of this $1,534,000 will be used for workforce development activities and is not included in the budget included in this SCR, leaving a net of $20,850,000 to help pay for the reconstruction of Bank, Cherry, Pine, and St. Paul Streets.

The CDS grant requires $3,000 local match which will be provided by TIF funds, as was approved by VEPC in 2023. The TIF funds and the CDS together will provide the required match for the RAISE grant.

The state also awarded a total of $2,539,408 in Sales Tax Reallocation funds to help pay for the public improvements.

Thus the $18,840,000 of TIF debt that was approved by VEPC in 2023 has leveraged nearly twice as much, a total of $35,289,408 in state and federal grant funds.

In addition to this, the City is putting in $600,000 of its own capital funds and the City plans to use $1,920,000 of SRF funds to help pay for some of the water upgrades.

This means the benefit of TIF is being substantially magnified. It will not only reconnect St. Paul and Pine Streets as originally envisioned (along with other infrastructure abutting BTC and CityPlace along Bank and Cherry Streets) but also bring over $35 million in other (mostly federal) funds to Vermont. This will enable rebuilding considerably more than would otherwise be possible with TIF alone. These additional public improvements will support the retention and future growth of downtown businesses.

The federal funds will expand the street reconstruction area with the addition of the blocks of Bank St. and Cherry St. between Church and South Winooski Avenue. No TIF funds will be used for these additional blocks.

5) TIF Budget

The City was previously approved by VEPC for a maximum of $21,830,000 in additional debt. The approved infrastructure projects included acquisition and construction of two new city blocks of public right-of-way (Pine and St. Paul Streets between Cherry and Bank Streets) as well as street improvements conforming to the City's Great Streets standards for six additional city blocks (Cherry Street from Battery Street to Church Street, as well as Bank Street between Pine Street and Church Street). Eligible costs include ROW acquisition, site preparation expenses, construction, design & engineering, other associated soft costs, and Related Costs.

These plans have not changed, except for the addition of the final blocks of Cherry and Bank Streets between Church Street and So. Winooski Ave., for which TIF funds will not be used.

As approved by VEPC in 2016 and reconfirmed in 2023, the developer of BTC is constructing most or all the public improvements in the city ROWs in the four blocks immediately abutting their development site. The City will purchase those improvements at cost. The developer is required to document all costs associated with the public improvements to the City's satisfaction. The City will construct the street improvements on Cherry and Bank Streets where they do not abut BTC. The City may also elect to assume construction responsibility for some of the street improvements abutting BTC if that is necessary to meet federal guidelines for matching funds.

In 2023 the City's overall budget for the public improvements (not including Related Costs) was $39 million +/-. With the new grants allowing expansion of the scope of the public improvements and due to inflation in construction costs, the total budget is now $71 million +/-.

The City has all but $14,100,000 of the funding in place for this full budget and is continuing to seek additional sources of funding to fill this gap.

The 2023 SCR narrative described the work on Bank Street to be the "full or partial reconstruction of up to two blocks". In event the City is unable to obtain the needed funds it will result in the "partial" reconstruction of one block of Bank Street.

At minimum, work along Bank Street along the block between Pine and St. Paul Streets will include reconstruction of the streetscape features to Great Street standards along the north side of the street between the curb and the face of the abutting building, complete reconstruction of the intersections of Bank Street with Pine Street and St. Paul Street, and repaving. If the additional funding is obtained the scope will further include reconstruction up to South Winooski Avenue including subsurface utility replacements, and reconstruction to Great Streets standards of the streetscape the entire length and width of the street.

6) TIF Debt

In its 2016 SCR and reconfirmed as part of its 2023 SCR, the City was approved by VEPC for a maximum bond of $21,830,000, of which $801,000 was issued in 2019, leaving a balance of $21,029,000 available to borrow. In 2023 the City elected to reduce this to $18,840,000, a decision it now regrets given the inflation in construction costs and the search for $14,100,000 to complete the ideal scope of public improvements. But that's water over the dam.

In 2023, due to the uncertainty of numerous factors about the private development projects (BTC and CityPlace Phase II) and the fluctuating interest rate environment, the City elected to borrow $18,840,000 in a one-year note. That note was refinanced in subsequent one-year notes in 2024 and 2025. This year the City moved to permanent financing and issued a final bond.

The 2026 bond has a face amount of $17,165,000 with a bond premium of $1,675,000 for a total of $18,840,000. Additional bond premium of $245,450 separately paid for the cost of issuance and underwriter's discount, as is typical of municipal bonds issued in Vermont.

The debt service payment schedule for the final bond is included in the updated financial workbook.

7) Development Agreement Amendments

As part of the 2023 SCR, the City provided a copy of the Second Amended and Restated Development Agreement between the City and CityPlace Partners (CPP). The agreement has subsequently been amended three times. A fourth amendment is pending as of the preparation of the current SCR and is expected to be adopted. Copies of the three adopted and fourth proposed amendments are being provided.

Collectively, the four amendments:

- Establish CPP's responsibility to pay for any net interim borrowing costs incurred by the City (above any interest earned on deposits of the borrowed funds) until the final debt amount could be determined based on the projected value of the project being constructed. Create a CPP-funded escrow account to secure CPP's obligation for this.
- Extend certain deadlines for CPP.
- Accept CPP's design and program changes for the BTC project.
- Allow progress payments to CPP under certain conditions for the cost of the public infrastructure being constructed by CPP.
- Eliminate "Tier 3" from the "waterfall" set forth in the 2nd Amended and Restated Development Agreement that would have paid CPP for the so-called "Macy's Easement".
- Increase the maximum to be paid to the City under Tier 1 out of TIF funds for the City's direct costs prior to CPP receiving any payments.
- Amend how the affordable housing units (aka IZ units) are being provided.

8) Legislative Change

In its 2023 audit of Burlington's Waterfront TIF district, the state auditor recommended that the legislature clarify the percentages of taxes to be retained and the year of OTV to be used. While the City believes the current statutory history makes these both clear, the City requested a legislative clarification.

As part of this the City decided to request removal of the current two-part percentages used for incremental education taxes in the Waterfront TIF district. Currently, the education tax on incremental value created through FY 2010 is 100% retained in the TIF fund while incremental taxes on value created after FY 2010 is retained at 75%. In this legislative request, the City has proposed to eliminate the 100% retention of the incremental taxes on incremental value created through FY 2010 and use 75% for all education increment since 1997. This makes a small difference in increment retained in the TIF fund with an increase in what goes to the education fund (estimate about $17k per year on average) and simplifies calculations and administration of the district.

The updated financial workbook that is being provided assumes the change is adopted by the legislature. If not, the difference to the cash flow in the district is minor.

The proposed legislation also requires the City to go to VEPC in late 2029 to review whether the percentages of education and municipal taxes being retained should be reduced. By that time all costs other than future Related Costs should be definitively known, and there should be reasonably accurate projections for future incremental revenues. If substantial surplus revenues are projected, it makes no sense for either the City's general fund or the education fund for the excess dollars to sit unused in the TIF fund.

This may come to pass due to CityPlace Phase II. We don't know the timing or the final configuration of Phase II so we can't estimate incremental value or incremental tax proceeds with any confidence. Consequently, we have elected to be conservative and not include any incremental value or incremental taxes from Phase II in the financial projections we are providing as part of this current SCR. If Phase II occurs, we expect it to add substantial incremental revenue that will not be needed in the TIF fund.

9) <u>Financial Workbook</u>

The version of the financial workbook approved by VEPC in the 2023 SCR was dated 3/6/23. What follows lists the changes made in the updated version (dated 5/7/26) being provided with this SCR.

- Tab 1 Years and Tax rates – added actual tax rates for FY 24, FY 25, and FY 26.
- Tab 5L Real Prop Incremental Value –
    - Removed rows related to the closed portion of the Waterfront TIF District
    - Removed rows related to the 100% education increment retained for 1997-2010.
    - Adjusted OTV to 1997 for 75% education tax retention
    - Adjusted projected incremental values for BTC
    - Eliminated any future incremental value for CityPlace Phase II.
- Tab 5M Annual TIF revenues –
    - Removed rows related to the closed portion of the Waterfront TIF District
    - Removed rows related to the 100% education increment retained for 1997-2010.
    - Added columns P, Q, R, & S to estimate when incremental value will be added to the grand list as construction proceeds over the course of this multi-year construction project.
    - Put in actual TIF revenues for FY 23, FY 24, and FY25.
- Tab 5O All Revenue Sources by Year
    - Updated CPP tax replacement payment timing
    - Updated interim financing interest earnings, from estimates to actuals for FY 24 and FY 25, with new estimates for FY 26 and FY 27
- Tab 5S Related Costs
    - Increased projected requirements due to high cost of state audits and inflation. These will be paid directly from increment, not from bond proceeds. If the actual Related Costs are higher, the City will use additional increment to pay those costs, presuming sufficient increment is available.

- Tab Final Bond
    - Used actual final bond debt payment schedule

The cash flow tab shows that using these assumptions, the TIF fund will have a $4 million +/- surplus after all costs are paid in FY 36 (the year after the final tax retention).

10) Required VEPC Determinations

When making a determination to allow or deny the substantial change, the TIF rules require the Vermont Economic Progress Council to consider whether and the degree to which the substantial change:

- Would cause the District Plan to violate any of the approval criteria including Location Criteria, Project Criteria, Purpose, Viability, Nexus or Proportionality.

Response: This SCR does not change anything related to the location criteria, purpose, or nexus. As demonstrated by the updated financial plan, the district remains viable and is likely to generate a surplus. Regarding proportionality, significant other funds have been obtained thereby reducing the proportion to be paid by TIF. The project remains 100% proportional to the district itself.

- Would change the cost of infrastructure (increase the liability) or the generation of revenue (reduce revenue) to a degree that adversely impacts fiscal viability.

Response: Obtaining the additional funding has enabled expansion of the overall scope of the infrastructure projects without increasing the liability of the TIF fund itself. TIF revenue projections have increased since the last SCR in 2023.

- Would require that additional education property tax revenue be utilized without offsetting development that would generate additional Education property tax revenue.

Response: The increased projections of the assessed value of BTC will increase the education funds 25% share of the incremental tax revenue. Furthermore, this SCR assumes the legislature approves the change to eliminate the 100% incremental education tax retention for value create through FY 2010. This slightly increases revenue to the education fund.

- Would cause the education property tax revenue to increase.

Response: The increased valuation of BTC compared to the 2023 projected valuation will increase the education fund's 25% share of incremental education tax revenue. If CityPlace Phase II occurs as we expect, it will increase education fund revenues significantly more.

- Would have an impact on the financial viability of the District.

Response: As shown in the projections, the updates described in this SCR result in a projected surplus at the end of the district.

- Would put at risk the long term economic benefit and the achievement of other District objectives.

Response: Nothing in this SCR risks the long term benefits or other objectives of the district. To the contrary, the additional non-TIF funding which expands the scope of the public improvements should increase the public benefits.

PUBLIC HEARING NOTICE

Burlington Waterfront Tax Increment Financing District: Substantial Change Request

Pursuant to the requirements of 24 V.S.A. §1901(2)(B), notice is hereby given of a public hearing by the Burlington City Council to hear comments concerning a resolution for the City Council to approve the submission of a substantial change request to the Vermont Economic Progress Council (VEPC) relative to the City of Burlington's approved Tax Increment District Plan and approved Financing Plan for the Burlington Waterfront Tax Increment Financing (TIF) District.

The purpose of the City's substantial change request to VEPC is to amend and update the above referenced approved Tax Increment District Plan and approved Financing Plan to accurately reflect changes made to scope, budgets, timelines, project descriptions, debt financing, related costs, and other funding assumptions relative to the City's approved TIF projects within the Waterfront TIF District since these items were originally presented and approved by VEPC as part of the Tax Increment and Financing Plans referenced above.

If approved, the substantial change request will include a letter indicating that the City Council has considered and approved the substantial change, as well as a narrative explanation with supporting documentation fully explaining the reasons for such change and the assumptions used to demonstrate that tax increment will be sufficient to repay bond financing issued for the district's public improvements.

The public hearing will take place on **Monday, May 18, 2026 during the Regular City Council Meeting, which begins at 6:00 PM in Contois Auditorium, Burlington City Hall, 149 Church Street, Burlington, Vermont.**

For more information about the above referenced Burlington Waterfront TIF District substantial change request, please contact Gummi Jonsson at gjonsson@burlingtonvt.gov

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CEDO Submitter: Gummi Jonsson

Title/Subject: Waterfront Substantial Change Request

Approval Requested:		Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Both BOF and Council	5/18/2026

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/12/2026	Kara Alnasrawi
Mayor's Office	Yes	5/12/2026	Kara Alnasrawi
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	5/13/2026	Emmett Wood
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/13/2026	Emmett Wood
CAO for budget, financing, and memo	Yes	5/12/2026	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Burlington

Waterfront Tax Increment Financing (TIF) District

Substantial Change Request

MAY 18, 2026

VEPC – Substantial Change Request (SCR)

- Waterfront TIF District
- Most expired 6/30/25
- Three properties
- Little new for City Council or public
- Purpose: updates to VEPC since 2023

Burlington Waterfront TIF - Overview

- Private Development
  - BTC – South and North buildings
  - Phase II (CityPlace)
- Public Improvements
  - Reconnect Pine & St. Paul
  - Rebuild Cherry and Bank
- Incremental taxes pay TIF debt




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freeman | french | freeman
PAGE 21
CITYPLACE
BURLINGTON

Changes for VEPC since 2023

- Grants - $12m CDS; $22m RAISE
- Expanded PI scope
- BTC Designs
- Affordable housing delivery
- TIF debt – final bond & earnings
- Related costs budget update
- ARDA amendments
- Legislative change - pending

Waterfront TIF – Finances

- Updated PI budget - $71m
- Estimate $4 million +/- surplus (w/o Phase II)
- Phase II may generate larger surplus

Q&A



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE
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South Burlington, VT 05403

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

April 16, 2026

FISCAL YEAR 2027 BUDGET

Dear Citizens of Chittenden County,

I present to you Chittenden Solid Waste District's Fiscal Year 2027 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board of Commissioners' strategic goals over the coming year. It also lays the foundation to continue to advance those goals into the future. **This budget does not propose municipal assessments or municipal per capita fees**. Budget managers were tasked with significantly revising the proposed budget that was presented to the CSWD Finance Committee in February, with the resulting budget representing a pared down version designed to preserve cash needed for the completion of the new Materials Recycling Facility.

SOLID WASTE MANAGEMENT FEE:

This is the fee CSWD charges licensed haulers for each ton of Chittenden County trash they collect destined for landfill disposal. This is the first budget to utilize the fee determination process described in CSWD's solid waste management ordinance, as amended by the Board of Commissioners on April 16, 2025. The **SWMF will increase from $40/ton to $41.92/ton**, representing a 4.8% increase as reflected in the Garbage and Trash Consumer Price Index (determined by the U.S. Department of Labor Statistics). This mechanism allows the District fee to keep pace with inflation and adequately fund the District's capital infrastructure needs beyond the new Materials Recycling Facility project.

FACILITIES AND OPERATIONS:

Materials Recycling Facility:

Current MRF processing costs are $76.35/ton per the operating contract with the MRF operator, Casella Waste Systems and will increase by at least 3% on January 1, 2027. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. **The MRF tip fee is budgeted at $100/ton for FY2027**.

Average commodity pricing has been weak in FY 2026. Global economic instability makes it difficult to confidently forecast much beyond one month at a time. This budget proposes a conservative commodity revenue estimate of $75/ton, down from $97/ton in FY2026.

New MRF Project

After significant delays, CSWD broke ground on the new MRF project in November 2025. The delay in breaking ground led to significant project cost escalation. When the facility is commissioned in 2027, it will have capacity to manage 1.5 times the current volume processed at the existing facility,

providing significant flexibility for the future and ensuring that Chittenden County's needs for local recycling processing are met for the next 25 years.

In February 2026, CSWD was the victim of a sophisticated social engineering business email scam. Scammers stole $3M in payments to our construction partner, leaving CSWD with a project funding gap. We are making up the gap in part by reducing our operational expenses to cover only necessary services and staffing and re-evaluating the need for certain large equipment purchases, and reducing administrative expenses such as reducing advertising, printing, and postage, eliminating non-required training and travel, and eliminating consultant projects like our annual household survey. We also re-examined revenue estimates against YTD actuals and revised accordingly. The revision exercise resulted in projected cash savings of $1.63M. While significant, this will not completely cover the loss. CSWD will draw significantly from non-restricted reserves and will likely seek a short-term loan to bridge the funding gap and complete the project.

When the facility is commissioned and fully operational, it will be fully utilizing its revenue to pay all MRF operational expenses, and the debt service associated with the project. Any excess revenue will be directed to a capital reserve fund for the MRF's future capital replacement needs. Until the bond debt is repaid, it is unlikely that the MRF will be a significant contributor to the general uses capital reserve fund.

Organics Recycling Facility:

Organics Recycling Facility tip fees are increasing from $70/ton to $77/ton. We've increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we've received approval from ANR to produce a yard waste-only compost product as a new offering.

Drop Off Centers:

Bag prices at the Drop Off Centers will not increase in FY2027. However, to continue to move towards self-sufficiency for the DOC system, two financial model changes are proposed in the FY2027 budget for the DOCs.

For several years, staff have reviewed the costs associated with managing materials for which CSWD does not charge a disposal fee. These materials have been subsidized by the Solid Waste Management Fee; however subsidization doesn't achieve the Board's goal that each revenue-generating operation (MRF, ORF, and DOCs) be as self-supporting as possible.

Facility Fee:

Due to the need to sustainably provide capital replacement funding for operations and facilities, a new fee will be implemented at the DOCs on July 1. This fee will be designated to the capital fund for projects and needs unrelated to the Materials Recycling Facility.

To help decide how to best assess the fee, DOC customers were asked to participate in a survey and provide input. Over three weeks in March, DOC operators informed customers of the survey and provided a card with a link to Survey Monkey. Nearly 800 DOC customers responded, representing every community in Chittenden County. Essentially, one question was presented with this context:

CSWD will be implementing a small fee on July 1 to begin to sustainably fund the District's capital reserve. Which application of the fee is most preferred: $1 increase per bag of trash; $1 per bin of recycling (in addition to trash fee); $1 per container of food scraps (in addition to trash fee); or $1 flat fee per visit? Respondents were asked to rank their preference.

Respondents were overwhelmingly NOT in favor of charging for recycling or for food scraps and were tied with their preference for either a per-bag increase or a per-visit facility fee. CSWD staff presented the findings to the Board of Commissioners for their information and input. **It is the recommendation of CSWD management to assess a $1.00 per-visit facility fee, with a few exceptions.** The facility fee option was selected as the most equitable option, in that a per bag increase would place the burden on customers who regularly bring their trash to the DOC while occasional customers, who only use the DOCs for special waste like mattress or bulky waste disposal, wouldn't share the responsibility for contributing to the capital reserve. The exceptions to the facility fee will be materials that are subject to Extended Producer Responsibility laws and textiles. Customers who bring only these materials during their visit, with no other items destined for disposal, will not be charged the facility fee.

The fee-exempted materials are:

- Electronics covered by the law (computers & laptops, peripherals, printers, modems, monitors, smart boards, televisions, circuit/mother boards);
- Batteries (except lead acid batteries);
- Mercury-containing bulbs (fluorescent bulbs);
- Mercury-containing thermostats
- PCB containing ballasts
- Clean, dry, and odorless textiles

Leaf and Yard Waste:

Leaf and yard waste is a deceivingly difficult material to manage and is costly to transport due to its light weight and difficulty to pack down. To try to recover some of the costs associated with moving large amounts of material, leaf and yard waste will be charged a fee beginning July 1, 2026. The fees are:

- $1.00 per cubic yard for the first two yards;
- $5.00 per cubic yard over two cubic yards

Even though the DOCs are District facilities, they are very much viewed as "local". Our six DOCs serve 29% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, such as for electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital function in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

Environmental Depot:

There are **no increases to the fees** charged to commercial generators of household hazardous waste, and HHW disposal will continue to be available to households at no charge. The Depot is open year-round, Tuesday – Saturday, with same-day appointments usually available.

EMPLOYEE COMPENSATION:

This budget proposes a 3.08% COLA for July 1, based on the US Bureau of Labor Statistics' consumer price index for the Northeast (Urban B/C class). Our budgeted staffing level is just under 57 full-time equivalent employees.

CAPITAL INVESTMENT:

The near-sole focus for FY2027 will be the new Materials Recycling Facility. Nearly all other capital projects have been deferred to out-years. The capital reserve will need time to replenish, and when it does the DOC in Milton will take top priority.

OUR COMMITMENT:

As the economy becomes increasingly volatile, waste reduction education will be even more important to help Chittenden County citizens manage their costs related to solid waste. Our team of solid waste professionals is dedicated to ensuring our members' solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team and Board of Commissioners to make sure CSWD remains a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,



Sarah Reeves, Executive Director

FY 2027 BUDGET PROPOSAL

Chittenden Solid Waste District

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Printed on recycled paper

Chittenden Solid Waste District

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To: CSWD Member Towns and Cities
From: Sarah Reeves, Executive Director
John Balparda, Director of Finance
Date: April 23, 2026
RE: Fiscal Year 2027 Budget for Consideration and Approval

MEMBER MUNICIPALITY RESPONSIBILITY

Article IV, Section 4 of CSWD's Charter describes the process by which the District's annual budget is adopted. Subsections (a) and (b) read, in part:

(a) Following the public hearing provided for in the preceding section, the Board of Commissioners shall review the proposed budget in light of comments received at the hearing, and shall thereupon approve the budget for adoption pursuant to subsection (b), with or without changes.

(b) Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

Each spring, CSWD reaches out to our eighteen member towns and cities and requests permission to present the budget to the local legislative body withing the timeline specified by the Charter. We're appreciative of the efforts of the towns and cities to accommodate this request, and we appreciate the conversations that happen at the presentations. Thank you!

BUDGET HIGHLIGHTS – FY2027

Fiscal Year 2027 initially looked much like FY26, until when in early March CSWD became the victim of a sophisticated social engineering business email scam. The result was the loss of two payments to our MRF construction partner, totaling just over $3,000,000. As soon as we became aware of the fraud, we reached out to our bank and law enforcement authorities. As of this memo, we are operating under the assumption that the money lost will not be recovered. We have augmented our internet safety and training protocols, reviewed our accounts payable and procurement procedures, and are reviewing our financial policies. Our network is secure, as are our bank and investment accounts.

This also caused us significantly to revise our proposed FY27 budget to conserve as much cash as possible to ensure that we would be able to adequately fund the new Materials Recycling Facility project. We will be operating with a basic-needs-only mindset for the next year and will be scrutinizing each potential purchase with the core mission and values front of mind. Given these measures, we will be short of cash to finish the project. We're working with our bank to determine next steps towards a short-term loan to ensure there's adequate cash flow to bring the project to conclusion. We will aim to commission the new MRF as soon as acceptance testing is complete, slated for late Q3 or early Q4 of FY27.

CSWD is not proposing to shift this burden to our member towns and cities.

We will keep our members updated on the project's progress (photos of the construction site are on the CSWD website) and will keep everyone informed about our financing options. We greatly appreciate the support shown to us throughout this ordeal and ask that everyone see this as a cautionary tale. CSWD has sound financial policies and procedures in place, and our staff is trained in spotting standard scams. However, the scammers are getting better and better, and AI is making their jobs easier and easier.

CSWD Sources of Revenue

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), Tipping Fees (facility user fees), and Material Sales. The remaining revenue comes from grants, license fees, transportation charges, and Extended Producer Responsibility program reimbursements.

CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.

- Solid Waste Management Fees: Fees charged on each ton destined for disposal and which originated in Chittenden County. Four material types make up the tons subject to the SWMF-municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF.
  In FY27, SWMF represents 27.1% of the revenue budget.

- Tipping/User Fees: Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recycling Facility (MRF), the Organics Recycling Facility (ORF), and the Environmental Depot.
  In FY27, Tip/User Fees represent 40.3% of the revenue budget.

- Material Sales: Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables.
  In FY27, Materials Sales represent 19.6% of the revenue budget.

BUDGET DETAILS

REVENUE SNAPSHOT

Revenue (in thousands)	FY26 Adopted Budget	FY27 Proposed Budget	Change from FY26BUD	% Revenue
Tip Fees	7,306	7,844	7.4%	40.3%
Material Sales	2,969	3,806	28.2%	19.6%
SWMF	5,129	5,270	2.7%	27.1%
All Other	2,124	2,531	4.7%	13%
Total	**17,528**	**19,451**	**9.9%**	100.0%
Cost of Goods Sold	214	196	-.09%	
Gross Profit	**17,314**	**19,255**	**11.1%**	

Solid Waste Management Fee:

Solid Waste Management Fees are charged to haulers when they dispose Chittenden County trash destined for the landfill in Coventry. The budgeted **increase to the solid waste management fee is $1.92/ton, making the fee $41.92/ton, effective July 1**. The increase was calculated according to the process outlined in CSWD's local Solid Waste Management Ordinance and applied the average CPI for the Garbage and Trash industry for the 13-month period January 2025-January 2026, which was 4.8%. The CPI calculations are made by the U. S. Bureau of Labor Statistics, and a 13-month average was used instead of a 12-month average because the Bureau didn't produce a calculation for the month of October 2025.

The SWMF supports several departments in CSWD – Administration, Finance, Outreach & Communication, Compliance, Household Hazardous Waste, and Maintenance & Roll-Off, and funds the Community Clean Up Fund.

A standalone MRF Project Capital Fund has been created as part of the reserves, and excess Solid Waste Management Fee revenue that is not assigned to support budgeted department expenses will be directed to the MRF Project fund.

Tip Fees, User Fees, and Material Sales Assumptions:

- Materials Recycling Facility (current facility) processing costs are increasing in FY 2027 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. Per the contract, the operating fee increased on January 1, 2026 to $76.35/ton and will increase again on January 1, 2027, using the Northeast Urban B/C class CPI. The budgeted increase is 3%. This will likely be the final year of this iteration of the MRF operating contract, as we anticipate being in the new facility by Q4 of FY27.

- **The MRF tip fee increased to $100/ton on April 1, 2026 and the budget carries this figure forward**. The budgeted tip fee remains close to the regional market rate, as fees in the region range between $100-$120/ton as of the date of this memo. The budget assumes 44,000 tons of inbound recycling, and marketing 35,000 of those tons.
- Average MRF commodity revenue through Q3 of FY26 was volatile, averaging around $80/ton. The forecast for the remainder of FY26 and for Q1 FY27 is in flux, as global trade is currently in turmoil. The demand remains suppressed for plastics heading into FY 2027; however demand is beginning to stabilize for fiber products. This budget assumes a conservative average commodity revenue of $75/ton, down significantly from the FY26 budget amount of $97/ton.
- Consumer demand for goods will, as it always does, dictate the price of recycled content supplied to manufacturers. Much of what is processed by the MRF can be considered "household staples", meaning the containers, boxes, and cardboard are all part of everyday living and regular weekly household spending, as opposed to discretionary spending on things like furniture, electronics, or appliances. MRF tons are inelastic through recessions, however a sustained recession would likely cause constriction in this area, affecting both inbound and outbound revenue.

- Organics Recycling Facility has realized great success in implementing the Contamination Policy, and we appreciate the cooperation of the hauling community to continue to improve the quality of food scraps entering the facility.

    - Staff are mindful of the Board's desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance these two factors. **Organics Recycling Facility tip fees will increase from $70/ton to $77/ton for FY 2027.** We've increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we've received approval from ANR to produce a yard waste-only compost product as a new offering. This new product line is currently in development.

Drop Off Centers: Even though the DOCs are District facilities, they are very much viewed as "local". Our six DOCs serve 29% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, for services like electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital role in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

- **Bag prices at the Drop Off Centers will not increase in FY2027.** However, to continue to move towards self-sufficiency for the DOC system, two financial model changes are proposed in the FY2027 budget for the DOCs. For several years, staff have reviewed the costs associated with managing materials for which CSWD does not charge a disposal fee. These materials have traditionally been subsidized by the Solid Waste Management Fee; however subsidization

doesn't achieve the Board's goal that each revenue-generating operation (MRF, ORF, and DOCs) be as self-supporting as possible.

- *Facility Fee*:

Due to the need to sustainably provide capital replacement funding for operations and facilities, **a new facility use fee of $1/visit (with a few exceptions) will be implemented at the DOCs on July 1**. This fee will be designated to the capital fund for projects and needs unrelated to the new Materials Recycling Facility.

To help decide how to best assess the fee, DOC customers were asked to participate in a survey and provide input. Over three weeks in March, DOC operators informed customers of the survey and provided a card with a link to Survey Monkey. Nearly 800 DOC customers responded, representing every community in Chittenden County. Essentially, one question was presented with this context: CSWD will be implementing a small fee on July 1 to begin to sustainably fund the District's capital reserve. Which application of the fee is most preferred: $1 increase per bag of trash; $1 per bin of recycling (in addition to trash fee); $1 per container of food scraps (in addition to trash fee); or $1 flat fee per visit? Respondents were asked to rank their preference.

Respondents were overwhelmingly NOT in favor of charging for recycling or for food scraps and were tied with their preference for either a per-bag increase or a per-visit facility fee. CSWD staff presented the findings to the Board of Commissioners for their information and input. The facility fee option was selected as the most equitable option, in that a per bag increase would place the burden of the fee increase on customers who regularly bring their trash to the DOC while occasional customers, who only use the DOCs for special waste like mattress or bulky waste disposal, wouldn't share the responsibility for contributing to the capital reserve. The exceptions to the facility fee will be materials that are subject to VT's Extended Producer Responsibility laws and textiles. Customers who bring only these materials during their visit, with no other items destined for disposal, will not be charged the facility fee.

The fee-exempted materials are:

- Electronics covered by the law (computers & laptops, peripherals, printers, modems, monitors, smart boards, televisions, circuit/mother boards);
- Batteries (except lead acid batteries);
- Mercury-containing bulbs (fluorescent bulbs);
- Mercury-containing thermostats
- PCB containing ballasts
- Clean, dry, and odorless textiles

- *Leaf and Yard Waste:*

Leaf and yard waste is a deceivingly difficult material to manage and is costly to transport due to its light weight and difficulty to pack down. To try to recover some of the costs associated with moving large amounts of material, **leaf and yard waste will be charged a fee beginning July 1, 2026**. The fees are:

- $1.00 per cubic yard for the first two yards;
- $5.00 per cubic yard over two cubic yards

EXPENSES SNAPSHOT

(in thousands)	FY26 Approved Budget	FY27 Proposed Budget	Change from FY26BUD	% Expenses
Payroll Expenses	6,294	6,460	2.6%	40%
Travel & Training	130	77	-40.6%	0%
Administrative Costs	166	136	-14.4%	.8%
Professional Fees	345	199	-42.2%	1.2%
Equipment & Fleet	1,321	1,156	-12.5%	7.2%
Supplies	138	117	-14.8%	.7%
Materials Management	6,687	7,150	6.9%	44.3%
Property Management	651	730	12.2%	4.5%
Promotion & Education	129	80	-36.1%	.5%
Community Support	103	29	-74.4%	.2%
Total Expense	**15,965**	**16,136**	**1.1%**	

Key Points:

- This budget proposes a 3.08% COLA for July 1, based on the 2025 twelve-month average Consumer Price Index of the Northeast Urban Class B/C. In FY27 we are anticipating using slightly more full-time hours than in FY26, bringing our staffing up to 56.72 Full Time Equivalents from 56.23 FTEs last year. Costs for healthcare benefits and annual merit increased moderately results in a total Wages and Benefits increase of 3.4%; Total Compensation expense per Full-Time Equivalent change over FY26 is +2.55%.

	FY26 BUD	FY27 BUD	% Change
Payroll Expense	$6,294,309	$6,459,845	2.63%
Full Time Equivalents	56.2	56.7	0.87%
Expense per FTE	$111,998	$113,930	1.72%

- Promotion and Education program expenses are down significantly to the budget revision exercise. The marketing and advertising budget is reduced by 50%, and all outsourced surveys for FY27 are eliminated. The Outreach and Education program is merging with the Compliance and Safety program, and the Marketing and Communications programs are merging, all under the direction of the Public Policy, Compliance, and Waste Reduction department.

- Materials Management is down slightly (-4.5%) for the first time in several years, reflecting a modicum of pricing stabilization across key inputs. Materials Management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal.

BOTTOM LINE

Each year we need to "get to zero." In FY27, we are projecting a surplus of cash of $3,118,462. This is the result of the combination of budget revisions for income projections, tightly controlling expenses, and deferring capital except for the new MRF. The cash freed up by the proposed budget revisions will be specifically directed to the MRF Capital Project Fund and will not be used to pay for day-to-day operations or administrative needs. We generally budget conservatively in several areas, such as Sale of Materials, healthcare utilization, and tipping fee revenue from the DOCs and ORF, this year also due to general economic uncertainty related to global politics.

The requested municipal approval is to approve the budget as presented for the daily operational needs of the Chittenden Solid Waste District, which are represented by $19,451,432 in Income/Revenue, and $16,136,738 in Expenses.

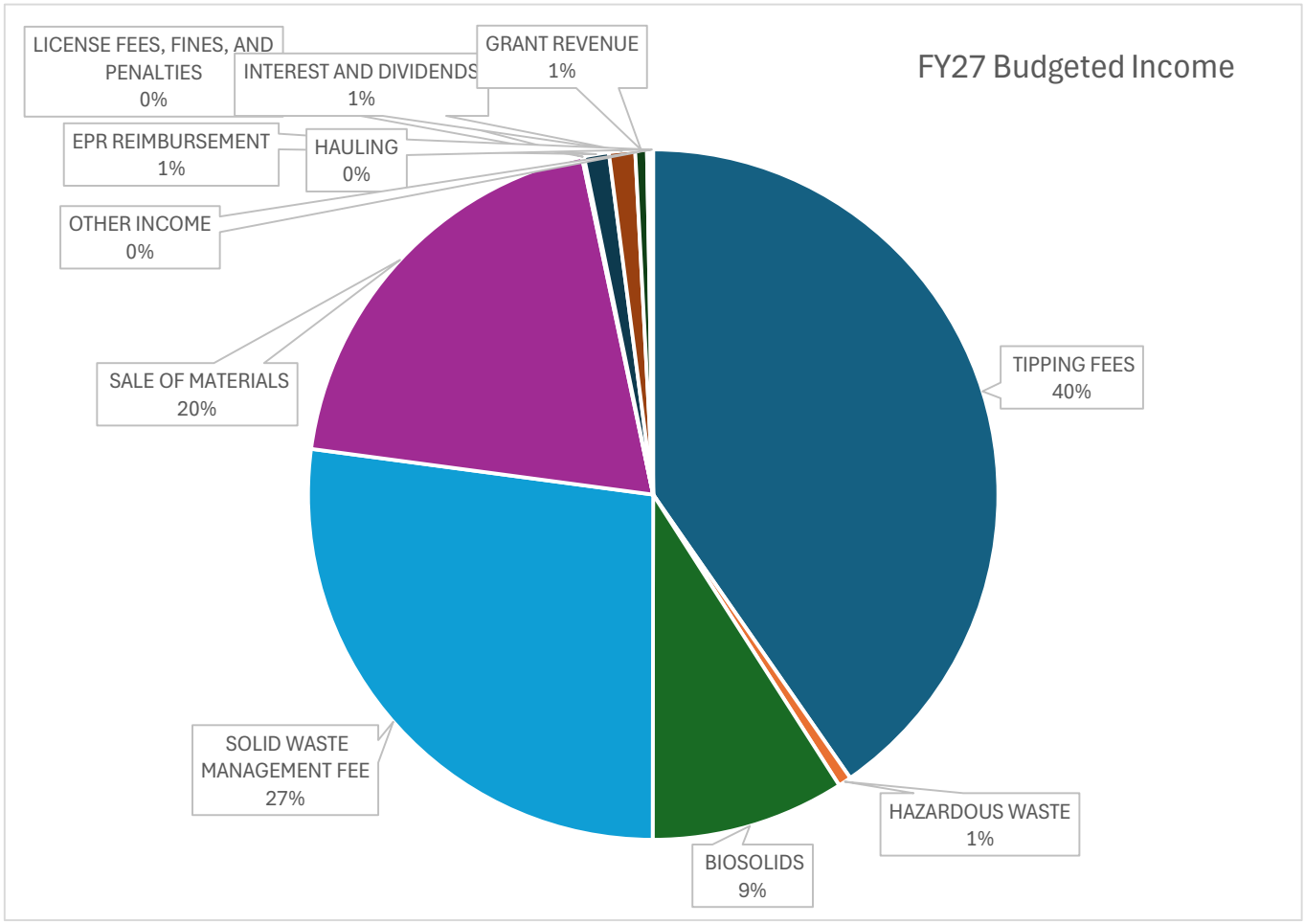
Projected Fund Balances

The completion of the MRF project will require a significant drawdown of cash reserves / funds. Approximately $9M in project costs will be funded from CSWD cash reserves, $7.7M from the MRF Project Capital Fund, $400K from the Solid Waste Management Fund, and $1M from the Operating Fund. We anticipate that future operations, including operating the new MRF, will generate sufficient cash flow to cover day-to-day operations and slowly replenish the Operating and Solid Waste Management Funds by mid fiscal 2029. The chart on the following page shows our best understanding of where the funds will be at the end of FY27.

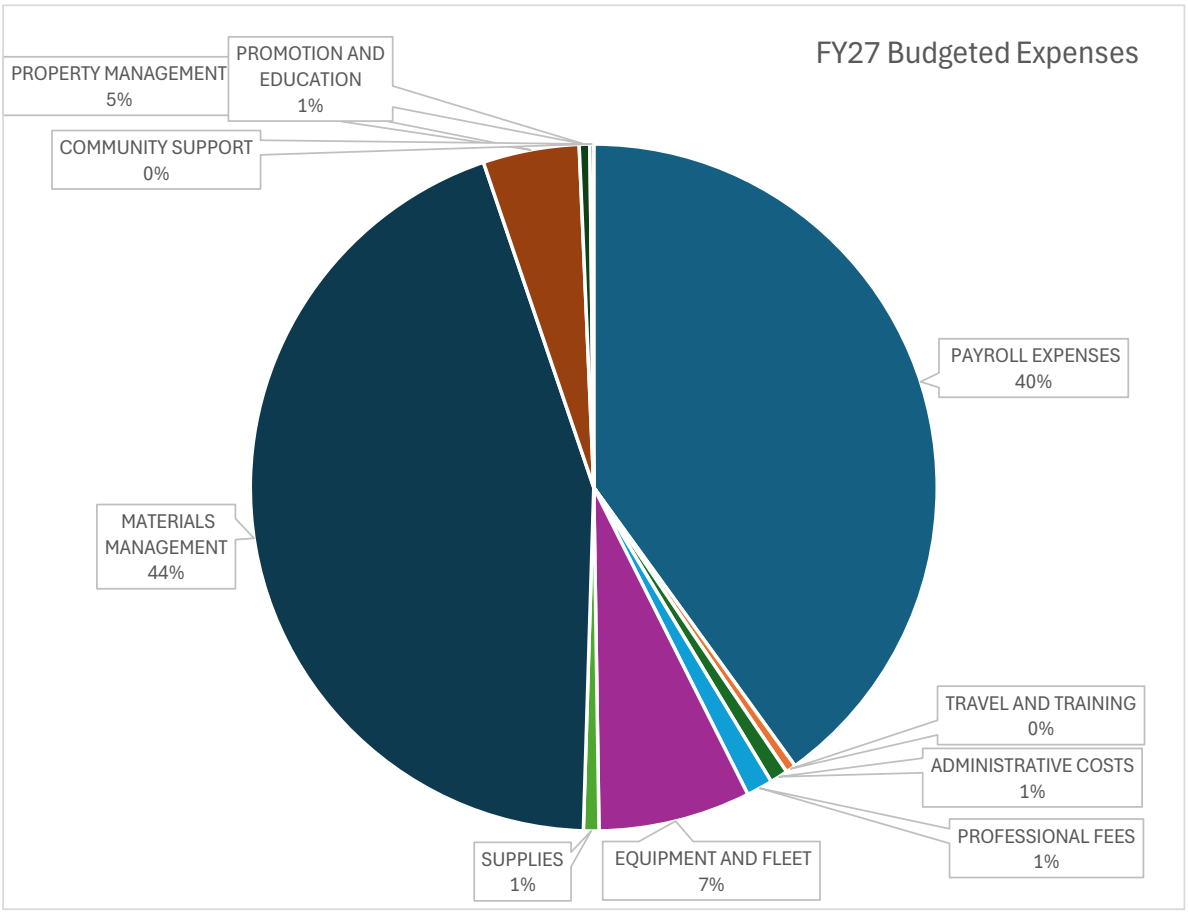
Projected Fund Balances

(in thousands)	**FY25 Ending Projected**	**Projected FY26**	FY27 BUD OpEx	FY27 BUD CapEx	MRF Build	**Expected FY27**
INTERNAL PURPOSES						
Solid Waste Management Fund	$866	$866	$0		($399)	$466
Operating Fund	$2,729	$2,246	$0		($1,036)	$1,209
Capital Fund	$2,545	$0	$0			$0
MRF Project Capital Fund	$3,027	$4,855	$3,118	($235)	($7,738)	$0
TOTAL INTERNAL	**$9,168**	**$7,967**	**$3,118**	**($235)**	**($9,174)**	**$1,676**
EXTERNAL PURPOSES						
Facilities Closure Fund	$1,507	$1,507	$0			$1,507
COMMUNITY CLEAN UP FUND	$95	$95	$0			$95
TOTAL EXTERNAL	**$1,602**	**$1,602**	**$0**	**$0**	**$0**	**$1,602**
RESTRICTED						
Landfill Post Closure Fund	$1,000	$961	$0			$9601
Biosolids Fund	$560	$424	$0			$424
RESTRICTED	**$1,560**	**$1,385**	**$0**	**$0**	**$0**	**$1,385**
TEMPORARILY RESTRICTED						
Debt Service	$390	$481	$0			$481
TEMPORARILY RESTRICTED	**$390**	**$481**	**$0**	**$0**	**$0**	**$481**
UNDESIGNATED (FY26 Fraud Loss)	($154)	($3,023)	$0			($3,023)
Prior Year Adjustment	($151)	($295)	$0			($295)
Total FUNDS	**$12,415**	**$8,117**	**$3,118**	**($235)**	**($9,175)**	**$1,826**

TIPPING FEES	$7,843,940	40.3%	
HAZARDOUS WASTE	$119,311	0.6%	**Income**
BIOSOLIDS	$1,767,008	9.1%	
SOLID WASTE MANAGEMENT FEE	$5,269,936	27.1%	
SALE OF MATERIALS	$3,806,547	19.6%	
LICENSE FEES, FINES, AND PENALTIES	$18,976	0.1%	
EPR REIMBURSEMENT	$226,290	1.2%	
INTEREST AND DIVIDENDS	$237,259	1.2%	
GRANT REVENUE	$106,000	0.5%	
HAULING	$33,962	0.2%	
OTHER INCOME	$22,203	0.1%	
TOTAL	$19,451,432		



PAYROLL EXPENSES	$6,459,845	40.0%	
TRAVEL AND TRAINING	$77,453	0.5%	**Expense**
ADMINISTRATIVE COSTS	$136,131	0.8%	
PROFESSIONAL FEES	$199,537	1.2%	
EQUIPMENT AND FLEET	$1,156,052	7.2%	
SUPPLIES	$117,237	0.7%	
MATERIALS MANAGEMENT	$7,150,330	44.3%	
PROPERTY MANAGEMENT	$730,583	4.5%	
PROMOTION AND EDUCATION	$80,602	0.5%	
COMMUNITY SUPPORT	$28,966	0.2%	
Other		0.0%	
Total	$16,136,738	100.0%	



who we are

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,481 residents and 8,939 businesses)* with facilities, programs, and expertise developed over our 38-year history.

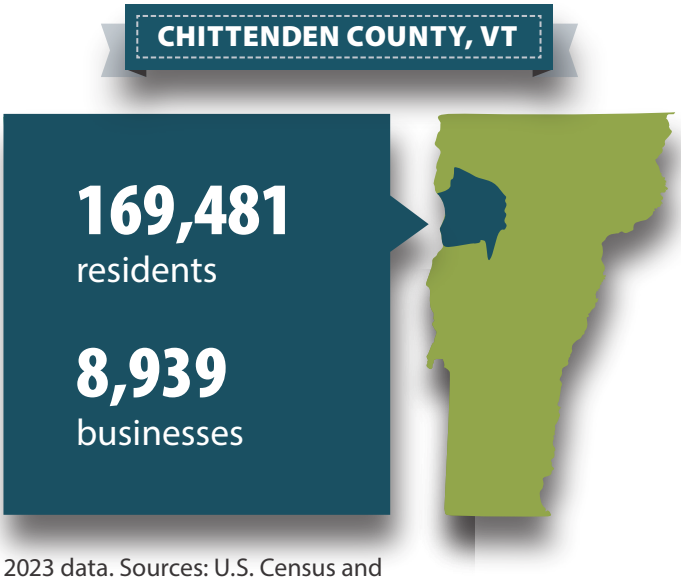
**2023 data. Sources: U.S. Census and VT Dept. Of Labor*

OUR MISSION

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.



2023 data. Sources: U.S. Census and VT Dept. of Labor

HOW WE'RE FUNDED

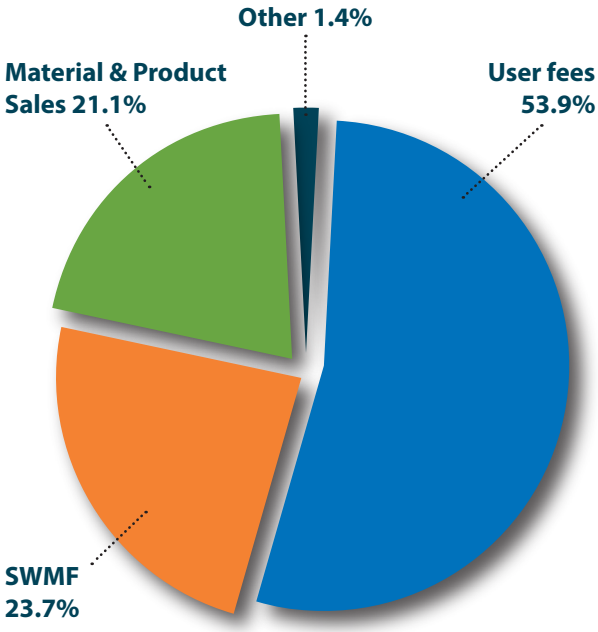
Our revenue comes from three primary sources:

- **User fees** on incoming material at our facilities;
- **The Solid Waste Management Fee** (SWMF), a per-ton fee on material sent to the landfill;
- **Material and product sales** from material we collect and process at our facilities and sell;
- A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management.**

We are not funded by Income, Sales, or Property tax dollars.

FY25 REVENUE $16.5M

(unaudited)



Income, Sales, or Property Taxes 0%

what we do

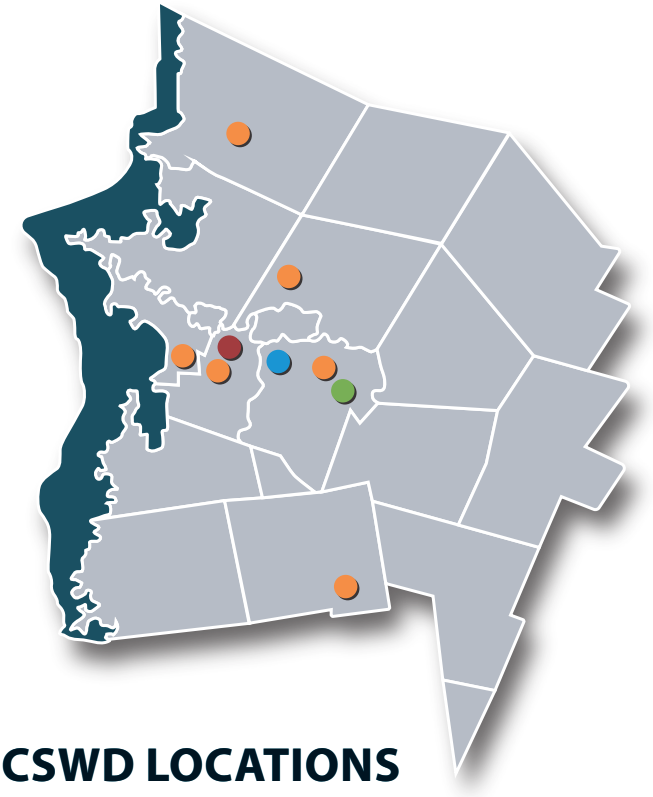
REDUCE WASTE

- **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- **Promote community reuse options**
- **Process leftover paint** from residents and businesses into Local Color Paint
- **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- **Help our members** comply with federal and state solid waste laws
- **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- **Advocate for state-wide policies** that will reduce waste

MANAGE MATERIALS

Our facilities:

- **The only municipally owned Materials Recycling Facility** (blue-bin recyclables sorting center) in Vermont
- **Six regional Drop-Off Centers** for household trash, recycling, organics, and special materials
- **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-round collection facility *and* a seasonal mobile collection unit
- **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recycling Facility**
- **Organics Recycling Facility** (Green Mountain Compost)

SUPPORT OUR MEMBERS

- **Technical expertise and support** for waste-related RFPs and studies
- **Grant funding**
  - Community Cleanup Fund for all member towns
  - Waste Reduction Container and Project Grants
- **Brokering and investigation** of beneficial use options for biosolids
- **Green Up Vermont donation** on behalf of all member towns;
- **Outreach and education**

how we're doing

This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in Calendar Year 2025:

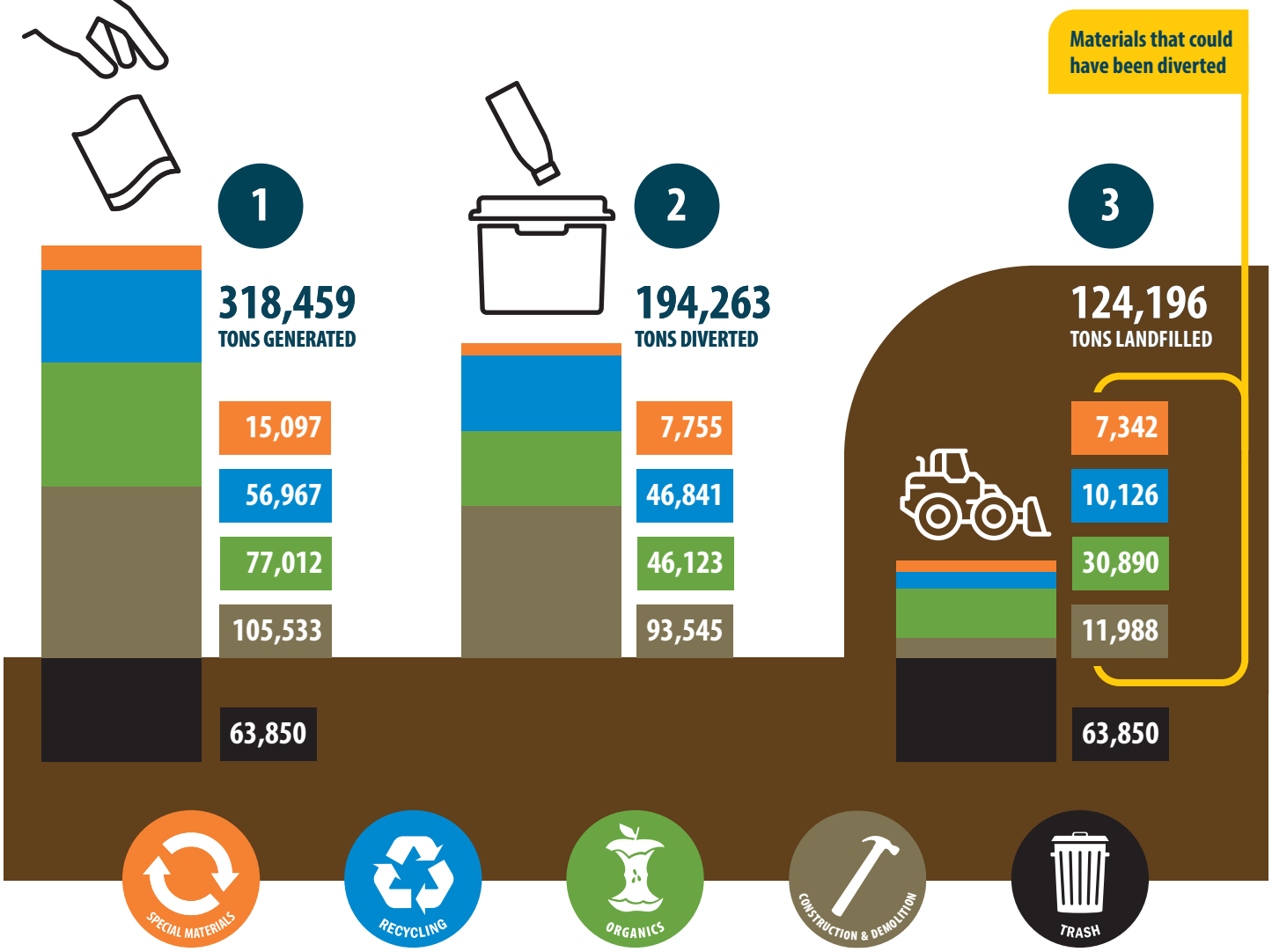
1. Total waste and recyclable/compostable materials generated in Chittenden County in 2025.
2. Total materials kept out of the landfill and recycled or composted in 2025.
3. Total materials (including recyclables and compostable materials) landfilled in 2025.

   Note: "Trash" is made up of materials that can't be recycled or composted.

Full details are available in the 2024 CSWD Diversion Report.

100% MATERIALS GENERATED (318,459 tons)

61% RECYCLED/DIVERTED + 39% LANDFILLED



Chittenden Solid Waste District

Proposed FY27 Budget
All Programs

	FY25 Actual	FY26 Adopted Budget	Proposed FY27 Budget	$ Change FY26 BUD v FY27 BUD	% Change FY26 BUD v FY27 BUD
Ordinary Income/Expense					
Income					
40000 - INCOME					
40100 - TIPPING FEES	$7,014,487	$7,305,910	$7,843,940	$538,030	7.4%
40400 - HAZARDOUS WASTE	$114,722	$104,000	$119,311	$15,311	14.7%
40500 - BIOSOLIDS	$1,750,850	$1,413,000	$1,767,008	$354,008	25.1%
41000 - SOLID WASTE MANAGEMENT	$3,900,128	$5,129,004	$5,269,936	$140,932	2.7%
42000 - SALE OF MATERIALS	$3,381,615	$2,968,667	$3,806,547	$837,880	28.2%
43000 - LICENSE FEES FINES & PENALTIES	$17,099	$19,000	$18,976	($24)	-0.1%
44000 - RENTAL INCOME	$7,100	$0	$0	$0	N/A
45000 - PRODUCT STEWARDSHIP AND REIMB	$180,882	$179,250	$226,290	$47,040	26.2%
46000 - INTEREST & DIVIDENDS	$493,468	$211,000	$237,259	$26,259	12.4%
47000 - GRANT REVENUE	$1,617,323	$111,323	$106,000	($5,323)	-4.8%
47500 - GAIN/LOSS ON DISPOSAL OF ASSETS	$390,471	$0	$0	$0	N/A
48000 - HAULING	$15,348	$64,000	$33,962	($30,038)	-46.9%
49000 - OTHER INCOME	$21,070	$23,000	$22,203	($797)	-3.5%
Total - 40000 - INCOME	$18,904,562	$17,528,154	$19,451,432	$1,923,279	11.0%
Total - Income	**$18,904,562**	**$17,528,154**	**$19,451,432**	$1,923,279	11.0%
Cost Of Sales					
50000 - COST OF GOODS SOLD					
51000 - Organics Cost of Goods Sold	($102,672)	$198,947	$183,364	($15,583)	-7.8%
52000 - Bins & Containers	$3,512		$3,760	$3,760	N/A
53000 - Paint	$8,759	$15,000	$9,109	($5,891)	-39.3%
Total - 50000 - COST OF GOODS SOLD	($90,401)	$213,947	$196,232	($17,715)	-8.3%
Total - Cost Of Sales	**($90,401)**	**$213,947**	**$196,232**	($17,715)	-8.3%
Gross Profit	**$18,994,963**	**$17,314,207**	**$19,255,200**	$1,940,993	11.2%
Expense					
60000 - EXPENSES					
60100 - PAYROLL EXPENSES	$5,713,200	$6,294,307	$6,459,845	$165,538	2.6%
61000 - TRAVEL & TRAINING	$65,370	$130,350	$77,453	($52,897)	-40.6%
62000 - ADMINISTRATIVE COSTS	$201,665	$159,099	$136,131	($22,968)	-14.4%
63000 - PROFESSIONAL FEES	$105,177	$345,007	$199,537	($145,470)	-42.2%
64000 - EQUIPMENT AND FLEET	$1,213,887	$1,320,761	$1,156,052	($164,708)	-12.5%
66000 - SUPPLIES	$93,517	$137,617	$117,237	($20,380)	-14.8%
67000 - MATERIALS MANAGEMENT	$6,718,798	$6,686,752	$7,150,330	$463,578	6.9%
68000 - PROPERTY MANAGEMENT	$641,243	$651,271	$730,583	$79,312	12.2%
69000 - PROMOTION & EDUCATION	$128,798	$126,200	$80,602	($45,598)	-36.1%
70000 - COMMUNITY SUPPORT	$25,402	$113,350	$28,966	($84,384)	-74.4%
Total - 60000 - EXPENSES	$14,907,057	$15,964,714	$16,136,738	$172,024	1.1%
Total - Expense	**$14,907,057**	**$15,964,714**	**$16,136,738**	$172,024	1.1%
Net Ordinary Income (Before Depreciation & Transfers)	**$4,087,906**	**$1,349,492**	**$3,118,462**	$1,768,970	131.1%

CSWD
Proposed FY27 Budget
Adminstrative Programs

	Compliance	Executive	Finance	General Admin	IT	Marketing	O&C Admin	Outreach & Communication	Solid Waste Management Fee	Total
Ordinary Income/Expense										
Income										
40000 - INCOME										
41000 - SOLID WASTE MANAGEMENT	$0	$0	$0	$0	$0	$0	$0	$0	$5,269,936	$5,269,936
43000 - LICENSE FEES FINES & PENALTIES	$18,976	$0	$0	$0	$0	$0	$0	$0	$0	$18,976
46000 - INTEREST & DIVIDENDS	$0	$0	$200,000	$0	$0	$0	$0	$0	$0	$200,000
Total - 40000 - INCOME	$18,976	$0	$200,000	$0	$0	$0	$0	$0	$5,269,936	$5,488,912
Total - Income	**$18,976**	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$5,269,936**	**$5,488,912**
Gross Profit	**$18,976**	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$5,269,936**	**$5,488,912**
Expense										
60000 - EXPENSES										
60100 - PAYROLL EXPENSES	$236,323	$243,325	$505,409	$394,633	$262,544	$140,379	$222,628	$401,626	$0	$2,406,867
61000 - TRAVEL & TRAINING	$6,500	$1,150	$291	$22,063	$1,380	$24,021	$1,500	$2,120	$0	$59,025
62000 - ADMINISTRATIVE COSTS	$8,402	$2,500	$1,553	$24,976	$118	$240	$1,000	$20,412	$0	$59,203
63000 - PROFESSIONAL FEES	$6,000	($0)	$54,150	$24,106	$0	$43,404	$20,075	$0	$0	$147,735
64000 - EQUIPMENT AND FLEET	$5,464	$0	$68,082	$10,616	$178,675	$0	$3,600	$2,851	$0	$269,288
66000 - SUPPLIES	$950	$0	$3,621	$2,391	$0	$300	$0	$665	$0	$7,927
67000 - MATERIALS MANAGEMENT	$0	$0	$98	$1,500	$0	$0	$0	$0	$0	$1,598
68000 - PROPERTY MANAGEMENT	$0	$0	$0	$317,548	$0	$0	$0	$0	$0	$317,548
69000 - PROMOTION & EDUCATION	$500	$0	$0	$0	$0	$70,990	$0	$8,626	$0	$80,116
70000 - COMMUNITY SUPPORT	$0	$0	$16,042	$0	$0	$0	$4,500	$0	$0	$20,542
Total - 60000 - EXPENSES	$264,140	$246,974	$649,246	$797,833	$442,717	$279,333	$253,303	$436,300	$0	$3,369,848
Total - Expense	**$264,140**	**$246,974**	**$649,246**	**$797,833**	**$442,717**	**$279,333**	**$253,303**	**$436,300**	**$0**	**$3,369,848**
Net Ordinary Income (Before Depreciation & Transfers)	**($245,164)**	**($246,974)**	**($449,246)**	**($797,833)**	**($442,717)**	**($279,333)**	**($253,303)**	**($436,300)**	**$5,269,936**	**$2,119,064**

CSWD
Proposed FY27 Budget
Operations Programs

	Drop Off Center (DOC)	Hazardous Waste	Maintenance & Hauling	Materials Recycling Facility	Operating Administration	Organics Recycling Facility	Property Management	Total
Ordinary Income/Expense								
Income								
40000 - INCOME								
40100 - TIPPING FEES	$3,348,799	$0	$0	$4,126,312	$0	$368,829	$0	$7,843,940
40400 - HAZARDOUS WASTE	$0	$119,311	$0	$0	$0	$0	$0	$119,311
42000 - SALE OF MATERIALS	$232,368	$36,997	$0	$2,517,856	$0	$1,019,327	$0	$3,806,547
45000 - PRODUCT STEWARDSHIP AND REIMB	$25,833	$200,457	$0	$0	$0	$0	$0	$226,290
47000 - GRANT REVENUE	$0	$106,000	$0	$0	$0	$0	$0	$106,000
48000 - HAULING	$0	$0	$33,962	$0	$0	$0	$0	$33,962
49000 - OTHER INCOME	$19,071	$774	$0	$118	$0	$2,240	$0	$22,203
Total - 40000 - INCOME	$3,626,071	$463,539	$33,962	$6,644,286	$0	$1,390,396	$0	$12,158,253
Total - Income	**$3,626,071**	**$463,539**	**$33,962**	**$6,644,286**	**$0**	**$1,390,396**	**$0**	**$12,158,253**
Cost Of Sales								
50000 - COST OF GOODS SOLD								
51000 - Organics Cost of Goods Sold	$0	$0	$0	$0	$0	$183,364	$0	$183,364
52000 - Bins & Containers	$3,760	$0	$0	$0	$0	$0	$0	$3,760
53000 - Paint	$0	$9,109	$0	$0	$0	$0	$0	$9,109
Total - 50000 - COST OF GOODS SOLD	$3,760	$9,109	$0	$0	$0	$183,364	$0	$196,232
Total - Cost Of Sales	**$3,760**	**$9,109**	**$0**	**$0**	**$0**	**$183,364**	**$0**	**$196,232**
Gross Profit	**$3,622,311**	**$454,430**	**$33,962**	**$6,644,286**	**$0**	**$1,207,032**	**$0**	**$11,962,020**
Expense								
60000 - EXPENSES								
60100 - PAYROLL EXPENSES	$1,540,415	$509,229	$506,851	$0	$597,332	$899,151	$0	$4,052,979
61000 - TRAVEL & TRAINING	$3,680	$956	$368	$3,976	$182	$8,252	$0	$17,414
62000 - ADMINISTRATIVE COSTS	$62,259	$2,112	$939	$4,255	$669	$6,196	$0	$76,429
63000 - PROFESSIONAL FEES	$1,752	$4,353	$178	$1,315	$0	$1,786	$14,919	$24,302
64000 - EQUIPMENT AND FLEET	$103,523	$11,622	$135,405	$387,215	$4,182	$244,816	$0	$886,764
66000 - SUPPLIES	$29,096	$25,614	$19,997	$0	$260	$32,856	$988	$108,811
67000 - MATERIALS MANAGEMENT	$1,388,920	$324,976	$11,100	$3,525,859	$0	$92,059	$0	$5,342,914
68000 - PROPERTY MANAGEMENT	$73,221	$55,257	$34,903	$80,869	$0	$85,780	$65,545	$395,575
69000 - PROMOTION & EDUCATION	$122	$0	$0	$0	$0	$364	$0	$486
70000 - COMMUNITY SUPPORT	$7,658	$0	$0	$0	$0	$766	$0	$8,424
Total - 60000 - EXPENSES	$3,210,646	$934,121	$709,741	$4,003,488	$602,625	$1,372,026	$81,451	$10,914,098
Total - Expense	**$3,210,646**	**$934,121**	**$709,741**	**$4,003,488**	**$602,625**	**$1,372,026**	**$81,451**	**$10,914,098**
Net Ordinary Income	**$411,665**	**($479,691)**	**($675,779)**	**$2,640,798**	**($602,625)**	**($164,995)**	**($81,451)**	**$1,047,922**

CSWD
Proposed FY27 Budget
Biosolids

	Totals
Ordinary Income/Expense	
Income	
40510 - Biosolid Monthly Fee	
40510 - Biosolid Monthly Fee	$1,761,008
40511 - Biosolids Administration Fee	$6,000
Total - 40510 - Biosolid Monthly Fee	$1,767,008
Total - Income	**$1,767,008**
Gross Profit	**$1,767,008**
Expense	
60000 - EXPENSES	
61000 - TRAVEL & TRAINING	
61300 - Membership Dues	$1,014
Total - 61000 - TRAVEL & TRAINING	$1,014
67000 - MATERIALS MANAGEMENT	
67200 - DISPOSAL FEES	
67220 - Sludge Disposal	$1,761,008
Total - 67200 - DISPOSAL FEES	$1,761,008
Total - 67000 - MATERIALS MANAGEMENT	$1,761,008
Total - Expense	**$1,762,022**
Net Ordinary Income	**$4,986**

CSWD
Proposed FY27 Budget
Closed Landfill

	Total
Ordinary Income/Expense	
Income	
40000 - INCOME	
46000 - INTEREST & DIVIDENDS	$37,259
Total - Income	**$37,259**
Gross Profit	**$37,259**
Expense	
60000 - EXPENSES	
62000 - ADMINISTRATIVE COSTS	$500
63000 - PROFESSIONAL FEES	$27,500
66000 - SUPPLIES	$500
67000 - MATERIALS MANAGEMENT	
67400 - LEACHATE	$24,360
67500 - TESTING	$20,450
Total - 67000 - MATERIALS MANAGEMENT	**$44,810**
68000 - PROPERTY MANAGEMENT	
68100 - BUILDING & LAND	$16,700
68200 - UTILITIES	$360
68400 - GOVERNMENT TAXES & FEES	$400
Total - 68000 - PROPERTY MANAGEMENT	**$17,460**
Total - 60000 - EXPENSES	$90,770
Total - Expense	**$90,770**
Net Ordinary Income	**($53,511)**

CSWD
Fund Balances
FY27 Proposed Budget

	FY25	Expected FY26	FY27 BUD OpEx	FY27 BUD CapEx	MRF Build	Expected FY27
32100 - DESIGNATED FOR INTERNAL PURPOSES						
32103 - Solid Waste Management Fund	$866,001	$866,001	$0		($399,607)	$466,393
32105 - Operating Fund	$2,729,314	$2,246,005	$0		($1,036,397)	$1,209,608
32106 - Capital Fund	$2,545,500	$0	$0			$0
32107 - MRF Project Capital Fund	$3,027,265	$4,855,387	$3,118,462	($235,000)	($7,738,849)	$0
Total - 32100 - DESIGNATED FOR INTERNAL PURPOSES	**$9,168,079**	**$7,967,392**	**$3,118,462**	**($235,000)**	**($9,174,853)**	**$1,676,001**
32200 - DESIGNATED FOR EXTERNAL PURPOSES						
32201 - Facilities Closure Fund	$1,506,983	$1,506,983	$0			$1,506,983
32202 - COMMUNITY CLEAN UP FUND	$95,000	$95,000	$0			$95,000
Total - 32200 - DESIGNATED FOR EXTERNAL PURPOSES	**$1,601,983**	**$1,601,983**	**$0**	**$0**	**$0**	**$1,601,983**
33000 - RESTRICTED						
33001 - Landfill Post Closure Fund	$1,000,000	$960,933	$0			$960,933
33002 - Biosolids Fund	$560,662	$423,755	$0			$423,755
Total - 33000 - RESTRICTED	**$1,560,662**	**$1,384,688**	**$0**	**$0**	**$0**	**$1,384,688**
34000 - TEMPORARILY RESTRICTED						
34100 - Debt Service Fund	$390,400	$481,340	$0			$481,340
Total - 34000 - TEMPORARILY RESTRICTED	**$390,400**	**$481,340**	**$0**	**$0**	**$0**	**$481,340**
36000 - UNDESIGNATED (FY26 Fraud Loss)	($154,428)	($3,023,308)	$0			($3,023,308)
38000 - Prior Year Adjustment	($151,047)	($294,666)	$0			($294,666)
Total FUNDS	**$12,415,650**	**$8,117,429**	**$3,118,462**	**($235,000)**	**($9,174,853)**	**$1,826,038**

CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS 3 YEAR PLAN

	FY26 - PREVIOUSLY APPROVED	FY27	FY28	FY29
MATERIALS RECOVERY FACILITY				
Building & Building Repair				
Sub Total	$ -	$0	$0	$0
Capital Equipment				
Sub Total	$ -	$0	$0	$0
Rolling Stock				
Sub Total	$ -	$0	$0	$0
New MRF Project				
Sub Total	$ -	$0	$0	$0
Total MRF	**$ -**	**$0**	**$0**	**$0**
ORGANICS RECYCLING FACILITY				
Site Work				
Site 21 Site Work				$50,000
Yard Waste Receiving Area Regrade		$30,000		
Sub Total	$ -	$30,000	$0	$50,000
Building & Building Repair				
Sub Total	$ -	$0	$0	$0
Capital Equipment				
Eggersmann Air Separator V 60			$75,000	
Sub Total	$ -	$0	$75,000	$0
Rolling Stock				
644k Loader COMPLETE	$ 350,000.00			
Pump Truck Chassis Replacement			$80,000	
Sub Total	$ 350,000.00	$0	$80,000	$0
Hauling				
Sub Total	$ -	$0	$0	$0
ORF New Projects				
Sub Total	$ -	$0	$0	$0
Total ORF	**$ 350,000.00**	**$30,000**	**$155,000**	**$50,000**

Closed LF

Site Work

East Side Base Remediation	$ 50,000.00			
Total Closed LF	**$ 50,000.00**	**$0**	**$0**	**$0**

Biosolids

Total Biosolids		**$0**	**$0**	**$0**

Roll-OFF and Maintenance

Building & Building Repair

Maintenance Building Rehab		$ 50,000		
Sub Total	$ -	$ 50,000	$ -	$ -

Rolling Stock

2012 KENWORTH TRUCK T800 #31			$ 290,000	
Service Truck Replacement				$ 110,000
Sub Total	$ -	$ -	$ 290,000	$ 110,000
Total Roll-Off and Maintenance	**$ -**	**$ 50,000**	**$ 290,000**	**$ 110,000**

Drop Off Centers

Site Work

Milton - Design/Survey		$ 50,000	$ 50,000	
Williston Stormwater Design/Build		$ 25,000	$ 75,000	
Sub Total	$ -	$ 75,000	$ 125,000	$ -

Building & Building Repair

Essex and South Burlington Overhead Structure Repair			$ 60,000	
Sub Total		$ -	$ 60,000	$ -

Capital Equipment

Compactors	BDOC x1 (FY27) WDOC x2 (FY28)		$ 30,000	$ 65,000	
Sub Total		$ -	$ 30,000	$ 65,000	$ -
Total Drop Off Centers		**$ -**	**$ 105,000**	**$ 250,000**	**$ -**

HAZARDOUS WASTE AND LATEX PAINT

Sitework

Sub Total	$ -	$ -		

Building & Building Repair

Sub Total	$ -	$ -	$ -	$ -

Rolling Stock

Replacement Forklift COMPLETE	$ 25,000.00			
Sub Total	$ 25,000.00	$ -	$ -	$ -
Total HAZARDOUS WASTE AND LATEX PAINT	**$ 25,000.00**	**$ -**	**$ -**	**$ -**

Property Management

Site 21 Property Improvement		$ 50,000		
Sub Total		$ 50,000		
Total Property Management		**$ 50,000**	**$0**	**$0**

Administration

Site Work

Sub Total	$ -	$ -	$ -	$ -

Intangible

Sub Total	$ -	$ -	$ -	$ -
Total Administration	**$ -**	**$ -**	**$ -**	**$ -**

Miscellaneous				

Total Cap Cost	**$ 425,000**	**$ 235,000**	**$ 695,000**	**$ 160,000**
Program Input				
General Fund Support		**$ 235,000**	**$ 695,000**	**$ 160,000**
Closed Landill Reserve	**$ 50,000**	**$ -**	**$ -**	**$ -**

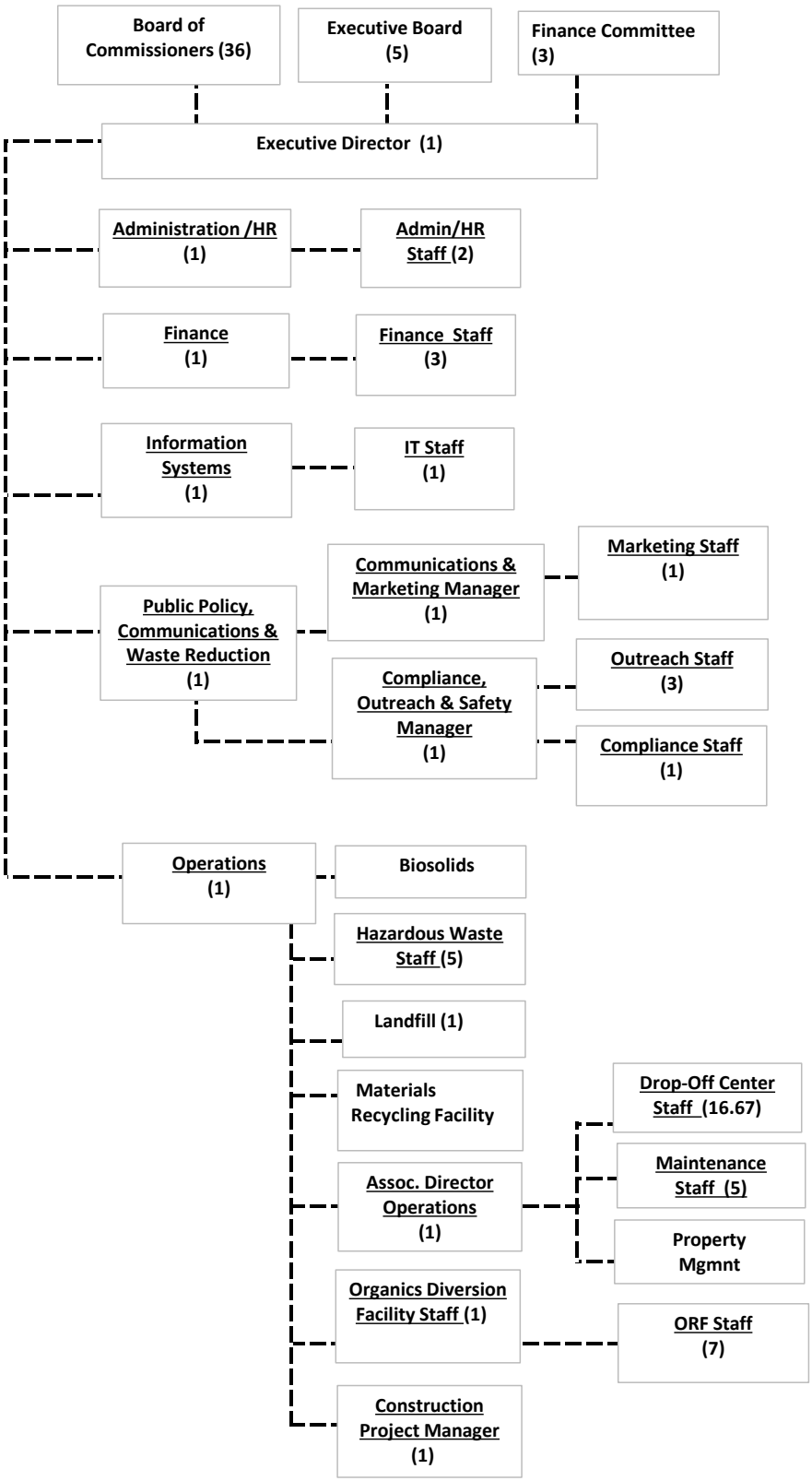
SCHEDULE OF PROGRAM TIPPING FEES	FY25	FY26	Rate change FY27	increase from FY26 to FY27
MATERIALS RECYCLING FACILITY				
Materials Sales fluctuate with market price.				
Budgeted Tipping Fees:				
In-District materials, per ton	$ 90.00	$ 90.00	$ 100.00	$ 10.00
Out-of-District materials, per ton	$ 90.00	$ 90.00	$ 100.00	$ 10.00
DROP-OFF CENTERS				
Items accepted vary by facility				
Facility Fee (per transaction at all DOCs)	$ -	$ -	$ 1.00	$ 1.00
Except for the following transactions: Bulbs, Household Batteries, Covered E-Waste, Mercury Devices, PCB Ballasts, and Textiles				
Household Trash				
Small - up to 13 gallons	$ 3.00	$ 4.00	$ 4.00	$ -
Medium - 14 to 35 gallons	$ 8.00	$ 8.00	$ 8.00	$ -
Large - 36 to 45 gallons	$ 11.00	$ 11.00	$ 11.00	$ -
per cubic yard	$ 48.00	$ 48.00	$ 48.00	$ -
Recycling				
Blue-bin Recyclables, with paid trash items	No charge	No charge	No charge	$ -
Blue-bin Recyclables ONLY	$ 2.00	$ 2.00	$ 2.00	$ -
More than 1 Cubic Yard	$5.00/CY	$5.00/CY	$5.00/CY	$ -
Organics				
Food Scraps, with paid trash items	No charge	No charge	No charge	$ -
Food Scraps (per 5 gallons), without paid trash items	$ 1.00	$ 1.00	$ 1.00	$ -
Up to 35 gallon				
Pallets & clean lumber:				
Up to 2 cubic yards (Milton, Williston, SB &Essex)	No charge	No charge	No charge	$ -
Each cubic yard in excess of 2 cy	$ 5.00	$ 5.00	$ 5.00	$ -
Yard debris (including natural wood)	-	-		
Each cubic yard up to 2 cy (Milton, Hinesburg (NO WOOD), SB &Essex)	No charge	No charge	$ 1.00	$ 1.00
Each cubic yard in excess of 2 cy	$ 5.00	$ 5.00	$ 5.00	$ -

SCHEDULE OF PROGRAM TIPPING FEES	FY25	FY26	Rate change FY27	increase from FY26 to FY27
Special Materials				
Non-covered Electronics ~ per pound (by appt. only)	$ 0.18	$ 0.30	$ 0.30	$ -
Gypsum wallboard (clean, new scrap):				
Small loads (up to 2 cy), per cubic yard	$ 28.00	$ 28.00	$ 28.00	$ -
Large loads, per ton	$ 100.00	$ 100.00	$ 100.00	$ -
Propane cylinders over 20 lbs.	$ 5.00	$ 5.00	$ 8.00	$ 3.00
Mercury-containing products	No charge	No charge	No charge	$ -
Propane cylinders 20 lbs.	No charge	No charge	$ 3.00	$ 3.00
Propane cylinders under 20 lbs	No charge	No charge	No charge	
Lead Acid Batteries				
Car/Boat	$ -	$ -	$ 2.00	$ 2.00
Smaller than Car/Boat	$ -	$ -	$ 1.00	$ 1.00
Construction & Demolition Materials				
up to 13-gallon bag/barrel	$ 6.00	$ 8.00	$ 8.00	$ -
up to 33-gallon bag/barrel	$ 16.00	$ 16.00	$ 16.00	$ -
up to 45-gallon bag/barrel	$ 22.00	$ 22.00	$ 22.00	$ -
up to 64-gallon bag/barrel	$ 30.00	$ 30.00	$ 30.00	$ -
per cubic yard	$ 96.00	$ 96.00	$ 96.00	$ -
Other Items				
Appliances without refrigerants	$ 5.00	$ 6.00	$ 6.00	$ -
Appliances with refrigerants	$ 15.00	$ 15.00	$ 15.00	$ -
Batteries (household and lead acid)	No charge	No charge	No charge	$ -
Electronics -non-covered	$ 2.00	$ 2.00	$ 2.00	$ -
Electronics - items covered by State program	No charge	No charge	No charge	$ -
Fluorescent lamps	No charge	No charge	No charge	$ -
XS Furniture Item	$ 3.00	$ 4.00	$ 4.00	$ -
Small furniture item	$ 8.00	$ 8.00	$ 8.00	$ -
Medium Furniture item	$ 11.00	$ 11.00	$ 11.00	$ -
Large furniture item	$ 15.00	$ 15.00	$ 15.00	$ -
XL furniture item	$ 24.00	$ 24.00	$ 24.00	$ -
Twin box spring	$ 20.00	$ 27.00	$ 27.00	$ -
Twin mattress	$ 20.00	$ 27.00	$ 27.00	$ -
Full/double/queen mattress	$ 25.00	$ 32.00	$ 32.00	$ -
Full/double/queen box spring	$ 25.00	$ 32.00	$ 32.00	$ -
King mattress	$ 30.00	$ 37.00	$ 30.00	$ -
King box spring	$ 30.00	$ 37.00	$ 37.00	$ -

SCHEDULE OF PROGRAM TIPPING FEES	FY25	FY26	Rate change FY27	increase from FY26 to FY27
Crib mattress	$ 8.00	$ 10.00	$ 10.00	$ -
Scrap metal	No charge	No charge	No charge	
Textiles*	No charge	No charge	No charge	
Tires				
Tires ~ up to 20" (bike tires up to 20)	$ 4.00	$ 4.00	$ 5.00	$ 1.00
Tires ~ 19.5" to 24.5" Heavy Truck/ Commercial Vehicle	$ 15.00	$ 15.00	$ 15.00	$ -
Tires ~ large equipment tires	$ 56.00	$ 56.00	$ 56.00	$ -
Tires ~ XL equipment tires	$ 100.00	$ 100.00	$ 100.00	$ -
Tires with Rim (additional charge)	$ -	$ -	$ 1.00	$ 1.00
Tires ~ per ton	$ 250.00	$ 250.00	$ 300.00	$ 50.00
Used oil	No charge	No charge	No charge	$ -
Used oil filters	No charge	No charge	No charge	$ -
Ashes (accepted as trash)	$3-15; $48 (Cubic Yard)	$3-15; $48 (Cubic Yard)	$3-15; $48 (Cubic Yard)	$ -
Books - up to 5 gallons (includes hard/soft covered and notebooks)	$ -	$ -	$ 1.00	$ 1.00
Per 5 gallons thereafter with a limit of ½ Cubic Yard (100 gallons)	$ -	$ -	$ 1.00	$ 1.00
Shredded Paper, with paid trash items	No charge	No charge	No charge	$ -
Shredded Paper ONLY	$ 2.00	$ 2.00	$ 2.00	$ -
More than 1 Cubic Yard	$5.00/CY	$5.00/CY	$5.00/CY	$ -
HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER				
Environmental Depot				
Household hazardous waste	No Charge	No Charge	No Charge	
Business hazardous waste ~ Conditionally Exempt Generators	Call For Pricing	Call For Pricing	Call For Pricing	
Rover				
Household hazardous waste	No Charge	No Charge	No Charge	
Organics Diversion Facility				
Food Waste				
Tip fee, per ton	$ 70.00	$ 70.00	$ 77.00	$ 7.00
Solid Waste Management				
Budgeted Fee:				
Management Fee, per ton	$ 30.00	$ 40.00	$ 41.92	$ 1.92

FY27 Organizational Chart

FTE	
FY 26	56.23
FY 27	56.72



CSWD FY2027 Budget Proposal

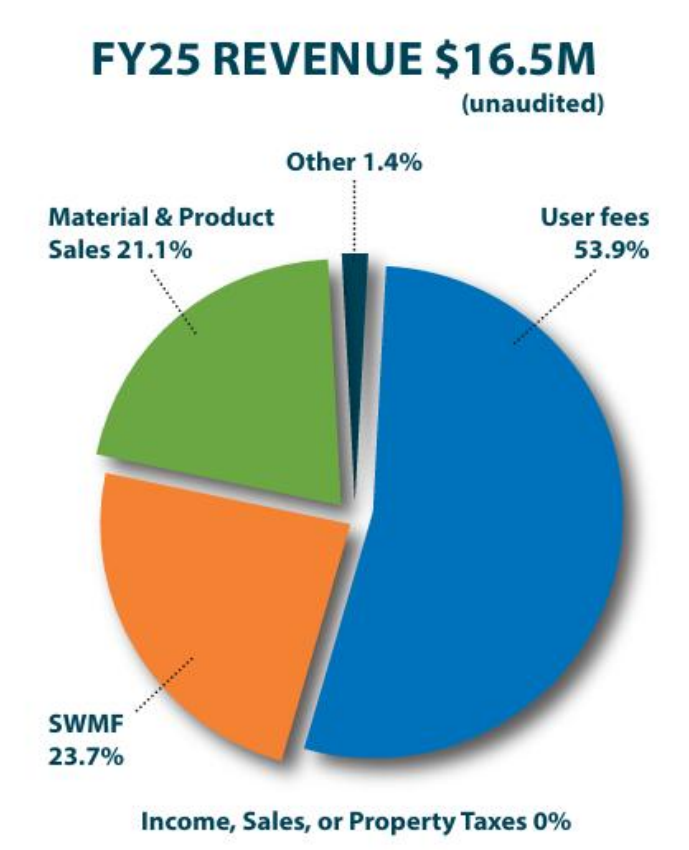


SARAH REEVES

Executive Director

Chittenden Solid Waste District

Who We Are



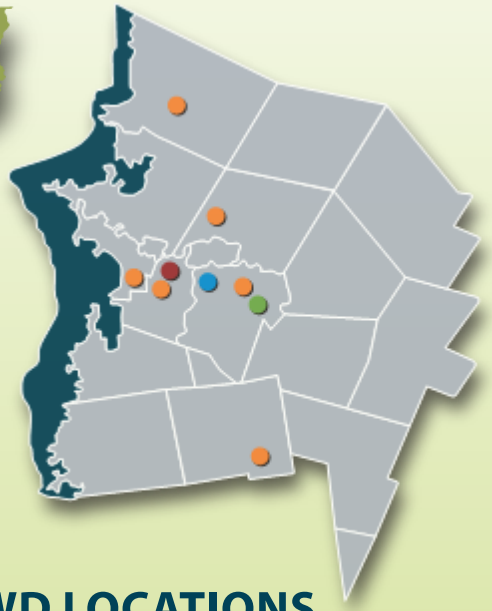
CHITTENDEN COUNTY, VT

169,481 residents

8,939 businesses



2023 data. Sources: U.S. Census and VT Dept. of Labor



CSWD LOCATIONS

- Drop-Off Centers
- Environmental Depot
- Materials Recycling Facility
- Organics Diversion Facility (Green Mountain Compost)

CSWD
Chittenden Solid Waste District

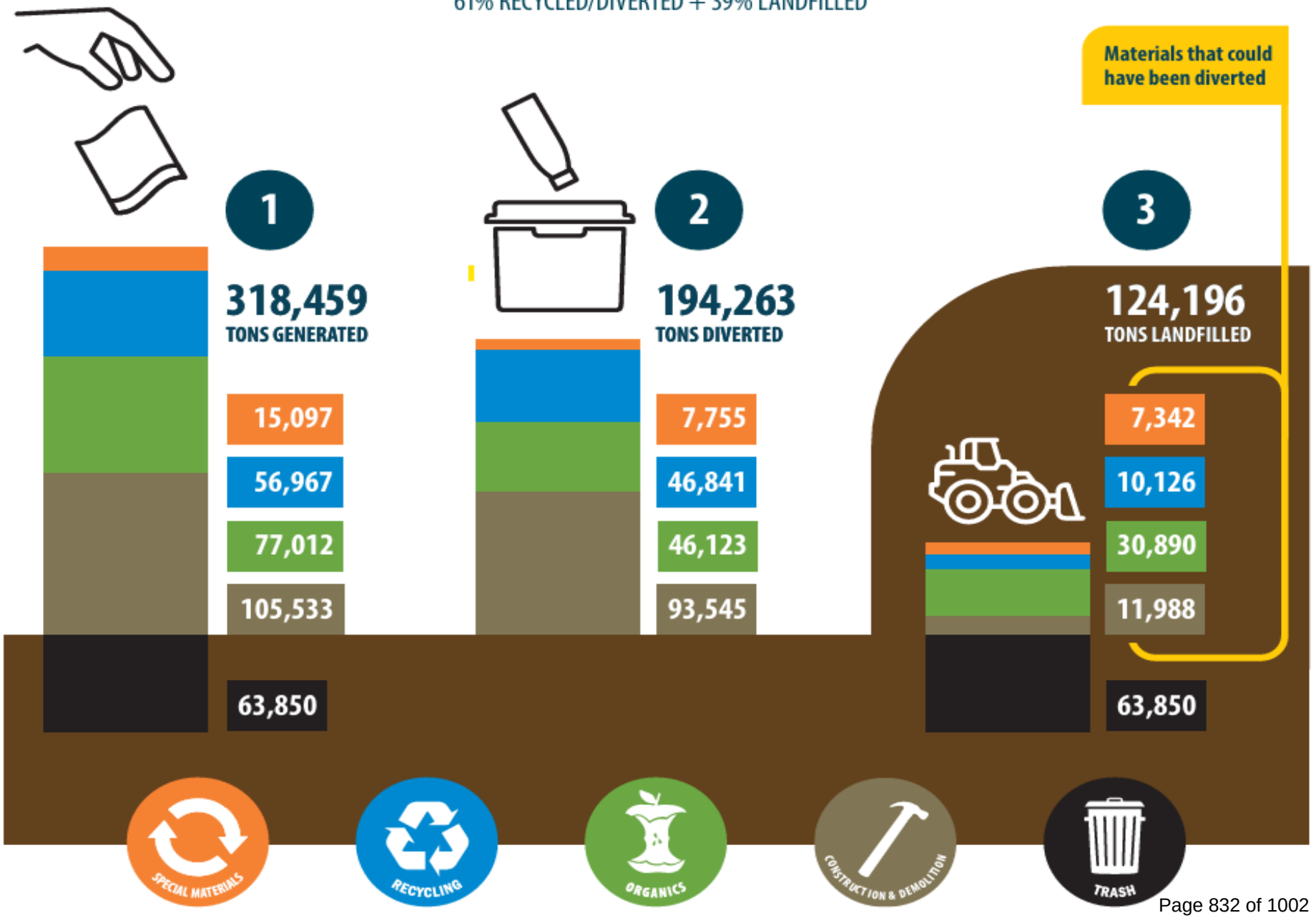
Why We're Here

- Per the Chittenden Solid Waste District municipal Charter, the legislative bodies of each member municipality must vote to approve the District's annual budget.
- Each Selectboard and City Council has one vote, and votes are not weighted by population.

Chittenden Solid Waste District

100% MATERIALS GENERATED (318,459 tons)

61% RECYCLED/DIVERTED + 39% LANDFILLED



New MRF Project Fraud Incident

- After FY27 draft budget was reviewed by CSWD Finance Committee, the District fell victim to a significant phishing scam, losing $3M in payments meant for our construction partner.
- This continues to be an open investigation led by law enforcement and CSWD is cooperating fully.
- The Board is conducting an internal review of the incident with an independent third party.

Next Steps

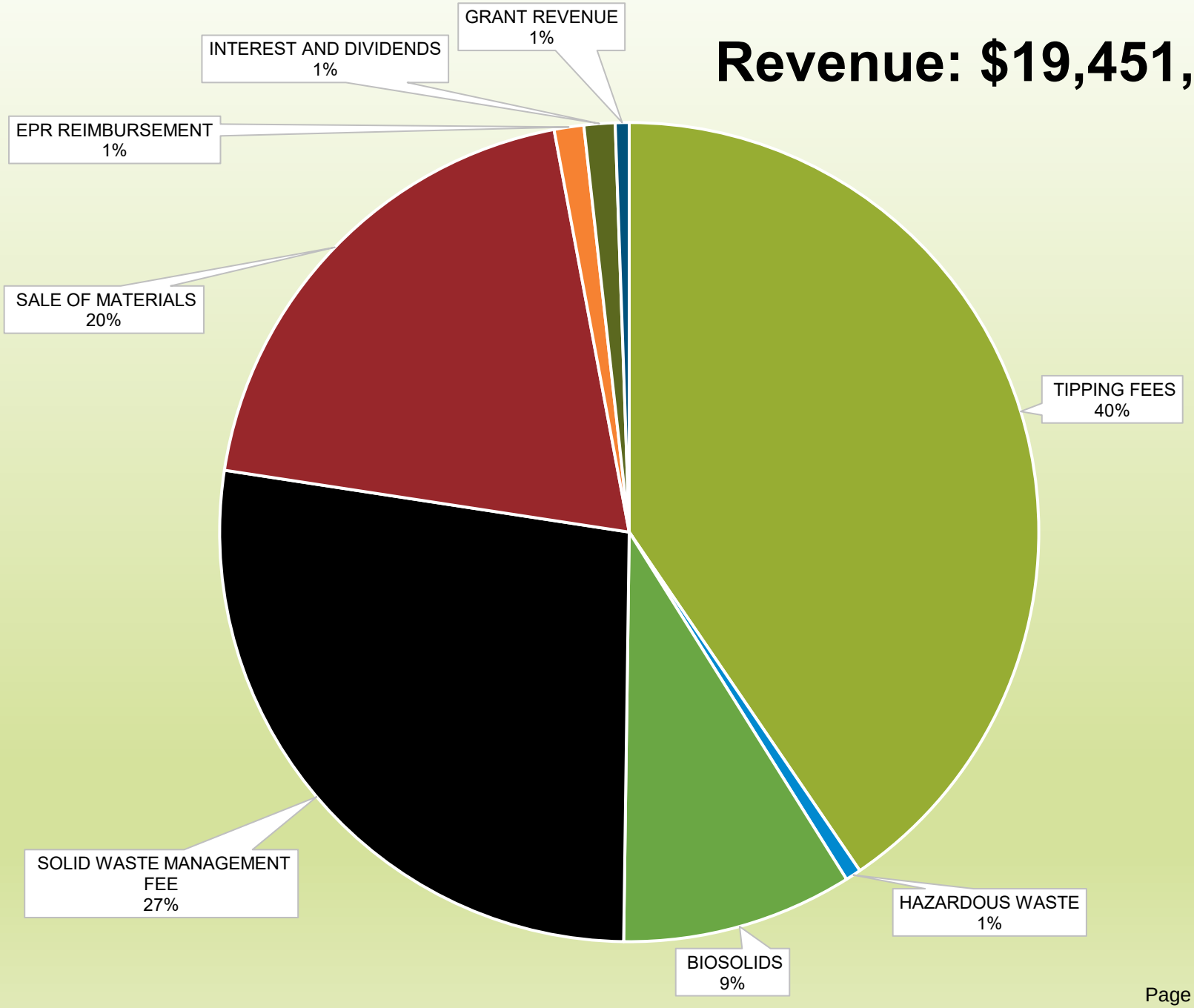
- Member municipalities are not expected to bear the burden of closing the project funding gap.
- Management revised the draft FY27 budget and resubmitted to the Finance Committee. The revised budget contained revised revenue expectations, avoided expenses, and deferred capital, to preserve cash.
- All FY27 revenue generated that exceeds budgeted needs will be directed to the MRF project fund. It is anticipated that CSWD will seek a short-term bank loan to fill the gap.
- It is expected recovery will span two fiscal years, with FY30 starting on an even keel.

FY27 Bottom Line

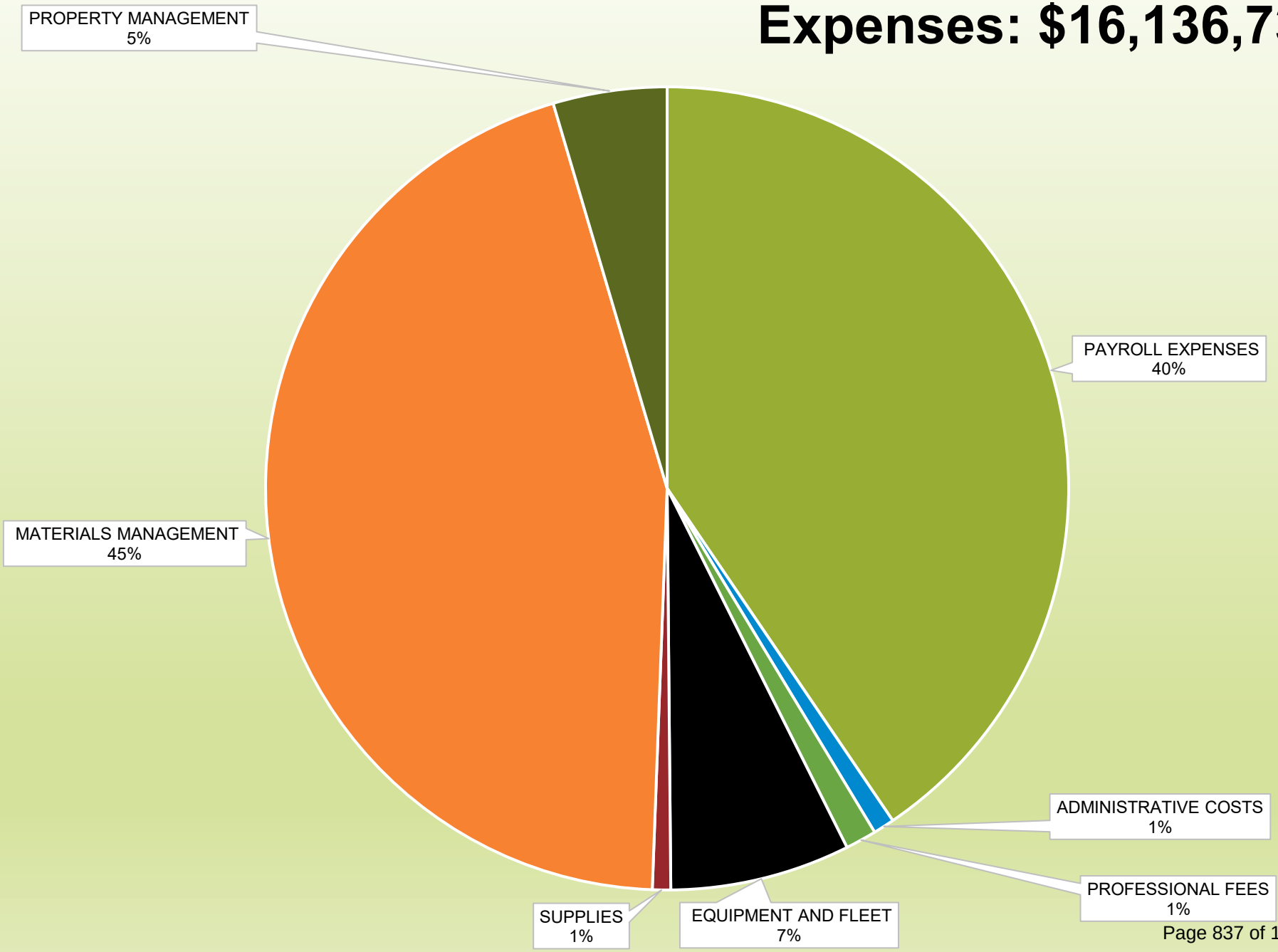
Revenue *(minus)* Cost of Good Sold	**$19,255,200**			
Expenses			***$16,136,738***	
Income from Operations *Before depreciation & transfers*				$3,118,462
RESERVE FUND BALANCES	FY25	FY26 BUD	MRF Build Draw	FY27 Balance-Anticipated
Solid Waste Management Fee Fund	$866,001	$866,001	($399,607)	$466,393
Operating Fund	$2,729,314	$2,246,005	($1,036,397)	$1,209,608
Capital Fund	$2,545,400	$0	$0	$0
MRF Project Fund	$3,037,265	$4,855,387	($7,738,849)	$0
Facilities Closure Fund	$1,506,983	$1,506,983	$0	$1,506,983
Landfill Post Closure Fund (Restricted)	$1,000,000	$960,933	$0	$960,933
Community Clean Up Fund	$95,000	$95,000	$0	$95,000
Biosolids Fund (Restricted)	$560,662	$423,755	$0	$423,755
Debt Service Fund (Temporarily Restricted)	$390,400	$481,340	$0	$481,340
Undesignated	($154,428)	($3,023,308*)	$0	($3,023,308)
Prior Year Adjustment	($151,047)	($294,666)	-	($294,666)
Total FUNDS	$12,415,650	$8,117,429	($9,174,853)	$1,826,038

***(FY26 - Fraud Loss)**

Revenue: $19,451,432



Expenses: $16,136,738



FY27 Compared to FY26 Budget

- Revenue Change: $1.94M (+11.2%)
  - Material Sales Increase (+28.2%)
  - Tip Fees Increase (+7.4%)
  - SWMF Increase (+2.7%)
  - Product Stewardship Reimbursement Increase (+26.2%)

FY27 Compared to FY26 Budget

- Expenses Change: $172,024 (+1.1%)
  - Wages & Benefits Increase (+2.6%)
  - Material Management Increase (+6.9%)
  - Administrative Costs Decrease (-14.4%)
  - Promotion & Education Decrease (-36.1%)
  - Professional Fees Decrease: (-42.2%)
  - Equipment & Fleet Decrease: (-12.5%)
  - Travel & Training Decrease: (-40.6%)

Fee Changes

- **Drop Off Centers**
  - Facility Use Fee: $1 per vehicle
  - Leaf & Yard: $1/cy up to 2cy; $5/cy over 2cy
- **Material Recycling Facility:** Increase to $100/ton
- **Organics Recycling Facility**: Increase to $77/ton
- **Environmental Depot:** No Increase
- **Solid Waste Management Fee**: Increase from $40/ton to $41.92/ton
  - Fee charged to haulers for all Chittenden County waste destined for landfill disposal

Requested: Motion to Approve

- MOTION to approve the Chittenden Solid Waste District's FY2027 budget as presented by District staff.

Chittenden Solid Waste District

Chittenden Solid Waste District

ADMINISTRATIVE OFFICE
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South Burlington, VT 05403

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www.cswd.net

May 13, 2026

Ben Traverse, City Council President
City of Burlington
City Hall - 149 Church Street
Burlington, VT 05401

Dear Ben:

Attached please find copies of the Chittenden Solid Waste District Proposed FY 27 Budget. **CSWD is scheduled to meet with the City of Burlington on Monday, May 18, 2026, at 7:00 p.m.** Please forward the attached copies to your City Council for their review.

The Board of Commissioners approved sending the Proposed FY 27 Budget to Member towns for their approval on Wednesday, April 22, 2026. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 7, 2026. Please feel free to contact me should you have any questions. Thank you.

Sincerely,

Amy Jewell

Amy Jewell
Director, Administration

Cc: Lee Perry– Rep., Matt Kobizk-Alt.

BURLINGTON CITY ARTS

MEMORANDUM

TO: City of Burlington, City Council

FROM: Doreen Kraft, Director, Burlington City Arts

CC: Kelli Perkins, Director, Office of Racial Equity, Inclusion, and Belonging
Sophie Sauvé, Parks Planning Division Director, Burlington Parks Recreation and Waterfront
Colin Storrs, Public Art and Grants Program Manager, Burlington City Arts

DATE: 2/17/26

SUBJECT: Authorization to Accept a Work of Public Art from the Abenaki Nation of Missisquoi Tribal Council.

REQUEST

Burlington City Arts (BCA) requests City Council authorization to accept the donation of a work of Public Art from the Abenaki Nation of Missisquoi Tribal Council, and for the Director of BCA, their assignee, or their successor to execute all documents necessary to accept the gift, subject to final review and approval by the City Attorney's Office and Chief Administrative Officer.

EXECUTIVE SUMMARY

Background:

In 1984, Peter Wolf Toth approached the City of Burlington and proposed to complete a sculpture as part of his Whispering Giant series, where he carved Indigenous figures in each of the 50 states to honor oppressed peoples. Having fled the Soviet occupation of Hungary, he identified with their struggles. In 1987, he completed what would later be known as Chief Greylock in Battery Park. The work was named and embraced by the Abenaki community but was neither created by nor representative of the Indigenous people of Vermont.

After 40 years of exposure to the elements, the sculpture had sustained significant degradation. In 2019, the 6–8-foot-tall feather atop the statue was deemed a hazard and fell after being fenced off for public safety. In the fall of 2024, Burlington City Arts (BCA) commissioned Tree Works to conduct a condition assessment, which concluded that the entire sculpture was a public safety risk and recommended removal. Subsequently, and in

accordance with the Art in Public Places Policy, BCA consulted the City Attorney's Office to confirm appropriate next steps.

Prior to the City informing Chief Brenda Gagne of the need to remove the existing Chief Greylock sculpture, the Abenaki Nation of Missisquoi—using funds allocated under City Council Resolution 6.01 (formerly 6.05), adopted on March 21, 2022—had commissioned artist Brandon Wilson of Mountainside Sculpture & Design (Jay, VT) to create a large-scale public artwork. At the time of commissioning, a permanent installation site for the work had not yet been secured.

While several potential locations had been explored with community partners, the planned removal of the existing sculpture created an opportunity for the Abenaki Nation of Missisquoi to propose donating the commissioned work to the City as a replacement on the existing foundation. In response, Burlington City Arts initiated the Public Art Gift process in accordance with the City's Art in Public Places Policy, ensuring that City Council would serve as the final decision-making body regarding acceptance of the donated work.

As part of the public art donation process, BPRW Director at the time, Cindi Wight expressed her approval for the project from the perspective that the donation would align with the Battery Park's function and plan. As it was to be a replacement of an existing work of art, it met the BPRW Department's criteria for acceptance.

The Public Art Committee, a subcommittee of the BCA Board of Advisors, reviewed the work and made a motion to recommend the acceptance of the gift to the BCA Board of Advisors during their March 13, 2025 public meeting. The committee was provided with contextual information regarding the City's Art in Public Places Policy and City Council Resolution 6.01 and were advised that their role was not to determine City policy direction, but rather to evaluate the proposal within the existing Art in Public Places policy framework.

A preliminary assessment by an accredited engineer indicates that the existing foundation appears to be capable of safely supporting a new sculpture, pending further evaluation. If acceptance is provided, an engineer will be commissioned to finalize any adjustments necessary to accommodate the installation of the new work.

Project Funding:

The total project budget is $25,000 for the foundation evaluation, materials required, and support of the necessary construction work. All City related costs will be covered by the Public Art Commissioning Fund (807-27-700.9500_100-Capital Outlay Construction).

The value of the donated work is $20,000, which is the commission fee paid to the artist.

The City's estimating a maximum project budget of $25,000 to support project-related costs associated with the acceptance and installation of the donated artwork. This maximum authorization accounts for potential contingencies should an engineering review identify hidden deficiencies or structural failures in the existing foundation that require substantial reconstruction.

Maintenance

The work will be incorporated into the City's Art in Public Places program and maintained using funds from the 1% for Public Art fund. The City will include in their donation agreement, a clause that allows for an accelerated deaccession process—to reflect the realities of displaying a wooden sculpture in an outdoor environment. While the work is expected to remain in place for an extended period of time, this adjustment ensures a more responsive long-term maintenance strategy and more efficient removal and replacement process if the condition warrants it.

Department Contact:

If you have any questions, please contact Colin Storrs at cstorrs@burlingtoncityarts.org or (802) 540-8376.

ATTACHMENT

A. Gift Summary
B. Public Art Committee Recommendation to Approve and Accept Gift Date March 13 2025
C. BCA Board of Advisors Recommendation to Approve and Accept Gift Date March 18 2025

MOTION

Burlington City Arts (BCA) respectfully requests City Council approve the following motion:

"To approve and authorize the Director of BCA to accept a public art donation as described in Attachment A, with a total value of $20,000 from the Missisquoi Abenaki Nation; to facilitate site preparation up to a maximum amount of $25,000; and to execute all necessary documents upon final review and approval by the City Attorney's Office."

Abenaki Public Art Donation: Gift Summery

TO: City of Burlington, City Council

FROM: Doreen Kraft, Director, Burlington City Arts

CC: Kelli Perkins, Director, Office of Racial Equity, Inclusion, and Belonging
Sophie Sauvé, Parks Planning Division Director, Burlington Parks Recreation and Waterfront
Colin Storrs, Public Art and Grants Program Manager, Burlington City Arts

DATE: 2/17/26

SUBJECT: Donation Summery of a Public Art Gift from the Abenaki Nation of Missisquoi Tribal Council to The City of Burlington

Summary:

In 1894, Peter Wolf Toth approached the City of Burlington and proposed to complete a sculpture as part of his *Whispering Giant* series, where he carved Indigenous figures in each of the 50 states to honor oppressed peoples. Having fled the Soviet occupation of Hungary, he identified with their struggles. In 1987, he completed what would later be known as *Chief Greylock* in Battery Park. The work was named and embraced by the Abenaki community but was neither created by nor representative of the Indigenous people of Vermont.

After 40 years of exposure to the elements, the sculpture has sustained significant degradation. In 2019, the 6–8-foot-tall feather atop the statue was deemed a hazard and fell after being fenced off for public safety. In the fall of 2024, Burlington City Arts (BCA) commissioned Tree Works to conduct a condition assessment, which concluded that the entire sculpture was a public safety risk and recommended removal.

Recognizing the cultural significance and high visibility of the site, the Abenaki Nation of Missisquoi request that the City consider accepting and installing a work of public art with a comparable visual presence in this prominent public space. The Nation had previously commissioned artist Brandon Wilson of Mountainside Sculpture & Design (Jay, VT) to create a public artwork, though no permanent installation site had been finalized at the time.

After exploring various potential locations with community partners, and following discussions between the City, Council representatives, and Chief Brenda Gagne regarding the removal of Chief Greylock, the Abenaki Nation of Missisquoi propose donating the commissioned work for installation on the existing foundation in Battery Park. Burlington City Arts subsequently initiated the Public Art Gift process in accordance with the City's Art in Public Places Policy.

Gift Value:

The value of the artwork is **$20,000**, which includes all payments made to the artist for fabrication and delivery. Installation and any necessary foundation updates will be the City's

responsibility. The City will use 807 Public Art Funds for foundation requirements and installation costs associated with the project, if available the project may also utilize funds allocated by BPRW for Battery Park renovations.

Material:

The artist has provided in-progress images of the work (attached at the end of this document). The final piece will feature a lower section that includes a wildlife totem on one side, an Abenaki figure on the other, and a top section that is an eagle carving. The lower section will stand 11 feet above the foundation, with a too-be-attached eagle sculpture increasing the total height to 16 ½ feet. The sculpture is made of Red Oak with carved and painted sections.

Site Plan:

The project will utilize the existing foundation from *Chief Greylock* with necessary modifications. The location is in the northern section of Battery Park, intentionally positioned so that viewers at the base of the sculpture can look through the bandstand toward Odzihozo, a rock formation of significant importance to the Abenaki community.

City Department Support:

Cindi Wight, former Director of BPRW, has supplied letters of support.

Construction Documents:

Construction documents will be prepared following City Council Acceptance. A preliminary assessment by an accredited engineer indicates that the existing foundation appears to be capable of safely supporting a new sculpture, pending further evaluation.

An engineer will assess the optimal modification needed to the existing foundation and the base of the donated work to safety and securing accommodate the new piece. The new artwork is intended to be secured to the foundation with the existing metal rod support system (similar to the original installation) with final details determined after the engineering assessment.

If acceptance is provided, an engineer will be commissioned to finalize any adjustments necessary to accommodate the installation of the new work.

Recommended Maintenance Plan:

The work will be incorporated into the City's Art in Public Places program and maintained using funds from the 1% for Public Art fund. The City will include in their donation agreement, a clause that allows for an accelerated deaccession process to reflect the realities of displaying a wooden sculpture in an outdoor environment. While the work is expected to remain in place for an extended period of time, this adjustment ensures a more responsive long-term maintenance strategy and more efficient removal and replacement process if the condition warrants it.

Red Oak is one of the more stable woods for outdoor sculpture. However, to ensure longevity, the artist recommends power washing the sculpture and applying log-based oil (*Cabot Timber Oil – Natural*) generously with a paint sprayer every two years. The estimated cost for this maintenance, if performed by an external vendor, is $2,000–$3,000 every two years. This expense will be budgeted into the Public Art Maintenance Fund.

Attachments:

- Images of the proposed sculpture
- Site plan of Battery Park
- Statement of support from BPRW

Image #1: Side 1



Image #2: Side 2



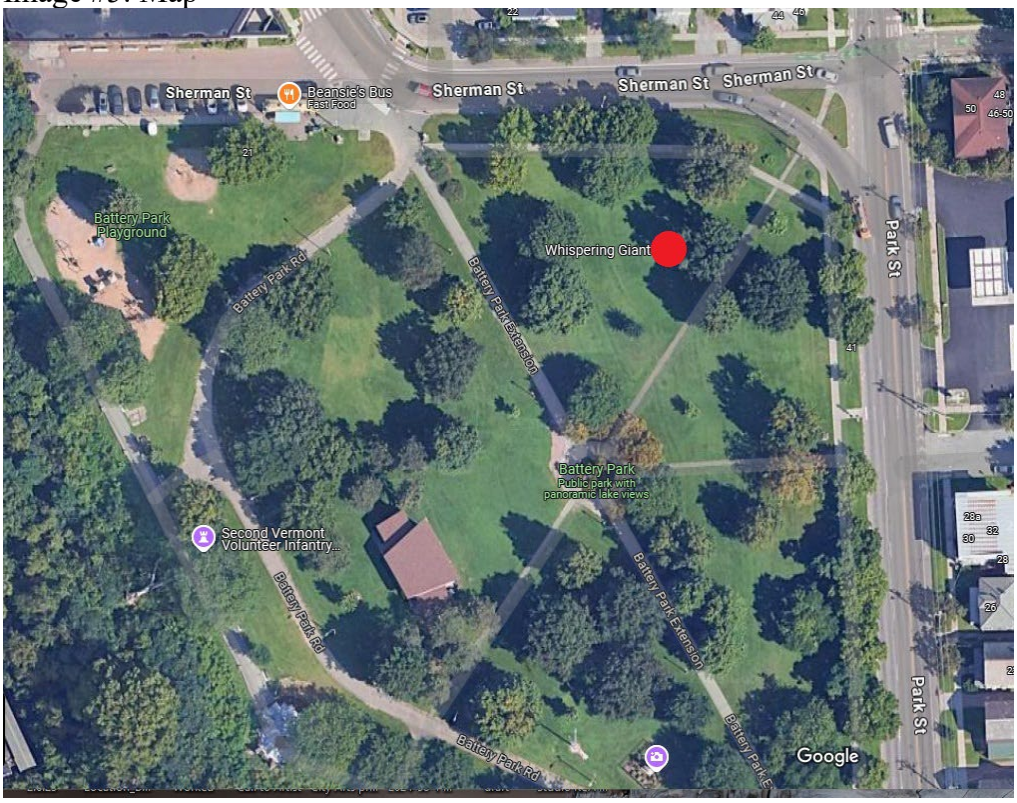
Image #3: Cap piece



Image #4: Location



Image #5: Map



BURLINGTON
PARKS
RECREATION
WATERFRONT

March 10, 2025

To whom it may concern:

Burlington Parks, Recreation & Waterfront (BPRW) supports the addition of murals on the home and visitor dugouts at the Calahan Park Little League field, ensuring the art represents the diversity of users participating in baseball now and in the future.

In addition, BPRW supports the replacement of Chief Greylock at Battery Park as proposed.

Sincerely,

C Wight

Cindi Wight
BPRW Director

BCA

To: Burlington City Arts - Doreen Kraft, Executive Director

From: Burlington City Arts - Public Art Committee

Date: 3.13.25

Re: Artwork Gift - Recommendation to Approve and Accept

Dear Doreen:

Reference is hereby made to the City of Burlington Art in Public Places Guidelines and Policies (the "Guidelines"). Capitalized terms used herein, but otherwise undefined, shall have the meanings ascribed to them in the Guidelines.

On March 13 2025, the Public Art Committee of the BCA Board of Advisors (the "Committee") met to discuss, among other things, the proposed gift of Artwork to replace the current Chief Greylock work in Battery Park described in Exhibit A attached hereto (the "Gift"). Based on the information presented to the Committee, the Committee agreed that the Gift meets the criteria for Selecting Artists and Artwork as outlined in Section V of the Guidelines. Accordingly, the Committee voted to recommend the approval and acceptance of the Gift pursuant to Section VI.B.2 of the Guidelines.

As always, thank you for your advancement of BCA's mission and public art planning and projects – your leadership and efforts are very much appreciated!

Sincerely,

Burlington City Arts Board of Advisors

Livia DeMarchis, Public Art Committee

To: Doreen Kraft, Executive Director

From: Burlington City Arts Board of Advisors

Date: March 18, 2025

Re: Gift Acceptance – Public Art Gift to the City by the Abenaki Nation of Missisquoi

Dear Doreen:

Reference is hereby made to the City of Burlington Art in Public Places Guidelines and Policies (the "Guidelines"). Capitalized terms used herein, but otherwise undefined, shall have the meanings ascribed to them in the Guidelines.

Pursuant to Sections VI.B.2 and VI.B.3 of the Guidelines, the BCA Board of Advisors (the "Board") hereby certifies its approval of the Acceptance of the Public Art Gift to the City by the Abenaki Nation of Missisquoi (the "Gift"). The Board's decision to approve the Gift is based on the City's commitment to encourage equitable and empowering partnerships with leadership and citizens of the Vermont Abenaki Community and ensuring their continued representation in the City's Public Art program is important. The Board also as reviewed considerations, including, among other things, its inherent artistic quality, its planned design and materials, its durability and ability to be maintained, its accessibility by the public, and its environmental impact and believes it that the proposed Gift fulfills the goals of the Art in Public Places Program. Finally, having considered the recommendations of the Public Art Administrator and the Public Art Committee, the Board has concluded that the Gift is fitting and appropriate to the Project's function and location.

In light of the above, the Board believes it to be in the best interests of the City and the Art in Public Places Program to initiate a gift agreement with the Abenaki Nation of Missisquoi for the proposed gift in accordance with Sections VI.B.2 and VI.B.3 of the Guidelines.

Sincerely,

Lori Rowe

Burlington City Arts Board of Advisors

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: City Arts Submitter: Colin Storrs

Title/Subject: Authorization to Accept a Work of Public Art from the Abenaki Nation of Missisquoi Tribal Council

Approval Requested:		Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	2/17/2026
☐	Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	2/5/2026	Doreen Kraft
Mayor's Office	Yes	2/10/2026	Kara Alnasrawi
Board/Commission	Yes	3/18/2025	BCA Board of Advisors
City Attorney's Office for memo and contracts or legal documents	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	2/6/2026	Emmett Wood
CAO for budget, financing, and memo	Yes	2/5/2026	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Resolution Relating to

ADVANCING INDIGENOUS EQUITY, RECOGNITION, AND COMMUNITY PARTNERSHIP

RESOLUTION_____

Sponsor(s): Councilors Sanchez-Parkinson, Schachter
Introduced: _____
Referred to: _____
_____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Six..……

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

That WHEREAS, the City of Burlington recognizes that Burlington is located on land long stewarded by Indigenous people, in particular the Abenaki, and acknowledges the continued presence, resilience, and contributions of Native American and Indigenous communities in the State of Vermont; and

WHEREAS, Native American and Indigenous people in Vermont have been displaced, culturally suppressed, and excluded across institutions including education, employment, housing, and health services; and

WHEREAS, Vermont's history includes state-sanctioned eugenics policies and practices that caused lasting harm to Indigenous people, people with disabilities, French-Canadian families, poor Vermonters, and other targeted communities; and

WHEREAS, the University of Vermont's status as a land-grant institution is rooted in the Morrill Act of 1862, which included federal government taking land from Indigenous peoples to support the creation and expansion of colleges and universities; and

WHEREAS, in 2021 the Vermont General Assembly passed Act R-114 (officially J.R.S. 27) to apologize for state-sanctioned eugenics policies and practices, and the University of Vermont issued a formal public apology in 2019 for its role in the Vermont Eugenics Survey; and

WHEREAS, the State of Vermont has established the Vermont Commission on Native American Affairs and, through Act 18 of 2019, established the second Monday in October as Indigenous Peoples' Day; and

WHEREAS, on March 21, 2022, the Burlington City Council adopted Resolution 6.01, addressing past and present injustices and calling for strengthened relationships with the Abenaki Nation of Missisquoi–St. Francis Sokoki tribe; and

WHEREAS, Burlington is home to and welcomes Native American and Indigenous people from many Nations, communities, and cultural backgrounds, including people with ancestral and familial ties across what is now Vermont, the United States, Canada, Central America, Latin America, and the Caribbean; and

WHEREAS, advancing equity for Native American and Indigenous people must include sustained relationship-building, culturally responsive public services, public education, thoughtful data practices, and accountability across City departments;

NOW, THEREFORE, BE IT RESOLVED that the City of Burlington commits to deepening community learning, strengthening relationships with Indigenous communities, and assessing how City policies, programs, and partnerships can better support Indigenous peoples in Burlington and the broader region; and

BE IT FURTHER RESOLVED that the Office of Racial Equity, Inclusion and Belonging shall seek to sustain relationships with Abenaki tribes, the Vermont Commission on Native American Affairs, Native American and Indigenous residents, and other Indigenous-led organizations and community partners; and

BE IT FURTHER RESOLVED that the City of Burlington recognizes the second Monday in October as Indigenous Peoples' Day and shall allocate $5,000 from the FY27 Office of Racial Equity, Inclusion and Belonging Community Celebrations budget to support the 2026 Indigenous Peoples' Day educational programming in partnership with Native American and Indigenous community members and organizations; and

BE IT FURTHER RESOLVED that this work should be intentionally integrated to inform and shape current and upcoming City initiatives, including the planBTV2050, a forward-thinking effort to co-create a shared vision for Burlington's future; and

BE IT FURTHER RESOLVED that the Burlington City Council strongly encourages the Burlington School District to include Native American, Abenaki, First Nations, and broader Indigenous histories and contemporary experiences in preK–12 curriculum and programming, with attention to local history, Indigenous sovereignty, cultural continuity, and the lived experiences of Indigenous people today; and

BE IT FURTHER RESOLVED, that the Office of Racial Equity, Inclusion and Belonging, and other City leadership as necessary, shall provide an update to the City Council within twelve months of adoption of this resolution, outlining initial steps taken, community partners engaged, opportunities identified across departments, and recommendations for future action or funding.

Resolution Relating to

AUTHORIZING THE PRODUCTION AND INSTALLATION OF THE BURLINGTON SAFETY & SECURITY GUIDE SIGNAGE IN PUBLIC SPACES

RESOLUTION_____

Sponsor(s): Councilors Singh, Schachter, Carpenter, Barlow, Traverse, Litwin, Brown McKnight
Introduced: _____
Referred to: _____
_____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Six..……

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

That WHEREAS, the City of Burlington is committed to providing safe, welcoming, and accessible public spaces for all residents, visitors, families, and community members, and the vitality of the City depends upon the ability of every person to safely enjoy its parks, urban reserve areas, sidewalks, and school walking routes without fear; and

WHEREAS, Burlington's public spaces — including Church Street Marketplace, City Hall Park, Waterfront Park, Burlington Bike Path, Intervale Open Space, and neighborhood parks citywide — have in recent years experienced elevated levels of anti-social behavior, open drug use, aggressive conduct, and other activity that has discouraged use by families, children, seniors, and residents, thereby diminishing the quality of life and sense of shared community that these spaces are meant to provide; and

WHEREAS, the City Council affirms its commitment to ensuring these public spaces are for the enjoyment and use of all Burlington residents and visitors, and recognizes that doing so requires both targeted public safety responses and robust community awareness of the full range of resources available to address situations that arise in public spaces; and

WHEREAS, Burlington has deliberately and thoughtfully evolved its public safety response model over recent years to be more responsive, equitable, and effective, recognizing that not every call for assistance requires a uniformed, armed law enforcement response, and that many situations — including those involving individuals experiencing mental health crises, substance use disorders, or social service needs — are better addressed by civilian responders, social workers, and community health specialists trained specifically for those encounters; and

WHEREAS, the Burlington Police Department has partnered with Howard Center and other community organizations to deploy Street Outreach specialists who coordinate wraparound support for adults, young adults, and families experiencing mental health challenges and substance use disorders, providing a compassionate, non-enforcement response to situations that do not require law enforcement intervention; and

WHEREAS, the Burlington Police Department has established Community Service Officers — uniformed civilian employees trained in CPR and first aid — to respond to ordinance violations, noise complaints, and non-injury traffic crashes, reserving fully armed patrol officers for situations requiring sworn law enforcement authority; and

WHEREAS, the Burlington Police Department has further established Community Support Liaison positions — social service workers embedded within the Department — to connect individuals in public spaces with resources and support for complex social service needs, including housing, addiction treatment, and mental health services, available seven days a week from 8:00 a.m. to 8:00 p.m.; and

WHEREAS, the ongoing drug and mental health crisis in Vermont and the City of Burlington has placed extraordinary demands on first responders, including police officers, paramedics, and firefighters, who are frequently dispatched to situations arising from substance use and acute mental health disorder that would be more appropriately and effectively addressed through public health and social service interventions, and that diverting such calls to the appropriate resource frees sworn first responders to focus on emergencies; and

WHEREAS, the Burlington Fire Department has established a Community Response Team (CRT) — a specialized unit trained to respond to non-emergency calls related to behavioral health, substance use, and low-acuity medical situations — which works in coordination with Howard Center, the Burlington Police Department, and other community partners to provide an appropriate, compassionate response to drug-related incidents; and

WHEREAS, filtering many dispatch calls in the 911 emergency system — including calls for situations that are better handled by non-emergency services — places unnecessary strain on the City's emergency communications infrastructure and can delay response times for emergencies involving fire, medical crises, violence, robbery, and imminent threats to life and safety; and

WHEREAS, empowering residents, community members, and visitors with clear, accessible information about the full spectrum of public safety resources — including when to call 911 versus a non-emergency line, and which civilian or social service resource best fits a given situation — is a critical component of effective and equitable public safety policy; and

WHEREAS, the City of Burlington has developed a Burlington Safety & Security Guide that consolidates, in one clear and visually accessible format, the primary public safety contacts available to community members, including the Burlington Police Department non-emergency line (802-658-2700 ext. 0)

for criminal or aggressive behavior; the Street Outreach line (802-488-7013) for mental health and substance use situations; the Community Service Officer line (802-540-2375) for ordinance, noise, and non-injury crash issues; the Community Support Liaison line (802-540-2395) for social services and neighbor disputes; the Drug Tip line (802-540-2420) for reporting drug activity; and the 911 emergency line for fire, medical emergencies, robbery, violence, and imminent threats; and

WHEREAS, the Council finds that posting the Burlington Safety & Security Guide at high-visibility locations — including public hot spots, all City parks, urban reserve areas, bike path, and on walking routes to Burlington's public schools — will serve the public interest by increasing awareness of non-emergency resources, encouraging appropriate use of the 911 system, and signaling the City's commitment to transparent, community-centered public safety; and

WHEREAS, the Office of Public Works has the expertise, relationships, and capacity to produce and install such signage at scale, and that funding this initiative from City Council appropriated funds reflects the Council's direct investment in the safety and livability of Burlington's public spaces;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council hereby authorizes and directs the Office of Public Works to, in conjunction with the other departments named in this resolution, install to the extent the funds appropriated by this resolution allow the Burlington Safety & Security Guide, such guide to be substantially in the form attached hereto as Exhibit A, at public hot spots, all City parks, urban reserve areas, and on walking routes to Burlington's public schools, such locations to be identified in coordination with the Burlington Police Department, Burlington Fire Department, and the Department of Parks, Recreation & Waterfront; and

BE IT FURTHER RESOLVED that the Office of Public Works shall determine appropriate materials, mounting, and placement for each installation site to maximize visibility, durability, and accessibility to the public, including consideration of multilingual versions where appropriate to serve Burlington's diverse communities; and

BE IT FURTHER RESOLVED that the cost of production and installation of the Burlington Safety & Security Guide signage shall be paid from City Council initiative funds for up to $3,000, and the Director of Public Works is authorized to expend such funds as are necessary and reasonable to carry out this Resolution up to this $3,000 appropriation; and

BE IT FURTHER RESOLVED that the Burlington Police Department, Burlington Fire Department and the Office of Public Works shall report back to the City Council within six (6) months of initial installation with information regarding the number of signs installed, locations, cost, and any measurable impact on public safety call routing, and shall make recommendations regarding expansion, modification, or renewal of the signage program; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

Exhibit A:
Draft



Exhibit B:
Public Works Draft
Rectangle Design



Resolution Relating to

AUTHORIZING THE PRODUCTION AND INSTALLATION OF THE BURLINGTON SAFETY & SECURITY GUIDE SIGNAGE IN PUBLIC SPACES

RESOLUTION_____

Sponsor(s): Councilors Singh, Schachter, Carpenter, Barlow, Traverse, Litwin
Introduced: _____
Referred to: _____
_____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Six..……

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

That WHEREAS, the City of Burlington is committed to providing safe, welcoming, and accessible public spaces for all residents, visitors, families, and community members, and the vitality of the City depends upon the ability of every person to safely enjoy its parks, urban reserve areas, sidewalks, and school walking routes without fear; and

WHEREAS, Burlington's public spaces — including Church Street Marketplace, City Hall Park, Waterfront Park, Burlington Bike Path, Intervale Open Space, and neighborhood parks citywide — have in recent years experienced elevated levels of anti-social behavior, open drug use, aggressive conduct, and other activity that has discouraged use by families, children, seniors, and residents, thereby diminishing the quality of life and sense of shared community that these spaces are meant to provide; and

WHEREAS, the City Council affirms its commitment to ensuring these public spaces are for the enjoyment and use of all Burlington residents and visitors, and recognizes that doing so requires both targeted public safety responses and robust community awareness of the full range of resources available to address situations that arise in public spaces; and

WHEREAS, Burlington has deliberately and thoughtfully evolved its public safety response model over recent years to be more responsive, equitable, and effective, recognizing that not every call for assistance requires a uniformed, armed law enforcement response, and that many situations — including those involving individuals experiencing mental health crises, substance use disorders, or social service needs — are better addressed by civilian responders, social workers, and community health specialists trained specifically for those encounters; and

WHEREAS, the Burlington Police Department has partnered with Howard Center and other community organizations to deploy Street Outreach specialists who coordinate wraparound support for adults, young adults, and families experiencing mental health challenges and substance use disorders, providing a compassionate, non-enforcement response to situations that do not require law enforcement intervention; and

WHEREAS, the Burlington Police Department has established Community Service Officers — uniformed civilian employees trained in CPR and first aid — to respond to ordinance violations, noise complaints, and non-injury traffic crashes, reserving fully armed patrol officers for situations requiring sworn law enforcement authority; and

WHEREAS, the Burlington Police Department has further established Community Support Liaison positions — social service workers embedded within the Department — to connect individuals in public spaces with resources and support for complex social service needs, including housing, addiction treatment, and mental health services, available seven days a week from 8:00 a.m. to 8:00 p.m.; and

WHEREAS, the ongoing drug and mental health crisis in Vermont and the City of Burlington has placed extraordinary demands on first responders, including police officers, paramedics, and firefighters, who are frequently dispatched to situations arising from substance use and acute mental health disorder that would be more appropriately and effectively addressed through public health and social service interventions, and that diverting such calls to the appropriate resource frees sworn first responders to focus on emergencies; and

WHEREAS, the Burlington Fire Department has established a Community Response Team (CRT) — a specialized unit trained to respond to non-emergency calls related to behavioral health, substance use, and low-acuity medical situations — which works in coordination with Howard Center, the Burlington Police Department, and other community partners to provide an appropriate, compassionate response to drug-related incidents; and

WHEREAS, filtering many dispatch calls in the 911 emergency system — including calls for situations that are better handled by non-emergency services — places unnecessary strain on the City's emergency communications infrastructure and can delay response times for emergencies involving fire, medical crises, violence, robbery, and imminent threats to life and safety; and

WHEREAS, empowering residents, community members, and visitors with clear, accessible information about the full spectrum of public safety resources — including when to call 911 versus a non-emergency line, and which civilian or social service resource best fits a given situation — is a critical component of effective and equitable public safety policy; and

WHEREAS, the City of Burlington has developed a Burlington Safety & Security Guide that consolidates, in one clear and visually accessible format, the primary public safety contacts available to community members, including the Burlington Police Department non-emergency line (802-658-2700 ext. 0) for criminal or aggressive behavior; the Street Outreach line (802-488-7013) for mental health and substance

use situations; the Community Service Officer line (802-540-2375) for ordinance, noise, and non-injury crash issues; the Community Support Liaison line (802-540-2395) for social services and neighbor disputes; the Drug Tip line (802-540-2420) for reporting drug activity; and the 911 emergency line for fire, medical emergencies, robbery, violence, and imminent threats; and

WHEREAS, the Council finds that posting the Burlington Safety & Security Guide at high-visibility locations — including public hot spots, all City parks, urban reserve areas, bike path, and on walking routes to Burlington's public schools — will serve the public interest by increasing awareness of non-emergency resources, encouraging appropriate use of the 911 system, and signaling the City's commitment to transparent, community-centered public safety; and

WHEREAS, the Office of Public Works has the expertise, relationships, and capacity to produce and install such signage at scale, and that funding this initiative from City Council appropriated funds reflects the Council's direct investment in the safety and livability of Burlington's public spaces;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council hereby authorizes and directs the Office of Public Works to, in conjunction with the other departments named in this resolution, install to the extent the funds appropriated by this resolution allow the Burlington Safety & Security Guide, such guide to be substantially in the form attached hereto as Exhibit A, at public hot spots, all City parks, urban reserve areas, and on walking routes to Burlington's public schools, such locations to be identified in coordination with the Burlington Police Department, Burlington Fire Department, and the Department of Parks, Recreation & Waterfront; and

BE IT FURTHER RESOLVED that the Office of Public Works shall determine appropriate materials, mounting, and placement for each installation site to maximize visibility, durability, and accessibility to the public, including consideration of multilingual versions where appropriate to serve Burlington's diverse communities; and

BE IT FURTHER RESOLVED that the cost of production and installation of the Burlington Safety & Security Guide signage shall be paid from City Council initiative funds for up to $3,000, and the Director of Public Works is authorized to expend such funds as are necessary and reasonable to carry out this Resolution up to this $3,000 appropriation; and

BE IT FURTHER RESOLVED that the Burlington Police Department, Burlington Fire Department and the Office of Public Works shall report back to the City Council within six (6) months of initial installation with information regarding the number of signs installed, locations, cost, and any measurable

impact on public safety call routing, and shall make recommendations regarding expansion, modification, or renewal of the signage program; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

Exhibit A:
Draft



Exhibit B:
Public Works Draft
Rectangle Design



CITY OF BURLINGTON

ORDINANCE _____
Sponsor: Dept. of Permitting and Inspections, Ordinance Committee
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: _____

In the Year Two Thousand Twenty-Six

An Ordinance in Relation to

HOUSING—INSPECTION REQUIRED
BCO Chapter 18, Art. II, Div. 1, Sec. 16

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

That Chapter 18, Housing, of the Code of Ordinances of the City of Burlington be and is hereby amended by amending Article II, Administration and Enforcement; Division 1, Generally; Section 16, Inspection Required; thereof to read as follows:

18-16 Inspection required.

The enforcement officer or their delegate shall make inspections of rental units within the city, including hotel and motel rooms which are regularly let to the same tenant(s) for a period of thirty (30) days or more, for the purpose of determining whether a violation of this chapter exists.

Excluded from periodic inspection shall be all owner-occupied dwellings containing one (1) or two (2) rooms which are rented out for compensation and partial unit short term rentals. Also excluded from inspection are university and college dormitories that conduct regular, comprehensive inspection programs and annually certify compliance with the minimum housing standards ordinance to the enforcement agency. The required certification shall be submitted in writing using the form prescribed by the Director of Permitting and Inspections, due by September 1st annually. The certification shall include affirmation that the students have been notified of their right and the process to make a complaint to the City pursuant to Sec. 18-24. Inspections of dwellings and dwelling units other than those that are subject to periodic inspections, or of hospital rooms, hotel and motel rooms or dormitories not subject to periodic inspections as provided for in this section, shall be made only upon complaint or upon request of the owner thereof.

All records, including inspection reports, records of complaints received and investigated, and plans for inspections of rental units, shall be available for public inspection.

* Material stricken out deleted.
** Material underlined added.

ks/Ordinances 2026/Housing Code/BCO Ch. 18, Art. II, Div. 1 Secs. 18-16.
5/6/2026

JESSICA C. BROWN, ESQ.
City Attorney
KIMBERLEE J. STURTEVANT, ESQ.
ACA, Director of Litigation
HAYLEY I. McCLENAHAN, ESQ.
Assistant City Attorney
ERIK RAMAKRISHNAN, ESQ.
ACA, Director of Gen. Gov't
& Transactional Servs.
EMMETT WOOD, ESQ.
Assistant City Attorney

149 Church Street
Burlington, VT 05401-8489
Phone: (802) 865-7121
Fax: (802) 865-7123
TTY: (802) 865-7142

CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

MEMO

TO: Burlington City Council
Mayor Mulvaney-Stanak
FR: Gene Bergman, Chair, Ordinance Committee
Kimberlee Sturtevant as staff for the City Council Ordinance Committee
DT: May 6, 2026
RE: Ordinance Amendment Regarding Minimum Housing Exemption for Dormitory Inspection
****

On November 17, 2025, the Council passed a resolution, *The Adequacy of the Exemption for University or College Dormitories from the Minimum Housing Code Requirement for Periodic Inspections to the City's Minimum Housing Standards*. While the resolution acknowledged Section 18-16 of Burlington Code of Ordinances that excludes from required city minimum housing inspections "university and college dormitories that conduct regular, comprehensive inspection programs and annually certify compliance with the minimum housing standards ordinance to the [city's] enforcement agency;" it raised concerns as the Council had received public comments from University of Vermont students regarding poor living conditions. The resolution requested that UVM and Champlain provide more information relating to their inspections and any code violations to the Department of Permitting and Inspections. The resolution also requested that DPI create a template for the College and University to use for reporting purposes. Additionally, the matter was referred to the Ordinance Committee to work with the City Attorney's office, DPI, CEDO, the UVM and Champlain College administrations, and UVM and Champlain College students to determine if amendments to the ordinance would be appropriate to ensure that the college and university dormitories are healthy and safe places to reside.

Upon referral to the Ordinance Committee, the Committee sought input from interested parties, Champlain College, University of Vermont, students, City Attorney's Office, as well as the public at large.

There were at least 5 meetings regarding the matter before the Committee. Both UVM and Champlain provided further documentation to DPI as requested. Additional language was also included with 18-16 to

help clarify and strengthen the ordinance. Specifically, "[t]he required certification shall be submitted in writing using the form prescribed by the Director of Permitting and Inspections, due by September 1st annually. The certification shall include affirmation that the students have been notified of their right and the process to make a complaint to the City pursuant to Sec. 18-24." See proposed ordinance. Additionally, self-certification forms were drafted by DPI with opportunity for all parties to comment (attached).

The Ordinance Committee unanimously voted on May 1, 2026 to refer the proposed ordinance language back to the full Council with a recommendation for adoption. As the ordinance had not had first reading, the intent was to have first reading on May 11th and second reading and adoption on May 18th.

- The proposed motion on May 11: First reading, waive the reading, suspend the rules regarding referral back to Ordinance Committee and set for second reading for a date certain of May 18, 2026.

- The proposed motion on May 18: Second reading, waive the reading and adopt the ordinance.

Please do not hesitate to contact us with any questions or concerns.

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. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

PERMITTING & INSPECTIONS
645 Pine Street, Ste. A | PO Box 849
Burlington, VT 05402-0849

Housing: (802) 863-0442
Trades: (802) 863-9094
Zoning: (802) 865-7188

Self-Certification Form for University and College Dormitories

Staff Certifying Compliance

Name _____

Address _____

Email _____

Phone # _____

Property Manager/Emergency Contact

Name _____

Address _____

Email _____

Phone # _____

List of Dormitory addresses being certified:

NAME of DORM	ADDRESS	# of ROOMS	CONTACT (name/email/phone)

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer

Total Number of Rooms/Units _____

Complaint Process Notification –Circle Yes/No
Residents are instructed on how to make a housing complaint to the university/college staff in order to resolve habitability issues. Additionally, they are informed that they have the right to complain to the City of Burlington.

Compliance with Chapter 18 Article III. Minimum Standards

Division 1. Generally

Division 2. Plumbing Facilities and Fixture Requirements

Division 3. Light, Ventilation, Space and Mechanical Requirements

Division 4. Space and Occupancy

Division 5. Fire Safety Requirements

Division 6. Responsibilities of Owners and Occupants

Self-Certification

I certify that University/College conducts regular inspections of dorms as part of a comprehensive inspection program. The inspection program adheres to the standards set forth in Article III, Chapter 18 of the Burlington Code of Ordinances

This annual certification is for the **calendar year**/**school year** from _____ to_____.

Signed: _____

Title: _____

Date: _____

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer

CITY OF BURLINGTON

ORDINANCE 7.7
Sponsor: Dept. of Permitting and Inspections, Ordinance Committee
Public Hearing Dates: _____

In the Year Two Thousand Twenty-Six

First reading: 05/11/26
Referred to: _____
Rules suspended and placed in all/ Stages of passage: 05/11/26
Second reading: 05/18/26
Action: adopted
Date: 05/18/26
Signed by Mayor: 05/20/26
Published: 05/27/26
Effective: 06/16/26

An Ordinance in Relation to

HOUSING—INSPECTION REQUIRED
BCO Chapter 18, Art. II, Div. 1, Sec. 16

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

That Chapter 18, Housing, of the Code of Ordinances of the City of Burlington be and is hereby amended by amending Article II, Administration and Enforcement; Division 1, Generally; Section 16, Inspection Required; thereof to read as follows:

18-16 Inspection required.

The enforcement officer or their delegate shall make inspections of rental units within the city, including hotel and motel rooms which are regularly let to the same tenant(s) for a period of thirty (30) days or more, for the purpose of determining whether a violation of this chapter exists.

Excluded from periodic inspection shall be all owner-occupied dwellings containing one (1) or two (2) rooms which are rented out for compensation and partial unit short term rentals. Also excluded from inspection are university and college dormitories that conduct regular, comprehensive inspection programs and annually certify compliance with the minimum housing standards ordinance to the enforcement agency. The required certification shall be submitted in writing using the form prescribed by the Director of Permitting and Inspections, due by September 1st annually. The certification shall include affirmation that the students have been notified of their right and the process to make a complaint to the City pursuant to Sec. 18-24. Inspections of dwellings and dwelling units other than those that are subject to periodic inspections, or of hospital rooms, hotel and motel rooms or dormitories not subject to periodic inspections as provided for in this section, shall be made only upon complaint or upon request of the owner thereof.

All records, including inspection reports, records of complaints received and investigated, and plans for inspections of rental units, shall be available for public inspection.

* Material stricken out deleted.
** Material underlined added.

ks/Ordinances 2026/Housing Code/BCO Ch. 18, Art. II, Div. 1 Secs. 18-16.
5/6/2026

ORIGINAL

AN ORDINANCE
IN RELATION TO

Housing - Inspection Required BCO Chapter 18, Art. II, Sec. 16

Introduced by

~~Councilor~~ / DPI and Ordinance Committee

Read in City Council first time

May 11 , 20 26 .

Attest, _____ , Clerk.

Rules suspended, ~~and ordinance placed in all stages of passage~~ / and place on 5/18 Deliberative Agenda

May 11 , 20 26 .

Attest, _____ , Clerk.

Read in City Council second time

May 18 , 20 26 .

Attest, _____ , Clerk.

Passed in City Council at meeting held

May 18 , 20 26 .

Attest, _____ , Clerk.

Approved May 20 , 20 26

_____ , Mayor.

I, Katherine Schad , CAO ~~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 27th day of May , 20 26 .

Adopted 05/18/26 Published 05/27/26 Effective 06/16/26

_____ CAO ~~City Clerk~~ /

* * * * * * * *

Distribution

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

DPI Director Ward

Attest: Lori Olberg

Council and Licensing Coordinator

* * * * * * * *

CITY OF BURLINGTON

ORDINANCE _____
Sponsor: Ordinance Committee
Public Hearing Dates: _____

In the Year Two Thousand Twenty-Six

_____
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

CONSUMER PROTECTION
BCO Chapter 21, Art. I

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

That Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of Burlington be and is hereby amended by amending Article I, In General, by adding Sec. 21-8, Consumer Protection; thereof to read as follows:

21-8 ~~Reserved~~ Consumer Protection

(a) PURPOSE, INTENT, AND AUTHORITY

The purpose of this Section is to complement the enforcement of federal statutes, state statutes, and decisions governing unfair methods of competition, unfair or deceptive acts or practices, and anti-competitive practices in order to protect the public and to encourage fair and honest competition.

This Section is intended to provide notice to consumers prior to their purchase of costs and/or holds on their money that may not have otherwise been clear to the consumer so that they may make an educated choice prior to purchase.

Charter authority regarding petroleum sales is provided in Article 19, §48(26). Statutory authority regarding private parking lot/sign regulation for the purposes of this ordinance is provided pursuant to 24 V.S.A. §2291.

(b) DEFINITIONS

Please see 9 V.S.A. §2451a.

(c) CUSTOMER NOTICE

1) HOLDS ON PAYMENT AT POINT OF SALE

A gas station, convenience store, or any other place that sells gas to the public, that accepts credit or debit cards for the retail sale of gasoline shall not place, or allow a third party to place, a hold on any credit or debit card account in an amount larger than the actual purchase amount for the gasoline without providing notice in a clear manner and proximate to the point of payment prior to the consumers purchase. The notice shall state there may be a hold in an amount larger than the amount of the purchase and how a consumer may avoid a preauthorization hold (ie.if the consumer can go inside and prepay with a PIN to avoid a hold).

2) PARKING RATES FOR PARKING GARAGES/LOTS

All privately owned parking garages/lots shall clearly and prominently post at the entry, so that it is visible and legible from the roadway and prior to consumers entering the garage/lot, the following:

(A) whether the lot/garage is open to the public;

(B) signage that shall prominently include the words "privately-owned";

(C) the rates for the lot/garage;

(D) if the lot/garage uses dynamic or changing pricing models, clearly and visible disclose that and the maximum possible rate the consumer could pay;

(E) hours of operation;

(F) a contact to call if there is an issue; and

(G) whether there is a charge for handicap parking and if so, that the consumer may park on the street or in city-owned lots for free.

Signage will also need to comply with all other state and local permitting requirements, including but not limited to the Burlington Comprehensive Development Ordinance.

(d) EFFECTIVE DATE

The effective date of this ordinance shall be July 1, 2026. Thereafter, there shall be a one-time courtesy warning to come into compliance for an additional sixty (60) days.

(e) ENFORCEMENT

Violations of this section shall be a civil offense and shall be enforced pursuant to Section 1-9 of this Ordinance.

* Material stricken out deleted.
** Material underlined added.

ks/Ordinances 2026/Consumer Protection/BCO Ch. 21, Art. I
Sec. 21-8.
5/6/2026

JESSICA C. BROWN, ESQ.
City Attorney
KIMBERLEE J. STURTEVANT, ESQ.
ACA, Director of Litigation
HAYLEY I. McCLENAHAN, ESQ.
Assistant City Attorney
ERIK RAMAKRISHNAN, ESQ.
ACA, Director of Gen. Gov't
& Transactional Servs.
EMMETT WOOD, ESQ.
Assistant City Attorney

149 Church Street
Burlington, VT 05401-8489
Phone: (802) 865-7121
Fax: (802) 865-7123
TTY: (802) 865-7142

CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

MEMO

TO: Burlington City Council
Mayor Mulvaney-Stanak
FR: Gene Bergman, Chair, Ordinance Committee
Kimberlee Sturtevant as staff for the City Council Ordinance Committee
DT: May 6, 2026
RE: Ordinance Amendment Regarding Consumer Protection for Card Holds and Private Parking
****

On September 8, 2025, the Council passed two resolutions relating to consumer protection concerns. The first was *Consumer Choice and Disclosure for Fuel Purchases Made with Debit Cards*. The resolution referred the question of whether or not to update our relevant ordinances to protect the consumer to the Ordinance Committee and the City Attorney. The second was *Consumer Choice and Disclosure of Parking Terms & Rates in Privately Owned Lots*. The resolution requested the Ordinance Committee and the City Attorney's Office to review new ordinance language to address the concerns of disclosure raised regarding private parking lots opened to the public.

Upon referral to the Ordinance Committee, the Committee sought input from interested parties as well as the City Attorney's Office. Staff reached out directly to gas station owners and private parking lot owners prior to holding a public hearing on the matter. One individual representing Unified Parking Partners (UPP) Global did come and speak to the matter.

There were at least 6 meetings regarding the matters before the Committee. The proposed ordinance regarding consumer protection was drafted for both gas station card holds and notice at private parking lots open to the public and placed under a new section for Consumer Protection in Burlington Code of Ordinances Section 21-8 (attached). The Ordinance Committee unanimously voted on April 23, 2026 to refer the proposed ordinance language back to the full Council with a recommendation for adoption. As the ordinance had not had first reading, the intent was to have first reading on May 11th and second reading and adoption on May 18th. The Committee also gave instructions to staff to reach out to Burlington

establishments that sell gas and owners of private parking lots open to the public to inform them of the rest of the process and including the proposed meetings of May 11th and 18th.

- The proposed motion on May 11: First reading, waive the reading, suspend the rules regarding referral back to Ordinance Committee and set for second reading for a date certain of May 18, 2026.

- The proposed motion on May 18: Second reading, waive the reading and adopt the ordinance.

Please do not hesitate to contact us with any questions or concerns.

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. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

CITY OF BURLINGTON

ORDINANCE 7.8
Sponsor: Ordinance Committee
Public Hearing Dates: _____

In the Year Two Thousand Twenty-Six

First reading: 05/11/26
Referred to: _____
Rules suspended and placed in all stages of passage: 05/11/26
Second reading: 05/18/26
Action: adopted
Date: 05/18/26
Signed by Mayor: 05/20/26
Published: 05/27/26
Effective: 06/16/26

An Ordinance in Relation to

CONSUMER PROTECTION
BCO Chapter 21, Art. I

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

That Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of Burlington be and is hereby amended by amending Article I, In General, by adding Sec. 21-8, Consumer Protection; thereof to read as follows:

21-8 ~~Reserved~~ Consumer Protection

(a) PURPOSE, INTENT, AND AUTHORITY

The purpose of this Section is to complement the enforcement of federal statutes, state statutes, and decisions governing unfair methods of competition, unfair or deceptive acts or practices, and anti-competitive practices in order to protect the public and to encourage fair and honest competition.

This Section is intended to provide notice to consumers prior to their purchase of costs and/or holds on their money that may not have otherwise been clear to the consumer so that they may make an educated choice prior to purchase.

Charter authority regarding petroleum sales is provided in Article 19, §48(26). Statutory authority regarding private parking lot/sign regulation for the purposes of this ordinance is provided pursuant to 24 V.S.A. §2291.

(b) DEFINITIONS

Please see 9 V.S.A. §2451a.

(c) CUSTOMER NOTICE

1) HOLDS ON PAYMENT AT POINT OF SALE

A gas station, convenience store, or any other place that sells gas to the public, that accepts credit or debit cards for the retail sale of gasoline shall not place, or allow a third party to place, a hold on any credit or debit card account in an amount larger than the actual purchase amount for the gasoline without providing notice in a clear manner and proximate to the point of payment prior to the consumers purchase. The notice shall state there may be a hold in an amount larger than the amount of the purchase and how a consumer may avoid a preauthorization hold (ie.if the consumer can go inside and prepay with a PIN to avoid a hold).

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

* * * * * * * *

Distribution

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

Attest:

* * * * * * * *

2) PARKING RATES FOR PARKING GARAGES/LOTS

All privately owned parking garages/lots shall clearly and prominently post at the entry, so that it is visible and legible from the roadway and prior to consumers entering the garage/lot, the following:

(A) whether the lot/garage is open to the public;

(B) signage that shall prominently include the words "privately-owned";

(C) the rates for the lot/garage;

(D) if the lot/garage uses dynamic or changing pricing models, clearly and visible disclose that and the maximum possible rate the consumer could pay;

(E) hours of operation;

(F) a contact to call if there is an issue; and

(G) whether there is a charge for handicap parking and if so, that the consumer may park on the street or in city-owned lots for free.

Signage will also need to comply with all other state and local permitting requirements, including but not limited to the Burlington Comprehensive Development Ordinance.

(d) EFFECTIVE DATE

The effective date of this ordinance shall be July 1, 2026. Thereafter, there shall be a one-time courtesy warning to come into compliance for an additional sixty (60) days.

(e) ENFORCEMENT

Violations of this section shall be a civil offense and shall be enforced pursuant to Section 1-9 of this Ordinance.

* Material stricken out deleted.
** Material underlined added.

ks/Ordinances 2026/Consumer Protection/BCO Ch. 21, Art. I
Sec. 21-8.
5/6/2026

ORIGINAL

AN ORDINANCE

IN RELATION TO

Consumer Protection BCO Chapter 21, Art. I

Introduced by ~~Councilor~~ Ordinance Committee

Read in City Council first time
May 11 , 20 26 .

Attest, _____, Clerk.

Rules suspended, and ~~by unanimous vote of all members present~~ placed on the 5/18 Deliberative Agenda
May 11 , 20 26 .

Attest, _____, Clerk.

Read in City Council second time
May 18 , 20 26 .

Attest, _____, Clerk.

Passed in City Council at meeting held
May 18 , 20 26 .

Attest, _____, Clerk.

Approved May 20 , 20 26

_____, Mayor.

I, Katherine Schad , ~~City Clerk~~ CAO 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 27th day of May , 20 26 .

Adopted 05/18/26 Published 05/27/26 Effective 06/16/26

_____, ~~City Clerk~~ CAO

Attest:

Distribution

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

FY27 General Fund Budget

Overview of the Mayor's Budget to the City Council

May 18, 2026

FY27 GF Budget Update

- Budget Priorities + Pressures
- Revenue + Expense Assumptions
- Budget Solutions
- Effects on Municipal Tax
- Highlights of Budget Investments
- Discussion

Budget Priorities + Pressures

Priorities in Building the Budget

FY27 budget prioritizes:

- Affordability
- Equity
- Sustainability
- City commitments to residents + employees

Demonstrated through a balanced approach to structuring the budget, including:

- Focusing on core and essential services.
- Modestly raising property taxes to fund police + fire salaries.
- Eliminating vacant positions within City to keep costs down while minimizing impact to employees.
- Maintaining City's gross receipts rates (where it has been for the past 2 years) that is borne by both residents and visitors.

Budget Pressures

- City budget historically built on assumption of 3% per year growth on personnel costs.
- However, since 2017 health insurance costs have nearly doubled.
- Contractually-required cost of living adjustments in recent years have also driven personnel costs up significantly without a corresponding ongoing revenue source.
- Grand list only growing at 1% average per year and accounts for about half of all General Fund revenues.

Budget Pressures

- Other major revenue sources, such as Gross Receipts and Local Option Tax, are sales-based and subject to economic headwinds.
- Currently bargaining with City's largest union, AFSCME, so COLA for FY27 is not yet locked in for majority of employees.
- Living with uncertainty regarding Canadian tourism and future of federal grants.

Revenue + Expense Assumptions

Big 5 Revenue Assumptions

Accounts for about 70% of all GF revenue

Type of Revenue	Approx % of GF Revenue	$ in FY27 Budget	Assumptions/Notes
Property Tax	51%	$52.9M	Based on updated grand list and utilizes full $.05 of increased police + fire tax as approved by voters.
Tax Equiv, Dev Fees, PILOT	8%	$11.6M	Based on individual agreements with City partners.
Gross Receipts	5%	$7M	2.5% on meals, alcohol, admissions and amusements and 4% on hotels. 9% for STR supports HTF. Based on FY25 actual of $6.95M and FY26 anticipated actual of around same.
Local Option Tax	3%	$3.5M	1% charged on eligible items and administered by State of Vermont – 75% reimbursed back to City. Assumes 4% growth over FY26 which is consistent with growth over past 3 years.
Franchise Fees	3%	$2.9M	Pass thru of 3.5% of gross revenue for utilities to use City's streets. BED (74%) and Water (24%) are primary payors.

Expense Assumptions

- Retains all current regular City employees.
- Incorporates all required contractual compensation for BPOA and BFFA including their cost of living adjustments 7% Fire + 4.75% Police.
- Provides reasonable estimate for cost of living adjustment for AFSCME employees as the AFSCME contract expires on June 30.
- Assumes non-union employees follow AFSCME contract.
- All departments trimmed operational budgets while retaining ability to maintain core and essential functions.

Budget Solutions

Structuring the Budget

We utilized a balanced, three-pronged approach to structure the FY27 budget and fill the $10-12M gap:

- Raising Revenue
- Realizing Strategic Opportunities
- Rightsizing Government



Budget Solution: Raising Revenue

Solution	Amount	Notes
Increase police + fire tax by $0.05	$3M	Overwhelmingly approved by voters on TMD!
Enhance collections of money already owed to City	$1M	Examples include overdue property taxes, parking tickets, gross receipts and building permits
Utilize various sources of one-time revenues	$1.1M	$250K ARPA + additional $260K capital + $600K by utilizing 50% of $1.2M added to Unassigned Fund Balance in FY25 audit.
Subtotal	**$5.1M**	

Budget Solution: Realizing Strategic Opportunities

Solution	Amount	Notes
Sale of City Property	$0.5M	Two properties (135 Brook Dr. and another TBD) not being fully utilized for City that could be sold in FY27. Creates one-time money and adds to annual property tax revenue.
Miscellaneous Additional Ideas		Renegotiation of UVM agreement
Subtotal	**$0.5M+**	

Budget Solution: Rightsizing Government

Solution	Amount	Notes
Expenditure control	$2.5M	Based on analysis of budget performance over 10 years from FY16 through FY25.
Create voluntary furlough program	$0.2M	Highly dependent on usage – conservative estimate.
Reduce government expenses	$3.0M	Each department reduced expenses as they could – those who provide essential or core services cut less – and those that do not or were less affected last year cut more
Subtotal	**$5.7M**	

Solutions total $11.2M

Solution: Reduce Government Expenses

Administration considerations in reducing expenses:

- **Which departments were impacted over the last 2 years**
- **Which services are essential* and core**** and those that are not may need to be cut or reduced.

All reductions were made in conjunction with dept heads.

* The City defines essential services and programs as those that required by governing documents that are foundational to local, state or federal government.

** The City defines core services and programs as those that required due to a legal or contractual agreement or policy. Such terms could, in theory, be re-negotiated or money returned to a funder if the city ended the services or program.

Solution: Reduce Vacant Positions

27 total general fund positions (saving $2.1M) affected:

- 24 (89%) of these positions are currently vacant, minimizing impact on actual people
- 2 positions are recycle truck drivers + eligible to transfer to equivalent position within City
- 1 affected position is moving from FT to PT

Solution: Reduce Vacant Positions

27 total general fund positions (saving $2.1M) affected:

- 11 non-union
- 10 AFSCME
- 6 BFFA
- 1 SBPOA – new union for police sergeants

- 13 position eliminations
- 13 “hold opens” – plan to rehire in FY28 (earlier for BFFA)
- 1 reduction of hours

Applying Lessons Learned in Solutions

- Applying lessons learned from last year including:
  - Seeking to minimize impact by largely eliminating vacant instead of filled positions.
  - Each dept losing a position or leaving a position open for a year completed a memo to outline which tasks end with the position and which move to other positions to ease transition.
- Recognize that losing vacant positions can still have a meaningful impact, which we are working to minimize.
- Appreciate partnership from unions AFSCME, BFFA, and BPOA navigating this tricky budget.

Effects on Municipal Tax

Municipal Property Tax History + Projection

Note $353K is current median assessed value for home or condo in Burlington – this means half of the people pay more than this in property tax and half pay less than this

Fiscal Year	Muni Tax Rate	Total Muni Tax on $353K Property	$ Annual Increase	% Increase
FY23	$.7085	$2,501	$134	5.7%
FY24	$.7523	$2,655	$154	6.2%
FY25	$.8326	$2,939	$284	10.7%
FY26	$.8556	$3,020	$81	2.8%
FY27	$.9097	$3,211	$191	6.3%

Highlights of the Investments in this Year's Budget

Investments in Community Safety

Adds **2 new firefighters**

Makes much-needed **improvements to police station**

- Heating, ventilation, air conditioning

Invests in **critical fleet infrastructure**

- 5 police cruisers
- 1 ambulance + shift command vehicle for fire department
- 3 street maintenance vehicles (snow plow, dump truck, sidewalk tractor)

Investments in Revitalizing Burlington

Return of all **summer concert nights at Waterfront Park**

BPRW + BCA + CSM collab on **events to celebrate World Cup**

Expand **Illuminate Burlington** pilot over winter months

Replace **playground equipment** in Smalley Park

Invest in **Housing initiatives** to spur housing growth, facilitate public-private partnerships, and increase housing funding

- 2% increase in Short-Term-Rental tax to Housing Trust Fund

PlanBTV 2050 to re-envision Burlington's future

Common Sense Budget

The Mayor's proposed FY27 budget is **balanced + responsible**

- Sustains core City services
- Strategically reduces City operating expenses
- Gets us closer to a **sustainable budget** in the future

Questions and Discussion

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**00 - Non-Departmental**						
Taxes							
4000_100	Property Taxes General City	11,348,332.00	11,588,967.00	10,714,276.00	9,814,354.12	10,754,685.00	10,347,248.88
4000_110	Property Taxes Capital Street	2,564,496.00	2,618,204.00	3,098,239.00	3,096,608.41	3,109,925.00	3,087,834.88
4000_120	Property Taxes Police/Fire	9,217,067.00	6,441,613.00	5,548,665.00	5,545,744.16	4,438,711.00	4,407,182.51
4000_130	Property Taxes Open Space	226,792.00	231,542.00	563,316.00	563,019.71	565,441.00	561,424.52
4000_150	Property Taxes Housing Trust	581,518.00	593,697.00	563,316.00	563,019.71	565,441.00	561,424.52
4000_160	Property Taxes Parks	3,378,622.00	3,449,380.00	2,534,923.00	2,533,588.70	2,544,484.00	2,526,410.36
4000_165	Property Taxes Penny for Parks	581,518.00	593,697.00	563,316.00	563,019.71	565,441.00	561,424.52
4000_167	Property Taxes Bike Path Maint and Improvement	.00	.00	281,658.00	281,509.86	282,720.00	280,712.26
4000_170	Property Taxes Highway	2,576,127.00	2,630,078.00	1,757,547.00	1,756,621.50	1,764,175.00	1,751,644.51
4000_180	Property Taxes Library Tax	290,759.00	296,849.00	281,658.00	281,509.86	282,720.00	280,712.26
4000_190	Property Taxes GMT	2,217,722.00	2,280,109.00	1,928,561.00	1,925,527.41	1,852,861.00	1,841,472.44
4000_200	Property Taxes County	241,409.00	253,862.00	231,940.00	230,838.08	200,000.00	230,184.05
4000_210	Property Taxes Retirement	10,754,800.00	11,718,554.00	10,861,619.00	10,855,020.04	8,925,470.00	8,859,278.98
4000_220	Property Taxes Debt Service	8,919,770.00	8,103,167.00	7,970,125.00	7,972,359.12	6,654,154.00	6,607,966.64
4002	Commercial Tax Assessment	.00	.00	1,600,125.00	1,446,474.87	1,101,484.00	1,323,206.02
4005	DID Taxes	110,000.00	157,171.00	163,733.00	114,995.50	159,733.00	102,991.68
4010	Local Option Sales Tax	3,484,000.00	3,350,000.00	3,400,000.00	3,277,138.94	3,210,000.00	3,076,346.17
4015	Tax Increment Financing Waterfront	1,568,939.00	667,109.00	2,685,017.00	2,921,170.34	2,191,205.00	2,467,276.70
4016	Tax Increment Financing Downtown	2,587,044.00	2,796,450.00	2,255,939.00	2,573,697.10	2,078,963.00	2,239,686.40
4020	Gross Receipts	7,250,000.00	6,700,000.00	7,270,000.00	6,324,172.63	4,900,000.00	4,763,049.68
4715	Interest Gross Receipts	.00	8,000.00	8,000.00	57,754.94	8,000.00	25,190.20
	Taxes Totals	$67,898,915.00	$64,478,449.00	$64,281,973.00	$62,698,144.71	$56,155,613.00	$55,902,668.18
Payments in Lieu of Taxes							
4025_100	PILOT Pilot State	1,173,940.00	1,100,000.00	1,100,000.00	1,137,396.00	1,078,791.00	1,112,453.00
4027_102	PILOT Howard Health	86,915.00	88,600.00	80,663.00	88,201.40	78,365.00	80,663.24
4027_104	PILOT Degoesbriand Unit	177,724.00	180,459.00	187,502.00	163,433.72	178,446.00	170,574.72
4027_107	PILOT Burl Housing Authoriity	65,000.00	70,000.00	70,000.00	92,530.77	65,000.00	74,642.00
4027_110	PILOT Champlain Housing Trust	21,354.00	21,767.00	19,905.00	21,766.60	19,339.00	19,904.92
	Payments in Lieu of Taxes Totals	$1,524,933.00	$1,460,826.00	$1,458,070.00	$1,503,328.49	$1,419,941.00	$1,458,237.88
Intergovernmental Revenues							
4027_100	PILOT Water	506,709.00	525,974.00	511,551.00	511,551.18	463,094.00	423,060.01
4027_101	PILOT Wastewater	785,717.00	790,245.00	769,689.00	769,688.55	564,156.00	464,769.73
4027_103	PILOT Burlington Electric	2,493,247.00	2,505,184.00	2,192,927.00	2,505,183.68	2,214,591.00	2,281,861.28
4027_108	PILOT VPPSA (BED)	335,114.00	342,707.00	313,652.00	342,707.08	304,378.00	313,651.84
4027_111	PILOT Traffic	.00	.00	64,400.00	64,400.00	64,400.00	64,400.00
4027_114	PILOT Stormwater	53,434.00	58,141.00	58,141.00	58,140.55	44,261.00	33,577.27
4825_155	Interdepartmental Interest on Pooled Cash	.00	50,000.00	40,000.00	74,805.22	40,000.00	78,892.56

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**00 - Non-Departmental**						
Intergovernmental Revenues							
4875_175	Grants Miscellaneous	.00	.00	40,000.00	30,000.00	500,000.00	.00
	Intergovernmental Revenues Totals	$4,174,221.00	$4,272,251.00	$3,990,360.00	$4,356,476.26	$4,194,880.00	$3,660,212.69
Charges for Services							
4230	Street Franchise Fees	2,990,000.00	2,875,000.00	2,605,165.00	2,626,657.39	2,340,000.00	2,484,593.38
4600_101	Fees For Services Fletcher Allen Hospital	554,740.00	543,863.00	533,199.00	533,199.00	522,744.00	522,744.00
4600_102	Fees For Services UVM	1,570,024.00	1,539,239.00	1,509,058.00	1,509,057.64	1,479,468.00	1,479,468.57
4600_103	Fees For Services Champlain College	.00	.00	132,290.00	50,000.00	129,696.00	134,933.00
4600_104	Fees For Services Burl Housing Authority	30,009.00	29,848.00	27,125.00	29,848.12	26,567.00	27,125.08
4600_121	Fees For Services Community Sailing Center	21,935.00	21,344.00	19,285.00	21,343.72	19,031.00	19,285.24
4600_200	Fees For Services Sustainable Infrastructure UVM	386,000.00	386,000.00	386,000.00	386,000.00	386,000.00	386,000.00
4600_210	Fees For Services Sustainable Infrastructure Champ	61,890.00	61,890.00	61,890.00	61,890.00	61,890.00	61,890.00
4600_215	Fees For Services Eagles Landing - CC	42,374.00	40,202.00	43,859.00	40,202.00	43,271.00	43,859.44
	Charges for Services Totals	$5,656,972.00	$5,497,386.00	$5,317,871.00	$5,258,197.87	$5,008,667.00	$5,159,898.71
Investment Income							
4700	Interest / Investment Income	200,000.00	200,000.00	.00	1,769.15	300,000.00	330,247.10
4700_300	Interest / Investment Income KB Analysis Earned Credits	250,000.00	195,000.00	195,000.00	176,290.68	195,000.00	192,582.48
	Investment Income Totals	$450,000.00	$395,000.00	$195,000.00	$178,059.83	$495,000.00	$522,829.58
Other Revenue							
4259_100	Development Fees Browns Court	.00	.00	.00	.00	260,000.00	.00
4259_200	Development Fees Marina	59,285.00	55,000.00	55,000.00	67,371.58	55,000.00	68,744.15
4275_100	Rent & Lease CSC	18,155.00	18,155.00	18,155.00	15,685.44	18,155.00	17,612.73
4720	Use of Fund Balance	.00	.00	.00	.00	590,059.00	.00
4720_110	Use of Fund Balance GF Assigned	.00	.00	354,000.00	.00	500,000.00	.00
4750	Gain/Loss On Asset	500,000.00	1,067,861.00	.00	.00	.00	.00
4860	Contingency	247,195.00	1,354,136.00	.00	.00	.00	.00
4937	Bond - Premium Amortization	1,200,000.00	625,000.00	500,000.00	1,043,503.21	300,000.00	974,598.92
	Other Revenue Totals	$2,024,635.00	$3,120,152.00	$927,155.00	$1,126,560.23	$1,723,214.00	$1,060,955.80
Miscellaneous							
4535	Misc Rev	600,000.00	.00	.00	.00	350,000.00	1,780.34
4705	Unrealzed Gain/Loss-Invest	350,000.00	200,000.00	300,000.00	406,960.36	300,000.00	387,450.00
	Miscellaneous Totals	$950,000.00	$200,000.00	$300,000.00	$406,960.36	$650,000.00	$389,230.34

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**00 - Non-Departmental**						
Division	**003 - Rent Payment for Land/Buildings**						
Charges for Services							
4275_200	Rent & Lease 200 Church Street	.00	.00	120,000.00	21,000.00	120,000.00	139,956.45
	Charges for Services Totals	$0.00	$0.00	$120,000.00	$21,000.00	$120,000.00	$139,956.45
	Division **003 - Rent Payment for Land/Buildings** Totals	$0.00	$0.00	$120,000.00	$21,000.00	$120,000.00	$139,956.45
	Department **00 - Non-Departmental** Totals	$82,679,676.00	$79,424,064.00	$76,590,429.00	$75,548,727.75	$69,767,315.00	$68,293,989.63
Department	**01 - Regional Programs**						
Division	**000 - Admin**						
Miscellaneous							
4535	Misc Rev	.00	.00	.00	92,980.00	.00	.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$92,980.00	$0.00	$0.00
	Division **000 - Admin** Totals	$0.00	$0.00	$0.00	$92,980.00	$0.00	$0.00
Division	**004 - Community Health**						
Program	**707 - Facilities**						
Intergovernmental Revenues							
4875_140	Grants State Operating	960,000.00	2,200,000.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	$960,000.00	$2,200,000.00	$0.00	$0.00	$0.00	$0.00
	Program **707 - Facilities** Totals	$960,000.00	$2,200,000.00	$0.00	$0.00	$0.00	$0.00
	Division **004 - Community Health** Totals	$960,000.00	$2,200,000.00	$0.00	$0.00	$0.00	$0.00
	Department **01 - Regional Programs** Totals	$960,000.00	$2,200,000.00	$0.00	$92,980.00	$0.00	$0.00
Department	**02 - Mayor's Office**						
Division	**000 - Admin**						
Intergovernmental Revenues							
4990_115	Interfund Transfer Proceeds Reserved/Committed	.00	69,413.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	$0.00	$69,413.00	$0.00	$0.00	$0.00	$0.00
Other Revenue							
4952	Revenue - Other	.00	.00	.00	.00	.00	799.78
	Other Revenue Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$799.78
	Division **000 - Admin** Totals	$0.00	$69,413.00	$0.00	$0.00	$0.00	$799.78
	Department **02 - Mayor's Office** Totals	$0.00	$69,413.00	$0.00	$0.00	$0.00	$799.78

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **03 - City Council**							
Division **000 - Admin**							
Other Revenue							
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	.00	30,000.00	.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$0.00	$30,000.00	$0.00
	Division **000 - Admin** Totals	$0.00	$0.00	$0.00	$0.00	$30,000.00	$0.00
	Department **03 - City Council** Totals	$0.00	$0.00	$0.00	$0.00	$30,000.00	$0.00
Department **04 - Dept of Finance & Adminstration**							
Division **000 - Admin**							
Taxes							
4710	Interest On Taxes	750,000.00	600,000.00	600,000.00	801,327.92	500,000.00	651,287.14
	Taxes Totals	$750,000.00	$600,000.00	$600,000.00	$801,327.92	$500,000.00	$651,287.14
Intergovernmental Revenues							
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	.00	.00	125,000.00	.00
4990_804	Interfund Transfer Proceeds Capital Project Management	188,745.00	129,287.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	$188,745.00	$129,287.00	$0.00	$0.00	$125,000.00	$0.00
Charges for Services							
4080	Recording Fees	200,000.00	200,000.00	300,000.00	221,377.23	300,000.00	186,259.56
4094	Financial Services	75,000.00	70,000.00	100,000.00	65,309.36	50,000.00	96,945.84
4285_100	Indirect cost Admin	2,085,982.00	2,082,993.00	2,082,993.00	2,237,909.47	2,062,569.00	2,062,569.00
4440	Taxi Fees	150,000.00	200,000.00	125,000.00	121,718.25	125,000.00	109,520.25
4565	Reimbursement For Services	.00	.00	.00	14,211.30	.00	.00
4600_100	Fees For Services General Government	20,000.00	20,000.00	20,000.00	18,447.20	20,000.00	15,293.31
	Charges for Services Totals	$2,530,982.00	$2,572,993.00	$2,627,993.00	$2,678,972.81	$2,557,569.00	$2,470,587.96
Fines and Forfeits							
4030_100	Late Fees General Government	.00	.00	.00	606.00	.00	12.00
4055_100	Fines Misc General Government	.00	.00	.00	.00	.00	75.00
4075	Penalties & Interest	20,000.00	20,000.00	20,000.00	118,584.52	20,000.00	49,463.41
	Fines and Forfeits Totals	$20,000.00	$20,000.00	$20,000.00	$119,190.52	$20,000.00	$49,550.41
Licenses and Permits							
4100_100	Licenses And Certificates General Government	115,000.00	115,000.00	125,000.00	113,275.00	125,000.00	112,840.00
	Licenses and Permits Totals	$115,000.00	$115,000.00	$125,000.00	$113,275.00	$125,000.00	$112,840.00
Investment Income							
4700	Interest / Investment Income	200,000.00	200,000.00	200,000.00	188,230.35	150,000.00	150,000.00
4700_300	Interest / Investment Income KB Analysis Earned Credits	30,000.00	30,000.00	30,000.00	18,765.61	30,000.00	18,922.74
	Investment Income Totals	$230,000.00	$230,000.00	$230,000.00	$206,995.96	$180,000.00	$168,922.74

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **04 - Dept of Finance & Adminstration**							
Division **000 - Admin**							
Other Revenue							
4095_100	Purchasing Savings Procurement Card	100,000.00	85,000.00	95,000.00	76,110.33	95,000.00	100,514.58
4095_105	Purchasing Savings Rebate Programs	.00	.00	2,384.00	200.00	2,000.00	6,480.79
4566	State ED Tax Admin Fee	160,000.00	160,000.00	160,000.00	179,710.37	160,000.00	162,466.88
4725	Use of Assigned Fund Balance	.00	.00	.00	.00	225,000.00	.00
4750	Gain/Loss On Asset	.00	6,400.00	.00	.00	.00	.00
4850	Cash Over	.00	.00	.00	(10.00)	.00	(2.00)
4956	Capital Contribution	.00	.00	100,000.00	100,000.00	101,000.00	100,000.00
	Other Revenue Totals	$260,000.00	$251,400.00	$357,384.00	$356,010.70	$583,000.00	$369,460.25
Miscellaneous							
4200	Preservation Restoration	.00	.00	.00	8.00	.00	.00
4535	Misc Rev	.00	.00	.00	38,463.84	.00	7,525.48
	Miscellaneous Totals	$0.00	$0.00	$0.00	$38,471.84	$0.00	$7,525.48
	Division **000 - Admin** Totals	$4,094,727.00	$3,918,680.00	$3,960,377.00	$4,314,244.75	$4,090,569.00	$3,830,173.98
	Department **04 - Dept of Finance & Adminstration** Totals	$4,094,727.00	$3,918,680.00	$3,960,377.00	$4,314,244.75	$4,090,569.00	$3,830,173.98
Department **05 - City Attorney**							
Division **000 - Admin**							
Intergovernmental Revenues							
4825	Interdepartmental	219,545.00	226,653.00	266,862.00	266,861.00	235,760.00	235,759.00
	Intergovernmental Revenues Totals	$219,545.00	$226,653.00	$266,862.00	$266,861.00	$235,760.00	$235,759.00
Charges for Services							
4600_107	Fees For Services City Attorney	.00	.00	687.00	326.10	.00	387.00
	Charges for Services Totals	$0.00	$0.00	$687.00	$326.10	$0.00	$387.00
	Division **000 - Admin** Totals	$219,545.00	$226,653.00	$267,549.00	$267,187.10	$235,760.00	$236,146.00
	Department **05 - City Attorney** Totals	$219,545.00	$226,653.00	$267,549.00	$267,187.10	$235,760.00	$236,146.00
Department **06 - Planning**							
Division **000 - Admin**							
Intergovernmental Revenues							
4875_140	Grants State Operating	.00	30,000.00	14,000.00	.00	32,500.00	7,500.00
4875_175	Grants Miscellaneous	.00	.00	.00	4,000.00	.00	.00
	Intergovernmental Revenues Totals	$0.00	$30,000.00	$14,000.00	$4,000.00	$32,500.00	$7,500.00
Charges for Services							
4600_130	Fees For Services Miscellaneous	.00	.00	.00	.00	.00	15.00
	Charges for Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$15.00
	Division **000 - Admin** Totals	$0.00	$30,000.00	$14,000.00	$4,000.00	$32,500.00	$7,515.00
	Department **06 - Planning** Totals	$0.00	$30,000.00	$14,000.00	$4,000.00	$32,500.00	$7,515.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **07 - City Assessor**							
Division **000 - Admin**							
Intergovernmental Revenues							
4875_160	Grants Act 60 Maintenance	10,500.00	.00	10,000.00	10,850.00	105,000.00	10,849.00
	Intergovernmental Revenues Totals	$10,500.00	$0.00	$10,000.00	$10,850.00	$105,000.00	$10,849.00
Charges for Services							
4600_100	Fees For Services General Government	.00	.00	.00	110.00	132.00	88.00
	Charges for Services Totals	$0.00	$0.00	$0.00	$110.00	$132.00	$88.00
	Division **000 - Admin** Totals	$10,500.00	$0.00	$10,000.00	$10,960.00	$105,132.00	$10,937.00
	Department **07 - City Assessor** Totals	$10,500.00	$0.00	$10,000.00	$10,960.00	$105,132.00	$10,937.00
Department **08 - Human Resources**							
Division **000 - Admin**							
Other Revenue							
4720_110	Use of Fund Balance GF Assigned	.00	.00	30,000.00	.00	.00	.00
	Other Revenue Totals	$0.00	$0.00	$30,000.00	$0.00	$0.00	$0.00
	Division **000 - Admin** Totals	$0.00	$0.00	$30,000.00	$0.00	$0.00	$0.00
	Department **08 - Human Resources** Totals	$0.00	$0.00	$30,000.00	$0.00	$0.00	$0.00
Department **09 - REIB**							
Division **000 - Admin**							
Intergovernmental Revenues							
4875_175	Grants Miscellaneous	.00	10,000.00	.00	.00	.00	.00
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	.00	411,730.84	800,000.00	614,797.63
	Intergovernmental Revenues Totals	$0.00	$10,000.00	$0.00	$411,730.84	$800,000.00	$614,797.63
Other Revenue							
4380_109	Third Party Gateway CC surcharge	.00	.00	.00	.00	.00	28.80
4720_110	Use of Fund Balance GF Assigned	.00	.00	264,000.00	.00	.00	.00
4950_130	Donations Special Events	40,000.00	40,000.00	40,000.00	59,250.00	.00	22,650.00
	Other Revenue Totals	$40,000.00	$40,000.00	$304,000.00	$59,250.00	$0.00	$22,678.80
Miscellaneous							
4535_110	Misc Rev Celebration-Events	.00	.00	.00	.00	.00	720.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$720.00
	Division **000 - Admin** Totals	$40,000.00	$50,000.00	$304,000.00	$470,980.84	$800,000.00	$638,196.43
	Department **09 - REIB** Totals	$40,000.00	$50,000.00	$304,000.00	$470,980.84	$800,000.00	$638,196.43

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **10 - Information Technology**							
Division **000 - Admin**							
Charges for Services							
4565	Reimbursement For Services	24,348.00	.00	.00	.00	.00	9,861.04
	Charges for Services Totals	$24,348.00	$0.00	$0.00	$0.00	$0.00	$9,861.04
Fines and Forfeits							
4065	Rebates	.00	.00	.00	.00	.00	12,222.55
	Fines and Forfeits Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$12,222.55
	Division **000 - Admin** Totals	$24,348.00	$0.00	$0.00	$0.00	$0.00	$22,083.59
	Department **10 - Information Technology** Totals	$24,348.00	$0.00	$0.00	$0.00	$0.00	$22,083.59
Department **12 - Dpt. of Business & Workforce Dev**							
Division **000 - Admin**							
Intergovernmental Revenues							
4875_140	Grants State Operating	.00	.00	10,000.00	25,000.00	22,500.00	22,500.00
4890_107	Grant Federal - Non Operating American Rescue Plan	.00	.00	.00	.00	250,000.00	.00
4990_110	Interfund Transfer Proceeds Enterprise/Special Revenue	.00	.00	250,000.00	.00	.00	.00
4990_851	Interfund Transfer Proceeds BTC Improvements	.00	.00	.00	.00	.00	10,015.16
	Intergovernmental Revenues Totals	$0.00	$0.00	$260,000.00	$25,000.00	$272,500.00	$32,515.16
Charges for Services							
4275	Rent & Lease	.00	.00	.00	6,226.44	.00	.00
4600_120	Fees For Services Culture & Recreation	.00	.00	35,000.00	24,679.75	35,000.00	24,946.50
	Charges for Services Totals	$0.00	$0.00	$35,000.00	$30,906.19	$35,000.00	$24,946.50
Investment Income							
4936	Loan Repayment Proceeds	.00	.00	4,000.00	.00	4,000.00	.00
	Investment Income Totals	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	$0.00
Other Revenue							
4720_110	Use of Fund Balance GF Assigned	.00	.00	12,386.00	.00	.00	.00
4870	Loan Proceeds	.00	.00	12,000.00	3,091.00	3,000.00	6,819.00
4950_115	Donations Corporate	.00	.00	50,000.00	.00	50,000.00	50,000.00
	Other Revenue Totals	$0.00	$0.00	$74,386.00	$3,091.00	$53,000.00	$56,819.00
	Division **000 - Admin** Totals	$0.00	$0.00	$373,386.00	$58,997.19	$364,500.00	$114,280.66
Division **007 - Early Learning Iniatative**							
Intergovernmental Revenues							
4990_100	Interfund Transfer Proceeds General Fund	.00	.00	149,070.00	250,000.00	400,000.00	400,000.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$149,070.00	$250,000.00	$400,000.00	$400,000.00

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**12 - Dpt. of Business & Workforce Dev**						
Division	**007 - Early Learning Iniatative**						
Other Revenue							
4720	Use of Fund Balance	.00	.00	.00	.00	600,000.00	.00
4720_110	Use of Fund Balance GF Assigned	.00	.00	440,000.00	.00	.00	.00
	Other Revenue Totals	$0.00	$0.00	$440,000.00	$0.00	$600,000.00	$0.00
Division	**007 - Early Learning Iniatative** Totals	$0.00	$0.00	$589,070.00	$250,000.00	$1,000,000.00	$400,000.00
Department	**12 - Dpt. of Business & Workforce Dev** Totals	$0.00	$0.00	$962,456.00	$308,997.19	$1,364,500.00	$514,280.66
Department	**15 - Fire**						
Division	**000 - Admin**						
Intergovernmental Revenues							
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	1,200,000.00	1,200,000.00	950,000.00	950,000.00
4990_110	Interfund Transfer Proceeds Enterprise/Special Revenue	.00	.00	132,877.00	132,876.47	.00	.00
4990_115	Interfund Transfer Proceeds Reserved/Committed	200,000.00	200,000.00	.00	.00	120,461.00	.00
4990_120	Interfund Transfer Proceeds ARPA	125,000.00	118,137.00	.00	.00	.00	.00
4990_200	Interfund Transfer Proceeds Impact Fees	.00	.00	20,476.00	20,476.00	27,342.00	27,341.45
	Intergovernmental Revenues Totals	$325,000.00	$318,137.00	$1,353,353.00	$1,353,352.47	$1,097,803.00	$977,341.45
Charges for Services							
4280	Outside Duty Reimbursement	60,000.00	52,500.00	50,000.00	74,264.55	38,000.00	70,372.96
4430	Ambulance Fees	3,212,155.00	2,650,000.00	2,505,769.00	2,743,734.06	2,141,267.00	2,536,947.61
4565	Reimbursement For Services	.00	.00	.00	.00	7,414.00	7,413.64
4600_105	Fees For Services Public Safety	430,000.00	430,000.00	530,000.00	439,899.95	530,000.00	426,819.28
	Charges for Services Totals	$3,702,155.00	$3,132,500.00	$3,085,769.00	$3,257,898.56	$2,716,681.00	$3,041,553.49
Other Revenue							
4750	Gain/Loss On Asset	.00	.00	.00	23,000.00	.00	.00
4950	Donations	.00	.00	1,547.00	1,547.00	3,361.00	3,361.00
	Other Revenue Totals	$0.00	$0.00	$1,547.00	$24,547.00	$3,361.00	$3,361.00
Miscellaneous							
4535	Misc Rev	.00	.00	251,000.00	.00	.00	.00
	Miscellaneous Totals	$0.00	$0.00	$251,000.00	$0.00	$0.00	$0.00
Division	**000 - Admin** Totals	$4,027,155.00	$3,450,637.00	$4,691,669.00	$4,635,798.03	$3,817,845.00	$4,022,255.94

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **15 - Fire**							
Division **040 - Fire & Medical Services**							
Charges for Services							
4565	Reimbursement For Services	.00	.00	14,019.00	14,019.37	.00	.00
	Charges for Services Totals	$0.00	$0.00	$14,019.00	$14,019.37	$0.00	$0.00
	Division **040 - Fire & Medical Services** Totals	$0.00	$0.00	$14,019.00	$14,019.37	$0.00	$0.00
Division **044 - Grants**							
Intergovernmental Revenues							
4875_100	Grants Federal Operating Direct	75,000.00	201,873.00	17,557.00	6,380.11	37,907.00	42,577.17
4875_115	Grants Public Safety Operating	.00	2,080.00	42,306.00	39,861.00	63,014.00	21,533.47
	Intergovernmental Revenues Totals	$75,000.00	$203,953.00	$59,863.00	$46,241.11	$100,921.00	$64,110.64
	Division **044 - Grants** Totals	$75,000.00	$203,953.00	$59,863.00	$46,241.11	$100,921.00	$64,110.64
	Department **15 - Fire** Totals	$4,102,155.00	$3,654,590.00	$4,765,551.00	$4,696,058.51	$3,918,766.00	$4,086,366.58
Department **17 - Police**							
Division **000 - Admin**							
Intergovernmental Revenues							
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	1,200,000.00	1,200,000.00	.00	.00
4990_120	Interfund Transfer Proceeds ARPA	125,000.00	161,863.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	$125,000.00	$161,863.00	$1,200,000.00	$1,200,000.00	$0.00	$0.00
Charges for Services							
4600_105	Fees For Services Public Safety	.00	.00	.00	.00	.00	75.00
	Charges for Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00
Other Revenue							
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	.00	1,300,000.00	.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$0.00	$1,300,000.00	$0.00
Miscellaneous							
4535	Misc Rev	.00	.00	.00	20,000.00	.00	.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$20,000.00	$0.00	$0.00
	Division **000 - Admin** Totals	$125,000.00	$161,863.00	$1,200,000.00	$1,220,000.00	$1,300,000.00	$75.00
Division **044 - Grants**							
Intergovernmental Revenues							
4875_115	Grants Public Safety Operating	.00	.00	3,352.00	4,502.41	.00	8,271.36
4875_123	Grants Federal - Operating Equipment	.00	.00	104,019.00	104,019.00	.00	.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$107,371.00	$108,521.41	$0.00	$8,271.36
	Division **044 - Grants** Totals	$0.00	$0.00	$107,371.00	$108,521.41	$0.00	$8,271.36

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**17 - Police**						
Division	**050 - Police Uniform Services**						
Intergovernmental Revenues							
4875_105	Grants DEA Reimbursement	20,000.00	.00	.00	25,281.02	.00	12,318.20
4875_123	Grants Federal - Operating Equipment	.00	.00	.00	2,924.11	.00	8,400.39
4875_140	Grants State Operating	5,000.00	.00	.00	10,967.14	.00	12,207.05
4990_200	Interfund Transfer Proceeds Impact Fees	.00	.00	60,000.00	37,655.18	.00	.00
	Intergovernmental Revenues Totals	$25,000.00	$0.00	$60,000.00	$76,827.45	$0.00	$32,925.64
Charges for Services							
4280	Outside Duty Reimbursement	53,000.00	82,000.00	82,400.00	178,317.40	80,000.00	85,556.60
4600_105	Fees For Services Public Safety	13,000.00	13,000.00	13,000.00	13,234.60	10,000.00	16,582.28
	Charges for Services Totals	$66,000.00	$95,000.00	$95,400.00	$191,552.00	$90,000.00	$102,138.88
Fines and Forfeits							
4040	Motor Vehicle Fines	40,000.00	40,000.00	40,000.00	54,712.76	20,000.00	51,400.71
	Fines and Forfeits Totals	$40,000.00	$40,000.00	$40,000.00	$54,712.76	$20,000.00	$51,400.71
Other Revenue							
4950	Donations	.00	.00	.00	15.00	.00	.00
4952	Revenue - Other	.00	.00	.00	40.00	.00	7,000.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$55.00	$0.00	$7,000.00
	Division **050 - Police Uniform Services** Totals	$131,000.00	$135,000.00	$195,400.00	$323,147.21	$110,000.00	$193,465.23
Division	**051 - Airport Division**						
Charges for Services							
4600_135	Fees For Services Airport	1,401,039.00	1,326,957.00	1,474,397.00	1,266,775.00	1,100,000.00	1,100,000.00
	Charges for Services Totals	$1,401,039.00	$1,326,957.00	$1,474,397.00	$1,266,775.00	$1,100,000.00	$1,100,000.00
	Division **051 - Airport Division** Totals	$1,401,039.00	$1,326,957.00	$1,474,397.00	$1,266,775.00	$1,100,000.00	$1,100,000.00
Division	**052 - Dispatch and Communications**						
Charges for Services							
4600_105	Fees For Services Public Safety	35,000.00	35,000.00	45,000.00	30,170.00	35,000.00	36,708.00
	Charges for Services Totals	$35,000.00	$35,000.00	$45,000.00	$30,170.00	$35,000.00	$36,708.00
	Division **052 - Dispatch and Communications** Totals	$35,000.00	$35,000.00	$45,000.00	$30,170.00	$35,000.00	$36,708.00
Division	**054 - Community Support**						
Intergovernmental Revenues							
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	.00	.00	.00	500,000.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$500,000.00
	Division **054 - Community Support** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$500,000.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **17 - Police**							
Division **055 - CAIP**							
Program **170 - Cares**							
Intergovernmental Revenues							
4875_175	Grants Miscellaneous	.00	299,583.00	363,955.00	152,490.39	.00	14,812.43
	Intergovernmental Revenues Totals	$0.00	$299,583.00	$363,955.00	$152,490.39	$0.00	$14,812.43
	Program **170 - Cares** Totals	$0.00	$299,583.00	$363,955.00	$152,490.39	$0.00	$14,812.43
	Division **055 - CAIP** Totals	$0.00	$299,583.00	$363,955.00	$152,490.39	$0.00	$14,812.43
	Department **17 - Police** Totals	$1,692,039.00	$1,958,403.00	$3,386,123.00	$3,101,104.01	$2,545,000.00	$1,853,332.02
Department **19 - Public Works**							
Division **000 - Admin**							
Intergovernmental Revenues							
4600_112	Fees For Services Capital Projects	200,000.00	.00	.00	.00	.00	.00
4600_113	Fees For Services Interfund	206,912.00	195,363.00	232,000.00	232,000.01	210,000.00	182,880.71
	Intergovernmental Revenues Totals	$406,912.00	$195,363.00	$232,000.00	$232,000.01	$210,000.00	$182,880.71
Miscellaneous							
4535	Misc Rev	.00	.00	.00	3,930.80	.00	2,487.05
	Miscellaneous Totals	$0.00	$0.00	$0.00	$3,930.80	$0.00	$2,487.05
	Division **000 - Admin** Totals	$406,912.00	$195,363.00	$232,000.00	$235,930.81	$210,000.00	$185,367.76
Division **053 - Parking Services**							
Charges for Services							
4265	Towing Fees	100,000.00	100,000.00	100,000.00	72,284.41	100,000.00	77,931.55
4320	Parking Permits / Leases	60,000.00	50,000.00	50,000.00	43,591.16	40,000.00	31,821.75
	Charges for Services Totals	$160,000.00	$150,000.00	$150,000.00	$115,875.57	$140,000.00	$109,753.30
Fines and Forfeits							
4050	Parking Fines	1,625,000.00	1,409,851.00	1,474,851.00	1,954,384.78	1,200,000.00	1,304,463.14
	Fines and Forfeits Totals	$1,625,000.00	$1,409,851.00	$1,474,851.00	$1,954,384.78	$1,200,000.00	$1,304,463.14
Other Revenue							
4380_109	Third Party Gateway CC surcharge	75,000.00	65,000.00	.00	79,191.37	.00	13,740.50
	Other Revenue Totals	$75,000.00	$65,000.00	$0.00	$79,191.37	$0.00	$13,740.50
	Division **053 - Parking Services** Totals	$1,860,000.00	$1,624,851.00	$1,624,851.00	$2,149,451.72	$1,340,000.00	$1,427,956.94
Division **150 - Engineering**							
Intergovernmental Revenues							
4600_111	Fees For Services Interdepartmental	.00	.00	.00	.00	.00	33,137.12
4600_112	Fees For Services Capital Projects	331,576.00	482,140.00	375,897.00	257,075.37	263,834.81	227,975.52
4600_113	Fees For Services Interfund	820,906.00	742,358.00	645,352.00	593,020.20	622,437.00	449,288.77

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**19 - Public Works**						
Division	**150 - Engineering**						
Intergovernmental Revenues							
4825_115	Interdepartmental Engineering Charges	.00	60,000.00	252,000.00	268,372.33	258,384.77	286,153.61
	Intergovernmental Revenues Totals	$1,152,482.00	$1,284,498.00	$1,273,249.00	$1,118,467.90	$1,144,656.58	$996,555.02
	Division **150 - Engineering** Totals	$1,152,482.00	$1,284,498.00	$1,273,249.00	$1,118,467.90	$1,144,656.58	$996,555.02
Division	**151 - Equipment Maintenance**						
Intergovernmental Revenues							
4825_100	Interdepartmental Equipment Repair	211,929.00	201,000.00	198,000.00	227,651.31	230,000.00	200,805.23
4825_105	Interdepartmental Equipment Fuel	72,100.00	72,100.00	70,000.00	62,849.38	82,000.00	68,548.27
	Intergovernmental Revenues Totals	$284,029.00	$273,100.00	$268,000.00	$290,500.69	$312,000.00	$269,353.50
Charges for Services							
4600_110	Fees For Services Public Works	202,141.00	179,000.00	168,000.00	190,195.34	162,000.00	233,436.67
	Charges for Services Totals	$202,141.00	$179,000.00	$168,000.00	$190,195.34	$162,000.00	$233,436.67
Miscellaneous							
4535	Misc Rev	.00	.00	.00	527.48	.00	558.47
4560	Fuel Reimb Outside City	81,817.00	173,500.00	176,500.00	227,710.82	205,000.00	182,299.43
	Miscellaneous Totals	$81,817.00	$173,500.00	$176,500.00	$228,238.30	$205,000.00	$182,857.90
	Division **151 - Equipment Maintenance** Totals	$567,987.00	$625,600.00	$612,500.00	$708,934.33	$679,000.00	$685,648.07
Division	**152 - Streets**						
Program	**481 - Street Maintenance**						
Intergovernmental Revenues							
4825_130	Interdepartmental Material, Labor & Equipment	750,000.00	650,000.00	625,000.00	543,924.18	552,000.00	840,183.35
4875_150	Grants State Aid	320,783.00	311,562.00	324,999.00	330,383.21	290,326.36	331,703.85
	Intergovernmental Revenues Totals	$1,070,783.00	$961,562.00	$949,999.00	$874,307.39	$842,326.36	$1,171,887.20
Charges for Services							
4600_110	Fees For Services Public Works	890,000.00	850,000.00	825,000.00	717,821.10	981,000.00	672,307.16
	Charges for Services Totals	$890,000.00	$850,000.00	$825,000.00	$717,821.10	$981,000.00	$672,307.16
Licenses and Permits							
4247	Fees and Permits	5,851.00	5,200.00	5,000.00	6,290.00	3,500.00	5,725.00
	Licenses and Permits Totals	$5,851.00	$5,200.00	$5,000.00	$6,290.00	$3,500.00	$5,725.00
Miscellaneous							
4535	Misc Rev	.00	.00	.00	166.00	.00	1.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$166.00	$0.00	$1.00
	Program **481 - Street Maintenance** Totals	$1,966,634.00	$1,816,762.00	$1,779,999.00	$1,598,584.49	$1,826,826.36	$1,849,920.36

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**19 - Public Works**						
Division	**152 - Streets**						
Program	**482 - Street Concrete**						
Charges for Services							
4600_110	Fees For Services Public Works	.00	.00	.00	275.00	.00	500.00
	Charges for Services Totals	$0.00	$0.00	$0.00	$275.00	$0.00	$500.00
	Program **482 - Street Concrete** Totals	$0.00	$0.00	$0.00	$275.00	$0.00	$500.00
	Division **152 - Streets** Totals	$1,966,634.00	$1,816,762.00	$1,779,999.00	$1,598,859.49	$1,826,826.36	$1,850,420.36
Division	**153 - Recycling**						
Charges for Services							
4275	Rent & Lease	18,180.00	.00	.00	6,030.00	.00	.00
4350	Recycling Fees	1,700,000.00	1,700,000.00	1,000,632.00	972,016.61	821,832.00	856,604.32
	Charges for Services Totals	$1,718,180.00	$1,700,000.00	$1,000,632.00	$978,046.61	$821,832.00	$856,604.32
Other Revenue							
4515	Recycling Containers	7,000.00	7,000.00	25,000.00	5,595.00	25,000.00	20,425.00
4720	Use of Fund Balance	.00	.00	.00	.00	179,365.00	.00
	Other Revenue Totals	$7,000.00	$7,000.00	$25,000.00	$5,595.00	$204,365.00	$20,425.00
	Division **153 - Recycling** Totals	$1,725,180.00	$1,707,000.00	$1,025,632.00	$983,641.61	$1,026,197.00	$877,029.32
	Department **19 - Public Works** Totals	$7,679,195.00	$7,254,074.00	$6,548,231.00	$6,795,285.86	$6,226,679.94	$6,022,977.47
Department	**20 - Permitting and Inspections**						
Division	**000 - Admin**						
Charges for Services							
4210	Rental Prop Transfer Fee	2,500.00	2,500.00	2,500.00	2,000.00	3,500.00	2,800.00
4215	Reinspection Fees	18,000.00	15,000.00	15,000.00	26,438.00	21,000.00	14,410.00
4220	Rental Registration Fees	1,200,000.00	1,223,516.00	1,163,811.00	1,077,621.00	1,145,540.00	1,023,310.50
	Charges for Services Totals	$1,220,500.00	$1,241,016.00	$1,181,311.00	$1,106,059.00	$1,170,040.00	$1,040,520.50
Fines and Forfeits							
4035	Late Filing Penalty	10,000.00	3,000.00	3,000.00	26,373.99	5,000.00	4,733.00
4060	Minimum Housing Fines	5,000.00	.00	.00	.00	.00	.00
4252	Stipulation Fee	.00	50,000.00	40,000.00	48,800.00	20,000.00	11,200.00
	Fines and Forfeits Totals	$15,000.00	$53,000.00	$43,000.00	$75,173.99	$25,000.00	$15,933.00
Licenses and Permits							
4247	Fees and Permits	20,000.00	12,000.00	9,000.00	9,095.00	18,000.00	12,327.50
4255_001	Certificates Of Occupancy Certifcate of Occupancy	.00	25,000.00	25,000.00	8,326.63	45,000.00	8,392.79
4255_002	Certificates Of Occupancy Tenp Certificates	.00	1,800.00	1,800.00	2,250.00	3,500.00	1,650.00
4255_003	Certificates Of Occupancy After the Fact	.00	12,000.00	12,000.00	12,590.00	17,000.00	10,407.50
	Licenses and Permits Totals	$20,000.00	$50,800.00	$47,800.00	$32,261.63	$83,500.00	$32,777.79

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**20 - Permitting and Inspections**						
Division	**000 - Admin**						
Other Revenue							
4950_123	Donations General	500.00	3,000.00	3,000.00	250.00	4,000.00	2,500.00
	Other Revenue Totals	$500.00	$3,000.00	$3,000.00	$250.00	$4,000.00	$2,500.00
Miscellaneous							
4535	Misc Rev	215,000.00	26,000.00	16,000.00	9,421.60	11,000.00	14,005.09
4535_100	Misc Rev Zoning Compliance Request	.00	14,000.00	14,000.00	17,219.00	20,000.00	14,665.00
	Miscellaneous Totals	$215,000.00	$40,000.00	$30,000.00	$26,640.60	$31,000.00	$28,670.09
	Division **000 - Admin** Totals	$1,471,000.00	$1,387,816.00	$1,305,111.00	$1,240,385.22	$1,313,540.00	$1,120,401.38
Division	**154 - Inspection Services**						
Licenses and Permits							
4225	Building Trade Permits	1,500,000.00	1,870,122.00	1,620,122.00	1,388,315.59	1,610,000.00	1,109,669.34
4247_100	Fees and Permits Bianchi Research	12,200.00	12,200.00	12,200.00	14,868.00	18,000.00	12,564.00
	Licenses and Permits Totals	$1,512,200.00	$1,882,322.00	$1,632,322.00	$1,403,183.59	$1,628,000.00	$1,122,233.34
Miscellaneous							
4535	Misc Rev	.00	.00	.00	.00	.00	1.30
	Miscellaneous Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$1.30
	Division **154 - Inspection Services** Totals	$1,512,200.00	$1,882,322.00	$1,632,322.00	$1,403,183.59	$1,628,000.00	$1,122,234.64
Division	**157 - Zoning**						
Charges for Services							
4600_125	Fees For Services Housing & Development	250,000.00	503,143.00	503,143.00	229,732.93	500,000.00	247,503.46
	Charges for Services Totals	$250,000.00	$503,143.00	$503,143.00	$229,732.93	$500,000.00	$247,503.46
Fines and Forfeits							
4252	Stipulation Fee	50,000.00	.00	.00	.00	.00	.00
	Fines and Forfeits Totals	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
Licenses and Permits							
4100_125	Licenses And Certificates Housing & Development	250,000.00	332,075.00	332,075.00	228,939.16	330,000.00	202,429.72
4255_001	Certificates Of Occupancy Certifcate of Occupancy	25,000.00	.00	.00	.00	.00	.00
4255_002	Certificates Of Occupancy Tenp Certificates	1,800.00	.00	.00	.00	.00	.00
4255_003	Certificates Of Occupancy After the Fact	12,000.00	.00	.00	.00	.00	.00
	Licenses and Permits Totals	$288,800.00	$332,075.00	$332,075.00	$228,939.16	$330,000.00	$202,429.72
Miscellaneous							
4535_100	Misc Rev Zoning Compliance Request	14,000.00	.00	.00	.00	.00	.00
	Miscellaneous Totals	$14,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Division **157 - Zoning** Totals	$602,800.00	$835,218.00	$835,218.00	$458,672.09	$830,000.00	$449,933.18

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**20 - Permitting and Inspections** Totals	$3,586,000.00	$4,105,356.00	$3,772,651.00	$3,102,240.90	$3,771,540.00	$2,692,569.20
Department	**21 - Fletcher Free Library**						
Division	**060 - General Services**						
Intergovernmental Revenues							
4875_140	Grants State Operating	.00	.00	.00	683.80	636.00	636.48
4875_175	Grants Miscellaneous	.00	.00	.00	350.00	20,193.00	14,068.96
4990_200	Interfund Transfer Proceeds Impact Fees	.00	.00	11,500.00	10,547.00	44,000.00	41,067.90
	Intergovernmental Revenues Totals	$0.00	$0.00	$11,500.00	$11,580.80	$64,829.00	$55,773.34
Charges for Services							
4600_100	Fees For Services General Government	18,000.00	23,000.00	23,000.00	15,898.93	18,733.00	18,736.50
	Charges for Services Totals	$18,000.00	$23,000.00	$23,000.00	$15,898.93	$18,733.00	$18,736.50
Other Revenue							
4720_110	Use of Fund Balance GF Assigned	.00	.00	.00	.00	26,250.00	.00
4885_100	Local Share Outside Agencies	.00	69,430.00	.00	.00	.00	.00
4950_123	Donations General	10,000.00	10,000.00	10,000.00	10,000.00	15,000.00	15,000.00
	Other Revenue Totals	$10,000.00	$79,430.00	$10,000.00	$10,000.00	$41,250.00	$15,000.00
	Division **060 - General Services** Totals	$28,000.00	$102,430.00	$44,500.00	$37,479.73	$124,812.00	$89,509.84
Division	**061 - Summer Reading Program**						
Intergovernmental Revenues							
4875_110	Grants General Government Operating	.00	.00	7,500.00	7,150.00	.00	.00
4990_110	Interfund Transfer Proceeds Enterprise/Special Revenue	.00	.00	7,308.00	7,308.00	.00	.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$14,808.00	$14,458.00	$0.00	$0.00
	Division **061 - Summer Reading Program** Totals	$0.00	$0.00	$14,808.00	$14,458.00	$0.00	$0.00
Division	**063 - FFL New North End Branch**						
Intergovernmental Revenues							
4990_200	Interfund Transfer Proceeds Impact Fees	.00	.00	.00	.00	15,000.00	10,950.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$0.00	$0.00	$15,000.00	$10,950.00
	Division **063 - FFL New North End Branch** Totals	$0.00	$0.00	$0.00	$0.00	$15,000.00	$10,950.00
	Department **21 - Fletcher Free Library** Totals	$28,000.00	$102,430.00	$59,308.00	$51,937.73	$139,812.00	$100,459.84
Department	**23 - Parks and Recreation**						
Division	**000 - Admin**						
Program	**000 - Administration**						
Intergovernmental Revenues							
4990_709	Interfund Transfer Proceeds CIP	200,000.00	200,000.00	218,000.00	218,000.00	511,219.00	511,219.00
	Intergovernmental Revenues Totals	$200,000.00	$200,000.00	$218,000.00	$218,000.00	$511,219.00	$511,219.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **23 - Parks and Recreation**							
Division **000 - Admin**							
Program **000 - Administration**							
Other Revenue							
4380_109	Third Party Gateway CC surcharge	35,000.00	35,000.00	56,485.00	43,004.56	.00	4,578.10
4955	Contributions	3,000.00	3,000.00	3,000.00	17,248.36	5,250.00	2,619.00
	Other Revenue Totals	$38,000.00	$38,000.00	$59,485.00	$60,252.92	$5,250.00	$7,197.10
Miscellaneous							
4535	Misc Rev	12,000.00	12,000.00	12,000.00	8,923.60	19,710.00	15,815.84
	Miscellaneous Totals	$12,000.00	$12,000.00	$12,000.00	$8,923.60	$19,710.00	$15,815.84
	Program **000 - Administration** Totals	$250,000.00	$250,000.00	$289,485.00	$287,176.52	$536,179.00	$534,231.94
Program **050 - Marketing**							
Charges for Services							
4600_130	Fees For Services Miscellaneous	.00	.00	10,000.00	3,658.88	10,000.00	16,056.00
	Charges for Services Totals	$0.00	$0.00	$10,000.00	$3,658.88	$10,000.00	$16,056.00
	Program **050 - Marketing** Totals	$0.00	$0.00	$10,000.00	$3,658.88	$10,000.00	$16,056.00
Program **230 - Parks Planning**							
Intergovernmental Revenues							
4600_112	Fees For Services Capital Projects	.00	.00	43,341.00	43,341.00	43,341.00	43,341.00
4990_830	Interfund Transfer Proceeds PFP	117,675.00	113,149.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	$117,675.00	$113,149.00	$43,341.00	$43,341.00	$43,341.00	$43,341.00
	Program **230 - Parks Planning** Totals	$117,675.00	$113,149.00	$43,341.00	$43,341.00	$43,341.00	$43,341.00
	Division **000 - Admin** Totals	$367,675.00	$363,149.00	$342,826.00	$334,176.40	$589,520.00	$593,628.94
Division **044 - Grants**							
Intergovernmental Revenues							
4875_000	Grants Proceeds	.00	.00	.00	20,872.68	68,000.00	80,929.93
4875_140	Grants State Operating	.00	.00	52,000.00	41,823.36	121,501.00	.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$52,000.00	$62,696.04	$189,501.00	$80,929.93
	Division **044 - Grants** Totals	$0.00	$0.00	$52,000.00	$62,696.04	$189,501.00	$80,929.93
Division **100 - Parks**							
Program **000 - Administration**							
Charges for Services							
4275	Rent & Lease	5,000.00	5,000.00	5,000.00	.00	.00	.00
4375	Recreation Fees	29,925.00	29,925.00	23,500.00	29,339.10	21,000.00	29,975.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**000 - Administration**						
Charges for Services							
4600_120	Fees For Services Culture & Recreation	7,350.00	7,350.00	7,000.00	3,062.35	7,000.00	6,207.00
	Charges for Services Totals	$42,275.00	$42,275.00	$35,500.00	$32,401.45	$28,000.00	$36,182.00
Miscellaneous							
4535_130	Misc Rev Reimbursements	.00	.00	.00	2,506.98	.00	.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$2,506.98	$0.00	$0.00
	Program **000 - Administration** Totals	$42,275.00	$42,275.00	$35,500.00	$34,908.43	$28,000.00	$36,182.00
Program	**235 - Grounds Maintenance**						
Charges for Services							
4600_120	Fees For Services Culture & Recreation	10,500.00	10,500.00	10,000.00	5,508.68	10,000.00	1,173.74
	Charges for Services Totals	$10,500.00	$10,500.00	$10,000.00	$5,508.68	$10,000.00	$1,173.74
	Program **235 - Grounds Maintenance** Totals	$10,500.00	$10,500.00	$10,000.00	$5,508.68	$10,000.00	$1,173.74
Program	**236 - Buildings Maintenance**						
Charges for Services							
4600_120	Fees For Services Culture & Recreation	3,000.00	6,000.00	6,000.00	3,250.00	7,500.00	9,608.01
	Charges for Services Totals	$3,000.00	$6,000.00	$6,000.00	$3,250.00	$7,500.00	$9,608.01
Miscellaneous							
4535	Misc Rev	.00	.00	.00	.00	.00	6,400.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$6,400.00
	Program **236 - Buildings Maintenance** Totals	$3,000.00	$6,000.00	$6,000.00	$3,250.00	$7,500.00	$16,008.01
Program	**237 - Trees & Greenways**						
Intergovernmental Revenues							
4875_140	Grants State Operating	.00	17,500.00	.00	.00	.00	.00
4990_832	Interfund Transfer Proceeds Greenbelt	139,293.00	130,732.00	123,674.00	123,674.00	.00	.00
	Intergovernmental Revenues Totals	$139,293.00	$148,232.00	$123,674.00	$123,674.00	$0.00	$0.00
Charges for Services							
4365	Material, Labor And Equipment	105,000.00	105,000.00	105,000.00	107,065.24	100,000.00	116,849.83
4425	Billing Services	5,000.00	5,000.00	5,000.00	552.00	5,000.00	620.00
	Charges for Services Totals	$110,000.00	$110,000.00	$110,000.00	$107,617.24	$105,000.00	$117,469.83
	Program **237 - Trees & Greenways** Totals	$249,293.00	$258,232.00	$233,674.00	$231,291.24	$105,000.00	$117,469.83

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
REVENUE							
Department **23 - Parks and Recreation**							
Division **100 - Parks**							
Program **238 - Conservation**							
Intergovernmental Revenues							
4875_175	Grants Miscellaneous	8,560.00	8,560.00	.00	.00	.00	.00
4990_833	Interfund Transfer Proceeds Conservation Legacy	119,995.00	68,200.00	164,117.00	164,117.00	.00	.00
4990_834	Interfund Transfer Proceeds Bike Path Improvements	263,108.00	263,108.00	144,256.00	144,256.00	.00	.00
	Intergovernmental Revenues Totals	$391,663.00	$339,868.00	$308,373.00	$308,373.00	$0.00	$0.00
Charges for Services							
4375	Recreation Fees	49,130.00	48,000.00	48,000.00	49,130.00	44,000.00	46,116.00
	Charges for Services Totals	$49,130.00	$48,000.00	$48,000.00	$49,130.00	$44,000.00	$46,116.00
Other Revenue							
4950	Donations	5,000.00	23,150.00	5,000.00	2,640.00	5,000.00	5,625.00
	Other Revenue Totals	$5,000.00	$23,150.00	$5,000.00	$2,640.00	$5,000.00	$5,625.00
Miscellaneous							
4535	Misc Rev	.00	.00	.00	.00	.00	2,658.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$2,658.00
	Program **238 - Conservation** Totals	$445,793.00	$411,018.00	$361,373.00	$360,143.00	$49,000.00	$54,399.00
Program **239 - Cemeteries**							
Intergovernmental Revenues							
4990	Interfund Transfer Proceeds	21,443.00	21,443.00	25,000.00	34,571.97	20,000.00	21,443.48
	Intergovernmental Revenues Totals	$21,443.00	$21,443.00	$25,000.00	$34,571.97	$20,000.00	$21,443.48
Charges for Services							
4275	Rent & Lease	4,000.00	4,000.00	4,000.00	3,525.00	4,000.00	2,404.00
4310	Sales Of Cemetary Lots	78,000.00	78,000.00	78,000.00	91,879.70	78,000.00	58,573.25
4315	Burials	70,000.00	70,000.00	70,000.00	89,099.00	70,000.00	68,536.00
4600_130	Fees For Services Miscellaneous	2,000.00	2,000.00	2,000.00	.00	2,000.00	.00
	Charges for Services Totals	$154,000.00	$154,000.00	$154,000.00	$184,503.70	$154,000.00	$129,513.25
Other Revenue							
4950	Donations	.00	.00	.00	100.00	.00	150.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$100.00	$0.00	$150.00
Miscellaneous							
4330	Foundations	1,200.00	350.00	2,000.00	2,100.00	350.00	1,980.00
	Miscellaneous Totals	$1,200.00	$350.00	$2,000.00	$2,100.00	$350.00	$1,980.00
	Program **239 - Cemeteries** Totals	$176,643.00	$175,793.00	$181,000.00	$221,275.67	$174,350.00	$153,086.73

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**240 - Central Facilities**						
Intergovernmental Revenues							
4600_111	Fees For Services Interdepartmental	66,180.00	68,842.00	80,973.00	80,973.98	63,000.00	31,500.00
4600_112	Fees For Services Capital Projects	.00	.00	.00	.00	86,000.00	.00
4825_145	Interdepartmental Facility Charges	82,483.00	82,105.00	82,105.00	82,105.01	82,105.00	82,105.01
	Intergovernmental Revenues Totals	$148,663.00	$150,947.00	$163,078.00	$163,078.99	$231,105.00	$113,605.01
Other Revenue							
4750	Gain/Loss On Asset	.00	40,250.00	.00	.00	.00	.00
	Other Revenue Totals	$0.00	$40,250.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous							
4535_130	Misc Rev Reimbursements	.00	.00	.00	19,710.69	18,108.00	21,198.45
	Miscellaneous Totals	$0.00	$0.00	$0.00	$19,710.69	$18,108.00	$21,198.45
	Program **240 - Central Facilities** Totals	$148,663.00	$191,197.00	$163,078.00	$182,789.68	$249,213.00	$134,803.46
	Division **100 - Parks** Totals	$1,076,167.00	$1,095,015.00	$990,625.00	$1,039,166.70	$623,063.00	$513,122.77
Division	**101 - Recreation**						
Program	**000 - Administration**						
Other Revenue							
4950	Donations	.00	.00	8,000.00	.00	10,000.00	2,000.00
	Other Revenue Totals	$0.00	$0.00	$8,000.00	$0.00	$10,000.00	$2,000.00
	Program **000 - Administration** Totals	$0.00	$0.00	$8,000.00	$0.00	$10,000.00	$2,000.00
Program	**244 - Senior Services**						
Intergovernmental Revenues							
4875_175	Grants Miscellaneous	.00	.00	5,000.00	.00	5,000.00	.00
4990_100	Interfund Transfer Proceeds General Fund	.00	.00	48,690.00	47,272.00	47,272.00	47,271.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$53,690.00	$47,272.00	$52,272.00	$47,271.00
Charges for Services							
4375	Recreation Fees	5,000.00	70,922.00	10,000.00	3,293.07	7,000.00	10,292.50
	Charges for Services Totals	$5,000.00	$70,922.00	$10,000.00	$3,293.07	$7,000.00	$10,292.50
Other Revenue							
4950	Donations	.00	.00	42,000.00	42,430.00	5,000.00	342.50
	Other Revenue Totals	$0.00	$0.00	$42,000.00	$42,430.00	$5,000.00	$342.50
	Program **244 - Senior Services** Totals	$5,000.00	$70,922.00	$105,690.00	$92,995.07	$64,272.00	$57,906.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**23 - Parks and Recreation**						
Division	**101 - Recreation**						
Program	**245 - Recreation Programs**						
Intergovernmental Revenues							
4875_150	Grants State Aid	60,000.00	60,000.00	60,000.00	87,079.90	55,000.00	54,174.70
4875_175	Grants Miscellaneous	100,000.00	95,000.00	95,000.00	100,000.00	100,000.00	98,919.56
	Intergovernmental Revenues Totals	$160,000.00	$155,000.00	$155,000.00	$187,079.90	$155,000.00	$153,094.26
Charges for Services							
4340	Child Care	.00	.00	.00	.00	.00	160.54
4375	Recreation Fees	200,000.00	180,000.00	175,000.00	200,105.72	135,000.00	160,562.00
	Charges for Services Totals	$200,000.00	$180,000.00	$175,000.00	$200,105.72	$135,000.00	$160,722.54
Other Revenue							
4950	Donations	7,500.00	7,500.00	7,500.00	15,013.00	7,500.00	.00
	Other Revenue Totals	$7,500.00	$7,500.00	$7,500.00	$15,013.00	$7,500.00	$0.00
	Program **245 - Recreation Programs** Totals	$367,500.00	$342,500.00	$337,500.00	$402,198.62	$297,500.00	$313,816.80
Program	**246 - Events**						
Charges for Services							
4375	Recreation Fees	32,000.00	32,000.00	42,000.00	30,488.04	25,000.00	20,564.40
	Charges for Services Totals	$32,000.00	$32,000.00	$42,000.00	$30,488.04	$25,000.00	$20,564.40
Other Revenue							
4950	Donations	58,750.00	48,750.00	65,000.00	63,415.00	80,000.00	87,851.31
	Other Revenue Totals	$58,750.00	$48,750.00	$65,000.00	$63,415.00	$80,000.00	$87,851.31
	Program **246 - Events** Totals	$90,750.00	$80,750.00	$107,000.00	$93,903.04	$105,000.00	$108,415.71
Program	**247 - Bus Operations**						
Charges for Services							
4600_120	Fees For Services Culture & Recreation	.00	20,500.00	20,500.00	19,085.00	20,500.00	20,480.00
	Charges for Services Totals	$0.00	$20,500.00	$20,500.00	$19,085.00	$20,500.00	$20,480.00
	Program **247 - Bus Operations** Totals	$0.00	$20,500.00	$20,500.00	$19,085.00	$20,500.00	$20,480.00
Program	**248 - Athletic Programs**						
Intergovernmental Revenues							
4875_175	Grants Miscellaneous	.00	12,000.00	12,000.00	.00	12,000.00	10,000.00
	Intergovernmental Revenues Totals	$0.00	$12,000.00	$12,000.00	$0.00	$12,000.00	$10,000.00
Charges for Services							
4375	Recreation Fees	175,000.00	205,000.00	190,000.00	173,705.15	175,000.00	195,666.68
	Charges for Services Totals	$175,000.00	$205,000.00	$190,000.00	$173,705.15	$175,000.00	$195,666.68

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**23 - Parks and Recreation**						
Division	**101 - Recreation**						
Program	**248 - Athletic Programs**						
Other Revenue							
4950	Donations	10,000.00	10,000.00	10,000.00	1,460.00	10,000.00	1,150.00
	Other Revenue Totals	$10,000.00	$10,000.00	$10,000.00	$1,460.00	$10,000.00	$1,150.00
Program	**248 - Athletic Programs** Totals	$185,000.00	$227,000.00	$212,000.00	$175,165.15	$197,000.00	$206,816.68
Division	**101 - Recreation** Totals	$648,250.00	$741,672.00	$790,690.00	$783,346.88	$694,272.00	$709,435.19
Division	**102 - Waterfront**						
Program	**000 - Administration**						
Charges for Services							
4295	Parking Fees	785,000.00	715,000.00	625,900.00	785,682.05	.00	.00
	Charges for Services Totals	$785,000.00	$715,000.00	$625,900.00	$785,682.05	$0.00	$0.00
Other Revenue							
4380_100	Third Party Gateway ParkMobile	20,000.00	17,550.00	17,053.00	20,629.75	.00	.00
4380_109	Third Party Gateway CC surcharge	.00	.00	.00	(8.98)	.00	.00
4470	Rent Buildings	.00	.00	.00	.00	500.00	860.00
	Other Revenue Totals	$20,000.00	$17,550.00	$17,053.00	$20,620.77	$500.00	$860.00
Program	**000 - Administration** Totals	$805,000.00	$732,550.00	$642,953.00	$806,302.82	$500.00	$860.00
Program	**246 - Events**						
Charges for Services							
4300	Parks Event Rental	65,000.00	69,379.00	92,530.00	45,730.00	88,124.00	99,432.00
4375	Recreation Fees	.00	.00	3,000.00	.00	.00	.00
	Charges for Services Totals	$65,000.00	$69,379.00	$95,530.00	$45,730.00	$88,124.00	$99,432.00
Program	**246 - Events** Totals	$65,000.00	$69,379.00	$95,530.00	$45,730.00	$88,124.00	$99,432.00
Program	**254 - Community Service**						
Intergovernmental Revenues							
4990_802	Interfund Transfer Proceeds Fleet	.00	4,396.00	.00	.00	.00	.00
	Intergovernmental Revenues Totals	$0.00	$4,396.00	$0.00	$0.00	$0.00	$0.00
Fines and Forfeits							
4065	Rebates	.00	2,300.00	.00	.00	.00	.00
	Fines and Forfeits Totals	$0.00	$2,300.00	$0.00	$0.00	$0.00	$0.00
Program	**254 - Community Service** Totals	$0.00	$6,696.00	$0.00	$0.00	$0.00	$0.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**23 - Parks and Recreation**						
Division	**102 - Waterfront**						
Program	**257 - North Beach**						
Charges for Services							
4295	Parking Fees	.00	.00	.00	.00	58,000.00	18,794.80
4400	Campsite Revenues	650,000.00	710,000.00	710,000.00	624,929.85	710,000.00	671,905.35
4600_120	Fees For Services Culture & Recreation	1,500.00	1,500.00	1,500.00	1,829.00	1,000.00	1,940.00
	Charges for Services Totals	$651,500.00	$711,500.00	$711,500.00	$626,758.85	$769,000.00	$692,640.15
Other Revenue							
4380_101	Third Party Gateway Firefly	28,000.00	28,000.00	16,467.00	20,703.07	.00	11,783.38
4380_102	Third Party Gateway Stripe or Basys	27,217.00	27,217.00	26,933.00	26,349.39	.00	21,685.60
4390_100	Concessions Taxable	30,000.00	30,000.00	30,000.00	22,848.10	23,710.00	20,621.82
4390_110	Concessions Non-Taxable	.00	.00	.00	.00	.00	117.00
4470	Rent Buildings	65,000.00	55,000.00	55,000.00	59,687.67	49,585.00	47,049.73
4850	Cash Over	.00	.00	.00	(56.71)	.00	360.61
	Other Revenue Totals	$150,217.00	$140,217.00	$128,400.00	$129,531.52	$73,295.00	$101,618.14
	Program **257 - North Beach** Totals	$801,717.00	$851,717.00	$839,900.00	$756,290.37	$842,295.00	$794,258.29
Program	**258 - Waterfront Operations**						
Charges for Services							
4295	Parking Fees	.00	.00	.00	(266.50)	550,000.00	653,785.70
4415_100	Boat Rental Slips Commercial	185,000.00	181,000.00	196,000.00	151,212.08	535,000.00	575,051.17
4415_110	Boat Rental Slips Seasonal	416,500.00	405,000.00	392,700.00	423,445.94	.00	.00
4415_120	Boat Rental Slips Transient	160,000.00	170,000.00	175,000.00	174,793.47	175,000.00	155,816.62
4600_120	Fees For Services Culture & Recreation	.00	.00	.00	240.00	5,000.00	.00
	Charges for Services Totals	$761,500.00	$756,000.00	$763,700.00	$749,424.99	$1,265,000.00	$1,384,653.49
Other Revenue							
4380_100	Third Party Gateway ParkMobile	.00	.00	.00	.00	15,884.00	17,945.25
4380_109	Third Party Gateway CC surcharge	9,360.00	9,360.00	9,360.00	.00	.00	.00
4390_100	Concessions Taxable	266,000.00	266,000.00	260,000.00	228,272.62	215,000.00	285,870.15
4470	Rent Buildings	40,000.00	42,000.00	42,000.00	38,010.90	42,000.00	38,642.50
4850	Cash Over	.00	.00	.00	(20.00)	.00	(29.50)
4950	Donations	.00	.00	5,000.00	5,000.00	5,000.00	5,000.00
	Other Revenue Totals	$315,360.00	$317,360.00	$316,360.00	$271,263.52	$277,884.00	$347,428.40
	Program **258 - Waterfront Operations** Totals	$1,076,860.00	$1,073,360.00	$1,080,060.00	$1,020,688.51	$1,542,884.00	$1,732,081.89
	Division **102 - Waterfront** Totals	$2,748,577.00	$2,733,702.00	$2,658,443.00	$2,629,011.70	$2,473,803.00	$2,626,632.18

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**23 - Parks and Recreation**						
Division	**103 - Rec Facilities**						
Program	**249 - O.N.E. Center**						
Charges for Services							
4275	Rent & Lease	.00	22,250.00	80,000.00	94,195.81	70,000.00	86,488.80
4375	Recreation Fees	.00	77,600.00	105,000.00	108,346.15	95,000.00	108,384.75
	Charges for Services Totals	$0.00	$99,850.00	$185,000.00	$202,541.96	$165,000.00	$194,873.55
	Program **249 - O.N.E. Center** Totals	$0.00	$99,850.00	$185,000.00	$202,541.96	$165,000.00	$194,873.55
Program	**255 - Leddy Arena**						
Charges for Services							
4275	Rent & Lease	475,000.00	535,000.00	530,000.00	517,008.01	477,000.00	539,285.51
4345	Advertising Revenues	7,000.00	12,000.00	20,000.00	14,400.00	20,000.00	11,800.00
4375	Recreation Fees	195,000.00	195,000.00	175,000.00	217,488.85	168,000.00	192,421.65
	Charges for Services Totals	$677,000.00	$742,000.00	$725,000.00	$748,896.86	$665,000.00	$743,507.16
Other Revenue							
4405_100	Pro Shop Sales Taxable	10,000.00	15,000.00	15,000.00	17,440.79	13,000.00	16,838.32
4405_110	Pro Shop Sales Non-Taxable	3,000.00	5,000.00	3,000.00	2,571.30	1,700.00	4,916.59
4420	Public Skating	20,000.00	27,000.00	27,000.00	24,841.00	25,000.00	29,313.00
4850	Cash Over	.00	.00	.00	(10.23)	.00	.00
	Other Revenue Totals	$33,000.00	$47,000.00	$45,000.00	$44,842.86	$39,700.00	$51,067.91
	Program **255 - Leddy Arena** Totals	$710,000.00	$789,000.00	$770,000.00	$793,739.72	$704,700.00	$794,575.07
Program	**259 - Miller Center**						
Charges for Services							
4275	Rent & Lease	115,000.00	115,000.00	131,000.00	136,490.70	96,000.00	115,922.50
4375	Recreation Fees	40,000.00	40,000.00	45,000.00	50,164.12	50,000.00	39,400.00
	Charges for Services Totals	$155,000.00	$155,000.00	$176,000.00	$186,654.82	$146,000.00	$155,322.50
	Program **259 - Miller Center** Totals	$155,000.00	$155,000.00	$176,000.00	$186,654.82	$146,000.00	$155,322.50
	Division **103 - Rec Facilities** Totals	$865,000.00	$1,043,850.00	$1,131,000.00	$1,182,936.50	$1,015,700.00	$1,144,771.12
	Department **23 - Parks and Recreation** Totals	$5,705,669.00	$5,977,388.00	$5,965,584.00	$6,031,334.22	$5,585,859.00	$5,668,520.13
Department	**27 - Burlington City Arts**						
Division	**000 - Admin**						
Program	**000 - Administration**						
Other Revenue							
4380_109	Third Party Gateway CC surcharge	9,500.00	8,500.00	17,000.00	9,400.71	.00	353.51
	Other Revenue Totals	$9,500.00	$8,500.00	$17,000.00	$9,400.71	$0.00	$353.51
	Program **000 - Administration** Totals	$9,500.00	$8,500.00	$17,000.00	$9,400.71	$0.00	$353.51

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**27 - Burlington City Arts**						
Division	**000 - Admin**						
Program	**051 - Development**						
Intergovernmental Revenues							
4875_100	Grants Federal Operating Direct	.00	.00	45,000.00	45,000.00	25,000.00	25,000.00
4875_140	Grants State Operating	9,000.00	9,000.00	89,000.00	85,000.00	123,100.00	113,474.07
	Intergovernmental Revenues Totals	$9,000.00	$9,000.00	$134,000.00	$130,000.00	$148,100.00	$138,474.07
Other Revenue							
4950_115	Donations Corporate	165,000.00	250,000.00	323,500.00	228,641.40	323,500.00	256,203.00
4950_120	Donations Board	115,000.00	125,000.00	100,000.00	140,509.10	100,000.00	65,584.79
4950_123	Donations General	50,000.00	50,000.00	33,000.00	35,417.50	33,000.00	29,222.75
4950_125	Donations Major Gifts	250,000.00	255,000.00	262,500.00	202,825.80	262,500.00	194,716.74
4950_130	Donations Special Events	65,000.00	65,000.00	65,000.00	52,739.43	73,970.00	92,711.20
	Other Revenue Totals	$645,000.00	$745,000.00	$784,000.00	$660,133.23	$792,970.00	$638,438.48
Miscellaneous							
4330	Foundations	350,000.00	250,000.00	125,000.00	122,500.00	125,000.00	110,000.00
	Miscellaneous Totals	$350,000.00	$250,000.00	$125,000.00	$122,500.00	$125,000.00	$110,000.00
	Program **051 - Development** Totals	$1,004,000.00	$1,004,000.00	$1,043,000.00	$912,633.23	$1,066,070.00	$886,912.55
	Division **000 - Admin** Totals	$1,013,500.00	$1,012,500.00	$1,060,000.00	$922,033.94	$1,066,070.00	$887,266.06
Division	**175 - BCA Center**						
Charges for Services							
4275	Rent & Lease	5,000.00	23,000.00	23,000.00	22,404.75	23,000.00	26,790.50
4600_120	Fees For Services Culture & Recreation	64,000.00	50,000.00	64,000.00	48,525.00	43,800.00	39,416.00
	Charges for Services Totals	$69,000.00	$73,000.00	$87,000.00	$70,929.75	$66,800.00	$66,206.50
Other Revenue							
4950_123	Donations General	.00	.00	.00	383.00	.00	.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$383.00	$0.00	$0.00
Miscellaneous							
4395	Art & Merchandise Sales	60,000.00	60,000.00	110,000.00	152,979.81	50,000.00	31,668.33
4397	Class Registration	5,000.00	12,000.00	16,000.00	18,310.25	5,000.00	17,246.25
	Miscellaneous Totals	$65,000.00	$72,000.00	$126,000.00	$171,290.06	$55,000.00	$48,914.58
	Division **175 - BCA Center** Totals	$134,000.00	$145,000.00	$213,000.00	$242,602.81	$121,800.00	$115,121.08

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
Department	**27 - Burlington City Arts**						
Division	**176 - Arts Education**						
Program	**058 - Visual Arts**						
Charges for Services							
4275	Rent & Lease	102,410.00	90,000.00	95,000.00	91,748.93	50,000.00	63,010.10
	Charges for Services Totals	$102,410.00	$90,000.00	$95,000.00	$91,748.93	$50,000.00	$63,010.10
Miscellaneous							
4395	Art & Merchandise Sales	21,525.00	21,525.00	20,500.00	13,776.70	15,000.00	17,292.97
4397	Class Registration	324,000.00	290,000.00	360,000.00	259,000.52	255,000.00	273,975.75
	Miscellaneous Totals	$345,525.00	$311,525.00	$380,500.00	$272,777.22	$270,000.00	$291,268.72
	Program **058 - Visual Arts** Totals	$447,935.00	$401,525.00	$475,500.00	$364,526.15	$320,000.00	$354,278.82
	Division **176 - Arts Education** Totals	$447,935.00	$401,525.00	$475,500.00	$364,526.15	$320,000.00	$354,278.82
Division	**177 - Festivals/Events**						
Intergovernmental Revenues							
4990_100	Interfund Transfer Proceeds General Fund	.00	.00	.00	.00	30,000.00	30,000.00
	Intergovernmental Revenues Totals	$0.00	$0.00	$0.00	$0.00	$30,000.00	$30,000.00
Charges for Services							
4275	Rent & Lease	90,000.00	94,560.00	52,000.00	39,876.60	26,400.00	43,944.40
4295	Parking Fees	.00	.00	.00	.00	15,000.00	20,421.00
4465	Rent Grounds	.00	.00	.00	.00	15,000.00	.00
	Charges for Services Totals	$90,000.00	$94,560.00	$52,000.00	$39,876.60	$56,400.00	$64,365.40
Other Revenue							
4720	Use of Fund Balance	.00	.00	.00	.00	120,000.00	.00
4950_115	Donations Corporate	.00	.00	.00	.00	60,000.00	69,500.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$0.00	$180,000.00	$69,500.00
Miscellaneous							
4387	Admissions	21,000.00	75,000.00	75,000.00	71,417.59	52,500.00	73,043.19
4395	Art & Merchandise Sales	.00	.00	.00	.00	60,000.00	76,490.97
	Miscellaneous Totals	$21,000.00	$75,000.00	$75,000.00	$71,417.59	$112,500.00	$149,534.16
	Division **177 - Festivals/Events** Totals	$111,000.00	$169,560.00	$127,000.00	$111,294.19	$378,900.00	$313,399.56
Division	**178 - Public Art**						
Charges for Services							
4600_120	Fees For Services Culture & Recreation	42,000.00	34,000.00	12,000.00	10,707.00	12,000.00	5,000.00
	Charges for Services Totals	$42,000.00	$34,000.00	$12,000.00	$10,707.00	$12,000.00	$5,000.00
Miscellaneous							
4395	Art & Merchandise Sales	.00	.00	.00	300.00	.00	.00
	Miscellaneous Totals	$0.00	$0.00	$0.00	$300.00	$0.00	$0.00
	Division **178 - Public Art** Totals	$42,000.00	$34,000.00	$12,000.00	$11,007.00	$12,000.00	$5,000.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
REVENUE							
	Department **27 - Burlington City Arts** Totals	$1,748,435.00	$1,762,585.00	$1,887,500.00	$1,651,464.09	$1,898,770.00	$1,675,065.52
	Department **38 - CEDO General Fund**						
	Division **000 - Admin**						
	Program **000 - Administration**						
	Intergovernmental Revenues						
4990_100	Interfund Transfer Proceeds General Fund	.00	.00	.00	.00	113,792.00	.00
4990_115	Interfund Transfer Proceeds Reserved/Committed	.00	.00	.00	47,452.22	.00	90,956.37
	Intergovernmental Revenues Totals	$0.00	$0.00	$0.00	$47,452.22	$113,792.00	$90,956.37
	Charges for Services						
4275	Rent & Lease	.00	.00	48,506.00	51,627.42	48,506.00	52,259.93
	Charges for Services Totals	$0.00	$0.00	$48,506.00	$51,627.42	$48,506.00	$52,259.93
	Other Revenue						
4725_109	Use of Assigned Fund Balance Jobs and People Study	.00	.00	.00	.00	100,000.00	.00
	Other Revenue Totals	$0.00	$0.00	$0.00	$0.00	$100,000.00	$0.00
	Miscellaneous						
4535	Misc Rev	.00	.00	118,149.00	10,467.45	.00	.00
	Miscellaneous Totals	$0.00	$0.00	$118,149.00	$10,467.45	$0.00	$0.00
	Program **000 - Administration** Totals	$0.00	$0.00	$166,655.00	$109,547.09	$262,298.00	$143,216.30
	Program **385 - RRC**						
	Intergovernmental Revenues						
4890_100	Grant Federal - Non Operating Cares Act Relief	.00	.00	.00	93,784.09	.00	.00
4990_120	Interfund Transfer Proceeds ARPA	.00	.00	8,200.00	.00	259,803.00	124,524.84
	Intergovernmental Revenues Totals	$0.00	$0.00	$8,200.00	$93,784.09	$259,803.00	$124,524.84
	Program **385 - RRC** Totals	$0.00	$0.00	$8,200.00	$93,784.09	$259,803.00	$124,524.84
	Division **000 - Admin** Totals	$0.00	$0.00	$174,855.00	$203,331.18	$522,101.00	$267,741.14
	Department **38 - CEDO General Fund** Totals	$0.00	$0.00	$174,855.00	$203,331.18	$522,101.00	$267,741.14
	REVENUE TOTALS	$112,570,289.00	$110,733,636.00	$108,698,614.00	$106,650,834.13	$101,034,303.94	$95,921,153.97
EXPENSE							
	Department **00 - Non-Departmental**						
	Personnel Services						
5000_100	Salaries and Wages Regular, Full Time	13,056.00	.00	.00	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	.00	.00	11,388.00
5000_900	Salaries and Wages Attrition/reorganization	(250,000.00)	.00	.00	.00	.00	.00
5300_116	Employer Contributions SOV Childcare Tax	207,397.00	215,000.00	215,000.00	113,961.18	.00	.00
5400_100	Employee Benefits FICA	999.00	.00	.00	.00	.00	871.19
5400_115	Employee Benefits Retirement B	36,279.00	.00	.00	.00	.00	.00
5400_120	Employee Benefits Workers Compensation	462.00	.00	.00	.00	.00	.00
5400_125	Employee Benefits Health Insurance	135,151.00	.00	.00	.00	.00	.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**00 - Non-Departmental**						
Personnel Services							
5400_130	Employee Benefits Dental Insurance	6,231.00	.00	.00	.00	.00	.00
5400_135	Employee Benefits Life Insurance	729.00	.00	.00	.00	.00	.00
	Personnel Services Totals	$150,304.00	$215,000.00	$215,000.00	$113,961.18	$0.00	$12,259.19
General Operating							
6203	Dues/Subscriptions	.00	.00	.00	1,200.00	.00	.00
6400_100	Utilities Electricity	772,500.00	750,000.00	750,000.00	756,996.00	620,000.00	762,767.46
6500_103	Professional and Consultant Svs Security Contracts	206,000.00	200,000.00	220,000.00	184,308.50	183,750.00	193,759.81
6500_112	Professional and Consultant Svs Audits - Melanson	103,000.00	100,000.00	.00	.00	.00	.00
6500_115	Professional and Consultant Svs Legal/Arbitration	.00	50,000.00	100,000.00	12,248.84	50,000.00	42,317.19
6500_118	Professional and Consultant Svs Contractual Services	.00	25,000.00	33,377.00	11,999.99	.00	25,333.32
6800_105	Fees for Services BT Data Charges	618,000.00	600,000.00	600,000.00	591,346.47	600,000.00	591,277.80
7200_115	Capital Leases Equipment	.00	12,500.00	12,396.00	12,395.20	9,200.00	12,194.35
7250	Capital Lease Interest	361.00	350.00	153.00	152.67	370.00	353.47
7303	Regulatory and Bank Fees	5,500.00	8,000.00	9,000.00	4,563.80	9,000.00	4,096.33
7303_300	Regulatory and Bank Fees KB Analysis	190,000.00	200,000.00	200,000.00	176,290.68	200,000.00	192,582.48
7312	Real Estate Taxes	24,799.00	24,077.00	24,077.00	26,092.02	.00	20,198.16
7318	Abatements	10,300.00	10,000.00	10,316.00	.00	.00	13,494.95
7850	Contingency	373,828.00	239,450.00	100,000.00	.00	204,312.00	.00
8400_220	Special Events/Projects Emerging needs	.00	.00	50,000.00	14,434.67	25,000.00	1,377.44
9999_100	Expenditure Control General Fund	(1,000,000.00)	.00	.00	.00	.00	.00
	General Operating Totals	$1,304,288.00	$2,219,377.00	$2,109,319.00	$1,792,028.84	$1,901,632.00	$1,859,752.76
Regional Programs							
7600_100	Regional Services GMT	2,217,722.00	2,280,109.00	.00	.00	.00	.00
7600_110	Regional Services County Tax	241,409.00	253,862.00	.00	.00	.00	.00
7710	Project Subsidies	220,420.00	214,000.00	214,000.00	210,000.00	214,000.00	207,500.00
	Regional Programs Totals	$2,679,551.00	$2,747,971.00	$214,000.00	$210,000.00	$214,000.00	$207,500.00
Debt Service							
7400_115	Debt Service Principal G O Bond	4,290,000.00	3,690,000.00	3,325,000.00	3,325,000.00	2,810,000.00	2,810,000.00
7400_180	Debt Service Principal Vermont Municipal Bank	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
7400_200	Debt Service Principal Sustainable Infrastructure Bond	1,152,000.00	1,115,000.00	1,065,000.00	1,065,000.00	1,025,000.00	1,025,000.00
7450_180	Debt Service Interest Vermont Municipal Bank	23,171.00	35,259.00	38,532.00	28,623.00	41,695.00	41,694.50
7450_200	Debt Service Interest Sustanable Infrastructure Bond	698,791.00	751,017.00	796,557.00	796,556.50	839,594.00	839,594.00
7450_215	Debt Service Interest G.O. Bond	2,874,557.00	2,605,142.00	2,581,508.00	2,590,173.76	2,280,821.00	2,338,446.07
7475_130	Debt Paying Agent Fees Bond Issue Costs	.00	.00	63,528.00	.00	.00	40,161.61
	Debt Service Totals	$9,138,519.00	$8,296,418.00	$7,970,125.00	$7,905,353.26	$7,097,110.00	$7,194,896.18

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
EXPENSE							
Department **00 - Non-Departmental**							
Interfund							
7900_117	Interfund Transfer Transfer to Liabilty Insurance	1,800,000.00	1,752,463.00	1,701,052.00	1,701,052.00	1,486,190.00	1,636,973.00
7900_130	Interfund Transfer To Housing Trust	581,518.00	593,697.00	563,316.00	563,019.71	565,441.00	561,424.52
7900_132	Interfund Transfer Open Space	226,792.00	231,542.00	563,316.00	563,019.71	565,441.00	561,424.52
7900_134	Interfund Transfer Greenbelt	130,008.00	132,814.00	164,159.00	157,081.08	157,758.00	156,637.44
7900_135	Interfund Transfer To CEDO	1,927,895.00	1,961,527.00	.00	.00	10,000.00	10,000.00
7900_139	Interfund Transfer CEDO ELI	.00	.00	250,000.00	250,000.00	400,000.00	400,000.00
7900_150	Interfund Transfer To Church Street Marketplace	221,000.00	221,000.00	137,274.00	96,000.00	21,000.00	78,579.00
7900_155	Interfund Transfer Pennies for Parks	581,518.00	593,697.00	563,316.00	563,019.71	565,441.00	561,424.52
7900_157	Interfund Transfer Bike Path Maint. & Improvement	113,396.00	296,849.00	281,658.00	281,509.86	185,047.00	280,712.26
7900_160	Interfund Transfer Tax Increment Finance Waterfront	1,568,939.00	667,109.00	2,685,017.00	2,921,170.34	2,191,205.00	2,467,276.70
7900_161	Interfund Transfer Tax Increment Finance Downtown	2,587,044.00	2,796,450.00	2,255,939.00	2,573,697.10	2,078,963.00	2,239,686.40
7900_190	Interfund Transfer Capital Street	2,434,488.00	2,485,390.00	3,098,239.00	2,939,527.33	2,952,167.00	2,931,207.44
7900_265	Interfund Transfer Traffic Parking	.00	45,000.00	.00	.00	.00	.00
7900_405	Interfund Transfer DID	110,000.00	157,171.00	159,733.00	114,995.50	159,733.00	102,991.68
7900_700	Interfund Transfer to Capital Project	.00	.00	.00	44,581.69	.00	46,457.00
7900_810	Interfund Transfer Facilities	.00	1,067,861.00	.00	.00	.00	.00
8095	Interest On Pooled Cash	.00	.00	20,000.00	24,353.99	20,000.00	24,777.58
	Interfund Totals	$12,282,598.00	$13,002,570.00	$12,443,019.00	$12,793,028.02	$11,358,386.00	$12,059,572.06
Division **003 - Rent Payment for Land/Buildings**							
General Operating							
7200_101	Capital Leases Property BCA	95,933.00	83,460.00	83,460.00	83,460.00	83,460.00	78,081.02
7200_102	Capital Leases Property HR/REIB/IT	117,180.00	.00	.00	.00	.00	.00
	General Operating Totals	$213,113.00	$83,460.00	$83,460.00	$83,460.00	$83,460.00	$78,081.02
	Division **003 - Rent Payment for Land/Buildings** Totals	$213,113.00	$83,460.00	$83,460.00	$83,460.00	$83,460.00	$78,081.02
	Department **00 - Non-Departmental** Totals	$25,768,373.00	$26,564,796.00	$23,034,923.00	$22,897,831.30	$20,654,588.00	$21,412,061.21
Department **01 - Regional Programs**							
Division **000 - Admin**							
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	(25,845.02)	.00	(16,423.00)
5400_100	Employee Benefits FICA	.00	.00	.00	(1,977.28)	.00	(1,256.41)
	Personnel Services Totals	$0.00	$0.00	$0.00	($27,822.30)	$0.00	($17,679.41)
	Division **000 - Admin** Totals	$0.00	$0.00	$0.00	($27,822.30)	$0.00	($17,679.41)

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**01 - Regional Programs**						
Division	**001 - Regional Programs**						
General Operating							
6248	Community Support	100,000.00	.00	.00	.00	.00	.00
7650_370	Regional Programs Expanded Mental Health	.00	.00	.00	.00	15,000.00	.00
7709	Accessiblity Committee	.00	.00	5,000.00	1,334.65	15,000.00	5,744.28
7825	Board and Commission Compensation	.00	.00	54,000.00	51,900.00	100,000.00	43,700.00
	General Operating Totals	$100,000.00	$0.00	$59,000.00	$53,234.65	$130,000.00	$49,444.28
Regional Programs							
7600_100	Regional Services GMT	.00	.00	1,928,561.00	1,928,561.00	1,852,861.00	1,852,861.00
7600_105	Regional Services WINOOSKI VALLEY PARK DIST	.00	135,887.00	133,682.00	129,573.00	127,316.00	127,316.00
7600_110	Regional Services County Tax	.00	.00	231,940.00	231,940.00	229,245.00	229,554.00
7600_115	Regional Services Home Health Hospice	100,000.00	100,000.00	121,250.00	121,250.00	125,000.00	125,000.00
7600_120	Regional Services G B I C	.00	20,000.00	19,600.00	.00	20,000.00	20,000.00
7600_125	Regional Services Senior Cable TV Assistance	.00	.00	1,500.00	1,004.00	1,500.00	1,048.00
7600_330	Regional Services Howard Center Street Outreach	249,000.00	249,000.00	77,500.00	77,500.00	77,500.00	77,500.00
7610_130	Sister Cities OTHER	.00	1,000.00	2,000.00	.00	2,000.00	.00
7610_140	Sister Cities Puerto Cabezas	.00	1,000.00	2,000.00	.00	2,000.00	2,000.00
7610_145	Sister Cities Bethlehem/Ard	.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00
7610_150	Sister Cities Yaroslavl	.00	1,000.00	2,000.00	.00	2,000.00	.00
7610_155	Sister Cities Honfleur	.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00
7610_165	Sister Cities Kuyalnick	.00	1,000.00	2,000.00	.00	.00	.00
7610_170	Sister Cities Thies-East	.00	1,000.00	2,000.00	2,000.00	.00	.00
7650_165	Regional Programs Generator	.00	.00	7,350.00	7,350.00	7,500.00	7,500.00
7650_170	Regional Programs Local Motion - Bike Ferry	.00	4,500.00	4,410.00	4,410.00	4,500.00	4,500.00
7650_185	Regional Programs Steps to End Domestic Violence	.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
7650_190	Regional Programs Hope Works	.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
7650_195	Regional Programs Burlington Concert Band	.00	5,000.00	4,900.00	5,000.00	5,000.00	5,000.00
7650_210	Regional Programs Chamber Of Commerce	.00	2,200.00	2,156.00	2,156.00	2,200.00	2,110.00
7650_215	Regional Programs Martin Luther King Day	.00	.00	.00	.00	8,500.00	8,500.00
7650_220	Regional Programs Special Projects -Emerging Needs	.00	.00	.00	.00	15,000.00	250.00
7650_225	Regional Programs Highlight	.00	.00	.00	.00	20,000.00	19,999.17
7650_230	Regional Programs American Red Cross	.00	.00	2,450.00	.00	2,500.00	.00
7650_235	Regional Programs Seaba-Art Hop	.00	5,000.00	4,900.00	4,900.00	5,000.00	5,000.00
7650_240	Regional Programs Hands - Senior Holiday Dinner	.00	1,000.00	1,500.00	.00	1,500.00	1,500.00
7650_255	Regional Programs VT & Natl League Of City	.00	63,850.00	56,260.00	61,980.00	58,000.00	60,156.00
7650_260	Regional Programs Chitenden City Reg Plan Comm	.00	56,000.00	53,350.00	55,384.00	55,000.00	54,410.00
7650_270	Regional Programs Sara Holbrook	.00	.00	5,880.00	5,000.00	6,000.00	6,000.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**01 - Regional Programs**						
Division	**001 - Regional Programs**						
Regional Programs							
7650_275	Regional Programs Boys And Girls Club	.00	6,000.00	5,880.00	.00	6,000.00	6,000.00
7650_280	Regional Programs King Street Center	.00	6,000.00	5,880.00	.00	6,000.00	6,000.00
7650_295	Regional Programs Us Conference Of Mayors	.00	.00	.00	.00	4,000.00	3,663.50
7650_300	Regional Programs Jazz Fest Commitment	.00	.00	.00	.00	7,500.00	7,500.00
7650_305	Regional Programs Turning Point Center	17,950.00	10,000.00	.00	.00	17,950.00	17,950.00
7650_310	Regional Programs CATMA	.00	16,250.00	9,555.00	13,000.00	9,750.00	13,000.00
7650_315	Regional Programs VT International Film Festival	.00	10,000.00	12,740.00	12,740.00	13,000.00	13,000.00
7650_320	Regional Programs Arts	.00	.00	.00	.00	61,250.00	61,250.00
7650_325	Regional Programs Heineberg Sr Ctr	85,360.00	85,360.00	85,360.00	85,360.00	88,000.00	88,000.00
7650_360	Regional Programs Vermont City Marathon	.00	5,000.00	4,900.00	4,900.00	5,000.00	5,000.00
7650_365	Regional Programs JUMP	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	Regional Programs Totals	$452,310.00	$813,547.00	$2,821,004.00	$2,783,508.00	$2,878,072.00	$2,861,067.67
Interfund							
7900_138	Interfund Transfer Champlain Sr Center	.00	.00	47,272.00	47,272.00	47,272.00	47,271.00
	Interfund Totals	$0.00	$0.00	$47,272.00	$47,272.00	$47,272.00	$47,271.00
	Division **001 - Regional Programs** Totals	$552,310.00	$813,547.00	$2,927,276.00	$2,884,014.65	$3,055,344.00	$2,957,782.95
Division	**004 - Community Health**						
Program	**707 - Facilities**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	71,430.00	153,859.00	.00	.00	.00	.00
5300_116	Employer Contributions SOV Childcare Tax	314.00	.00	.00	.00	.00	.00
5400_100	Employee Benefits FICA	5,464.00	23,079.00	.00	.00	.00	.00
	Personnel Services Totals	$77,208.00	$176,938.00	$0.00	$0.00	$0.00	$0.00
General Operating							
6292	Other Charges	22,308.00	51,122.00	.00	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	67,536.00	154,769.00	.00	.00	.00	.00
6500_119	Professional and Consultant Svs Health and Wellness	788,975.00	1,808,067.00	.00	.00	.00	.00
6500_148	Professional and Consultant Svs Interpreter Services	3,973.00	9,104.00	.00	.00	.00	.00
	General Operating Totals	$882,792.00	$2,023,062.00	$0.00	$0.00	$0.00	$0.00
	Program **707 - Facilities** Totals	$960,000.00	$2,200,000.00	$0.00	$0.00	$0.00	$0.00
	Division **004 - Community Health** Totals	$960,000.00	$2,200,000.00	$0.00	$0.00	$0.00	$0.00
	Department **01 - Regional Programs** Totals	$1,512,310.00	$3,013,547.00	$2,927,276.00	$2,856,192.35	$3,055,344.00	$2,940,103.54

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**02 - Mayor's Office**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	428,732.00	545,316.00	399,018.00	382,917.75	382,813.00	418,641.96
5000_115	Salaries and Wages Seasonal/Temporary	25,000.00	109,627.00	5,000.00	115,797.78	4,293.00	29,028.42
5100	Overtime	1,577.00	1,516.00	1,516.00	1,122.84	1,516.00	2,711.94
5200_115	Other Personnel Services Other Compensation	1,664.00	1,600.00	1,600.00	100.00	1,000.00	.00
5200_130	Other Personnel Services Allowance Taxable	2,080.00	2,000.00	2,000.00	983.47	205.00	692.28
5400_100	Employee Benefits FICA	35,118.00	50,495.00	31,299.00	36,395.33	29,822.00	33,082.35
5400_115	Employee Benefits Retirement B	43,865.00	41,094.00	37,859.00	37,859.00	31,312.00	31,312.00
5400_120	Employee Benefits Workers Compensation	15,167.00	11,827.00	13,453.00	13,453.00	10,915.00	10,788.81
5400_125	Employee Benefits Health Insurance	42,581.00	71,478.00	38,889.00	38,889.00	61,924.00	61,924.00
5400_130	Employee Benefits Dental Insurance	2,195.00	2,395.00	452.00	452.00	2,849.00	2,849.00
5400_135	Employee Benefits Life Insurance	698.00	688.00	642.00	642.00	654.00	654.00
5400_145	Employee Benefits Employee Parking	.00	.00	.00	800.00	.00	.00
	Personnel Services Totals	$598,677.00	$838,036.00	$531,728.00	$629,412.17	$527,303.00	$591,684.76
General Operating							
6000	Office Supplies	1,100.00	650.00	650.00	1,101.60	1,295.00	1,152.54
6005	Postage	200.00	34.00	34.00	165.01	34.00	13.20
6010	Computer Equipment	.00	.00	.00	449.45	.00	.00
6200	Medical Fees And Supplies	.00	.00	.00	.00	.00	500.00
6202	Printing/Copying/Paper Mgt	.00	12.00	12.00	151.95	12.00	26.09
6203	Dues/Subscriptions	1,500.00	1,500.00	1,500.00	1,469.07	1,999.00	1,710.36
6400_125	Utilities Telecommunications	2,000.00	2,088.00	2,088.00	1,892.88	2,088.00	2,025.21
6400_127	Utilities Cellular Communications	1,100.00	565.00	565.00	1,106.34	565.00	936.75
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	125,000.00	.00	.00	.00
6700_110	Travel & Training Travel Expense	2,000.00	2,000.00	2,000.00	2,057.80	3,000.00	2,655.75
7200_115	Capital Leases Equipment	216.00	210.00	.00	209.88	.00	122.43
7652	Discretionary Spending	8,000.00	8,000.00	8,000.00	6,862.75	8,000.00	9,037.31
9999_100	Expenditure Control General Fund	(21,583.00)	.00	.00	.00	.00	.00
	General Operating Totals	($5,467.00)	$15,059.00	$139,849.00	$15,466.73	$16,993.00	$18,179.64
Regional Programs							
7650_220	Regional Programs Special Projects -Emerging Needs	35,000.00	35,000.00	10,000.00	4,209.06	1,152.00	774.83
7650_295	Regional Programs Us Conference Of Mayors	5,000.00	4,500.00	4,500.00	4,895.50	2,649.00	2,000.00
	Regional Programs Totals	$40,000.00	$39,500.00	$14,500.00	$9,104.56	$3,801.00	$2,774.83
	Division **000 - Admin** Totals	$633,210.00	$892,595.00	$686,077.00	$653,983.46	$548,097.00	$612,639.23
	Department **02 - Mayor's Office** Totals	$633,210.00	$892,595.00	$686,077.00	$653,983.46	$548,097.00	$612,639.23

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**03 - City Council**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	60,000.00	40,000.00	59,603.00	63,429.46	45,000.00	60,000.47
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	32,522.80	.00	28,263.30
5200_115	Other Personnel Services Other Compensation	.00	.00	.00	.00	.00	100.00
5400_100	Employee Benefits FICA	4,590.00	3,060.00	4,560.00	7,007.26	3,443.00	6,759.74
	Personnel Services Totals	$64,590.00	$43,060.00	$64,163.00	$102,959.52	$48,443.00	$95,123.51
General Operating							
6500_136	Professional and Consultant Svs Meeting Video	92,700.00	90,000.00	.00	.00	.00	.00
6505_101	Councilor Ward 1	5,000.00	5,000.00	5,000.00	4,955.99	5,000.00	6,574.81
6505_107	Councilor East District	5,000.00	5,000.00	5,000.00	428.35	5,000.00	.00
6505_201	Councilor Central District	5,000.00	5,000.00	5,000.00	4,040.61	5,000.00	1,854.11
6505_202	Councilor Ward 2	5,000.00	5,000.00	5,000.00	4,765.36	5,000.00	2,897.26
6505_304	Councilor Ward 3	5,000.00	5,000.00	5,000.00	4,427.75	5,000.00	6,262.09
6505_401	Councilor North District	5,000.00	5,000.00	5,000.00	67.28	5,000.00	.00
6505_402	Councilor Ward 4	5,000.00	5,000.00	5,000.00	3,500.17	5,000.00	242.22
6505_500	Councilor South District	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	52.01
6505_501	Councilor Ward 5	5,000.00	5,000.00	5,000.00	3,043.45	5,000.00	41.63
6505_605	Councilor Ward 6	5,000.00	5,000.00	5,000.00	4,038.42	5,000.00	5,229.57
6505_701	Councilor Ward 7	5,000.00	5,000.00	5,000.00	3,824.87	5,000.00	4,308.26
6505_802	Councilor Ward 8	5,000.00	5,000.00	5,000.00	4,880.32	5,000.00	.00
6520	Initiative	50,000.00	50,000.00	36,500.00	30,765.13	80,000.00	36,541.11
7709	Accessiblity Committee	5,000.00	5,000.00	.00	.00	.00	.00
7825	Board and Commission Compensation	50,000.00	54,000.00	.00	.00	.00	.00
	General Operating Totals	$257,700.00	$259,000.00	$96,500.00	$73,737.70	$140,000.00	$64,003.07
	Division **000 - Admin** Totals	$322,290.00	$302,060.00	$160,663.00	$176,697.22	$188,443.00	$159,126.58
	Department **03 - City Council** Totals	$322,290.00	$302,060.00	$160,663.00	$176,697.22	$188,443.00	$159,126.58
Department	**04 - Dept of Finance & Adminstration**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	2,858,501.00	2,183,276.00	1,945,595.00	1,958,721.04	1,922,169.00	1,748,564.87
5000_110	Salaries and Wages Regular Part Time	45,345.00	.00	.00	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	20,000.00	30,000.00	115,000.00	.00	115,000.00	25,419.29
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(145,735.00)	.00	(200,000.00)	.00
5100	Overtime	25,000.00	35,000.00	50,000.00	33,559.80	50,000.00	19,164.10
5200_115	Other Personnel Services Other Compensation	7,800.00	7,500.00	8,351.00	6,464.15	8,000.00	7,385.92
5200_116	Other Personnel Services Longevity Pay	4,180.00	3,195.00	3,045.00	3,635.33	2,940.00	2,860.42
5200_120	Other Personnel Services Shift Differential	156.00	150.00	150.00	120.86	150.00	70.88

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**04 - Dept of Finance & Adminstration**						
Division	**000 - Admin**						
Personnel Services							
5200_130	Other Personnel Services Allowance Taxable	10,400.00	10,000.00	13,500.00	7,535.53	9,000.00	6,978.57
5400_100	Employee Benefits FICA	227,311.00	173,588.00	163,377.00	142,685.87	161,206.00	129,811.44
5400_115	Employee Benefits Retirement B	267,040.00	222,599.00	182,992.00	182,992.00	164,819.00	164,819.00
5400_120	Employee Benefits Workers Compensation	98,575.00	64,150.00	70,786.00	70,786.00	57,456.00	56,791.74
5400_125	Employee Benefits Health Insurance	554,233.00	412,613.00	362,284.00	362,284.00	313,781.00	313,781.00
5400_130	Employee Benefits Dental Insurance	29,126.00	20,506.00	18,115.00	18,115.00	15,626.00	15,626.00
5400_135	Employee Benefits Life Insurance	5,114.00	4,130.00	3,532.00	3,532.00	4,085.00	4,085.00
5400_145	Employee Benefits Employee Parking	5,400.00	.00	.00	5,400.00	2,100.00	3,680.00
5400_150	Employee Benefits Recognition	5,000.00	5,301.00	5,100.00	3,429.59	5,100.00	2,843.61
	Personnel Services Totals	$4,163,181.00	$3,172,008.00	$2,796,092.00	$2,799,261.17	$2,631,432.00	$2,501,881.84
General Operating							
6000	Office Supplies	14,420.00	14,000.00	14,000.00	6,503.82	14,000.00	8,424.71
6005	Postage	25,750.00	25,000.00	23,186.00	22,431.34	15,000.00	23,292.18
6007	Shipping and Moving	.00	6,400.00	85.00	87.16	.00	35.55
6010	Computer Equipment	.00	1,000.00	1,000.00	61.97	1,000.00	463.56
6020	Office Equipment	.00	500.00	2,406.00	.00	500.00	.00
6025	Furnishings	2,000.00	2,500.00	2,500.00	4,405.73	2,500.00	267.48
6200	Medical Fees And Supplies	350.00	350.00	350.00	.00	350.00	354.00
6202	Printing/Copying/Paper Mgt	22,000.00	23,000.00	33,296.00	34,903.31	23,000.00	22,418.43
6203	Dues/Subscriptions	.00	4,500.00	4,500.00	128.00	4,500.00	1,012.00
6208	Special Supplies	2,500.00	4,000.00	4,203.00	2,617.72	3,000.00	4,925.84
6238_500	Elections Wages & Compensation	85,000.00	35,000.00	89,141.00	89,088.50	61,500.00	30,402.66
6238_600	Elections Supplies & Postage	55,000.00	30,000.00	24,234.00	23,280.33	35,000.00	70,616.41
6238_620	Elections Ballots/Tabulators	75,000.00	70,000.00	75,000.00	74,647.79	70,000.00	19,300.20
6238_635	Elections Legal Notices & Advertising	8,500.00	8,500.00	9,756.00	10,250.52	8,500.00	690.00
6238_650	Elections AVS/Translations	18,000.00	14,000.00	18,000.00	10,314.12	18,000.00	6,399.25
6238_653	Elections Facility & Equipment Rentals	14,000.00	10,000.00	16,699.00	16,698.84	7,000.00	9,309.37
6244_100	NPA Support Ward 1	3,000.00	3,000.00	.00	.00	.00	.00
6244_200	NPA Support Ward 2	3,000.00	3,000.00	.00	.00	.00	.00
6244_300	NPA Support Ward 3	3,000.00	3,000.00	.00	.00	.00	.00
6244_400	NPA Support Ward 4	3,000.00	3,000.00	.00	.00	.00	.00
6244_500	NPA Support Ward 5	3,000.00	3,000.00	.00	.00	.00	.00
6244_600	NPA Support Ward 6	3,000.00	3,000.00	.00	.00	.00	.00
6244_700	NPA Support Ward 7	3,000.00	3,000.00	.00	.00	.00	.00
6244_800	NPA Support Ward 8	3,000.00	3,000.00	.00	.00	.00	.00
6300	Repair & Maintenance	.00	.00	.00	(14,399.00)	.00	280.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**04 - Dept of Finance & Adminstration**						
Division	**000 - Admin**						
General Operating							
6350	Legal Notice & Advertising	25,750.00	25,000.00	25,000.00	25,530.49	25,000.00	20,718.14
6400_125	Utilities Telecommunications	4,635.00	4,500.00	6,000.00	4,157.71	6,000.00	4,315.94
6400_127	Utilities Cellular Communications	7,500.00	8,000.00	8,113.00	7,487.14	7,000.00	7,847.76
6500_112	Professional and Consultant Svs Audits - Melanson	.00	.00	200,000.00	104,005.00	200,000.00	85,610.00
6500_118	Professional and Consultant Svs Contractual Services	75,000.00	75,000.00	50,000.00	72,014.70	100,000.00	104,218.27
6500_136	Professional and Consultant Svs Meeting Video	.00	.00	90,000.00	84,477.96	85,000.00	82,359.96
6625	Equipment Maintenance Repairs	.00	.00	956.00	956.00	.00	.00
6700_100	Travel & Training Education	2,500.00	5,000.00	5,000.00	4,311.50	5,000.00	3,551.96
6700_110	Travel & Training Travel Expense	.00	.00	210.00	209.75	.00	.00
7000	Bad Debt Expense	.00	.00	.00	(24.00)	.00	743.00
7200_115	Capital Leases Equipment	6,600.00	4,688.00	10,116.00	11,287.56	9,000.00	10,706.85
7303	Regulatory and Bank Fees	200.00	1,000.00	1,000.00	172.70	1,000.00	(81.78)
9999_100	Expenditure Control General Fund	(158,274.00)	(147,257.00)	.00	.00	.00	.00
	General Operating Totals	$310,431.00	$248,681.00	$714,751.00	$595,606.66	$701,850.00	$518,181.74
Regional Programs							
7650_255	Regional Programs VT & Natl League Of City	65,172.00	.00	.00	.00	.00	.00
	Regional Programs Totals	$65,172.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interfund							
8022	Franchise Admin Fee - BD	20,600.00	20,000.00	14,000.00	4,459.39	14,000.00	17,753.76
	Interfund Totals	$20,600.00	$20,000.00	$14,000.00	$4,459.39	$14,000.00	$17,753.76
	Division **000 - Admin** Totals	$4,559,384.00	$3,440,689.00	$3,524,843.00	$3,399,327.22	$3,347,282.00	$3,037,817.34
	Department **04 - Dept of Finance & Adminstration** Totals	$4,559,384.00	$3,440,689.00	$3,524,843.00	$3,399,327.22	$3,347,282.00	$3,037,817.34
Department	**05 - City Attorney**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	855,200.00	876,707.00	895,874.00	718,266.17	726,697.00	594,189.24
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(67,024.00)	.00	(178,000.00)	.00
5100	Overtime	400.00	364.00	353.00	1,633.60	.00	756.06
5200_115	Other Personnel Services Other Compensation	1,391.00	1,350.00	1,311.00	1,000.00	500.00	1,500.00
5200_130	Other Personnel Services Allowance Taxable	1,061.00	1,030.00	1,000.00	829.63	1,000.00	.00
5400_100	Employee Benefits FICA	65,641.00	67,278.00	68,738.00	50,948.83	55,707.00	42,451.11
5400_115	Employee Benefits Retirement B	87,499.00	84,466.00	52,887.00	52,887.00	70,836.00	70,836.00
5400_120	Employee Benefits Workers Compensation	34,066.00	25,205.00	30,315.00	30,315.00	24,692.00	24,406.53
5400_125	Employee Benefits Health Insurance	146,447.00	137,972.00	165,791.00	165,791.00	97,046.00	97,046.00
5400_130	Employee Benefits Dental Insurance	6,180.00	5,289.00	7,318.00	7,318.00	4,890.00	4,890.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**05 - City Attorney**						
Division	**000 - Admin**						
Personnel Services							
5400_135	Employee Benefits Life Insurance	1,396.00	1,377.00	963.00	963.00	1,471.00	1,471.00
5400_145	Employee Benefits Employee Parking	4,000.00	4,320.00	.00	2,980.00	1,000.00	1,620.00
5400_150	Employee Benefits Recognition	450.00	450.00	100.00	117.90	500.00	339.73
	Personnel Services Totals	$1,203,731.00	$1,205,808.00	$1,157,626.00	$1,033,050.13	$806,339.00	$839,505.67
General Operating							
6000	Office Supplies	1,597.00	1,550.00	1,172.00	958.40	1,600.00	1,463.53
6005	Postage	515.00	500.00	500.00	258.95	500.00	535.85
6020	Office Equipment	206.00	200.00	135.00	.00	.00	.00
6200	Medical Fees And Supplies	129.00	125.00	370.00	.00	118.00	118.00
6202	Printing/Copying/Paper Mgt	515.00	500.00	500.00	280.54	800.00	430.88
6203	Dues/Subscriptions	5,000.00	6,500.00	6,500.00	3,992.28	5,430.00	5,363.49
6204	Books	30,000.00	30,000.00	30,000.00	21,192.79	29,552.00	25,356.82
6208	Special Supplies	.00	.00	50.00	49.97	.00	.00
6400_125	Utilities Telecommunications	4,000.00	2,500.00	3,643.00	3,335.88	3,500.00	2,974.62
6500_106	Professional and Consultant Svs City Attorney	145,000.00	193,130.00	193,130.00	151,549.28	270,000.00	247,798.19
6700_100	Travel & Training Education	4,000.00	5,000.00	4,650.00	2,692.68	5,277.00	3,270.55
6700_140	Travel & Training Airfare	.00	.00	.00	.00	700.00	612.99
7200_115	Capital Leases Equipment	562.00	546.00	1,600.00	545.76	1,600.00	835.32
9999_100	Expenditure Control General Fund	(43,166.00)	(61,412.00)	.00	.00	.00	.00
	General Operating Totals	$148,358.00	$179,139.00	$242,250.00	$184,856.53	$319,077.00	$288,760.24
	Division **000 - Admin** Totals	$1,352,089.00	$1,384,947.00	$1,399,876.00	$1,217,906.66	$1,125,416.00	$1,128,265.91
	Department **05 - City Attorney** Totals	$1,352,089.00	$1,384,947.00	$1,399,876.00	$1,217,906.66	$1,125,416.00	$1,128,265.91
Department	**06 - Planning**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	308,314.00	259,878.00	474,386.00	350,363.74	451,981.00	456,526.66
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	30,000.00	14,736.54	89,999.00	48,834.15
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(35,579.00)	.00	(25,000.00)	.00
5100	Overtime	.00	.00	.00	.00	.00	28.80
5200_115	Other Personnel Services Other Compensation	1,030.00	1,030.00	1,000.00	.00	1,000.00	100.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	.00	786.93	.00	.00
5400_100	Employee Benefits FICA	23,665.00	22,637.00	38,662.00	26,101.51	39,626.00	36,451.12
5400_115	Employee Benefits Retirement B	31,545.00	39,137.00	46,328.00	46,328.00	36,969.00	36,969.00
5400_120	Employee Benefits Workers Compensation	10,907.00	13,539.00	16,076.00	16,076.00	12,732.00	12,584.80

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**06 - Planning**						
Division	**000 - Admin**						
Personnel Services							
5400_125	Employee Benefits Health Insurance	86,682.00	98,923.00	108,378.00	108,378.00	97,046.00	97,046.00
5400_130	Employee Benefits Dental Insurance	3,292.00	4,291.00	4,784.00	4,784.00	4,465.00	4,465.00
5400_135	Employee Benefits Life Insurance	524.00	706.00	819.00	819.00	833.00	833.00
5400_150	Employee Benefits Recognition	721.00	721.00	.00	57.15	.00	.00
	Personnel Services Totals	$466,680.00	$440,862.00	$684,854.00	$568,430.87	$709,651.00	$693,838.53
General Operating							
6000	Office Supplies	515.00	500.00	1,000.00	207.77	1,000.00	362.50
6005	Postage	.00	.00	.00	.00	50.00	18.50
6007	Shipping and Moving	.00	.00	.00	.00	150.00	48.47
6010	Computer Equipment	309.00	300.00	1,000.00	39.32	1,000.00	.00
6015	Computer Software	.00	.00	2,000.00	1,960.95	5,500.00	1,185.95
6020	Office Equipment	103.00	100.00	1,000.00	.00	1,500.00	.00
6025	Furnishings	.00	.00	500.00	.00	2,000.00	.00
6200	Medical Fees And Supplies	129.00	125.00	250.00	.00	125.00	.00
6202	Printing/Copying/Paper Mgt	1,030.00	1,000.00	2,000.00	333.23	3,000.00	313.86
6203	Dues/Subscriptions	3,090.00	3,000.00	5,250.00	2,727.66	5,000.00	3,056.21
6208	Special Supplies	206.00	200.00	2,000.00	.00	3,500.00	273.34
6350	Legal Notice & Advertising	1,545.00	1,500.00	2,000.00	1,836.64	2,000.00	1,309.98
6400_125	Utilities Telecommunications	2,266.00	2,200.00	2,200.00	1,683.65	2,800.00	2,078.05
6500_118	Professional and Consultant Svs Contractual Services	171,504.00	275,504.00	50,000.00	52,238.16	50,001.00	309.00
6530_100	Rentals Property	515.00	500.00	1,000.00	580.00	1,000.00	291.50
6700_100	Travel & Training Education	4,120.00	4,000.00	5,250.00	2,406.50	5,000.00	1,268.29
6700_107	Travel & Training Training Materials	.00	.00	100.00	.00	100.00	.00
6700_110	Travel & Training Travel Expense	3,811.00	3,700.00	6,000.00	.00	8,400.00	3,564.83
6700_115	Travel & Training Mileage	206.00	200.00	500.00	.00	1,000.00	139.45
6800_140	Fees for Services Hospitality Expense	258.00	250.00	1,000.00	697.19	2,500.00	579.80
7200_115	Capital Leases Equipment	613.00	595.00	2,200.00	594.96	2,200.00	1,008.86
7250	Capital Lease Interest	.00	.00	20.00	.00	20.00	.00
9999_100	Expenditure Control General Fund	(25,180.00)	(36,057.00)	.00	.00	.00	.00
	General Operating Totals	$165,040.00	$257,617.00	$85,270.00	$65,306.03	$97,846.00	$15,808.59
Regional Programs							
7650_260	Regional Programs Chitenden City Reg Plan Comm	54,950.00	.00	.00	.00	.00	.00
	Regional Programs Totals	$54,950.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Division **000 - Admin** Totals	$686,670.00	$698,479.00	$770,124.00	$633,736.90	$807,497.00	$709,647.12
	Department **06 - Planning** Totals	$686,670.00	$698,479.00	$770,124.00	$633,736.90	$807,497.00	$709,647.12

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**07 - City Assessor**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	286,991.00	281,678.00	239,969.00	277,713.76	278,315.00	258,078.17
5000_105	Salaries and Wages Limited Service	.00	.00	.00	.00	58,079.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(24,544.00)	.00	(25,000.00)	.00
5000_910	Salaries and Wages Total Compensation Contingency	.00	.00	50,000.00	.00	.00	.00
5100	Overtime	456.00	438.00	425.00	109.52	425.00	143.37
5200_115	Other Personnel Services Other Compensation	639.00	614.00	596.00	888.92	100.00	550.00
5200_116	Other Personnel Services Longevity Pay	500.00	500.00	500.00	750.00	150.00	250.00
5200_120	Other Personnel Services Shift Differential	22.00	21.00	20.00	.00	20.00	.00
5200_130	Other Personnel Services Allowance Taxable	2,170.00	2,087.00	2,026.00	850.00	650.00	850.00
5400_100	Employee Benefits FICA	22,245.00	21,828.00	22,455.00	19,694.74	25,837.00	19,936.42
5400_115	Employee Benefits Retirement B	16,743.00	28,935.00	23,435.00	23,435.00	26,563.00	26,563.00
5400_120	Employee Benefits Workers Compensation	10,153.00	11,565.00	13,311.00	13,311.00	10,915.00	10,788.81
5400_125	Employee Benefits Health Insurance	30,415.00	74,192.00	49,123.00	49,123.00	86,879.00	86,879.00
5400_130	Employee Benefits Dental Insurance	1,155.00	2,395.00	2,168.00	2,168.00	3,997.00	3,997.00
5400_135	Employee Benefits Life Insurance	349.00	516.00	482.00	482.00	817.00	817.00
5400_145	Employee Benefits Employee Parking	.00	.00	.00	1,200.00	2,600.00	740.00
5400_150	Employee Benefits Recognition	250.00	429.00	.00	.00	.00	.00
	Personnel Services Totals	$372,088.00	$425,198.00	$379,966.00	$389,725.94	$470,347.00	$409,592.77
General Operating							
6000	Office Supplies	412.00	400.00	700.00	575.38	200.00	5.10
6005	Postage	1,030.00	1,000.00	1,000.00	654.12	700.00	329.40
6020	Office Equipment	412.00	400.00	400.00	333.54	335.00	320.73
6200	Medical Fees And Supplies	.00	.00	.00	.00	.00	118.00
6202	Printing/Copying/Paper Mgt	.00	.00	.00	.00	.00	15.27
6203	Dues/Subscriptions	3,502.00	3,400.00	3,400.00	2,422.00	4,360.00	4,360.00
6214	Clothing And Uniforms	.00	.00	500.00	.00	850.00	.00
6350	Legal Notice & Advertising	1,648.00	1,600.00	1,600.00	397.55	500.00	447.09
6400_125	Utilities Telecommunications	1,854.00	1,800.00	1,968.00	2,369.37	1,800.00	1,865.74
6500_118	Professional and Consultant Svs Contractual Services	7,210.00	7,000.00	6,332.00	1,569.18	5,930.00	1,496.66
6600	Maintenance Contracts	.00	.00	4,000.00	.00	6,100.00	.00
6700_100	Travel & Training Education	3,090.00	3,000.00	3,000.00	273.00	1,020.00	989.24
6700_110	Travel & Training Travel Expense	.00	.00	.00	148.74	200.00	220.00
9999_100	Expenditure Control General Fund	(14,388.00)	(21,475.00)	.00	.00	.00	.00
	General Operating Totals	$4,770.00	($2,875.00)	$22,900.00	$8,742.88	$21,995.00	$10,167.23
	Division **000 - Admin** Totals	$376,858.00	$422,323.00	$402,866.00	$398,468.82	$492,342.00	$419,760.00
	Department **07 - City Assessor** Totals	$376,858.00	$422,323.00	$402,866.00	$398,468.82	$492,342.00	$419,760.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**08 - Human Resources**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	762,787.00	744,317.00	721,057.00	825,287.31	933,798.00	934,961.52
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(70,000.00)	.00	(50,000.00)	.00
5000_910	Salaries and Wages Total Compensation Contingency	17,000.00	.00	.00	.00	.00	.00
5100	Overtime	1,560.00	1,500.00	1,500.00	7,472.41	1,500.00	8,424.52
5200_115	Other Personnel Services Other Compensation	9,539.00	9,172.00	9,172.00	4,308.39	5,300.00	5,791.20
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	450.87	.00	402.91
5200_120	Other Personnel Services Shift Differential	.00	1.00	1.00	.56	.00	.25
5200_130	Other Personnel Services Allowance Taxable	2,539.00	2,441.00	2,441.00	2,859.42	1,000.00	2,216.30
5400_100	Employee Benefits FICA	60,697.00	57,943.00	56,164.00	59,009.50	71,879.00	68,306.20
5400_115	Employee Benefits Retirement B	78,044.00	92,702.00	95,767.00	95,767.00	76,379.00	76,379.00
5400_120	Employee Benefits Workers Compensation	30,601.00	21,611.00	33,034.00	33,034.00	29,025.00	28,689.44
5400_125	Employee Benefits Health Insurance	209,254.00	189,385.00	168,350.00	168,350.00	152,038.00	152,038.00
5400_130	Employee Benefits Dental Insurance	8,202.00	8,656.00	8,696.00	8,696.00	8,185.00	8,185.00
5400_135	Employee Benefits Life Insurance	1,396.00	1,764.00	1,806.00	1,806.00	1,838.00	1,838.00
5400_145	Employee Benefits Employee Parking	33,800.00	32,500.00	32,500.00	.00	.00	.00
5400_150	Employee Benefits Recognition	1,550.00	1,549.00	.00	.00	.00	.00
5400_155	Employee Benefits Public Transportation	32,500.00	32,500.00	32,500.00	3,254.68	.00	.00
	Personnel Services Totals	$1,249,469.00	$1,196,041.00	$1,092,988.00	$1,210,296.14	$1,230,942.00	$1,287,232.34
General Operating							
6000	Office Supplies	2,575.00	2,500.00	2,500.00	1,728.65	2,200.00	1,193.57
6005	Postage	224.00	217.00	217.00	1,018.54	1,700.00	1,447.62
6010	Computer Equipment	103.00	100.00	100.00	22.67	100.00	.00
6017	Computer Licensing and Maint.	.00	.00	11,562.00	11,561.80	13,900.00	2,312.39
6020	Office Equipment	.00	500.00	500.00	.00	1,000.00	.00
6200	Medical Fees And Supplies	206.00	200.00	200.00	123.00	200.00	.00
6202	Printing/Copying/Paper Mgt	1,030.00	1,000.00	1,000.00	302.47	1,000.00	218.46
6203	Dues/Subscriptions	1,648.00	1,600.00	1,600.00	794.76	2,600.00	244.00
6350	Legal Notice & Advertising	515.00	500.00	500.00	.00	500.00	.00
6355	Recruitment	25,750.00	25,000.00	25,000.00	25,086.77	55,000.00	36,307.59
6400_125	Utilities Telecommunications	5,150.00	5,000.00	5,000.00	3,859.09	5,000.00	4,306.55
6500_118	Professional and Consultant Svs Contractual Services	70,040.00	68,000.00	68,000.00	453.99	68,500.00	61,401.50
6500_125	Professional and Consultant Svs Employee Assistance / Counseling	29,699.00	28,834.00	28,834.00	.00	31,500.00	19,710.00
6700_100	Travel & Training Education	11,437.00	11,104.00	11,104.00	10,080.24	8,500.00	3,637.64
6700_105	Travel & Training Special Training	5,000.00	10,400.00	10,400.00	2,329.00	5,500.00	.00
6800_160	Fees for Services Background Check	7,000.00	10,000.00	10,000.00	5,162.04	10,000.00	6,300.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
EXPENSE							
Department **08 - Human Resources**							
Division **000 - Admin**							
General Operating							
7200_115	Capital Leases Equipment	562.00	546.00	1,700.00	545.76	1,700.00	835.32
7709	Accessiblity Committee	10,000.00	15,000.00	15,000.00	.00	.00	.00
9999_100	Expenditure Control General Fund	(46,762.00)	(77,428.00)	.00	.00	.00	.00
	General Operating Totals	$124,177.00	$103,073.00	$193,217.00	$63,068.78	$208,900.00	$137,914.64
Regional Programs							
7650_310	Regional Programs CATMA	14,000.00	.00	.00	.00	.00	.00
	Regional Programs Totals	$14,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Division **000 - Admin** Totals	$1,387,646.00	$1,299,114.00	$1,286,205.00	$1,273,364.92	$1,439,842.00	$1,425,146.98
Division **012 - Payroll**							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	269,347.00	259,563.00	47,918.52	.00	(700.53)
5100	Overtime	5,000.00	10,000.00	10,000.00	4,363.27	10,000.00	81.04
5200_115	Other Personnel Services Other Compensation	2,184.00	2,100.00	2,100.00	2,130.06	2,100.00	175.00
5200_116	Other Personnel Services Longevity Pay	.00	920.00	403.00	690.00	880.00	.00
5200_125	Other Personnel Services Taxable Reimbursements	1,040.00	1,000.00	1,000.00	.00	1,000.00	.00
5200_130	Other Personnel Services Allowance Taxable	1,542.00	1,483.00	1,483.00	249.99	1,483.00	.00
5400_100	Employee Benefits FICA	747.00	21,791.00	21,003.00	4,001.69	1,183.00	(56.66)
5400_120	Employee Benefits Workers Compensation	.00	7,802.00	.00	.00	.00	.00
5400_145	Employee Benefits Employee Parking	.00	.00	.00	400.00	460.00	260.00
	Personnel Services Totals	$10,513.00	$314,443.00	$295,552.00	$59,753.53	$17,106.00	($241.15)
General Operating							
6000	Office Supplies	2,575.00	2,350.00	2,500.00	1,396.82	3,600.00	2,819.54
6010	Computer Equipment	206.00	200.00	200.00	34.96	100.00	81.72
6020	Office Equipment	206.00	200.00	200.00	.00	200.00	17.88
6202	Printing/Copying/Paper Mgt	103.00	100.00	100.00	58.50	910.00	912.43
6350	Legal Notice & Advertising	103.00	100.00	100.00	.00	.00	.00
6400_125	Utilities Telecommunications	1,545.00	1,500.00	1,500.00	1,164.86	1,100.00	1,057.12
6400_127	Utilities Cellular Communications	2,287.00	2,220.00	2,220.00	873.66	1,520.00	1,085.81
6500_118	Professional and Consultant Svs Contractual Services	.00	150.00	.00	27,472.50	65,000.00	63,239.50
6700_100	Travel & Training Education	500.00	4,028.00	4,028.00	.00	1,690.00	1,689.47
6700_115	Travel & Training Mileage	.00	400.00	400.00	.00	.00	.00
7200_115	Capital Leases Equipment	230.00	692.00	805.00	691.68	900.00	673.52
	General Operating Totals	$7,755.00	$11,940.00	$12,053.00	$31,692.98	$75,020.00	$71,576.99
	Division **012 - Payroll** Totals	$18,268.00	$326,383.00	$307,605.00	$91,446.51	$92,126.00	$71,335.84
	Department **08 - Human Resources** Totals	$1,405,914.00	$1,625,497.00	$1,593,810.00	$1,364,811.43	$1,531,968.00	$1,496,482.82

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**09 - REIB**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	392,701.00	390,603.00	258,514.00	250,310.94	642,305.00	378,920.76
5000_105	Salaries and Wages Limited Service	.00	.00	54,430.00	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	87,360.00	87,360.00	.00	5,744.52	.00	4,788.12
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	.00	(75,000.00)	.00
5100	Overtime	500.00	2,000.00	2,000.00	363.42	.00	2,033.20
5200_115	Other Personnel Services Other Compensation	2,000.00	2,000.00	2,000.00	662.58	.00	900.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	12.23	.00	176.45
5200_130	Other Personnel Services Allowance Taxable	1,200.00	1,200.00	1,200.00	308.65	.00	35,207.53
5400_100	Employee Benefits FICA	37,008.00	36,962.00	24,853.00	17,885.40	49,136.00	30,243.58
5400_115	Employee Benefits Retirement B	40,179.00	27,957.00	25,246.00	25,246.00	67,733.00	67,733.00
5400_120	Employee Benefits Workers Compensation	17,361.00	15,046.00	28,949.00	28,949.00	23,610.00	23,337.04
5400_125	Employee Benefits Health Insurance	72,995.00	50,763.00	77,779.00	77,779.00	78,561.00	78,561.00
5400_130	Employee Benefits Dental Insurance	2,773.00	1,946.00	3,433.00	3,433.00	4,039.00	4,039.00
5400_135	Employee Benefits Life Insurance	698.00	516.00	482.00	482.00	1,634.00	1,634.00
5400_145	Employee Benefits Employee Parking	.00	.00	.00	1,320.00	800.00	1,220.00
5400_150	Employee Benefits Recognition	400.00	524.00	1,500.00	1,442.03	12,000.00	687.41
	Personnel Services Totals	$655,175.00	$616,877.00	$480,386.00	$413,938.77	$804,818.00	$629,481.09
General Operating							
6000	Office Supplies	4,120.00	3,434.00	2,200.00	569.75	10,000.00	1,428.71
6005	Postage	206.00	347.00	200.00	36.50	500.00	.00
6010	Computer Equipment	.00	140.00	1,200.00	.00	5,000.00	193.98
6015	Computer Software	.00	.00	1,200.00	954.00	4,800.00	3,688.00
6025	Furnishings	.00	2,500.00	500.00	.00	7,700.00	.00
6200	Medical Fees And Supplies	155.00	150.00	150.00	.00	2,000.00	.00
6200_105	Medical Fees And Supplies Medical Exams	.00	.00	.00	.00	.00	118.00
6203	Dues/Subscriptions	3,090.00	3,000.00	3,000.00	2,068.76	4,000.00	3,868.36
6208	Special Supplies	.00	248.00	.00	76.68	1,000.00	.00
6248	Community Support	.00	8,760.00	.00	.00	.00	.00
6350	Legal Notice & Advertising	2,060.00	2,000.00	2,000.00	.00	4,000.00	1,107.25
6400_127	Utilities Cellular Communications	2,500.00	3,600.00	3,600.00	1,706.13	7,500.00	2,500.30
6500_118	Professional and Consultant Svs Contractual Services	20,000.00	20,000.00	20,000.00	5,651.80	140,000.00	62,507.50
6500_148	Professional and Consultant Svs Interpreter Services	40,000.00	41,240.00	.00	.00	.00	.00
6700_100	Travel & Training Education	5,820.00	12,000.00	12,000.00	1,329.68	30,000.00	1,840.13
6800_140	Fees for Services Hospitality Expense	2,472.00	2,400.00	2,400.00	.00	8,000.00	2,823.41
7200_115	Capital Leases Equipment	489.00	.00	.00	.00	.00	.00
7303	Regulatory and Bank Fees	.00	.00	.00	.00	.00	22.94

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**09 - REIB**						
Division	**000 - Admin**						
General Operating							
7651	Community Celebrations	101,766.00	108,500.00	83,803.00	62,783.09	230,000.00	211,170.71
7653	Empowerment Fund	.00	.00	126,929.00	118,573.64	190,000.00	144,733.20
7654	Racism as a Public Health Emergency	.00	.00	20,000.00	829.71	50,000.00	20,923.75
7702	Program Delivery - Other	9,700.00	20,000.00	.00	.00	.00	.00
9999_100	Expenditure Control General Fund	(25,180.00)	(37,010.00)	.00	.00	.00	.00
	General Operating Totals	$167,198.00	$191,309.00	$279,182.00	$194,579.74	$694,500.00	$456,926.24
Regional Programs							
7610_130	Sister Cities OTHER	1,000.00	.00	.00	.00	.00	.00
7610_140	Sister Cities Puerto Cabezas	1,000.00	.00	.00	.00	.00	.00
7610_145	Sister Cities Bethlehem/Ard	1,000.00	.00	.00	.00	.00	.00
7610_150	Sister Cities Yaroslavl	1,000.00	.00	.00	.00	.00	.00
7610_155	Sister Cities Honfleur	1,000.00	.00	.00	.00	.00	.00
7610_165	Sister Cities Kuyalnick	1,000.00	.00	.00	.00	.00	.00
7610_170	Sister Cities Thies-East	1,000.00	.00	.00	.00	.00	.00
	Regional Programs Totals	$7,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Division **000 - Admin** Totals	$829,373.00	$808,186.00	$759,568.00	$608,518.51	$1,499,318.00	$1,086,407.33
	Department **09 - REIB** Totals	$829,373.00	$808,186.00	$759,568.00	$608,518.51	$1,499,318.00	$1,086,407.33
Department	**10 - Information Technology**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	892,223.00	937,185.00	679,091.00	632,288.76	734,983.00	689,213.62
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(57,682.00)	.00	(50,000.00)	.00
5100	Overtime	.00	.00	.00	84.04	1,500.00	147.48
5200_115	Other Personnel Services Other Compensation	.00	.00	.00	700.00	1,800.00	1,750.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	.00	1,833.47	1,500.00	1,388.44
5400_100	Employee Benefits FICA	68,255.00	71,695.00	51,950.00	44,941.79	56,593.00	49,716.85
5400_115	Employee Benefits Retirement B	84,345.00	71,175.00	57,999.00	57,999.00	60,117.00	60,117.00
5400_120	Employee Benefits Workers Compensation	35,181.00	18,513.00	25,880.00	25,880.00	20,955.00	20,712.74
5400_125	Employee Benefits Health Insurance	200,737.00	171,814.00	144,300.00	144,300.00	165,440.00	165,440.00
5400_130	Employee Benefits Dental Insurance	9,819.00	7,983.00	7,635.00	7,635.00	7,611.00	7,611.00
5400_135	Employee Benefits Life Insurance	1,396.00	1,205.00	963.00	963.00	1,307.00	1,307.00
5400_150	Employee Benefits Recognition	1,000.00	971.00	.00	.00	.00	.00
	Personnel Services Totals	$1,292,956.00	$1,280,541.00	$910,136.00	$916,625.06	$1,001,806.00	$997,404.13
General Operating							
6000	Office Supplies	100.00	125.00	250.00	101.64	250.00	194.89
6005	Postage	.00	.00	50.00	.00	50.00	.00

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**10 - Information Technology**						
Division	**000 - Admin**						
General Operating							
6007	Shipping and Moving	.00	.00	.00	.00	.00	150.00
6010	Computer Equipment	7,000.00	12,550.00	7,500.00	4,966.13	7,500.00	6,721.41
6015	Computer Software	15,000.00	19,099.00	2,250.00	2,274.12	2,445.00	959.23
6017	Computer Licensing and Maint.	1,385,953.00	1,226,247.00	940,000.00	909,997.45	823,320.00	810,138.26
6025	Furnishings	.00	.00	250.00	.00	750.00	.00
6200	Medical Fees And Supplies	.00	.00	110.00	.00	110.00	.00
6202	Printing/Copying/Paper Mgt	250.00	50.00	250.00	4.24	145.00	3.63
6203	Dues/Subscriptions	21,000.00	25,000.00	21,680.00	20,640.00	21,680.00	14,760.00
6210	Small Tools and Equipment	250.00	250.00	250.00	.00	250.00	35.70
6400_125	Utilities Telecommunications	1,500.00	1,500.00	1,500.00	1,432.19	2,000.00	.00
6400_127	Utilities Cellular Communications	2,500.00	2,500.00	2,500.00	1,650.96	2,500.00	1,594.94
6500_118	Professional and Consultant Svs Contractual Services	95,000.00	131,700.00	105,000.00	79,546.09	120,000.00	103,960.70
6700_100	Travel & Training Education	1,500.00	1,000.00	1,500.00	674.51	1,500.00	1,221.05
6700_105	Travel & Training Special Training	.00	.00	1,500.00	500.00	1,500.00	425.00
6700_110	Travel & Training Travel Expense	.00	2,500.00	500.00	.00	500.00	358.94
6800_140	Fees for Services Hospitality Expense	.00	100.00	100.00	.00	100.00	.00
7200_115	Capital Leases Equipment	210.00	210.00	250.00	210.00	160.00	122.50
9999_100	Expenditure Control General Fund	(89,928.00)	(48,554.00)	.00	.00	.00	.00
	General Operating Totals	$1,440,335.00	$1,374,277.00	$1,085,440.00	$1,021,997.33	$984,760.00	$940,646.25
Interfund							
7900_803	Interfund Transfer IT	.00	121,670.00	.00	.00	.00	.00
	Interfund Totals	$0.00	$121,670.00	$0.00	$0.00	$0.00	$0.00
	Division **000 - Admin** Totals	$2,733,291.00	$2,776,488.00	$1,995,576.00	$1,938,622.39	$1,986,566.00	$1,938,050.38
	Department **10 - Information Technology** Totals	$2,733,291.00	$2,776,488.00	$1,995,576.00	$1,938,622.39	$1,986,566.00	$1,938,050.38
Department	**12 - Dpt. of Business & Workforce Dev**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	369,818.00	374,519.42	306,660.00	252,819.74
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	10,000.00	1,969.49	13,000.00	4,289.80
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(44,598.00)	.00	(25,000.00)	.00
5100	Overtime	.00	.00	5,000.00	2,506.40	5,000.00	3,137.06
5200_115	Other Personnel Services Other Compensation	.00	.00	2,200.00	1,630.49	.00	2,087.50
5200_120	Other Personnel Services Shift Differential	.00	.00	120.00	207.36	.00	129.77
5200_130	Other Personnel Services Allowance Taxable	.00	.00	2,000.00	1,054.32	.00	1,413.53
5400_100	Employee Benefits FICA	.00	.00	29,769.00	27,080.41	24,944.00	19,028.62

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**12 - Dpt. of Business & Workforce Dev**						
Division	**000 - Admin**						
Personnel Services							
5400_115	Employee Benefits Retirement B	.00	.00	33,237.00	33,237.00	25,198.00	25,198.00
5400_120	Employee Benefits Workers Compensation	.00	.00	10,907.00	10,907.00	17,601.00	17,397.51
5400_125	Employee Benefits Health Insurance	.00	.00	106,434.00	106,434.00	53,144.00	53,144.00
5400_130	Employee Benefits Dental Insurance	.00	.00	4,292.00	4,292.00	2,657.00	2,657.00
5400_135	Employee Benefits Life Insurance	.00	.00	722.00	722.00	735.00	735.00
5400_145	Employee Benefits Employee Parking	.00	.00	2,000.00	2,400.00	2,560.00	2,560.00
5400_150	Employee Benefits Recognition	.00	.00	1,000.00	531.14	1,000.00	504.19
	Personnel Services Totals	$0.00	$0.00	$532,901.00	$567,491.03	$427,499.00	$385,101.72
Capital Equipment							
6211	Specialized Equipment	.00	.00	2,365.00	495.48	13,525.00	11,515.01
	Capital Equipment Totals	$0.00	$0.00	$2,365.00	$495.48	$13,525.00	$11,515.01
General Operating							
6000	Office Supplies	.00	.00	1,500.00	1,389.83	1,500.00	1,324.07
6005	Postage	.00	.00	50.00	50.60	570.00	568.72
6010	Computer Equipment	.00	.00	35.00	34.98	25.00	23.99
6202	Printing/Copying/Paper Mgt	.00	.00	2,500.00	1,559.42	2,400.00	1,484.29
6203	Dues/Subscriptions	.00	.00	6,200.00	9,228.63	800.00	304.40
6208	Special Supplies	.00	.00	11,600.00	9,611.50	8,600.00	8,243.21
6246	Outreach	.00	.00	1,000.00	1,000.00	1,000.00	750.00
6248	Community Support	.00	.00	1,350.00	1,051.00	2,500.00	2,642.40
6325	Items For Resale	.00	.00	500.00	.00	90.00	86.00
6350	Legal Notice & Advertising	.00	.00	15,000.00	12,154.48	28,000.00	15,081.83
6400_127	Utilities Cellular Communications	.00	.00	1,800.00	1,714.52	1,482.00	1,481.08
6500_103	Professional and Consultant Svs Security Contracts	.00	.00	5,665.00	5,664.37	46,500.00	33,123.70
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	13,847.00	9,934.63	13,127.00	6,999.59
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	.00	20,386.00	18,401.41	20,000.00	4,168.49
6700_100	Travel & Training Education	.00	.00	3,000.00	2,268.72	.00	.00
6700_110	Travel & Training Travel Expense	.00	.00	.00	.00	4,000.00	262.39
6800_140	Fees for Services Hospitality Expense	.00	.00	138.00	138.00	.00	.00
7200_100	Capital Leases Property	.00	.00	21,000.00	20,248.20	21,000.00	19,284.00
7225_100	Provisioning Internet	.00	.00	2,500.00	1,750.00	7,430.00	7,389.77
7303	Regulatory and Bank Fees	.00	.00	300.00	.00	300.00	245.00
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	1,000.00	127.64	1,000.00	551.96
	General Operating Totals	$0.00	$0.00	$109,371.00	$96,327.93	$160,324.00	$104,014.89

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**12 - Dpt. of Business & Workforce Dev**						
Division	**000 - Admin** Totals	$0.00	$0.00	$644,637.00	$664,314.44	$601,348.00	$500,631.62
Division	**007 - Early Learning Iniatative**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	178,307.00	181,032.19	169,266.00	167,259.61
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	4,000.00	1,226.60	2,000.00	1,886.00
5200_115	Other Personnel Services Other Compensation	.00	.00	358.00	150.00	.00	300.00
5400_100	Employee Benefits FICA	.00	.00	13,974.00	12,764.13	12,949.00	11,994.16
5400_115	Employee Benefits Retirement B	.00	.00	17,413.00	17,413.00	13,845.00	13,845.00
5400_120	Employee Benefits Workers Compensation	.00	.00	6,003.00	6,003.00	.00	.00
5400_125	Employee Benefits Health Insurance	.00	.00	51,579.00	51,579.00	46,582.00	46,582.00
5400_130	Employee Benefits Dental Insurance	.00	.00	2,277.00	2,277.00	2,143.00	2,143.00
5400_135	Employee Benefits Life Insurance	.00	.00	289.00	289.00	294.00	294.00
	Personnel Services Totals	$0.00	$0.00	$274,200.00	$272,733.92	$247,079.00	$244,303.77
General Operating							
6000	Office Supplies	.00	.00	400.00	224.22	400.00	201.34
6005	Postage	.00	.00	150.00	57.75	111.00	110.94
6202	Printing/Copying/Paper Mgt	.00	.00	400.00	21.40	600.00	.00
6203	Dues/Subscriptions	.00	.00	320.00	466.19	.00	.00
6350	Legal Notice & Advertising	.00	.00	100.00	.00	100.00	62.76
6400_125	Utilities Telecommunications	.00	.00	.00	.00	500.00	483.89
6400_127	Utilities Cellular Communications	.00	.00	500.00	443.08	.00	.00
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	.00	2,000.00	514.00	2,000.00	1,874.73
6500_148	Professional and Consultant Svs Interpreter Services	.00	.00	2,500.00	1,122.50	3,400.00	2,310.00
6700_100	Travel & Training Education	.00	.00	1,000.00	.00	.00	.00
6700_110	Travel & Training Travel Expense	.00	.00	.00	.00	1,300.00	1,295.00
6700_115	Travel & Training Mileage	.00	.00	.00	.00	90.00	50.92
7225_100	Provisioning Internet	.00	.00	2,500.00	2,025.67	2,500.00	2,357.65
	General Operating Totals	$0.00	$0.00	$9,870.00	$4,874.81	$11,001.00	$8,747.23
Regional Programs							
7710	Project Subsidies	.00	.00	55,000.00	31,416.00	63,500.00	37,000.00
7712	Capacity Grants	.00	.00	150,000.00	145,474.20	497,200.00	145,143.54
7730	Scholarships	.00	.00	100,000.00	74,427.47	298,500.00	231,512.65
	Regional Programs Totals	$0.00	$0.00	$305,000.00	$251,317.67	$859,200.00	$413,656.19
Division	**007 - Early Learning Iniatative** Totals	$0.00	$0.00	$589,070.00	$528,926.40	$1,117,280.00	$666,707.19
Department	**12 - Dpt. of Business & Workforce Dev** Totals	$0.00	$0.00	$1,233,707.00	$1,193,240.84	$1,718,628.00	$1,167,338.81

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**15 - Fire**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,276,898.00	1,159,303.00	1,100,129.00	1,317,923.44	1,052,879.00	1,063,209.52
5000_105	Salaries and Wages Limited Service	.00	.00	.00	.00	.00	(63.33)
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	.00	540.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	.00	(125,000.00)	.00
5100	Overtime	9,000.00	9,000.00	7,681.00	28,390.59	7,403.00	8,062.87
5200_105	Other Personnel Services Special Duty	60,000.00	7,670.00	50,000.00	50,045.54	40,185.00	68,524.70
5200_106	Other Personnel Services Staffing	.00	.00	.00	14,293.40	.00	(1,923.70)
5200_115	Other Personnel Services Other Compensation	5,480.00	1,300.00	4,550.00	2,606.94	4,300.00	4,283.93
5200_116	Other Personnel Services Longevity Pay	528.00	500.00	500.00	500.00	.00	500.00
5200_117	Other Personnel Services Retention	5,000.00	5,000.00	12,500.00	12,500.00	4,308.00	10,000.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	217.51	.00	2.33
5200_130	Other Personnel Services Allowance Taxable	3,625.00	3,225.00	4,025.00	2,965.59	3,225.00	2,624.96
5400_100	Employee Benefits FICA	19,728.00	17,197.00	17,101.00	20,713.99	15,369.00	18,754.87
5400_110	Employee Benefits Retirement A	4,506,497.00	4,506,022.00	3,723,857.00	3,723,857.00	3,142,091.00	3,142,091.00
5400_115	Employee Benefits Retirement B	6,999.00	6,645.00	6,145.00	6,145.00	4,956.00	4,956.00
5400_120	Employee Benefits Workers Compensation	.00	33,633.00	36,780.00	36,780.00	236,494.00	233,759.86
5400_125	Employee Benefits Health Insurance	2,738,993.00	2,322,087.00	1,980,284.00	1,980,284.00	1,692,293.00	1,692,293.00
5400_130	Employee Benefits Dental Insurance	105,531.00	90,106.00	90,893.00	90,893.00	82,743.00	82,743.00
5400_135	Employee Benefits Life Insurance	35,466.00	34,929.00	36,293.00	36,760.35	36,581.00	36,970.30
5400_144	Employee Benefits OPEB-Post Employment Benefit	2,415.00	2,170.00	2,170.00	2,128.74	2,090.00	2,130.60
5400_150	Employee Benefits Recognition	.00	1,621.00	3,053.00	1,835.37	429.00	428.98
	Personnel Services Totals	$8,776,160.00	$8,200,408.00	$7,075,961.00	$7,328,840.46	$6,200,886.00	$6,369,348.89
Capital Equipment							
6211	Specialized Equipment	1,000.00	1,000.00	21,996.00	21,196.89	1,520.00	792.42
9500_155	Capital Outlay Vehicle Equipment	.00	.00	.00	23,000.00	.00	.00
	Capital Equipment Totals	$1,000.00	$1,000.00	$21,996.00	$44,196.89	$1,520.00	$792.42
General Operating							
6000	Office Supplies	2,500.00	2,500.00	2,500.00	2,490.61	2,679.00	2,663.28
6005	Postage	1,200.00	1,200.00	700.00	579.72	1,300.00	1,219.57
6010	Computer Equipment	2,500.00	2,500.00	1,350.00	1,020.82	2,500.00	2,434.72
6017	Computer Licensing and Maint.	12,400.00	2,749.00	2,749.00	2,749.00	3,424.00	3,424.00
6020	Office Equipment	500.00	500.00	500.00	174.65	.00	.00
6025	Furnishings	6,500.00	6,500.00	9,704.00	9,704.00	12,649.00	12,642.68
6200	Medical Fees And Supplies	8,000.00	8,000.00	3,524.00	2,522.00	7,500.00	7,453.47
6202	Printing/Copying/Paper Mgt	2,000.00	2,000.00	2,000.00	1,672.06	2,000.00	2,031.82
6203	Dues/Subscriptions	5,400.00	13,251.00	7,947.00	7,102.44	14,816.00	16,720.51

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**15 - Fire**						
Division	**000 - Admin**						
General Operating							
6206	Custodian Supplies	9,500.00	8,750.00	9,500.00	9,498.79	8,317.00	8,316.04
6208	Special Supplies	12,000.00	12,000.00	10,800.00	10,351.00	4,315.00	4,297.76
6210	Small Tools and Equipment	5,000.00	3,500.00	4,250.00	4,225.64	.00	.00
6212_100	Fuel Unleaded	.00	.00	41.00	40.64	.00	.00
6215	Uniform Laundering	400.00	400.00	400.00	399.94	500.00	421.16
6276	Field Supplies&Materials	2,500.00	2,500.00	1,000.00	403.12	725.00	377.30
6300_100	Repair & Maintenance Equipment Parts	6,000.00	1,500.00	1,250.00	50.00	2,000.00	1,652.55
6300_105	Repair & Maintenance Vehicle Maint Supplies	9,500.00	4,500.00	7,065.00	1,980.40	4,256.00	2,961.49
6300_170	Repair & Maintenance Buildings	79,000.00	75,000.00	86,456.00	86,310.22	76,209.00	75,770.31
6355	Recruitment	4,000.00	3,000.00	2,997.00	2,826.90	2,163.00	2,029.82
6400_100	Utilities Electricity	56,000.00	53,800.00	51,297.00	50,798.27	46,092.00	46,091.95
6400_105	Utilities Gas	35,000.00	28,000.00	26,450.00	26,443.89	29,800.00	23,551.38
6400_115	Utilities Water/Wastewater	26,000.00	18,000.00	21,370.00	20,662.94	13,000.00	15,655.67
6400_117	Utilities Stormwater	3,285.00	2,475.00	3,580.00	2,424.69	1,900.00	2,194.68
6400_120	Utilities Rubbish Removal	12,000.00	12,000.00	11,250.00	11,081.74	11,929.00	11,928.09
6400_125	Utilities Telecommunications	13,025.00	12,000.00	11,750.00	11,617.83	11,500.00	10,626.19
6400_127	Utilities Cellular Communications	19,500.00	19,500.00	20,200.00	20,168.05	20,449.00	19,926.44
6500_118	Professional and Consultant Svs Contractual Services	4,500.00	7,500.00	14,053.00	13,642.07	20,583.00	20,499.18
6500_122	Professional and Consultant Svs Alarms	31,250.00	31,250.00	42,580.00	38,144.38	31,117.00	27,248.40
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	.00	.00	.00	800.00	173.65
6530_125	Rentals Vehicle	2,000.00	.00	.00	.00	.00	.00
6600	Maintenance Contracts	60,000.00	42,000.00	38,500.00	37,355.30	12,400.00	11,557.80
6605	Radio Maintenance	7,000.00	7,000.00	5,500.00	3,440.76	7,500.00	4,949.19
6700_100	Travel & Training Education	30,000.00	30,000.00	30,000.00	28,588.46	.00	.00
6700_105	Travel & Training Special Training	82,000.00	82,000.00	72,000.00	62,355.17	58,029.00	57,317.63
6700_110	Travel & Training Travel Expense	.00	1,100.00	1,850.00	1,164.30	1,080.00	1,079.34
6800_140	Fees for Services Hospitality Expense	.00	750.00	1,735.00	1,711.48	471.00	470.96
6860_100	State Health Insurance Tax Ambulance Assessment	93,300.00	97,000.00	90,256.00	90,255.53	77,267.00	77,266.59
7200_115	Capital Leases Equipment	97,829.00	3,165.00	3,165.00	3,164.64	3,428.00	2,860.64
7250	Capital Lease Interest	22,557.00	.00	.00	.00	.00	.00
8000	Billing Services	98,000.00	96,000.00	91,242.00	109,511.73	72,200.00	102,563.11
9999_100	Expenditure Control General Fund	(50,000.00)	(50,000.00)	.00	.00	.00	.00
	General Operating Totals	$812,146.00	$643,890.00	$691,511.00	$676,633.18	$564,898.00	$580,377.37

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**15 - Fire**						
Division	**000 - Admin**						
Interfund							
7900_802	Interfund Transfer Fleet	.00	432,397.00	.00	.00	.00	.00
	Interfund Totals	$0.00	$432,397.00	$0.00	$0.00	$0.00	$0.00
	Division **000 - Admin** Totals	$9,589,306.00	$9,277,695.00	$7,789,468.00	$8,049,670.53	$6,767,304.00	$6,950,518.68
Division	**040 - Fire & Medical Services**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	8,455,062.00	7,685,080.00	7,360,758.00	6,977,820.33	7,241,839.00	6,754,220.04
5100	Overtime	325,000.00	250,000.00	148,117.00	363,180.08	272,532.00	326,185.93
5200_105	Other Personnel Services Special Duty	175,621.00	137,582.00	111,694.00	106,343.06	80,596.00	87,804.62
5200_106	Other Personnel Services Staffing	625,000.00	.00	425,453.00	418,167.70	403,977.00	479,142.99
5200_115	Other Personnel Services Other Compensation	330,200.00	16,640.00	219,000.00	103,307.49	211,640.00	285,417.44
5200_117	Other Personnel Services Retention	112,500.00	177,500.00	103,000.00	100,500.00	107,692.00	286,500.00
5200_130	Other Personnel Services Allowance Taxable	62,200.00	65,203.00	64,803.00	36,920.32	119,670.00	87,485.51
5400_100	Employee Benefits FICA	146,241.00	120,814.00	122,073.00	116,185.10	120,361.00	117,987.97
5400_120	Employee Benefits Workers Compensation	344,194.00	222,602.00	257,029.00	257,029.00	.00	.00
5400_135	Employee Benefits Life Insurance	.00	.00	5,341.00	9,573.58	.00	5,741.59
5400_144	Employee Benefits OPEB-Post Employment Benefit	73,025.00	91,945.00	102,549.00	65,312.92	.00	61,731.51
5400_150	Employee Benefits Recognition	.00	.00	.00	.00	3,178.00	2,183.12
	Personnel Services Totals	$10,649,043.00	$8,767,366.00	$8,919,817.00	$8,554,339.58	$8,561,485.00	$8,494,400.72
Capital Equipment							
6211_100	Specialized Equipment Fire Hose	21,500.00	11,500.00	.00	.00	14,593.00	14,592.57
6211_105	Specialized Equipment Air Packs	25,000.00	22,778.00	50,389.00	18,539.24	26,414.00	24,566.56
6211_110	Specialized Equipment Safety Equipment	25,000.00	24,720.00	24,683.00	23,534.65	19,189.00	22,180.46
6211_115	Specialized Equipment Turnout Gear	92,000.00	87,000.00	95,000.00	94,907.65	79,551.00	79,550.23
6211_130	Specialized Equipment Extinguishers	2,000.00	1,680.00	3,317.00	3,317.00	1,410.00	1,362.00
	Capital Equipment Totals	$165,500.00	$147,678.00	$173,389.00	$140,298.54	$141,157.00	$142,251.82
General Operating							
6200_100	Medical Fees And Supplies General Medical	227,204.00	115,000.00	116,755.00	116,754.46	114,050.00	113,370.06
6200_110	Medical Fees And Supplies Oxygen	9,300.00	8,500.00	7,250.00	5,600.05	5,600.00	5,567.64
6203	Dues/Subscriptions	.00	.00	250.00	.00	650.00	95.00
6208	Special Supplies	.00	.00	.00	.00	74.00	73.82
6210	Small Tools and Equipment	2,000.00	2,000.00	3,230.00	3,139.89	3,400.00	1,559.96
6212_100	Fuel Unleaded	2,650.00	2,650.00	2,609.00	2,356.65	2,500.00	2,458.24
6214	Clothing And Uniforms	.00	.00	139.00	138.75	.00	.00
6214_110	Clothing And Uniforms Regular	52,000.00	50,000.00	62,132.00	62,131.21	45,000.00	44,556.89
6300_100	Repair & Maintenance Equipment Parts	3,750.00	3,000.00	5,000.00	4,590.53	4,994.00	4,966.58

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**15 - Fire**						
Division	**040 - Fire & Medical Services**						
General Operating							
6500_118	Professional and Consultant Svs Contractual Services	25,000.00	25,000.00	25,000.00	22,660.43	.00	.00
	General Operating Totals	$321,904.00	$206,150.00	$222,365.00	$217,371.97	$176,268.00	$172,648.19
Division	**040 - Fire & Medical Services** Totals	$11,136,447.00	$9,121,194.00	$9,315,571.00	$8,912,010.09	$8,878,910.00	$8,809,300.73
Division	**044 - Grants**						
Personnel Services							
5100	Overtime	.00	156,460.00	.00	.00	.00	.00
5200_106	Other Personnel Services Staffing	.00	.00	5,757.00	5,228.11	9,000.00	10,880.45
5400_100	Employee Benefits FICA	.00	2,300.00	.00	92.07	291.00	189.99
	Personnel Services Totals	$0.00	$158,760.00	$5,757.00	$5,320.18	$9,291.00	$11,070.44
Capital Equipment							
6211_110	Specialized Equipment Safety Equipment	.00	2,080.00	42,306.00	39,861.00	63,014.00	20,678.00
	Capital Equipment Totals	$0.00	$2,080.00	$42,306.00	$39,861.00	$63,014.00	$20,678.00
General Operating							
6700_105	Travel & Training Special Training	.00	43,113.00	11,800.00	1,152.00	30,000.00	31,696.72
	General Operating Totals	$0.00	$43,113.00	$11,800.00	$1,152.00	$30,000.00	$31,696.72
Division	**044 - Grants** Totals	$0.00	$203,953.00	$59,863.00	$46,333.18	$102,305.00	$63,445.16
Department	**15 - Fire** Totals	$20,725,753.00	$18,602,842.00	$17,164,902.00	$17,008,013.80	$15,748,519.00	$15,823,264.57
Department	**17 - Police**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,035,408.00	981,609.00	1,245,678.00	1,279,474.95	1,206,397.00	1,073,135.50
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	30,765.92	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(85,000.00)	.00	(150,000.00)	.00
5100	Overtime	30,000.00	30,000.00	45,000.00	72,936.67	20,000.00	40,591.17
5200_110	Other Personnel Services On-Call	7,020.00	6,615.00	6,300.00	11,505.70	6,300.00	8,230.00
5200_115	Other Personnel Services Other Compensation	3,360.00	5,670.00	5,400.00	(7,155.11)	5,400.00	10,074.05
5200_116	Other Personnel Services Longevity Pay	3,360.00	3,292.00	3,881.00	3,293.06	3,700.00	3,831.92
5200_120	Other Personnel Services Shift Differential	5,000.00	1,050.00	1,000.00	2,850.26	1,000.00	997.82
5200_130	Other Personnel Services Allowance Taxable	7,250.00	7,613.00	7,250.00	9,488.45	9,250.00	8,486.30
5400_100	Employee Benefits FICA	83,492.00	79,242.00	100,560.00	81,495.04	91,574.00	83,808.19
5400_120	Employee Benefits Workers Compensation	39,042.00	39,042.00	.00	.00	.00	.00
	Personnel Services Totals	$1,213,932.00	$1,154,133.00	$1,330,069.00	$1,484,654.94	$1,193,621.00	$1,229,154.95

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
EXPENSE							
Department **17 - Police**							
Division **000 - Admin**							
General Operating							
7000	Bad Debt Expense	.00	.00	.00	.00	.00	(126.00)
	General Operating Totals	$0.00	$0.00	$0.00	$0.00	$0.00	($126.00)
	Division **000 - Admin** Totals	$1,213,932.00	$1,154,133.00	$1,330,069.00	$1,484,654.94	$1,193,621.00	$1,229,028.95
Division **044 - Grants**							
Personnel Services							
5100	Overtime	.00	.00	3,305.00	2,528.48	.00	5,702.65
5400_100	Employee Benefits FICA	.00	.00	47.00	35.08	.00	80.24
5400_135	Employee Benefits Life Insurance	.00	.00	.00	.00	.00	3.13
	Personnel Services Totals	$0.00	$0.00	$3,352.00	$2,563.56	$0.00	$5,786.02
Capital Equipment							
6211	Specialized Equipment	.00	.00	104,019.00	104,019.00	.00	.00
	Capital Equipment Totals	$0.00	$0.00	$104,019.00	$104,019.00	$0.00	$0.00
	Division **044 - Grants** Totals	$0.00	$0.00	$107,371.00	$106,582.56	$0.00	$5,786.02
Division **050 - Police Uniform Services**							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	6,657,733.00	6,069,751.00	6,321,434.00	5,248,367.18	7,106,911.00	5,373,978.22
5000_110	Salaries and Wages Regular Part Time	25,000.00	65,000.00	77,250.00	35,616.77	75,000.00	80,020.38
5000_115	Salaries and Wages Seasonal/Temporary	72,000.00	68,000.00	72,100.00	59,963.24	70,000.00	57,053.19
5000_900	Salaries and Wages Attrition/reorganization	(90,800.00)	.00	(499,000.00)	.00	(1,500,000.00)	.00
5100	Overtime	1,200,000.00	1,000,000.00	900,000.00	1,132,658.19	850,000.00	1,130,555.83
5200_105	Other Personnel Services Special Duty	53,000.00	86,520.00	82,400.00	156,818.59	80,000.00	134,005.61
5200_110	Other Personnel Services On-Call	42,000.00	23,793.00	22,660.00	14,535.00	22,000.00	14,400.00
5200_115	Other Personnel Services Other Compensation	368,240.00	319,620.00	304,400.00	279,438.86	305,000.00	297,040.26
5200_117	Other Personnel Services Retention	49,833.00	14,400.00	14,400.00	9,600.00	18,000.00	13,200.00
5200_120	Other Personnel Services Shift Differential	80,000.00	70,350.00	67,000.00	77,385.57	67,000.00	55,416.93
5200_130	Other Personnel Services Allowance Taxable	54,400.00	65,310.00	62,200.00	49,709.86	58,600.00	55,445.03
5400_100	Employee Benefits FICA	124,732.00	112,850.00	114,896.00	104,403.90	555,188.00	107,433.53
5400_110	Employee Benefits Retirement A	2,983,419.00	3,242,845.00	3,108,925.00	3,108,925.00	2,932,738.00	2,932,738.00
5400_115	Employee Benefits Retirement B	303,876.00	348,613.00	377,861.00	377,861.00	301,682.00	301,682.00
5400_120	Employee Benefits Workers Compensation	261,885.00	205,702.00	387,580.00	387,580.00	324,284.00	320,534.90
5400_125	Employee Benefits Health Insurance	2,282,810.00	2,027,921.00	2,116,396.00	2,116,396.00	1,319,822.00	1,319,822.00
5400_130	Employee Benefits Dental Insurance	89,068.00	86,464.00	101,238.00	101,238.00	70,582.00	70,582.00
5400_135	Employee Benefits Life Insurance	19,580.00	24,307.00	25,904.00	27,960.15	31,583.00	33,986.02

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**17 - Police**						
Division	**050 - Police Uniform Services**						
Personnel Services							
5400_144	Employee Benefits OPEB-Post Employment Benefit	42,992.00	42,137.00	40,910.00	31,527.37	49,500.00	29,529.44
5400_150	Employee Benefits Recognition	.00	1,928.00	.00	.00	.00	.00
	Personnel Services Totals	$14,619,768.00	$13,875,511.00	$13,698,554.00	$13,319,984.68	$12,737,890.00	$12,327,423.34
Capital Equipment							
6211	Specialized Equipment	70,000.00	80,000.00	120,900.00	117,389.71	82,000.00	57,350.92
9500_110	Capital Outlay Capital Expenditures	398,811.00	304,147.00	338,729.00	316,383.94	.00	.00
	Capital Equipment Totals	$468,811.00	$384,147.00	$459,629.00	$433,773.65	$82,000.00	$57,350.92
General Operating							
6000	Office Supplies	6,000.00	7,000.00	7,000.00	5,122.49	6,000.00	4,979.18
6005	Postage	5,000.00	6,000.00	6,000.00	2,295.30	5,000.00	3,111.47
6010	Computer Equipment	15,000.00	19,000.00	23,000.00	17,828.29	40,000.00	27,354.74
6015	Computer Software	.00	.00	44,500.00	39,669.77	15,000.00	11,358.65
6017	Computer Licensing and Maint.	93,000.00	107,900.00	132,000.00	110,775.60	120,000.00	108,805.36
6020	Office Equipment	4,000.00	7,000.00	5,000.00	1,204.56	6,000.00	4,698.12
6025	Furnishings	2,000.00	2,000.00	18,000.00	17,148.76	.00	.00
6200	Medical Fees And Supplies	7,500.00	9,000.00	9,000.00	3,454.70	8,600.00	6,822.89
6202	Printing/Copying/Paper Mgt	11,000.00	9,500.00	11,000.00	10,237.92	8,000.00	7,499.67
6203	Dues/Subscriptions	12,000.00	13,000.00	12,500.00	10,853.19	3,800.00	3,839.39
6206	Custodian Supplies	1,000.00	1,000.00	1,000.00	865.94	.00	.00
6208	Special Supplies	51,000.00	53,000.00	53,000.00	48,636.97	53,000.00	43,166.94
6210	Small Tools and Equipment	2,000.00	2,000.00	2,000.00	1,639.85	1,500.00	1,246.83
6212_100	Fuel Unleaded	1,200.00	1,200.00	1,200.00	279.51	900.00	557.28
6214	Clothing And Uniforms	26,000.00	32,000.00	26,000.00	24,125.81	27,500.00	26,817.17
6215	Uniform Laundering	9,000.00	12,000.00	10,000.00	5,201.50	10,500.00	7,688.81
6248	Community Support	1,000.00	.00	.00	.00	1,000.00	963.19
6276	Field Supplies&Materials	30,000.00	28,000.00	38,000.00	35,070.00	28,000.00	23,025.16
6292	Other Charges	35,000.00	34,000.00	34,000.00	31,800.00	30,290.00	29,450.00
6300_100	Repair & Maintenance Equipment Parts	4,000.00	4,000.00	5,000.00	4,609.64	4,000.00	1,377.14
6300_105	Repair & Maintenance Vehicle Maint Supplies	12,000.00	12,000.00	12,000.00	11,921.87	12,000.00	8,580.55
6300_170	Repair & Maintenance Buildings	50,000.00	50,000.00	73,100.00	62,431.79	10,000.00	7,236.49
6355	Recruitment	35,000.00	95,000.00	35,000.00	30,887.92	35,000.00	33,000.10
6400_100	Utilities Electricity	63,000.00	67,000.00	57,600.00	57,593.00	53,000.00	52,354.85
6400_105	Utilities Gas	13,000.00	13,000.00	13,000.00	13,145.13	10,500.00	9,911.96
6400_115	Utilities Water/Wastewater	7,500.00	8,100.00	7,500.00	7,468.13	6,500.00	6,356.08
6400_117	Utilities Stormwater	2,500.00	2,500.00	2,000.00	2,117.88	2,000.00	1,943.06

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**17 - Police**						
Division	**050 - Police Uniform Services**						
General Operating							
6400_125	Utilities Telecommunications	85,000.00	83,500.00	105,000.00	103,682.91	57,300.00	53,325.49
6400_127	Utilities Cellular Communications	47,500.00	47,500.00	40,900.00	37,518.77	44,000.00	42,266.79
6500_118	Professional and Consultant Svs Contractual Services	80,000.00	70,000.00	70,500.00	55,191.16	170,000.00	154,606.69
6500_119	Professional and Consultant Svs Health and Wellness	25,000.00	17,900.00	22,000.00	22,000.00	22,000.00	22,000.00
6500_120	Professional and Consultant Svs Information Technology	48,500.00	41,000.00	30,500.00	23,982.90	35,000.00	25,980.27
6500_142	Professional and Consultant Svs Marketing and Promotion	.00	2,000.00	2,000.00	151.85	2,000.00	1,487.53
6500_148	Professional and Consultant Svs Interpreter Services	11,000.00	10,000.00	10,000.00	9,980.70	6,000.00	5,218.35
6500_154	Professional and Consultant Svs Laboratory Analysis	6,000.00	12,000.00	5,000.00	1,930.00	.00	.00
6530_115	Rentals Equipment	1,833.00	1,900.00	1,900.00	1,832.52	1,900.00	1,832.52
6600	Maintenance Contracts	51,000.00	64,464.00	31,000.00	23,468.31	29,200.00	25,815.05
6605	Radio Maintenance	1,600.00	2,600.00	1,600.00	1,085.80	2,600.00	751.98
6625	Equipment Maintenance Repairs	2,000.00	2,000.00	1,000.00	306.98	.00	.00
6700_105	Travel & Training Special Training	120,000.00	160,000.00	160,000.00	116,943.22	110,500.00	100,710.53
6800_140	Fees for Services Hospitality Expense	2,000.00	3,000.00	3,000.00	2,026.31	3,000.00	1,997.93
7000	Bad Debt Expense	.00	.00	.00	.00	.00	93.00
7005	Refunds	.00	.00	.00	.00	2,710.00	2,766.70
7200_115	Capital Leases Equipment	5,630.00	5,630.00	12,771.00	5,629.84	11,000.00	6,663.52
9999_100	Expenditure Control General Fund	.00	(550,000.00)	.00	.00	.00	.00
	General Operating Totals	$985,763.00	$568,694.00	$1,135,571.00	$962,116.79	$995,300.00	$877,661.43
Interfund							
8005	Vehicle/Equipment Repairs	2,000.00	2,000.00	13,000.00	12,808.90	2,000.00	1,797.96
	Interfund Totals	$2,000.00	$2,000.00	$13,000.00	$12,808.90	$2,000.00	$1,797.96
Division	**050 - Police Uniform Services** Totals	$16,076,342.00	$14,830,352.00	$15,306,754.00	$14,728,684.02	$13,817,190.00	$13,264,233.65
Division	**051 - Airport Division**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	640,567.00	599,440.00	689,751.00	578,943.15	578,592.00	632,006.99
5100	Overtime	100,000.00	100,000.00	60,000.00	54,985.02	.00	132,972.77
5200_105	Other Personnel Services Special Duty	.00	.00	.00	1,024.10	.00	.00
5200_115	Other Personnel Services Other Compensation	42,440.00	44,205.00	42,100.00	35,285.79	39,800.00	39,749.77
5200_117	Other Personnel Services Retention	2,674.00	7,200.00	7,200.00	4,800.00	7,200.00	6,000.00
5200_120	Other Personnel Services Shift Differential	10,000.00	10,500.00	10,000.00	8,328.76	10,000.00	7,956.20
5200_130	Other Personnel Services Allowance Taxable	2,400.00	4,200.00	4,000.00	2,523.04	4,000.00	3,769.18
5400_100	Employee Benefits FICA	11,572.00	11,100.00	11,789.00	9,642.52	52,754.00	11,353.09
5400_120	Employee Benefits Workers Compensation	17,363.00	17,363.00	.00	.00	.00	.00

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**17 - Police**						
Division	**051 - Airport Division**						
Personnel Services							
5400_135	Employee Benefits Life Insurance	.00	.00	592.00	1,023.94	.00	651.17
5400_144	Employee Benefits OPEB-Post Employment Benefit	6,406.00	7,105.00	6,898.00	4,714.81	5,800.00	6,384.96
	Personnel Services Totals	$833,422.00	$801,113.00	$832,330.00	$701,271.13	$698,146.00	$840,844.13
General Operating							
6214	Clothing And Uniforms	24,500.00	.00	.00	.00	.00	.00
	General Operating Totals	$24,500.00	$0.00	$0.00	$0.00	$0.00	$0.00
Division	**051 - Airport Division** Totals	$857,922.00	$801,113.00	$832,330.00	$701,271.13	$698,146.00	$840,844.13
Division	**052 - Dispatch and Communications**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,137,974.00	1,092,867.00	1,050,295.00	792,254.89	1,133,490.00	768,569.58
5000_115	Salaries and Wages Seasonal/Temporary	.00	10,000.00	25,000.00	10,315.39	23,000.00	10,521.63
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(150,000.00)	.00	(400,000.00)	.00
5100	Overtime	300,000.00	250,000.00	380,000.00	441,724.44	300,000.00	632,416.05
5200_105	Other Personnel Services Special Duty	.00	.00	.00	292.50	.00	.00
5200_115	Other Personnel Services Other Compensation	78,600.00	80,325.00	76,500.00	72,663.07	76,500.00	69,971.63
5200_116	Other Personnel Services Longevity Pay	743.00	500.00	500.00	500.00	800.00	533.28
5200_117	Other Personnel Services Retention	.00	.00	.00	.00	20,000.00	3,448.80
5200_120	Other Personnel Services Shift Differential	26,000.00	32,550.00	31,000.00	22,351.46	31,000.00	21,843.63
5200_130	Other Personnel Services Allowance Taxable	7,950.00	8,348.00	7,950.00	5,487.39	7,950.00	5,024.88
5400_100	Employee Benefits FICA	118,672.00	112,806.00	120,200.00	94,371.78	118,019.00	98,211.58
5400_120	Employee Benefits Workers Compensation	29,026.00	29,026.00	.00	.00	.00	.00
5400_135	Employee Benefits Life Insurance	.00	.00	15.00	15.00	.00	9.95
	Personnel Services Totals	$1,698,965.00	$1,616,422.00	$1,541,460.00	$1,439,975.92	$1,310,759.00	$1,610,551.01
General Operating							
9999_100	Expenditure Control General Fund	.00	(95,000.00)	.00	.00	.00	.00
	General Operating Totals	$0.00	($95,000.00)	$0.00	$0.00	$0.00	$0.00
Division	**052 - Dispatch and Communications** Totals	$1,698,965.00	$1,521,422.00	$1,541,460.00	$1,439,975.92	$1,310,759.00	$1,610,551.01
Division	**054 - Community Support**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	528,561.00	630,208.00	830,000.00	413,924.83	1,348,449.00	907,229.94
5000_900	Salaries and Wages Attrition/reorganization	(32,000.00)	.00	(9,141.00)	.00	(350,000.00)	.00
5100	Overtime	25,000.00	50,000.00	70,000.00	21,711.38	100,000.00	99,857.87
5200_115	Other Personnel Services Other Compensation	11,920.00	60,900.00	58,000.00	5,201.97	102,300.00	10,239.44

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
EXPENSE							
Department **17 - Police**							
Division **054 - Community Support**							
Personnel Services							
5200_120	Other Personnel Services Shift Differential	10,000.00	15,750.00	15,000.00	9,925.17	15,000.00	13,199.36
5200_130	Other Personnel Services Allowance Taxable	6,400.00	12,101.00	11,525.00	3,221.11	11,225.00	7,100.49
5400_100	Employee Benefits FICA	44,514.00	58,825.00	63,495.00	33,581.70	97,688.00	72,878.30
5400_120	Employee Benefits Workers Compensation	24,337.00	24,337.00	.00	.00	.00	.00
	Personnel Services Totals	$618,732.00	$852,121.00	$1,038,879.00	$487,566.16	$1,324,662.00	$1,110,505.40
General Operating							
7650_370	Regional Programs Expanded Mental Health	.00	.00	.00	.00	365,000.00	100,621.57
9999_100	Expenditure Control General Fund	.00	(24,000.00)	.00	.00	.00	.00
	General Operating Totals	$0.00	($24,000.00)	$0.00	$0.00	$365,000.00	$100,621.57
	Division **054 - Community Support** Totals	$618,732.00	$828,121.00	$1,038,879.00	$487,566.16	$1,689,662.00	$1,211,126.97
Division **055 - CAIP**							
Program **000 - Administration**							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	647,553.00	717,608.00	682,598.00	638,840.86	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(101,000.00)	.00	.00	.00
5100	Overtime	30,000.00	40,000.00	40,000.00	40,929.31	.00	.00
5200_105	Other Personnel Services Special Duty	.00	.00	.00	1,188.42	.00	.00
5200_115	Other Personnel Services Other Compensation	13,920.00	45,150.00	43,000.00	5,246.01	.00	.00
5200_120	Other Personnel Services Shift Differential	6,000.00	3,150.00	3,000.00	5,134.26	.00	.00
5200_130	Other Personnel Services Allowance Taxable	3,550.00	7,403.00	7,050.00	3,932.62	.00	.00
5400_100	Employee Benefits FICA	53,628.00	62,218.00	59,337.00	50,623.63	.00	156.44
5400_120	Employee Benefits Workers Compensation	19,612.00	19,612.00	.00	.00	.00	.00
	Personnel Services Totals	$774,263.00	$895,141.00	$733,985.00	$745,895.11	$0.00	$156.44
General Operating							
6248	Community Support	.00	1,000.00	2,000.00	1,992.03	.00	.00
9999_100	Expenditure Control General Fund	.00	(35,000.00)	.00	.00	.00	.00
	General Operating Totals	$0.00	($34,000.00)	$2,000.00	$1,992.03	$0.00	$0.00
	Program **000 - Administration** Totals	$774,263.00	$861,141.00	$735,985.00	$747,887.14	$0.00	$156.44

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**17 - Police**						
Division	**055 - CAIP**						
Program	**170 - Cares**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	244,417.00	234,177.00	134,383.66	.00	21,467.60
5100	Overtime	.00	.00	.00	654.70	.00	.00
5200_115	Other Personnel Services Other Compensation	.00	15,225.00	14,500.00	910.75	.00	.00
5200_120	Other Personnel Services Shift Differential	.00	2,100.00	2,000.00	77.03	.00	.00
5200_130	Other Personnel Services Allowance Taxable	.00	4,043.00	3,850.00	203.81	.00	.00
5400_100	Employee Benefits FICA	.00	20,333.00	19,471.00	9,884.42	.00	1,563.52
5400_120	Employee Benefits Workers Compensation	.00	7,034.00	.00	.00	.00	.00
	Personnel Services Totals	$0.00	$293,152.00	$273,998.00	$146,114.37	$0.00	$23,031.12
General Operating							
7650_370	Regional Programs Expanded Mental Health	.00	50,000.00	70,380.00	18,826.16	.00	.00
	General Operating Totals	$0.00	$50,000.00	$70,380.00	$18,826.16	$0.00	$0.00
	Program **170 - Cares** Totals	$0.00	$343,152.00	$344,378.00	$164,940.53	$0.00	$23,031.12
	Division **055 - CAIP** Totals	$774,263.00	$1,204,293.00	$1,080,363.00	$912,827.67	$0.00	$23,187.56
	Department **17 - Police** Totals	$21,240,156.00	$20,339,434.00	$21,237,226.00	$19,861,562.40	$18,709,378.00	$18,184,758.29
Department	**19 - Public Works**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	409,425.00	391,516.00	481,240.00	542,968.00	462,212.00	461,750.49
5000_110	Salaries and Wages Regular Part Time	.00	.00	.00	433.49	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	88.11	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(297,762.00)	.00	(390,000.00)	.00
5100	Overtime	9,785.00	9,785.00	9,500.00	11,398.81	9,000.00	9,865.37
5200_110	Other Personnel Services On-Call	.00	.00	.00	842.61	.00	.00
5200_115	Other Personnel Services Other Compensation	.00	3,193.00	3,100.00	2,750.91	.00	2,461.38
5200_116	Other Personnel Services Longevity Pay	2,360.00	2,360.00	2,334.00	2,360.00	2,210.00	2,334.59
5200_130	Other Personnel Services Allowance Taxable	.00	3,173.00	3,081.00	2,319.88	.00	1,946.11
5400_100	Employee Benefits FICA	32,250.00	31,367.00	38,193.00	35,348.18	36,217.00	34,833.20
5400_115	Employee Benefits Retirement B	363,287.00	376,615.00	348,660.00	348,660.00	319,091.00	319,091.00
5400_120	Employee Benefits Workers Compensation	145,273.00	2,525.00	16,171.00	16,171.00	104,179.00	102,974.57
5400_125	Employee Benefits Health Insurance	1,092,422.00	1,048,714.00	984,974.00	984,974.00	771,237.00	771,237.00
5400_130	Employee Benefits Dental Insurance	41,372.00	42,227.00	46,400.00	46,400.00	41,263.00	41,263.00
5400_135	Employee Benefits Life Insurance	7,793.00	8,458.00	7,971.00	7,971.00	9,093.00	9,093.00
5400_145	Employee Benefits Employee Parking	.00	.00	.00	.00	600.00	.00

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**000 - Admin**						
Personnel Services							
5400_150	Employee Benefits Recognition	6,875.00	6,875.00	5,000.00	3,446.53	4,000.00	3,959.88
	Personnel Services Totals	$2,110,842.00	$1,926,808.00	$1,648,862.00	$2,006,132.52	$1,369,102.00	$1,760,809.59
Capital Equipment							
6211_110	Specialized Equipment Safety Equipment	1,500.00	2,000.00	2,000.00	.00	2,000.00	(39.95)
	Capital Equipment Totals	$1,500.00	$2,000.00	$2,000.00	$0.00	$2,000.00	($39.95)
General Operating							
6000	Office Supplies	5,500.00	5,500.00	5,500.00	4,251.21	5,500.00	4,610.12
6005	Postage	4,500.00	5,000.00	5,000.00	(74.81)	5,000.00	4,366.83
6010	Computer Equipment	.00	.00	.00	199.50	.00	.00
6020	Office Equipment	1,000.00	1,000.00	1,000.00	209.90	1,000.00	121.99
6025	Furnishings	1,000.00	1,000.00	1,500.00	.00	2,000.00	.00
6200	Medical Fees And Supplies	150.00	300.00	300.00	.00	300.00	.00
6202	Printing/Copying/Paper Mgt	3,100.00	3,000.00	3,000.00	4,285.34	3,000.00	3,274.49
6203	Dues/Subscriptions	1,000.00	2,500.00	2,500.00	2,352.99	2,800.00	2,113.50
6214	Clothing And Uniforms	1,500.00	1,500.00	1,500.00	.00	1,500.00	.00
6350	Legal Notice & Advertising	1,000.00	1,000.00	400.00	.00	500.00	.00
6400_125	Utilities Telecommunications	9,000.00	8,200.00	8,200.00	8,921.19	9,000.00	8,775.63
6400_127	Utilities Cellular Communications	2,500.00	2,750.00	2,750.00	891.91	2,750.00	1,055.38
6500_118	Professional and Consultant Svs Contractual Services	26,000.00	25,000.00	27,020.00	26,880.00	25,540.00	25,591.00
6500_142	Professional and Consultant Svs Marketing and Promotion	2,500.00	2,500.00	2,100.00	907.99	460.00	.00
6700_105	Travel & Training Special Training	2,000.00	2,000.00	1,000.00	177.91	2,000.00	781.85
6700_110	Travel & Training Travel Expense	1,000.00	1,000.00	480.00	70.00	1,250.00	.00
7200_115	Capital Leases Equipment	940.00	4,569.00	4,569.00	4,509.44	3,900.00	4,379.98
9999_100	Expenditure Control General Fund	(388,490.00)	(174,257.00)	.00	.00	.00	.00
	General Operating Totals	($325,800.00)	($107,438.00)	$66,819.00	$53,582.57	$66,500.00	$55,070.77
	Division **000 - Admin** Totals	$1,786,542.00	$1,821,370.00	$1,717,681.00	$2,059,715.09	$1,437,602.00	$1,815,840.41
Division	**053 - Parking Services**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	344,346.00	354,373.00	269,195.00	255,606.63	259,817.00	272,220.71
5000_110	Salaries and Wages Regular Part Time	32,115.00	39,972.00	34,501.00	21,937.03	27,434.00	16,500.40
5100	Overtime	9,270.00	9,270.00	9,000.00	9,430.43	10,000.00	7,510.44
5200_106	Other Personnel Services Staffing	.00	.00	.00	541.37	.00	348.50
5200_110	Other Personnel Services On-Call	.00	9,270.00	9,000.00	1,313.09	17,140.00	598.50
5200_115	Other Personnel Services Other Compensation	.00	2,292.00	2,225.00	1,638.17	2,000.00	1,819.57

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**053 - Parking Services**						
Personnel Services							
5200_116	Other Personnel Services Longevity Pay	1,659.00	2,090.00	1,906.00	2,566.52	2,000.00	2,058.28
5200_120	Other Personnel Services Shift Differential	.00	3,090.00	3,000.00	2,965.45	3,000.00	2,990.67
5200_130	Other Personnel Services Allowance Taxable	.00	4,635.00	4,500.00	2,630.78	3,000.00	2,029.69
5400_100	Employee Benefits FICA	29,635.00	32,512.00	26,590.00	21,237.50	21,133.00	21,710.98
5400_120	Employee Benefits Workers Compensation	.00	11,422.00	8,646.00	8,646.00	.00	.00
5400_150	Employee Benefits Recognition	400.00	400.00	400.00	.00	243.00	240.84
	Personnel Services Totals	$417,425.00	$469,326.00	$368,963.00	$328,512.97	$345,767.00	$328,028.58
Capital Equipment							
6211	Specialized Equipment	77,250.00	42,428.00	59,462.00	24,550.58	31,500.00	30,195.97
	Capital Equipment Totals	$77,250.00	$42,428.00	$59,462.00	$24,550.58	$31,500.00	$30,195.97
General Operating							
6000	Office Supplies	5,000.00	6,000.00	6,500.00	1,780.26	5,000.00	4,795.82
6005	Postage	25,000.00	12,000.00	25,000.00	16,393.00	15,000.00	15,000.00
6010	Computer Equipment	1,000.00	800.00	2,000.00	.00	.00	.00
6015	Computer Software	45,000.00	16,572.00	30,538.00	20,358.06	.00	.00
6020	Office Equipment	1,000.00	1,000.00	1,000.00	.00	1,000.00	.00
6202	Printing/Copying/Paper Mgt	25,000.00	25,000.00	25,000.00	13,530.47	25,175.00	23,422.21
6203	Dues/Subscriptions	500.00	500.00	800.00	461.75	909.00	255.00
6214	Clothing And Uniforms	2,000.00	2,000.00	2,000.00	686.75	.00	.00
6294	Donations	35,000.00	40,000.00	50,000.00	32,103.00	33,301.00	33,253.25
6400_125	Utilities Telecommunications	9,270.00	9,000.00	8,400.00	8,168.86	8,500.00	8,814.01
6500	Professional and Consultant Svs	.00	.00	.00	.00	8,360.00	8,356.46
6500_118	Professional and Consultant Svs Contractual Services	100,000.00	113,000.00	100,000.00	90,644.90	99,872.00	92,770.00
6605	Radio Maintenance	500.00	1,000.00	1,000.00	90.00	1,000.00	170.00
6700_100	Travel & Training Education	6,000.00	5,500.00	6,792.00	394.60	6,000.00	7,048.77
7000	Bad Debt Expense	2,000.00	1,000.00	1,000.00	3,908.62	1,000.00	332.75
7005	Refunds	.00	.00	.00	95.00	.00	.00
7200_115	Capital Leases Equipment	3,200.00	4,200.00	4,000.00	2,339.04	4,000.00	2,218.43
7303	Regulatory and Bank Fees	40,000.00	40,000.00	40,000.00	23,148.81	36,000.00	31,559.97
	General Operating Totals	$300,470.00	$277,572.00	$304,030.00	$214,103.12	$245,117.00	$227,996.67
	Division **053 - Parking Services** Totals	$795,145.00	$789,326.00	$732,455.00	$567,166.67	$622,384.00	$586,221.22
Division	**150 - Engineering**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,092,860.00	1,118,382.00	1,079,436.00	896,600.70	1,034,590.00	855,975.12
5000_115	Salaries and Wages Seasonal/Temporary	.00	102,400.00	84,744.00	40,297.48	155,360.00	49,360.57

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**150 - Engineering**						
Personnel Services							
5000_910	Salaries and Wages Total Compensation Contingency	.00	.00	55,641.00	.00	.00	.00
5100	Overtime	5,000.00	13,000.00	13,000.00	2,975.35	13,050.73	2,605.27
5200_115	Other Personnel Services Other Compensation	2,300.00	2,300.00	2,300.00	1,500.00	2,300.00	2,000.00
5200_116	Other Personnel Services Longevity Pay	.00	.00	.00	.00	750.00	105.92
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	7.63	.00	3.26
5200_130	Other Personnel Services Allowance Taxable	4,000.00	4,000.00	5,750.00	.00	4,250.00	3,477.00
5400_100	Employee Benefits FICA	84,468.00	94,866.00	79,463.00	68,475.70	92,588.00	66,869.74
5400_120	Employee Benefits Workers Compensation	.00	36,113.00	36,355.00	36,355.00	.00	.00
5400_150	Employee Benefits Recognition	750.00	750.00	750.00	.00	750.00	383.93
	Personnel Services Totals	$1,189,378.00	$1,371,811.00	$1,357,439.00	$1,046,211.86	$1,303,638.73	$980,780.81
General Operating							
6000	Office Supplies	500.00	500.00	.00	.00	.00	20.95
6010	Computer Equipment	800.00	1,000.00	1,000.00	421.57	1,950.00	574.36
6015	Computer Software	.00	.00	.00	.00	2,400.00	.00
6020	Office Equipment	750.00	750.00	750.00	.00	750.00	341.14
6025	Furnishings	1,000.00	1,000.00	1,700.00	512.45	700.00	581.89
6200	Medical Fees And Supplies	500.00	1,000.00	820.00	77.31	350.00	.00
6202	Printing/Copying/Paper Mgt	1,500.00	2,500.00	2,500.00	16.63	2,000.00	49.64
6203	Dues/Subscriptions	7,000.00	11,500.00	12,000.00	1,282.50	13,000.00	2,080.49
6204	Books	2,000.00	2,300.00	400.00	.00	800.00	370.00
6208	Special Supplies	750.00	750.00	750.00	457.15	500.00	.00
6210	Small Tools and Equipment	750.00	750.00	150.00	.00	5,500.00	.00
6214	Clothing And Uniforms	1,000.00	500.00	1,500.00	1,384.23	400.00	.00
6350	Legal Notice & Advertising	1,000.00	1,000.00	1,000.00	.00	1,000.00	590.00
6400_125	Utilities Telecommunications	350.00	350.00	750.00	284.92	1,000.00	258.47
6400_127	Utilities Cellular Communications	8,000.00	8,000.00	7,000.00	5,103.86	8,000.00	5,301.54
6700_100	Travel & Training Education	.00	.00	.00	.00	.00	520.00
6700_105	Travel & Training Special Training	13,000.00	13,000.00	13,000.00	1,779.95	13,000.00	2,177.50
6700_110	Travel & Training Travel Expense	6,100.00	6,100.00	6,100.00	.00	.00	.00
6700_115	Travel & Training Mileage	2,500.00	2,500.00	2,500.00	105.14	2,200.00	451.30
6800_140	Fees for Services Hospitality Expense	900.00	1,000.00	1,000.00	435.57	1,500.00	630.60
7200_115	Capital Leases Equipment	1,200.00	1,300.00	1,300.00	1,247.48	1,300.00	1,230.02
	General Operating Totals	$49,600.00	$55,800.00	$54,220.00	$13,108.76	$56,350.00	$15,177.90
	Division **150 - Engineering** Totals	$1,238,978.00	$1,427,611.00	$1,411,659.00	$1,059,320.62	$1,359,988.73	$995,958.71

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**151 - Equipment Maintenance**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	687,543.00	624,640.00	690,838.00	609,376.46	707,469.00	675,841.32
5100	Overtime	45,741.00	45,320.00	44,000.00	52,680.48	28,000.00	39,204.62
5200_110	Other Personnel Services On-Call	28,978.00	26,234.00	25,470.00	25,290.00	21,374.00	22,890.00
5200_115	Other Personnel Services Other Compensation	19,956.00	19,956.00	19,375.00	13,317.71	22,000.00	14,734.49
5200_116	Other Personnel Services Longevity Pay	500.00	2,431.00	2,139.00	2,432.53	2,060.00	2,139.10
5200_120	Other Personnel Services Shift Differential	1,545.00	1,545.00	1,500.00	3.89	1,500.00	9.39
5200_130	Other Personnel Services Allowance Taxable	7,294.00	7,294.00	7,082.00	3,836.45	4,000.00	4,204.37
5400_100	Employee Benefits FICA	60,554.00	59,001.00	64,291.00	51,461.91	60,160.00	54,865.00
5400_120	Employee Benefits Workers Compensation	.00	19,363.00	24,844.00	24,844.00	.00	.00
5400_150	Employee Benefits Recognition	1,500.00	1,500.00	.00	.00	.00	.00
	Personnel Services Totals	$853,611.00	$807,284.00	$879,539.00	$783,243.43	$846,563.00	$813,888.29
General Operating							
6000	Office Supplies	350.00	350.00	350.00	.00	350.00	146.22
6007	Shipping and Moving	.00	.00	.00	.00	.00	105.69
6010	Computer Equipment	150.00	150.00	150.00	.00	150.00	268.05
6200	Medical Fees And Supplies	750.00	750.00	750.00	709.00	750.00	431.00
6202	Printing/Copying/Paper Mgt	150.00	150.00	150.00	29.69	150.00	23.47
6203	Dues/Subscriptions	7,500.00	7,500.00	9,500.00	8,855.00	7,500.00	7,889.65
6208	Special Supplies	16,000.00	16,000.00	16,000.00	13,833.86	18,000.00	16,439.44
6210	Small Tools and Equipment	23,000.00	16,000.00	13,500.00	12,670.42	29,000.00	24,710.43
6212	Fuel	.00	.00	.00	.00	.00	(451.88)
6212_100	Fuel Unleaded	280,000.00	316,868.00	259,868.00	238,712.28	343,334.00	259,583.70
6212_110	Fuel Diesel	279,030.00	303,670.00	296,670.00	276,432.78	354,883.00	279,103.75
6212_115	Fuel Propane	300.00	300.00	300.00	.00	300.00	.00
6214	Clothing And Uniforms	9,750.00	9,368.00	8,300.00	8,091.23	5,600.00	6,261.98
6216	Oil & Grease & Antifreeze	35,000.00	35,000.00	35,000.00	28,314.41	35,000.00	33,799.64
6300_100	Repair & Maintenance Equipment Parts	442,400.00	447,496.00	457,400.00	406,998.37	443,400.00	433,837.06
6300_120	Repair & Maintenance Tires	63,600.00	72,137.00	63,000.00	57,815.70	74,000.00	80,125.84
6400_100	Utilities Electricity	27,325.00	44,845.00	53,845.00	51,379.79	39,000.00	52,662.72
6400_105	Utilities Gas	13,754.00	30,000.00	30,000.00	29,497.77	30,000.00	30,205.72
6400_125	Utilities Telecommunications	3,000.00	3,000.00	3,000.00	1,246.77	3,000.00	1,205.48
6400_127	Utilities Cellular Communications	2,250.00	2,250.00	2,250.00	1,394.41	2,250.00	1,930.00
6500_118	Professional and Consultant Svs Contractual Services	5,900.00	5,900.00	34,900.00	33,969.85	20,900.00	8,595.94
6620	Contractual Vehicle Repair	143,250.00	211,454.00	164,000.00	156,446.23	115,000.00	110,454.27
6700_100	Travel & Training Education	5,000.00	5,000.00	5,000.00	2,415.00	5,500.00	3,184.62
6700_110	Travel & Training Travel Expense	1,500.00	1,500.00	200.00	.00	1,500.00	1,898.78

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**151 - Equipment Maintenance**						
General Operating							
7200_115	Capital Leases Equipment	390.00	390.00	180.00	390.48	180.00	287.66
	General Operating Totals	$1,360,349.00	$1,530,078.00	$1,454,313.00	$1,329,203.04	$1,529,747.00	$1,352,699.23
Interfund							
7900_116	Interfund Transfer Fleet	1,250,000.00	902,425.00	902,425.00	.00	400,000.00	400,000.00
	Interfund Totals	$1,250,000.00	$902,425.00	$902,425.00	$0.00	$400,000.00	$400,000.00
Division	**151 - Equipment Maintenance** Totals	$3,463,960.00	$3,239,787.00	$3,236,277.00	$2,112,446.47	$2,776,310.00	$2,566,587.52
Division	**152 - Streets**						
Program	**481 - Street Maintenance**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,145,228.00	1,207,804.00	1,250,483.00	1,030,974.81	1,232,064.00	1,087,568.46
5000_115	Salaries and Wages Seasonal/Temporary	152,600.00	110,421.00	107,205.00	41,487.73	107,205.00	34,209.99
5100	Overtime	269,227.00	269,227.00	261,385.00	319,238.37	225,000.00	273,620.73
5200_110	Other Personnel Services On-Call	63,650.00	59,328.00	57,600.00	60,300.00	52,000.00	40,904.00
5200_115	Other Personnel Services Other Compensation	46,050.00	46,050.00	35,000.00	31,088.62	35,000.00	48,795.18
5200_116	Other Personnel Services Longevity Pay	3,670.00	6,125.00	5,681.00	6,126.23	4,302.00	6,204.40
5200_120	Other Personnel Services Shift Differential	1,545.00	1,545.00	1,500.00	875.25	1,500.00	746.39
5200_130	Other Personnel Services Allowance Taxable	15,450.00	15,450.00	15,000.00	14,564.46	11,000.00	33,637.29
5400_100	Employee Benefits FICA	129,853.00	131,270.00	132,640.00	111,009.31	127,607.00	112,612.20
5400_120	Employee Benefits Workers Compensation	.00	38,183.00	43,050.00	43,050.00	.00	.00
5400_150	Employee Benefits Recognition	452.00	752.00	452.00	399.64	.00	314.79
	Personnel Services Totals	$1,827,725.00	$1,886,155.00	$1,909,996.00	$1,659,114.42	$1,795,678.00	$1,638,613.43
General Operating							
6000	Office Supplies	500.00	500.00	500.00	.00	500.00	.00
6200	Medical Fees And Supplies	1,407.00	1,407.00	1,407.00	533.00	1,250.00	1,339.00
6202	Printing/Copying/Paper Mgt	250.00	250.00	250.00	142.83	250.00	76.92
6203	Dues/Subscriptions	186.00	186.00	186.00	.00	50.00	124.00
6208	Special Supplies	21,000.00	21,000.00	21,000.00	14,562.73	26,000.00	22,004.35
6210	Small Tools and Equipment	8,000.00	8,000.00	8,000.00	7,664.69	14,000.00	8,009.43
6212_115	Fuel Propane	250.00	250.00	250.00	.00	250.00	.00
6214	Clothing And Uniforms	3,000.00	3,000.00	3,000.00	1,028.00	6,500.00	395.50
6276	Field Supplies&Materials	3,100.00	3,100.00	3,100.00	960.00	3,100.00	1,040.88
6300_100	Repair & Maintenance Equipment Parts	.00	.00	.00	.00	1,000.00	.00
6300_125	Repair & Maintenance Gravel	63,000.00	63,000.00	63,000.00	26,653.71	70,000.00	67,217.38
6300_140	Repair & Maintenance Salt	285,000.00	285,000.00	281,000.00	223,614.26	248,000.00	143,872.56
6300_145	Repair & Maintenance Concrete	89,000.00	89,000.00	89,000.00	50,148.14	89,048.00	67,303.26

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**152 - Streets**						
Program	**481 - Street Maintenance**						
General Operating							
6300_175	Repair & Maintenance Landscape materials	5,000.00	5,000.00	5,000.00	803.44	7,000.00	4,609.77
6300_180	Repair & Maintenance Asphalt	73,000.00	73,000.00	73,000.00	47,770.00	75,000.00	57,239.38
6300_182	Repair & Maintenance Drainage and Catch Basins	60,000.00	60,000.00	60,000.00	39,966.00	60,000.00	54,961.79
6350	Legal Notice & Advertising	2,085.00	5,050.00	2,250.00	2,085.00	1,500.00	1,970.00
6400_120	Utilities Rubbish Removal	8,000.00	8,000.00	8,000.00	(4,040.09)	8,000.00	7,521.41
6400_125	Utilities Telecommunications	3,163.00	3,163.00	4,295.00	4,294.38	2,750.00	3,455.93
6400_127	Utilities Cellular Communications	10,000.00	10,000.00	10,000.00	5,552.84	10,000.00	7,328.42
6500_118	Professional and Consultant Svs Contractual Services	15,000.00	14,700.00	15,500.00	15,015.00	15,000.00	10,560.00
6530_115	Rentals Equipment	17,000.00	17,000.00	9,668.00	.00	10,000.00	942.50
6700_100	Travel & Training Education	3,000.00	3,000.00	7,500.00	6,850.00	3,000.00	299.95
6700_110	Travel & Training Travel Expense	700.00	700.00	700.00	.00	700.00	.00
7200_115	Capital Leases Equipment	210.00	210.00	.00	210.00	.00	122.50
	General Operating Totals	$671,851.00	$674,516.00	$666,606.00	$443,813.93	$652,898.00	$460,394.93
Program	**481 - Street Maintenance** Totals	$2,499,576.00	$2,560,671.00	$2,576,602.00	$2,102,928.35	$2,448,576.00	$2,099,008.36
Division	**152 - Streets** Totals	$2,499,576.00	$2,560,671.00	$2,576,602.00	$2,102,928.35	$2,448,576.00	$2,099,008.36
Division	**153 - Recycling**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	33,422.00	263,689.00	226,118.00	197,560.93	217,595.00	146,323.31
5100	Overtime	17,500.00	35,000.00	20,000.00	22,925.81	20,000.00	15,814.15
5200_110	Other Personnel Services On-Call	3,605.00	3,605.00	3,500.00	3,060.00	5,000.00	2,058.00
5200_115	Other Personnel Services Other Compensation	12,644.00	20,300.00	10,000.00	8,431.36	10,000.00	9,273.31
5200_120	Other Personnel Services Shift Differential	103.00	103.00	100.00	97.61	100.00	5.28
5200_125	Other Personnel Services Taxable Reimbursements	1,545.00	1,545.00	1,500.00	.00	1,500.00	.00
5200_130	Other Personnel Services Allowance Taxable	3,200.00	3,090.00	3,000.00	3,200.00	3,000.00	1,600.00
5400_100	Employee Benefits FICA	5,509.00	25,041.00	20,213.00	16,425.73	19,675.00	12,723.84
5400_120	Employee Benefits Workers Compensation	.00	7,638.00	7,581.00	7,581.00	.00	.00
	Personnel Services Totals	$77,528.00	$360,011.00	$292,012.00	$259,282.44	$276,870.00	$187,797.89
Capital Equipment							
9500_110	Capital Outlay Capital Expenditures	43,042.00	260,000.00	159,657.00	157,757.73	159,657.00	107,422.35
9500_170	Capital Outlay Building Improvements	.00	.00	.00	375,000.00	.00	.00
	Capital Equipment Totals	$43,042.00	$260,000.00	$159,657.00	$532,757.73	$159,657.00	$107,422.35
General Operating							
6200	Medical Fees And Supplies	250.00	500.00	500.00	200.00	500.00	308.00
6208	Special Supplies	15,000.00	65,000.00	58,677.00	17,314.59	176,000.00	63,624.06
6210	Small Tools and Equipment	250.00	500.00	500.00	.00	500.00	.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**19 - Public Works**						
Division	**153 - Recycling**						
General Operating							
6214	Clothing And Uniforms	.00	750.00	750.00	.00	750.00	.00
6350	Legal Notice & Advertising	3,500.00	1,500.00	1,500.00	195.81	3,000.00	269.78
6400_100	Utilities Electricity	1,500.00	1,500.00	1,200.00	576.47	.00	.00
6400_105	Utilities Gas	3,000.00	3,000.00	2,050.00	1,355.16	.00	.00
6400_115	Utilities Water/Wastewater	2,200.00	1,000.00	700.00	985.84	.00	.00
6400_117	Utilities Stormwater	1,650.00	500.00	700.00	354.24	.00	.00
6400_127	Utilities Cellular Communications	.00	400.00	400.00	.00	400.00	.00
6500_115	Professional and Consultant Svs Legal/Arbitration	.00	.00	1,673.00	1,673.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	1,022,198.00	424,000.00	270,000.00	228,568.85	272,000.00	213,973.05
7312	Real Estate Taxes	11,000.00	11,000.00	.00	5,390.10	.00	.00
	General Operating Totals	$1,060,548.00	$509,650.00	$338,650.00	$256,614.06	$453,150.00	$278,174.89
Interfund							
8005	Vehicle/Equipment Repairs	20,000.00	75,000.00	.00	.00	.00	.00
	Interfund Totals	$20,000.00	$75,000.00	$0.00	$0.00	$0.00	$0.00
	Division **153 - Recycling** Totals	$1,201,118.00	$1,204,661.00	$790,319.00	$1,048,654.23	$889,677.00	$573,395.13
	Department **19 - Public Works** Totals	$10,985,319.00	$11,043,426.00	$10,464,993.00	$8,950,231.43	$9,534,537.73	$8,637,011.35
Department	**20 - Permitting and Inspections**						
Division	**000 - Admin**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	581,379.00	694,320.00	683,969.00	579,418.23	659,836.00	625,912.20
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(91,852.00)	.00	(75,000.00)	.00
5000_910	Salaries and Wages Total Compensation Contingency	5,000.00	.00	.00	.00	.00	.00
5100	Overtime	1,000.00	515.00	1,270.00	1,758.97	500.00	1,461.13
5200_110	Other Personnel Services On-Call	.00	.00	.00	.00	.00	294.00
5200_115	Other Personnel Services Other Compensation	3,090.00	3,090.00	3,000.00	1,944.38	6,000.00	1,300.00
5200_116	Other Personnel Services Longevity Pay	2,360.00	3,002.00	2,860.00	2,637.65	3,971.00	3,970.89
5200_120	Other Personnel Services Shift Differential	.00	.00	2.00	2.54	.00	.00
5200_130	Other Personnel Services Allowance Taxable	20,600.00	20,600.00	20,000.00	18,362.03	20,500.00	20,404.80
5400_100	Employee Benefits FICA	46,927.00	55,197.00	52,324.00	41,139.46	52,811.00	46,746.86
5400_115	Employee Benefits Retirement B	157,983.00	142,568.00	134,583.00	134,583.00	124,117.00	124,117.00
5400_120	Employee Benefits Workers Compensation	20,567.00	17,443.00	22,985.00	22,985.00	18,843.00	18,625.15
5400_125	Employee Benefits Health Insurance	406,037.00	372,263.00	368,425.00	368,425.00	305,925.00	305,925.00
5400_130	Employee Benefits Dental Insurance	16,520.00	15,217.00	17,121.00	17,121.00	14,882.00	14,882.00
5400_135	Employee Benefits Life Insurance	3,142.00	2,925.00	2,729.00	2,729.00	3,268.00	3,268.00
5400_150	Employee Benefits Recognition	2,328.00	2,328.00	.00	.00	.00	.00
	Personnel Services Totals	$1,266,933.00	$1,329,468.00	$1,217,416.00	$1,191,106.26	$1,135,653.00	$1,166,907.03

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**20 - Permitting and Inspections**						
Division	**000 - Admin**						
General Operating							
6000	Office Supplies	1,030.00	1,000.00	1,500.00	604.95	1,500.00	364.19
6005	Postage	3,811.00	3,700.00	3,700.00	3,655.08	3,818.00	4,116.39
6010	Computer Equipment	.00	.00	640.00	630.02	.00	.00
6025	Furnishings	258.00	400.00	750.00	655.96	700.00	159.99
6200	Medical Fees And Supplies	258.00	250.00	250.00	120.00	250.00	.00
6202	Printing/Copying/Paper Mgt	1,030.00	1,275.00	1,500.00	1,449.51	3,000.00	442.02
6203	Dues/Subscriptions	500.00	250.00	665.00	515.00	395.00	395.00
6208	Special Supplies	258.00	250.00	250.00	30.71	250.00	204.80
6210	Small Tools and Equipment	1,030.00	850.00	1,000.00	611.30	1,650.00	46.52
6214	Clothing And Uniforms	515.00	500.00	268.00	.00	1,500.00	.00
6350	Legal Notice & Advertising	250.00	250.00	250.00	.00	250.00	.00
6400_117	Utilities Stormwater	.00	.00	45.00	35.28	.00	.00
6400_120	Utilities Rubbish Removal	2,500.00	2,500.00	1,700.00	.00	4,500.00	1,753.00
6400_125	Utilities Telecommunications	4,000.00	7,000.00	6,370.00	2,913.40	7,000.00	2,684.86
6400_127	Utilities Cellular Communications	6,695.00	6,500.00	6,500.00	4,197.27	6,500.00	5,455.67
6500_118	Professional and Consultant Svs Contractual Services	43,000.00	34,600.00	41,260.00	40,723.42	38,286.00	36,186.00
6500_133	Professional and Consultant Svs Board Of Health Expense	3,000.00	3,000.00	3,000.00	(125.27)	3,000.00	4,085.17
6500_139	Professional and Consultant Svs Relocation Clearing	9,000.00	9,000.00	2,965.00	2,410.00	18,500.00	13,659.70
6700_100	Travel & Training Education	3,090.00	3,000.00	5,500.00	3,807.89	3,500.00	2,325.00
6700_110	Travel & Training Travel Expense	6,180.00	6,000.00	7,000.00	3,767.72	9,000.00	4,783.39
6800_155	Fees for Services Special Events	500.00	1,000.00	1,000.00	.00	1,000.00	.00
7000	Bad Debt Expense	500.00	1,200.00	1,200.00	5.00	1,200.00	.00
7200_115	Capital Leases Equipment	1,622.00	1,575.00	1,526.00	1,525.24	1,332.00	1,301.27
9999_100	Expenditure Control General Fund	(86,330.00)	(116,384.00)	.00	.00	.00	.00
	General Operating Totals	$2,697.00	($32,284.00)	$88,839.00	$67,532.48	$107,131.00	$77,962.97
	Division **000 - Admin** Totals	$1,269,630.00	$1,297,184.00	$1,306,255.00	$1,258,638.74	$1,242,784.00	$1,244,870.00
Division	**154 - Inspection Services**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	482,498.00	510,321.00	501,001.00	472,107.58	464,116.00	479,360.67
5100	Overtime	1,000.00	1,030.00	2,075.00	6,947.62	2,000.00	1,137.78
5200_115	Other Personnel Services Other Compensation	3,090.00	3,090.00	3,000.00	2,224.92	3,000.00	800.00
5200_116	Other Personnel Services Longevity Pay	2,649.00	1,764.00	1,880.00	2,457.17	1,881.00	1,880.00
5200_130	Other Personnel Services Allowance Taxable	21,630.00	21,630.00	21,000.00	20,010.14	20,940.00	21,269.19
5400_100	Employee Benefits FICA	39,081.00	41,144.00	40,383.00	37,735.39	38,562.00	37,345.23

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**20 - Permitting and Inspections**						
Division	**154 - Inspection Services**						
Personnel Services							
5400_120	Employee Benefits Workers Compensation	18,681.00	14,782.00	16,921.00	16,921.00	13,690.00	13,531.73
	Personnel Services Totals	$568,629.00	$593,761.00	$586,260.00	$558,403.82	$544,189.00	$555,324.60
General Operating							
6000	Office Supplies	500.00	500.00	.00	.00	500.00	.00
6005	Postage	500.00	1,115.00	1,425.00	.00	2,500.00	.00
6010	Computer Equipment	500.00	500.00	1,320.00	1,320.00	1,000.00	29.26
6200	Medical Fees And Supplies	.00	.00	500.00	.00	500.00	.00
6202	Printing/Copying/Paper Mgt	.00	.00	.00	.00	2,500.00	425.00
6203	Dues/Subscriptions	1,000.00	1,000.00	1,200.00	.00	1,200.00	825.00
6204	Books	1,500.00	2,110.00	1,500.00	737.02	1,500.00	.00
6208	Special Supplies	500.00	500.00	500.00	.00	500.00	480.90
6210	Small Tools and Equipment	500.00	500.00	500.00	19.96	500.00	.00
6214	Clothing And Uniforms	500.00	500.00	500.00	.00	500.00	.00
6350	Legal Notice & Advertising	500.00	500.00	500.00	.00	1,000.00	.00
6400_125	Utilities Telecommunications	4,000.00	4,700.00	4,700.00	3,209.96	4,700.00	2,998.58
6400_127	Utilities Cellular Communications	4,000.00	4,200.00	4,200.00	2,763.78	4,200.00	3,116.31
6500_118	Professional and Consultant Svs Contractual Services	1,000.00	5,000.00	5,000.00	500.00	.00	.00
6700_105	Travel & Training Special Training	3,000.00	3,900.00	7,000.00	800.00	6,819.00	2,110.39
6700_110	Travel & Training Travel Expense	4,500.00	4,500.00	4,500.00	1,249.60	5,000.00	1,632.42
6700_115	Travel & Training Mileage	2,100.00	2,100.00	1,500.00	1,239.83	1,000.00	318.34
	General Operating Totals	$24,600.00	$31,625.00	$34,845.00	$11,840.15	$33,919.00	$11,936.20
	Division **154 - Inspection Services** Totals	$593,229.00	$625,386.00	$621,105.00	$570,243.97	$578,108.00	$567,260.80
Division	**157 - Zoning**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	496,423.00	339,271.00	384,434.00	318,533.12	377,495.00	310,311.94
5100	Overtime	500.00	515.00	800.00	1,793.69	500.00	308.53
5200_115	Other Personnel Services Other Compensation	1,030.00	1,030.00	1,000.00	652.86	2,000.00	300.00
5200_120	Other Personnel Services Shift Differential	52.00	52.00	50.00	2.00	100.00	.00
5200_130	Other Personnel Services Allowance Taxable	1,442.00	1,442.00	1,400.00	850.00	1,400.00	850.00
5400_100	Employee Benefits FICA	38,208.00	26,187.00	29,635.00	23,003.54	29,184.00	22,179.04
5400_120	Employee Benefits Workers Compensation	17,562.00	9,827.00	13,182.00	13,182.00	10,731.00	10,606.94
5400_150	Employee Benefits Recognition	.00	.00	.00	129.95	.00	.00
	Personnel Services Totals	$555,217.00	$378,324.00	$430,501.00	$358,147.16	$421,410.00	$344,556.45
General Operating							
6000	Office Supplies	515.00	500.00	500.00	132.52	1,500.00	.00

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**20 - Permitting and Inspections**						
Division	**157 - Zoning**						
General Operating							
6005	Postage	1,000.00	1,000.00	700.00	.00	2,000.00	.00
6010	Computer Equipment	.00	.00	680.00	48.99	.00	.00
6020	Office Equipment	1,000.00	1,500.00	820.00	14.00	1,500.00	.00
6202	Printing/Copying/Paper Mgt	2,000.00	2,000.00	2,000.00	1,726.05	2,500.00	546.49
6203	Dues/Subscriptions	500.00	700.00	700.00	311.81	700.00	266.10
6208	Special Supplies	500.00	500.00	500.00	256.71	500.00	55.35
6327	Customer Credits & Refunds	2,500.00	3,500.00	3,500.00	.00	669.00	.00
6350	Legal Notice & Advertising	4,000.00	4,000.00	4,000.00	2,198.20	5,000.00	2,162.86
6400_125	Utilities Telecommunications	1,200.00	1,375.00	1,375.00	949.09	1,375.00	887.96
6500_118	Professional and Consultant Svs Contractual Services	1,900.00	4,250.00	4,250.00	465.75	4,250.00	100.00
6700_100	Travel & Training Education	4,000.00	5,000.00	5,000.00	2,746.60	5,000.00	1,213.00
6700_107	Travel & Training Training Materials	300.00	300.00	300.00	.00	300.00	.00
6700_110	Travel & Training Travel Expense	4,000.00	5,000.00	4,557.00	1,038.25	5,000.00	.00
6700_115	Travel & Training Mileage	1,000.00	1,000.00	1,000.00	.00	1,000.00	.00
6800_140	Fees for Services Hospitality Expense	.00	.00	443.00	311.08	.00	.00
	General Operating Totals	$24,415.00	$30,625.00	$30,325.00	$10,199.05	$31,294.00	$5,231.76
	Division **157 - Zoning** Totals	$579,632.00	$408,949.00	$460,826.00	$368,346.21	$452,704.00	$349,788.21
	Department **20 - Permitting and Inspections** Totals	$2,442,491.00	$2,331,519.00	$2,388,186.00	$2,197,228.92	$2,273,596.00	$2,161,919.01
Department	**21 - Fletcher Free Library**						
Division	**060 - General Services**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	1,440,927.00	1,437,913.00	1,307,197.00	1,323,296.34	1,229,552.00	1,413,962.28
5000_110	Salaries and Wages Regular Part Time	280,828.00	230,627.00	351,393.00	273,959.22	327,391.00	95,339.57
5000_115	Salaries and Wages Seasonal/Temporary	10,300.00	10,300.00	10,000.00	(523.59)	9,635.00	23,611.56
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(93,624.00)	.00	(100,000.00)	.00
5100	Overtime	7,210.00	7,210.00	7,000.00	4,582.94	8,000.00	4,462.14
5200_106	Other Personnel Services Staffing	3,500.00	7,210.00	7,000.00	2,466.42	.00	5,648.60
5200_115	Other Personnel Services Other Compensation	10,000.00	30,900.00	30,000.00	8,549.56	30,000.00	7,741.28
5200_116	Other Personnel Services Longevity Pay	3,246.00	2,828.00	2,640.00	2,765.68	3,810.00	2,200.00
5200_120	Other Personnel Services Shift Differential	16,400.00	15,450.00	15,000.00	15,247.99	12,000.00	14,353.93
5200_130	Other Personnel Services Allowance Taxable	15,450.00	15,450.00	15,000.00	12,213.89	10,000.00	12,306.75
5400_100	Employee Benefits FICA	136,771.00	134,478.00	130,297.00	115,314.81	124,359.00	113,921.61
5400_115	Employee Benefits Retirement B	179,722.00	173,105.00	157,875.00	157,875.00	127,042.00	127,042.00
5400_120	Employee Benefits Workers Compensation	62,141.00	47,855.00	54,643.00	54,643.00	44,284.00	43,772.03
5400_125	Employee Benefits Health Insurance	462,913.00	369,529.00	286,553.00	286,553.00	263,410.00	263,410.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**21 - Fletcher Free Library**						
Division	**060 - General Services**						
Personnel Services							
5400_130	Employee Benefits Dental Insurance	21,395.00	18,196.00	18,251.00	18,251.00	16,625.00	16,625.00
5400_135	Employee Benefits Life Insurance	5,062.00	4,990.00	4,656.00	4,656.00	4,739.00	4,739.00
5400_145	Employee Benefits Employee Parking	2,000.00	720.00	.00	1,960.00	1,500.00	720.00
5400_150	Employee Benefits Recognition	2,356.00	2,356.00	.00	.00	.00	.00
	Personnel Services Totals	$2,660,221.00	$2,509,117.00	$2,303,881.00	$2,281,811.26	$2,112,347.00	$2,149,855.75
General Operating							
6000	Office Supplies	6,500.00	6,000.00	11,000.00	10,162.24	6,152.00	5,967.14
6005	Postage	7,400.00	8,149.00	7,800.00	6,813.44	6,800.00	6,299.88
6010	Computer Equipment	225.00	200.00	7,866.00	7,239.40	1,910.00	1,909.20
6017	Computer Licensing and Maint.	4,800.00	4,500.00	1,500.00	.00	13,480.00	8,200.00
6020	Office Equipment	775.00	.00	750.00	.00	5,126.00	2,786.04
6025	Furnishings	775.00	.00	750.00	.00	35,090.00	35,089.80
6200	Medical Fees And Supplies	515.00	.00	500.00	118.00	400.00	236.00
6202	Printing/Copying/Paper Mgt	2,575.00	4,540.00	5,000.00	4,967.30	3,456.00	3,549.11
6203	Dues/Subscriptions	1,545.00	410.00	1,500.00	180.25	.00	.00
6207	Collection	290,073.00	281,624.00	281,624.00	245,648.67	281,624.00	240,139.16
6208	Special Supplies	4,120.00	1,551.00	4,000.00	2,663.25	2,008.00	1,702.58
6210	Small Tools and Equipment	1,030.00	50.00	.00	.00	.00	.00
6300_170	Repair & Maintenance Buildings	11,900.00	19,600.00	6,500.00	6,201.45	9,600.00	2,360.33
6350	Legal Notice & Advertising	515.00	500.00	500.00	129.54	500.00	81.51
6400_100	Utilities Electricity	67,704.00	65,100.00	62,000.00	50,260.50	55,671.00	53,916.78
6400_105	Utilities Gas	28,660.00	27,825.00	26,500.00	22,438.51	30,088.00	27,890.69
6400_112	Utilities Other	.00	.00	.00	.00	2,077.00	(4,257.53)
6400_115	Utilities Water/Wastewater	12,700.00	11,040.00	10,200.00	19,119.56	10,469.00	10,468.89
6400_120	Utilities Rubbish Removal	.00	.00	.00	.00	5,845.00	.00
6400_125	Utilities Telecommunications	8,240.00	8,000.00	8,000.00	7,582.38	12,000.00	7,538.77
6400_127	Utilities Cellular Communications	155.00	150.00	150.00	120.24	4,450.00	120.24
6500_103	Professional and Consultant Svs Security Contracts	6,750.00	7,512.00	251,260.00	155,384.18	128,180.00	126,368.91
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	.00	300.00	.00	.00
6500_142	Professional and Consultant Svs Marketing and Promotion	1,545.00	3,000.00	1,500.00	1,000.00	1,500.00	1,355.00
6500_151	Professional and Consultant Svs Environmental Testing Sv	.00	69,430.00	.00	.00	.00	.00
6600	Maintenance Contracts	18,540.00	11,238.00	18,000.00	15,777.06	20,000.00	11,262.72
7000	Bad Debt Expense	.00	.00	.00	24.00	.00	.00
7200_115	Capital Leases Equipment	3,296.00	3,200.00	3,200.00	3,191.16	3,299.00	2,865.12

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**21 - Fletcher Free Library**						
Division	**060 - General Services**						
General Operating							
9999_100	Expenditure Control General Fund	(65,107.00)	(117,814.00)	.00	.00	.00	.00
	General Operating Totals	$415,231.00	$415,805.00	$710,100.00	$559,321.13	$639,725.00	$545,850.34
Regional Programs							
7600_330	Regional Services Howard Center Street Outreach	154,500.00	146,000.00	.00	.00	.00	.00
	Regional Programs Totals	$154,500.00	$146,000.00	$0.00	$0.00	$0.00	$0.00
	Division **060 - General Services** Totals	$3,229,952.00	$3,070,922.00	$3,013,981.00	$2,841,132.39	$2,752,072.00	$2,695,706.09
Division	**061 - Summer Reading Program**						
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	9,987.00	9,987.00	18,675.00	12,647.90	5,000.00	2,905.67
5400_100	Employee Benefits FICA	764.00	764.00	1,516.00	712.14	383.00	222.29
5400_120	Employee Benefits Workers Compensation	.00	289.00	.00	.00	.00	.00
	Personnel Services Totals	$10,751.00	$11,040.00	$20,191.00	$13,360.04	$5,383.00	$3,127.96
	Division **061 - Summer Reading Program** Totals	$10,751.00	$11,040.00	$20,191.00	$13,360.04	$5,383.00	$3,127.96
Division	**063 - FFL New North End Branch**						
General Operating							
6010	Computer Equipment	.00	.00	3,834.00	3,515.00	865.00	864.27
6020	Office Equipment	.00	.00	.00	.00	535.00	.00
6025	Furnishings	.00	.00	.00	.00	600.00	599.24
6202	Printing/Copying/Paper Mgt	.00	.00	120.00	176.89	.00	.00
6208	Special Supplies	2,100.00	2,000.00	1,880.00	1,052.08	1,818.00	1,134.94
6300_170	Repair & Maintenance Buildings	.00	.00	.00	.00	15,000.00	10,987.64
6400_100	Utilities Electricity	1,560.00	1,500.00	1,400.00	1,231.74	1,300.00	829.53
6400_105	Utilities Gas	1,339.00	1,300.00	1,200.00	1,088.98	1,100.00	855.41
7200_100	Capital Leases Property	20,100.00	19,380.00	19,380.00	19,380.00	18,600.00	18,540.00
7200_115	Capital Leases Equipment	570.00	550.00	550.00	545.72	182.00	181.88
	General Operating Totals	$25,669.00	$24,730.00	$28,364.00	$26,990.41	$40,000.00	$33,992.91
	Division **063 - FFL New North End Branch** Totals	$25,669.00	$24,730.00	$28,364.00	$26,990.41	$40,000.00	$33,992.91
	Department **21 - Fletcher Free Library** Totals	$3,266,372.00	$3,106,692.00	$3,062,536.00	$2,881,482.84	$2,797,455.00	$2,732,826.96
Department	**23 - Parks and Recreation**						
Division	**000 - Admin**						
Program	**000 - Administration**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	283,923.00	278,582.00	338,525.00	427,993.40	385,224.00	363,542.19
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	99,369.25	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(321,873.00)	.00	(250,000.00)	.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**000 - Admin**						
Program	**000 - Administration**						
Personnel Services							
5000_910	Salaries and Wages Total Compensation Contingency	87,131.00	25,000.00	.00	.00	.00	.00
5100	Overtime	1,061.00	1,030.00	1,000.00	5,251.51	1,000.00	2,397.59
5200_115	Other Personnel Services Other Compensation	1,854.00	1,854.00	1,800.00	2,072.43	3,200.00	1,976.82
5200_116	Other Personnel Services Longevity Pay	500.00	.00	1,330.00	1,330.00	1,330.00	1,330.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	304.14	100.00	.00
5200_130	Other Personnel Services Allowance Taxable	1,905.00	1,905.00	1,850.00	2,075.25	1,275.00	1,789.77
5400_100	Employee Benefits FICA	28,793.00	23,590.00	26,355.00	24,167.31	30,876.00	26,689.70
5400_115	Employee Benefits Retirement B	447,741.00	487,558.00	432,809.00	432,809.00	326,667.00	326,667.00
5400_120	Employee Benefits Workers Compensation	162,750.00	8,600.00	13,426.00	13,426.00	115,959.00	114,618.38
5400_125	Employee Benefits Health Insurance	1,501,653.00	1,438,223.00	1,154,398.00	1,154,398.00	911,306.00	911,306.00
5400_130	Employee Benefits Dental Insurance	60,453.00	60,367.00	58,592.00	58,592.00	47,844.00	47,844.00
5400_135	Employee Benefits Life Insurance	10,298.00	11,701.00	10,435.00	10,435.00	10,232.00	10,232.00
5400_150	Employee Benefits Recognition	8,215.00	8,215.00	1,500.00	1,296.32	1,000.00	866.93
	Personnel Services Totals	$2,596,277.00	$2,346,625.00	$1,720,147.00	$2,233,519.61	$1,586,013.00	$1,809,260.38
General Operating							
6000	Office Supplies	3,840.00	4,000.00	4,000.00	3,557.71	3,999.00	3,535.30
6005	Postage	350.00	350.00	700.00	498.22	350.00	177.66
6010	Computer Equipment	100.00	100.00	.00	73.29	75.00	74.89
6200	Medical Fees And Supplies	1,600.00	1,900.00	2,000.00	471.00	2,000.00	1,525.00
6202	Printing/Copying/Paper Mgt	2,000.00	2,200.00	2,500.00	2,526.53	2,000.00	2,080.84
6203	Dues/Subscriptions	5,000.00	5,045.00	5,000.00	4,722.45	5,045.00	5,045.00
6208	Special Supplies	4,800.00	5,000.00	4,400.00	477.91	5,955.00	5,408.76
6214	Clothing And Uniforms	3,840.00	4,000.00	4,500.00	4,298.71	3,599.00	3,481.79
6400_125	Utilities Telecommunications	3,000.00	3,000.00	4,600.00	2,039.73	5,721.00	5,491.48
6400_127	Utilities Cellular Communications	30,000.00	30,000.00	33,000.00	27,130.16	31,500.00	31,325.85
6500_118	Professional and Consultant Svs Contractual Services	3,840.00	4,000.00	4,500.00	4,019.93	600.00	600.00
6530_100	Rentals Property	.00	.00	.00	.00	300.00	80.00
6530_115	Rentals Equipment	.00	.00	.00	.00	.00	116.95
6700_105	Travel & Training Special Training	14,000.00	15,000.00	14,270.00	12,603.19	8,946.00	9,127.25
6700_110	Travel & Training Travel Expense	10,000.00	10,000.00	14,360.00	14,221.05	8,682.00	8,681.51
6700_135	Travel & Training Lodging	.00	.00	351.00	350.96	1,418.00	426.96
6800_140	Fees for Services Hospitality Expense	450.00	500.00	500.00	.00	500.00	225.39
7000	Bad Debt Expense	.00	.00	.00	931.30	.00	278.00
7200_100	Capital Leases Property	7,072.00	7,072.00	6,735.00	6,734.62	6,414.00	6,413.92
7200_115	Capital Leases Equipment	3,194.00	3,194.00	3,028.00	3,089.12	3,676.00	2,909.66

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
EXPENSE							
Department **23 - Parks and Recreation**							
Division **000 - Admin**							
Program **000 - Administration**							
General Operating							
7303	Regulatory and Bank Fees	68,000.00	68,000.00	56,485.00	61,838.12	56,486.00	69,540.64
9999_100	Expenditure Control General Fund	(388,490.00)	(410,733.00)	.00	.00	.00	.00
	General Operating Totals	($227,404.00)	($247,372.00)	$160,929.00	$149,584.00	$147,266.00	$156,546.85
Regional Programs							
7600_105	Regional Services WINOOSKI VALLEY PARK DIST	137,696.00	.00	.00	.00	.00	.00
7730	Scholarships	38,500.00	40,000.00	54,000.00	53,430.40	40,000.00	40,000.00
	Regional Programs Totals	$176,196.00	$40,000.00	$54,000.00	$53,430.40	$40,000.00	$40,000.00
	Program **000 - Administration** Totals	$2,545,069.00	$2,139,253.00	$1,935,076.00	$2,436,534.01	$1,773,279.00	$2,005,807.23
Program **050 - Marketing**							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	.00	3,011.24	.00	5,859.33
5000_105	Salaries and Wages Limited Service	.00	.00	33,468.00	18,917.71	31,467.00	10,429.83
5000_110	Salaries and Wages Regular Part Time	.00	.00	.00	11,720.23	.00	9,136.14
5000_115	Salaries and Wages Seasonal/Temporary	9,000.00	11,000.00	5,000.00	3,316.77	5,000.00	47.25
5200_115	Other Personnel Services Other Compensation	.00	.00	600.00	200.00	.00	522.62
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.00	.00	(2.25)
5400_100	Employee Benefits FICA	689.00	689.00	2,989.00	2,633.47	2,943.00	1,986.58
5400_120	Employee Benefits Workers Compensation	.00	.00	1,086.00	1,086.00	.00	.00
5400_150	Employee Benefits Recognition	.00	.00	900.00	686.68	.00	.00
	Personnel Services Totals	$9,689.00	$11,689.00	$44,043.00	$41,572.10	$39,410.00	$27,979.50
General Operating							
6202	Printing/Copying/Paper Mgt	9,000.00	8,000.00	9,600.00	7,119.56	10,000.00	3,651.23
6203	Dues/Subscriptions	9,000.00	5,800.00	8,200.00	7,645.52	.00	.00
6208	Special Supplies	6,450.00	7,900.00	7,000.00	5,419.29	7,500.00	3,657.29
6350	Legal Notice & Advertising	25,000.00	28,000.00	28,000.00	19,972.63	36,000.00	24,636.45
6500_142	Professional and Consultant Svs Marketing and Promotion	20,000.00	23,000.00	23,800.00	10,091.31	24,000.00	22,040.00
	General Operating Totals	$69,450.00	$72,700.00	$76,600.00	$50,248.31	$77,500.00	$53,984.97
	Program **050 - Marketing** Totals	$79,139.00	$84,389.00	$120,643.00	$91,820.41	$116,910.00	$81,964.47
Program **230 - Parks Planning**							
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	286,152.00	271,886.00	260,974.00	255,091.98	249,908.00	249,902.17
5000_115	Salaries and Wages Seasonal/Temporary	9,846.00	12,120.00	4,120.00	2,459.50	3,700.00	3,671.55
5200_115	Other Personnel Services Other Compensation	1,228.00	1,228.00	1,192.00	800.00	400.00	900.00

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**000 - Admin**						
Program	**230 - Parks Planning**						
Personnel Services							
5200_130	Other Personnel Services Allowance Taxable	2,060.00	2,060.00	2,000.00	1,230.72	1,000.00	1,999.92
5400_100	Employee Benefits FICA	22,895.00	21,595.00	20,524.00	18,525.43	19,684.00	18,609.40
5400_115	Employee Benefits Retirement B	.00	.00	7,854.00	7,854.00	7,854.00	7,854.00
5400_120	Employee Benefits Workers Compensation	.00	8,554.00	2,061.00	2,061.00	.00	.00
5400_130	Employee Benefits Dental Insurance	.00	.00	458.00	458.00	458.00	458.00
5400_135	Employee Benefits Life Insurance	.00	.00	63.00	63.00	63.00	63.00
5400_150	Employee Benefits Recognition	500.00	200.00	500.00	99.34	300.00	165.32
	Personnel Services Totals	$322,681.00	$317,643.00	$299,746.00	$288,642.97	$283,367.00	$283,623.36
General Operating							
6208	Special Supplies	2,000.00	2,800.00	2,000.00	1,701.40	2,500.00	2,466.24
6500_118	Professional and Consultant Svs Contractual Services	3,000.00	.00	5,000.00	4,586.24	5,500.00	5,500.00
6700_110	Travel & Training Travel Expense	.00	.00	1,000.00	.00	.00	.00
	General Operating Totals	$5,000.00	$2,800.00	$8,000.00	$6,287.64	$8,000.00	$7,966.24
	Program **230 - Parks Planning** Totals	$327,681.00	$320,443.00	$307,746.00	$294,930.61	$291,367.00	$291,589.60
	Division **000 - Admin** Totals	$2,951,889.00	$2,544,085.00	$2,363,465.00	$2,823,285.03	$2,181,556.00	$2,379,361.30
Division	**044 - Grants**						
Capital Equipment							
6211	Specialized Equipment	.00	.00	20,000.00	20,000.00	57,135.00	35,541.77
9500_100	Capital Outlay Construction	.00	.00	.00	.00	50,000.00	.00
	Capital Equipment Totals	$0.00	$0.00	$20,000.00	$20,000.00	$107,135.00	$35,541.77
General Operating							
6208	Special Supplies	.00	.00	19,700.00	2,535.85	22,500.00	11,495.88
6210	Small Tools and Equipment	.00	.00	4,300.00	4,127.54	10,365.00	8,530.66
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	8,000.00	5,362.50	19,500.00	2,730.00
7390_100	Pass Through Sub Grantee Expense	.00	.00	.00	.00	30,001.00	30,001.00
	General Operating Totals	$0.00	$0.00	$32,000.00	$12,025.89	$82,366.00	$52,757.54
	Division **044 - Grants** Totals	$0.00	$0.00	$52,000.00	$32,025.89	$189,501.00	$88,299.31
Division	**100 - Parks**						
Program	**000 - Administration**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	183,916.00	176,258.00	170,607.00	161,475.36	105,412.00	106,120.55
5000_115	Salaries and Wages Seasonal/Temporary	7,950.00	7,950.00	4,000.00	12,334.29	.00	.00
5100	Overtime	.00	.00	.00	2.19	.00	.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**000 - Administration**						
Personnel Services							
5200_115	Other Personnel Services Other Compensation	800.00	800.00	358.00	600.00	300.00	300.00
5200_130	Other Personnel Services Allowance Taxable	425.00	425.00	500.00	425.00	.00	.00
5400_100	Employee Benefits FICA	14,771.00	14,186.00	13,423.00	12,486.45	8,087.00	7,587.39
5400_120	Employee Benefits Workers Compensation	.00	5,648.00	3,639.00	3,639.00	.00	.00
	Personnel Services Totals	$207,862.00	$205,267.00	$192,527.00	$190,962.29	$113,799.00	$114,007.94
Capital Equipment							
6211	Specialized Equipment	.00	.00	1,588.00	1,588.00	1,588.00	1,587.29
	Capital Equipment Totals	$0.00	$0.00	$1,588.00	$1,588.00	$1,588.00	$1,587.29
General Operating							
6208	Special Supplies	.00	3,139.00	3,000.00	94.81	1,412.00	.00
6214	Clothing And Uniforms	1,000.00	3,000.00	3,500.00	3,308.90	3,000.00	2,934.40
6400_100	Utilities Electricity	69,484.00	66,811.00	58,163.00	68,064.58	55,131.00	63,629.14
6400_105	Utilities Gas	7,280.00	7,000.00	7,000.00	3,670.85	7,000.00	3,576.22
6400_115	Utilities Water/Wastewater	48,000.00	61,088.00	53,120.00	29,521.32	40,660.00	52,557.41
6400_117	Utilities Stormwater	101,670.00	99,702.00	86,697.00	101,670.64	61,537.00	91,071.07
6400_120	Utilities Rubbish Removal	110,000.00	110,000.00	110,000.00	106,455.68	140,000.00	118,910.88
6400_127	Utilities Cellular Communications	.00	.00	288.00	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	.00	.00	31,500.00	30,479.25
6530_100	Rentals Property	2,400.00	4,000.00	.00	.00	4,000.00	.00
6530_115	Rentals Equipment	35,000.00	39,824.00	34,681.00	32,519.74	5,090.00	4,655.00
6800_125	Fees for Services Fees & Permits	525.00	525.00	525.00	439.00	525.00	390.00
7200_115	Capital Leases Equipment	852.00	852.00	850.00	852.36	850.00	497.21
	General Operating Totals	$376,211.00	$395,941.00	$357,824.00	$346,597.88	$350,705.00	$368,700.58
	Program **000 - Administration** Totals	$584,073.00	$601,208.00	$551,939.00	$539,148.17	$466,092.00	$484,295.81
Program	**235 - Grounds Maintenance**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	311,341.00	300,703.00	289,841.00	287,621.89	279,129.00	279,726.13
5000_105	Salaries and Wages Limited Service	.00	.00	.00	.00	56,745.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	81,000.00	81,000.00	62,000.00	57,927.48	55,000.00	52,996.75
5100	Overtime	7,957.00	7,725.00	7,500.00	6,603.46	7,800.00	6,807.70
5200_110	Other Personnel Services On-Call	2,300.00	2,300.00	2,300.00	2,295.00	2,300.00	2,016.00
5200_115	Other Personnel Services Other Compensation	3,000.00	3,000.00	4,000.00	3,262.55	4,000.00	1,991.32
5200_116	Other Personnel Services Longevity Pay	1,030.00	2,360.00	2,360.00	2,385.58	2,314.00	2,360.00
5200_120	Other Personnel Services Shift Differential	300.00	300.00	300.00	29.85	300.00	49.34

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**235 - Grounds Maintenance**						
Personnel Services							
5200_130	Other Personnel Services Allowance Taxable	2,400.00	2,400.00	3,200.00	2,400.00	4,200.00	2,419.23
5400_100	Employee Benefits FICA	31,314.00	30,584.00	28,420.00	26,168.12	32,802.00	25,309.08
5400_120	Employee Benefits Workers Compensation	.00	11,703.00	11,719.00	11,719.00	.00	.00
	Personnel Services Totals	$440,642.00	$442,075.00	$411,640.00	$400,412.93	$444,590.00	$373,675.55
General Operating							
6210	Small Tools and Equipment	1,200.00	1,250.00	1,500.00	1,459.26	1,500.00	1,236.84
6276	Field Supplies&Materials	3,200.00	6,200.00	6,200.00	5,973.43	4,479.00	4,294.55
6300_100	Repair & Maintenance Equipment Parts	1,968.00	2,050.00	2,300.00	1,993.09	2,299.00	886.62
6300_165	Repair & Maintenance Other Small Charges Not Capital	9,360.00	9,750.00	10,500.00	7,782.66	11,945.00	8,093.12
6300_175	Repair & Maintenance Landscape materials	13,800.00	14,465.00	25,000.00	23,095.52	23,125.00	22,388.61
	General Operating Totals	$29,528.00	$33,715.00	$45,500.00	$40,303.96	$43,348.00	$36,899.74
Interfund							
7900_802	Interfund Transfer Fleet	.00	8,785.00	.00	.00	.00	.00
	Interfund Totals	$0.00	$8,785.00	$0.00	$0.00	$0.00	$0.00
Program	**235 - Grounds Maintenance** Totals	$470,170.00	$484,575.00	$457,140.00	$440,716.89	$487,938.00	$410,575.29
Program	**236 - Buildings Maintenance**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	387,362.00	368,439.00	366,600.00	336,705.65	347,764.00	357,103.56
5000_115	Salaries and Wages Seasonal/Temporary	30,000.00	30,000.00	30,000.00	21,482.96	29,678.00	26,595.29
5100	Overtime	13,390.00	13,000.00	13,000.00	16,979.90	15,000.00	15,699.53
5200_110	Other Personnel Services On-Call	1,402.00	1,402.00	1,402.00	1,935.00	1,400.00	2,352.00
5200_115	Other Personnel Services Other Compensation	2,000.00	2,000.00	2,000.00	1,662.67	4,000.00	1,101.33
5200_116	Other Personnel Services Longevity Pay	1,234.00	960.00	719.00	961.75	500.00	710.62
5200_120	Other Personnel Services Shift Differential	500.00	500.00	2,250.00	23.06	2,250.00	7.75
5200_130	Other Personnel Services Allowance Taxable	2,400.00	2,400.00	2,400.00	3,061.34	2,400.00	3,164.58
5400_100	Employee Benefits FICA	33,529.00	32,031.00	32,005.00	27,754.88	30,524.00	29,583.31
5400_120	Employee Benefits Workers Compensation	.00	12,216.00	11,662.00	11,662.00	.00	.00
	Personnel Services Totals	$471,817.00	$462,948.00	$462,038.00	$422,229.21	$433,516.00	$436,317.97
General Operating							
6206	Custodian Supplies	56,300.00	24,000.00	26,125.00	25,707.34	26,125.00	23,622.23
6208	Special Supplies	7,680.00	8,000.00	11,000.00	7,678.19	11,000.00	5,690.03
6210	Small Tools and Equipment	1,440.00	1,500.00	1,500.00	1,082.29	1,500.00	727.20
6300_130	Repair & Maintenance Construction Supplies	20,000.00	28,000.00	26,000.00	24,376.23	37,945.00	36,694.71

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**236 - Buildings Maintenance**						
General Operating							
6300_170	Repair & Maintenance Buildings	20,000.00	27,000.00	25,000.00	24,612.73	24,900.00	22,585.74
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	9,519.00	2,645.70	10,450.00	8,659.27
6600	Maintenance Contracts	1,750.00	3,500.00	12,500.00	4,034.00	6,500.00	3,735.30
6625	Equipment Maintenance Repairs	.00	.00	200.00	.00	200.00	.00
	General Operating Totals	$107,170.00	$92,000.00	$111,844.00	$90,136.48	$118,620.00	$101,714.48
	Program **236 - Buildings Maintenance** Totals	$578,987.00	$554,948.00	$573,882.00	$512,365.69	$552,136.00	$538,032.45
Program	**237 - Trees & Greenways**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	386,114.00	367,330.00	353,206.00	326,909.73	274,605.00	254,162.67
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	7,500.00	.00	8,010.00	577.28
5100	Overtime	3,090.00	3,000.00	3,400.00	7,229.83	3,400.00	1,876.46
5200_110	Other Personnel Services On-Call	1,400.00	1,400.00	1,600.00	2,115.00	1,600.00	1,260.00
5200_115	Other Personnel Services Other Compensation	1,574.00	1,574.00	2,074.00	2,075.70	1,174.00	1,266.03
5200_116	Other Personnel Services Longevity Pay	1,330.00	1,330.00	1,207.00	1,330.00	.00	.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	12.62	.00	38.11
5200_130	Other Personnel Services Allowance Taxable	2,400.00	2,400.00	2,400.00	4,180.73	2,400.00	2,555.01
5400_100	Employee Benefits FICA	30,287.00	28,843.00	28,411.00	25,054.97	22,276.00	18,792.95
5400_120	Employee Benefits Workers Compensation	.00	11,262.00	9,675.00	9,675.00	.00	.00
	Personnel Services Totals	$426,195.00	$417,139.00	$409,473.00	$378,583.58	$313,465.00	$280,528.51
General Operating							
6210	Small Tools and Equipment	2,594.00	8,533.00	2,703.00	1,903.10	1,500.00	1,462.21
6300_175	Repair & Maintenance Landscape materials	4,000.00	18,020.00	20,000.00	19,136.52	20,000.00	17,929.85
	General Operating Totals	$6,594.00	$26,553.00	$22,703.00	$21,039.62	$21,500.00	$19,392.06
	Program **237 - Trees & Greenways** Totals	$432,789.00	$443,692.00	$432,176.00	$399,623.20	$334,965.00	$299,920.57
Program	**238 - Conservation**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	247,146.00	234,204.00	220,750.00	223,075.90	.00	.00
5000_105	Salaries and Wages Limited Service	63,841.00	.00	.00	.00	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	60,080.00	60,080.00	27,600.00	20,580.45	36,535.00	37,796.56
5100	Overtime	1,854.00	1,800.00	1,800.00	669.09	.00	.00
5200_110	Other Personnel Services On-Call	500.00	500.00	500.00	315.00	.00	.00
5200_115	Other Personnel Services Other Compensation	800.00	800.00	800.00	1,388.12	.00	.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**238 - Conservation**						
Personnel Services							
5200_130	Other Personnel Services Allowance Taxable	1,600.00	1,600.00	1,600.00	1,225.00	.00	.00
5400_100	Employee Benefits FICA	28,750.00	22,872.00	22,067.00	17,848.84	4,922.00	3,068.13
5400_120	Employee Benefits Workers Compensation	.00	9,022.00	3,342.00	3,342.00	.00	.00
5400_150	Employee Benefits Recognition	250.00	250.00	250.00	.00	.00	202.90
	Personnel Services Totals	$404,821.00	$331,128.00	$278,709.00	$268,444.40	$41,457.00	$41,067.59
General Operating							
6203	Dues/Subscriptions	.00	.00	.00	.00	140.00	.00
6208	Special Supplies	768.00	800.00	.00	.00	2,000.00	1,999.45
6210	Small Tools and Equipment	.00	1,200.00	.00	.00	.00	.00
6214	Clothing And Uniforms	.00	2,000.00	1,306.00	1,282.20	.00	.00
6276	Field Supplies&Materials	1,200.00	22,000.00	31,700.00	28,782.08	31,000.00	26,477.66
6300_100	Repair & Maintenance Equipment Parts	.00	.00	.00	.00	3,000.00	314.01
6300_175	Repair & Maintenance Landscape materials	6,720.00	12,000.00	14,800.00	14,339.53	7,164.00	7,137.40
6400_115	Utilities Water/Wastewater	.00	.00	.00	368.81	.00	194.60
6500_118	Professional and Consultant Svs Contractual Services	13,500.00	4,150.00	3,000.00	2,735.00	16,250.00	15,890.00
6600	Maintenance Contracts	14,500.00	16,500.00	28,000.00	26,519.65	16,500.00	11,013.50
6700_105	Travel & Training Special Training	1,000.00	2,000.00	500.00	325.00	1,500.00	.00
6800_140	Fees for Services Hospitality Expense	.00	800.00	1,034.00	610.73	.00	.00
	General Operating Totals	$37,688.00	$61,450.00	$80,340.00	$74,963.00	$77,554.00	$63,026.62
	Program **238 - Conservation** Totals	$442,509.00	$392,578.00	$359,049.00	$343,407.40	$119,011.00	$104,094.21
Program	**239 - Cemeteries**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	141,161.00	134,264.00	128,730.00	137,132.08	123,396.00	125,314.05
5000_110	Salaries and Wages Regular Part Time	33,182.00	31,638.00	30,450.00	17,990.82	29,138.00	25,949.60
5000_115	Salaries and Wages Seasonal/Temporary	43,000.00	43,000.00	43,000.00	35,064.71	43,436.00	38,728.95
5100	Overtime	6,592.00	6,400.00	6,400.00	5,887.53	6,400.00	5,711.54
5200_106	Other Personnel Services Staffing	400.00	400.00	400.00	.00	400.00	47.38
5200_110	Other Personnel Services On-Call	2,303.00	2,303.00	2,303.00	2,025.00	2,250.00	1,764.00
5200_115	Other Personnel Services Other Compensation	2,260.00	2,260.00	2,260.00	900.00	1,215.00	1,341.88
5200_116	Other Personnel Services Longevity Pay	281.00	.00	.00	.00	.00	.00
5200_120	Other Personnel Services Shift Differential	100.00	100.00	500.00	225.79	500.00	32.61
5200_130	Other Personnel Services Allowance Taxable	1,813.00	1,813.00	1,813.00	1,812.50	1,813.00	1,812.50
5400_100	Employee Benefits FICA	17,679.00	16,997.00	16,513.00	14,304.32	15,801.00	14,500.41

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**239 - Cemeteries**						
Personnel Services							
5400_120	Employee Benefits Workers Compensation	.00	6,405.00	5,378.00	5,378.00	.00	.00
	Personnel Services Totals	$248,771.00	$245,580.00	$237,747.00	$220,720.75	$224,349.00	$215,202.92
General Operating							
6005	Postage	60.00	60.00	160.00	115.95	160.00	17.76
6202	Printing/Copying/Paper Mgt	.00	.00	.00	15.19	.00	56.80
6208	Special Supplies	900.00	1,750.00	1,750.00	1,498.00	1,250.00	1,211.90
6210	Small Tools and Equipment	250.00	250.00	250.00	250.00	250.00	240.70
6300_100	Repair & Maintenance Equipment Parts	2,550.00	3,700.00	3,700.00	2,669.38	4,911.00	3,529.12
6300_130	Repair & Maintenance Construction Supplies	.00	.00	.00	.00	300.00	269.04
6300_165	Repair & Maintenance Other Small Charges Not Capital	250.00	300.00	500.00	316.65	300.00	239.25
6300_175	Repair & Maintenance Landscape materials	2,000.00	3,000.00	3,100.00	969.49	3,000.00	2,774.70
6400_100	Utilities Electricity	9,000.00	9,098.00	8,664.00	9,829.45	6,300.00	7,680.45
6400_105	Utilities Gas	6,835.00	5,611.00	5,500.00	6,581.44	5,500.00	5,610.58
6400_115	Utilities Water/Wastewater	920.00	798.00	726.00	862.29	650.00	535.13
6400_125	Utilities Telecommunications	864.00	864.00	950.00	797.29	950.00	721.08
6615	Property Repairs	.00	.00	5,000.00	4,397.72	5,000.00	1,027.65
7200_115	Capital Leases Equipment	768.00	768.00	820.00	768.12	820.00	625.55
	General Operating Totals	$24,397.00	$26,199.00	$31,120.00	$29,070.97	$29,391.00	$24,539.71
	Program **239 - Cemeteries** Totals	$273,168.00	$271,779.00	$268,867.00	$249,791.72	$253,740.00	$239,742.63
Program	**240 - Central Facilities**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	844,560.00	849,066.00	819,276.00	770,217.73	786,660.00	763,945.75
5000_110	Salaries and Wages Regular Part Time	24,483.00	23,123.00	18,500.00	11,020.05	.00	4,833.98
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	.00	20,000.00	21,507.37
5100	Overtime	30,900.00	24,000.00	34,000.00	36,121.13	28,000.00	29,951.51
5200_110	Other Personnel Services On-Call	1,100.00	1,100.00	1,602.00	540.00	.00	1,134.00
5200_115	Other Personnel Services Other Compensation	9,877.00	9,877.00	9,877.00	6,898.80	6,000.00	8,594.26
5200_116	Other Personnel Services Longevity Pay	3,210.00	3,710.00	3,275.00	3,710.00	2,945.00	3,326.73
5200_120	Other Personnel Services Shift Differential	6,948.00	6,948.00	4,860.00	6,730.66	4,000.00	6,177.06
5200_130	Other Personnel Services Allowance Taxable	9,700.00	9,700.00	9,700.00	10,929.13	9,700.00	10,127.90
5400_100	Employee Benefits FICA	71,205.00	71,415.00	68,474.00	61,503.23	64,054.00	61,687.13
5400_120	Employee Benefits Workers Compensation	.00	26,740.00	22,641.00	22,641.00	.00	.00
5400_145	Employee Benefits Employee Parking	1,680.00	1,680.00	.00	2,480.00	2,080.00	2,220.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**100 - Parks**						
Program	**240 - Central Facilities**						
Personnel Services							
5400_150	Employee Benefits Recognition	.00	225.00	634.00	608.16	300.00	300.00
	Personnel Services Totals	$1,003,663.00	$1,027,584.00	$992,839.00	$933,399.89	$923,739.00	$913,805.69
General Operating							
6010	Computer Equipment	.00	.00	207.00	102.81	321.00	320.78
6025	Furnishings	.00	5,560.00	519.00	519.00	.00	.00
6200	Medical Fees And Supplies	2,820.00	3,000.00	1,828.00	889.24	1,284.00	372.56
6206	Custodian Supplies	2,800.00	28,600.00	37,600.00	35,928.86	37,674.00	34,549.07
6208	Special Supplies	3,000.00	2,775.00	4,370.00	3,886.56	6,388.00	6,387.38
6300_100	Repair & Maintenance Equipment Parts	14,766.00	15,382.00	35,351.00	35,090.01	25,015.00	22,596.34
6300_170	Repair & Maintenance Buildings	45,000.00	82,689.00	64,606.00	49,756.37	51,950.00	38,304.61
6400_100	Utilities Electricity	141,440.00	136,000.00	135,177.00	115,961.55	135,177.00	115,319.80
6400_105	Utilities Gas	57,200.00	55,000.00	55,000.00	54,829.98	75,070.00	52,051.71
6400_115	Utilities Water/Wastewater	41,450.00	35,970.00	32,700.00	38,250.89	30,000.00	29,333.59
6400_117	Utilities Stormwater	16,205.00	16,205.00	14,731.00	16,205.98	13,515.00	14,927.67
6400_120	Utilities Rubbish Removal	41,000.00	42,000.00	42,000.00	42,047.62	40,000.00	40,526.94
6400_125	Utilities Telecommunications	672.00	672.00	1,000.00	668.32	2,900.00	607.04
6500_118	Professional and Consultant Svs Contractual Services	26,880.00	28,000.00	28,125.00	6,451.56	13,250.00	1,749.75
6600	Maintenance Contracts	54,482.00	73,940.00	95,745.00	97,337.65	102,838.00	98,036.44
6700_105	Travel & Training Special Training	.00	.00	115.00	115.00	80.00	80.00
6700_110	Travel & Training Travel Expense	.00	.00	301.00	301.00	900.00	408.71
	General Operating Totals	$447,715.00	$525,793.00	$549,375.00	$498,342.40	$536,362.00	$455,572.39
Interfund							
7900_135	Interfund Transfer To CEDO	.00	.00	.00	50,000.00	.00	.00
	Interfund Totals	$0.00	$0.00	$0.00	$50,000.00	$0.00	$0.00
	Program **240 - Central Facilities** Totals	$1,451,378.00	$1,553,377.00	$1,542,214.00	$1,481,742.29	$1,460,101.00	$1,369,378.08
	Division **100 - Parks** Totals	$4,233,074.00	$4,302,157.00	$4,185,267.00	$3,966,795.36	$3,673,983.00	$3,446,039.04
Division	**101 - Recreation**						
Program	**000 - Administration**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	99,775.00	97,851.89	94,888.00	95,743.90
5200_115	Other Personnel Services Other Compensation	.00	.00	400.00	.00	400.00	.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	1,000.00	961.50	1,000.00	999.96
5400_100	Employee Benefits FICA	.00	.00	7,740.00	7,559.21	7,366.00	7,400.90

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**101 - Recreation**						
Program	**000 - Administration**						
Personnel Services							
5400_120	Employee Benefits Workers Compensation	.00	.00	3,303.00	3,303.00	.00	.00
	Personnel Services Totals	$0.00	$0.00	$112,218.00	$109,675.60	$103,654.00	$104,144.76
General Operating							
7200_115	Capital Leases Equipment	1,653.00	1,653.00	1,700.00	1,653.12	1,700.00	964.32
	General Operating Totals	$1,653.00	$1,653.00	$1,700.00	$1,653.12	$1,700.00	$964.32
	Program **000 - Administration** Totals	$1,653.00	$1,653.00	$113,918.00	$111,328.72	$105,354.00	$105,109.08
Program	**243 - Support Services**						
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	3,000.00	3,000.00	4,000.00	.00	2,000.00	.00
5400_100	Employee Benefits FICA	230.00	230.00	306.00	.00	612.00	.00
5400_120	Employee Benefits Workers Compensation	.00	92.00	.00	.00	.00	.00
	Personnel Services Totals	$3,230.00	$3,322.00	$4,306.00	$0.00	$2,612.00	$0.00
	Program **243 - Support Services** Totals	$3,230.00	$3,322.00	$4,306.00	$0.00	$2,612.00	$0.00
Program	**244 - Senior Services**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	65,536.00	65,882.00	68,873.00	42,987.45	66,867.00	70,854.52
5000_110	Salaries and Wages Regular Part Time	33,276.00	.00	29,248.00	21,732.10	28,164.00	26,474.85
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	15,000.00	7,299.76	1,000.00	816.60
5100	Overtime	.00	.00	500.00	1,422.95	.00	498.98
5200_106	Other Personnel Services Staffing	.00	.00	.00	497.18	.00	350.10
5200_115	Other Personnel Services Other Compensation	.00	.00	800.00	45.54	400.00	1,140.13
5200_116	Other Personnel Services Longevity Pay	.00	.00	1,180.00	90.52	1,180.00	1,180.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.26	.00	10.13
5200_130	Other Personnel Services Allowance Taxable	.00	.00	800.00	.00	300.00	800.00
5400_100	Employee Benefits FICA	7,559.00	5,040.00	7,834.00	5,674.45	7,490.00	7,494.85
5400_120	Employee Benefits Workers Compensation	.00	.00	3,297.00	3,297.00	.00	.00
	Personnel Services Totals	$106,371.00	$70,922.00	$127,532.00	$83,047.21	$105,401.00	$109,620.16
General Operating							
6200	Medical Fees And Supplies	.00	.00	500.00	.00	500.00	.00
6208	Special Supplies	.00	.00	4,000.00	3,458.28	5,000.00	2,242.40
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	2,500.00	1,050.00	10,000.00	5,704.33
6530_115	Rentals Equipment	.00	.00	12,000.00	11,661.98	12,000.00	3,780.80

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**101 - Recreation**						
Program	**244 - Senior Services**						
General Operating							
6800_140	Fees for Services Hospitality Expense	.00	.00	500.00	.00	.00	.00
	General Operating Totals	$0.00	$0.00	$19,500.00	$16,170.26	$27,500.00	$11,727.53
	Program **244 - Senior Services** Totals	$106,371.00	$70,922.00	$147,032.00	$99,217.47	$132,901.00	$121,347.69
Program	**245 - Recreation Programs**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	239,712.00	223,201.00	224,122.00	234,455.99	215,170.00	213,476.21
5000_115	Salaries and Wages Seasonal/Temporary	130,000.00	130,000.00	130,000.00	87,775.79	152,500.00	127,186.54
5100	Overtime	2,652.00	2,575.00	2,500.00	4,488.93	1,000.00	2,416.88
5200_115	Other Personnel Services Other Compensation	1,648.00	1,648.00	1,600.00	1,158.68	1,500.00	1,472.96
5200_116	Other Personnel Services Longevity Pay	.00	.00	1,180.00	90.52	1,180.00	1,180.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	4.54	.00	.00
5200_130	Other Personnel Services Allowance Taxable	1,030.00	1,030.00	1,000.00	1,279.35	1,500.00	1,000.00
5400_100	Employee Benefits FICA	28,691.00	27,422.00	29,483.00	23,761.50	29,097.00	26,225.75
5400_120	Employee Benefits Workers Compensation	.00	10,829.00	9,513.00	9,513.00	.00	.00
5400_150	Employee Benefits Recognition	500.00	500.00	1,000.00	257.73	300.00	421.01
	Personnel Services Totals	$404,233.00	$397,205.00	$400,398.00	$362,786.03	$402,247.00	$373,379.35
General Operating							
6010	Computer Equipment	.00	.00	150.00	83.97	.00	.00
6025	Furnishings	.00	.00	600.00	572.83	.00	.00
6203	Dues/Subscriptions	.00	.00	.00	.00	200.00	.00
6208	Special Supplies	14,000.00	13,950.00	14,550.00	14,416.71	20,000.00	18,435.00
6214	Clothing And Uniforms	.00	.00	400.00	388.90	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	2,000.00	11,576.00	9,100.00	9,015.25	60,700.00	57,269.32
6530_100	Rentals Property	.00	4,048.00	6,624.00	.00	.00	.00
6530_115	Rentals Equipment	25,000.00	45,000.00	44,400.00	33,618.19	34,000.00	32,127.62
6530_125	Rentals Vehicle	5,000.00	.00	600.00	145.73	.00	.00
6700_115	Travel & Training Mileage	.00	50.00	.00	.00	.00	.00
7702	Program Delivery - Other	50,000.00	36,000.00	47,900.00	46,926.77	.00	.00
	General Operating Totals	$96,000.00	$110,624.00	$124,324.00	$105,168.35	$114,900.00	$107,831.94
	Program **245 - Recreation Programs** Totals	$500,233.00	$507,829.00	$524,722.00	$467,954.38	$517,147.00	$481,211.29

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**101 - Recreation**						
Program	**246 - Events**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	78,505.00	74,201.00	70,844.00	69,448.05	67,574.00	67,568.44
5000_115	Salaries and Wages Seasonal/Temporary	5,000.00	5,000.00	5,000.00	1,725.23	4,000.00	3,995.25
5100	Overtime	1,061.00	1,030.00	1,000.00	2,656.09	1,000.00	909.05
5200_115	Other Personnel Services Other Compensation	412.00	412.00	400.00	200.00	400.00	747.17
5200_130	Other Personnel Services Allowance Taxable	515.00	515.00	500.00	500.00	425.00	500.00
5400_100	Employee Benefits FICA	6,540.00	6,209.00	5,947.00	5,376.97	5,921.00	5,329.89
5400_120	Employee Benefits Workers Compensation	.00	2,428.00	2,414.00	2,414.00	.00	.00
	Personnel Services Totals	$92,033.00	$89,795.00	$86,105.00	$82,320.34	$79,320.00	$79,049.80
General Operating							
6202	Printing/Copying/Paper Mgt	.00	.00	.00	.00	.00	567.93
6203	Dues/Subscriptions	.00	.00	.00	234.00	.00	85.00
6208	Special Supplies	12,000.00	14,000.00	18,000.00	12,482.06	18,000.00	15,358.95
6500_103	Professional and Consultant Svs Security Contracts	10,500.00	11,500.00	10,500.00	9,442.55	.00	390.00
6500_118	Professional and Consultant Svs Contractual Services	124,450.00	126,100.00	131,376.00	133,156.82	152,500.00	152,026.42
6530_100	Rentals Property	2,024.00	2,024.00	.00	.00	.00	.00
6530_120	Rentals Parking	.00	.00	.00	.00	.00	500.00
6530_125	Rentals Vehicle	.00	.00	.00	.00	.00	90.38
	General Operating Totals	$148,974.00	$153,624.00	$159,876.00	$155,315.43	$170,500.00	$169,018.68
	Program **246 - Events** Totals	$241,007.00	$243,419.00	$245,981.00	$237,635.77	$249,820.00	$248,068.48
Program	**247 - Bus Operations**						
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	22,000.00	22,000.00	24,000.00	15,416.17	25,000.00	26,336.28
5400_100	Employee Benefits FICA	1,683.00	1,683.00	1,836.00	1,179.33	1,454.00	2,174.82
5400_120	Employee Benefits Workers Compensation	.00	674.00	.00	.00	.00	.00
	Personnel Services Totals	$23,683.00	$24,357.00	$25,836.00	$16,595.50	$26,454.00	$28,511.10
	Program **247 - Bus Operations** Totals	$23,683.00	$24,357.00	$25,836.00	$16,595.50	$26,454.00	$28,511.10
Program	**248 - Athletic Programs**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	84,169.00	80,140.00	76,463.00	74,985.54	72,725.00	73,020.85
5000_115	Salaries and Wages Seasonal/Temporary	25,750.00	25,750.00	25,000.00	21,255.57	25,000.00	27,093.47
5200_115	Other Personnel Services Other Compensation	412.00	412.00	400.00	300.00	400.00	400.00
5400_100	Employee Benefits FICA	8,440.00	8,132.00	7,793.00	6,865.98	7,889.00	7,536.41

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**101 - Recreation**						
Program	**248 - Athletic Programs**						
Personnel Services							
5400_120	Employee Benefits Workers Compensation	.00	3,246.00	2,555.00	2,555.00	.00	.00
	Personnel Services Totals	$118,771.00	$117,680.00	$112,211.00	$105,962.09	$106,014.00	$108,050.73
General Operating							
6010	Computer Equipment	.00	.00	.00	.00	70.00	52.62
6200	Medical Fees And Supplies	150.00	500.00	500.00	64.00	500.00	86.00
6208	Special Supplies	10,000.00	12,000.00	12,000.00	10,966.58	16,930.00	16,250.76
6500_118	Professional and Consultant Svs Contractual Services	113,000.00	114,410.00	115,000.00	90,908.70	110,000.00	108,313.86
6530_100	Rentals Property	6,000.00	6,590.00	6,000.00	4,000.00	6,000.00	5,697.50
	General Operating Totals	$129,150.00	$133,500.00	$133,500.00	$105,939.28	$133,500.00	$130,400.74
	Program **248 - Athletic Programs** Totals	$247,921.00	$251,180.00	$245,711.00	$211,901.37	$239,514.00	$238,451.47
Program	**249 - O.N.E. Center**						
Personnel Services							
5100	Overtime	.00	.00	.00	208.85	.00	.00
5400_100	Employee Benefits FICA	.00	.00	.00	15.99	.00	.00
	Personnel Services Totals	$0.00	$0.00	$0.00	$224.84	$0.00	$0.00
	Program **249 - O.N.E. Center** Totals	$0.00	$0.00	$0.00	$224.84	$0.00	$0.00
	Division **101 - Recreation** Totals	$1,124,098.00	$1,102,682.00	$1,307,506.00	$1,144,858.05	$1,273,802.00	$1,222,699.11
Division	**102 - Waterfront**						
Program	**000 - Administration**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	113,855.00	109,444.00	105,395.00	103,367.08	100,362.00	101,159.45
5200_115	Other Personnel Services Other Compensation	150.00	150.00	150.00	.00	150.00	.00
5200_130	Other Personnel Services Allowance Taxable	1,000.00	1,000.00	1,000.00	961.50	1,000.00	999.96
5400_100	Employee Benefits FICA	8,798.00	8,460.00	8,151.00	7,981.13	7,766.00	7,815.20
5400_115	Employee Benefits Retirement B	.00	.00	10,293.00	10,293.00	8,209.00	8,209.00
5400_120	Employee Benefits Workers Compensation	.00	3,355.00	3,493.00	3,493.00	.00	.00
5400_135	Employee Benefits Life Insurance	.00	.00	161.00	161.00	163.00	163.00
5400_150	Employee Benefits Recognition	500.00	500.00	500.00	450.74	500.00	466.87
	Personnel Services Totals	$124,303.00	$122,909.00	$129,143.00	$126,707.45	$118,150.00	$118,813.48

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**102 - Waterfront**						
Program	**000 - Administration**						
General Operating							
6000	Office Supplies	750.00	.00	750.00	607.15	80.00	77.26
6202	Printing/Copying/Paper Mgt	.00	.00	500.00	.00	75.00	.00
6206	Custodian Supplies	.00	500.00	500.00	.00	.00	.00
6208	Special Supplies	1,000.00	1,400.00	1,000.00	626.18	970.00	797.85
6214	Clothing And Uniforms	1,000.00	1,350.00	1,000.00	968.90	1,000.00	924.33
6500_118	Professional and Consultant Svs Contractual Services	15,500.00	14,300.00	9,750.00	7,348.74	.00	.00
6800_140	Fees for Services Hospitality Expense	1,000.00	1,000.00	750.00	.00	.00	.00
7303	Regulatory and Bank Fees	40,000.00	46,425.00	46,425.00	37,863.03	.00	.00
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	20,000.00	17,550.00	17,550.00	20,629.75	.00	.00
	General Operating Totals	$79,250.00	$82,525.00	$78,225.00	$68,043.75	$2,125.00	$1,799.44
	Program **000 - Administration** Totals	$203,553.00	$205,434.00	$207,368.00	$194,751.20	$120,275.00	$120,612.92
Program	**246 - Events**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	77,877.00	76,379.94	75,609.00	75,608.00
5200_115	Other Personnel Services Other Compensation	.00	.00	238.00	100.00	150.00	100.00
5400_100	Employee Benefits FICA	.00	.00	5,976.00	5,493.70	5,796.00	5,424.34
5400_120	Employee Benefits Workers Compensation	.00	.00	2,610.00	2,610.00	.00	.00
	Personnel Services Totals	$0.00	$0.00	$86,701.00	$84,583.64	$81,555.00	$81,132.34
General Operating							
6500_118	Professional and Consultant Svs Contractual Services	12,000.00	12,000.00	11,600.00	10,220.00	9,725.00	9,725.00
	General Operating Totals	$12,000.00	$12,000.00	$11,600.00	$10,220.00	$9,725.00	$9,725.00
	Program **246 - Events** Totals	$12,000.00	$12,000.00	$98,301.00	$94,803.64	$91,280.00	$90,857.34
Program	**254 - Community Service**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	145,441.00	138,025.00	133,224.00	126,425.51	126,741.00	87,393.72
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	33,800.00	.00	60,100.00	58,671.39
5100	Overtime	2,575.00	2,500.00	3,500.00	1,632.73	3,500.00	1,341.69
5200_110	Other Personnel Services On-Call	.00	.00	1,800.00	.00	1,800.00	.00
5200_115	Other Personnel Services Other Compensation	1,000.00	1,000.00	4,900.00	.00	4,900.00	1,015.47
5200_120	Other Personnel Services Shift Differential	500.00	500.00	3,000.00	53.25	3,000.00	.00
5200_130	Other Personnel Services Allowance Taxable	2,600.00	2,600.00	2,600.00	2,628.79	2,600.00	1,953.76
5400_100	Employee Benefits FICA	11,637.00	11,064.00	13,986.00	9,861.08	18,157.00	11,723.83

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**102 - Waterfront**						
Program	**254 - Community Service**						
Personnel Services							
5400_120	Employee Benefits Workers Compensation	.00	4,232.00	4,488.00	4,488.00	.00	.00
	Personnel Services Totals	$163,753.00	$159,921.00	$201,298.00	$145,089.36	$220,798.00	$162,099.86
Capital Equipment							
9500_155	Capital Outlay Vehicle Equipment	.00	48,696.00	.00	.00	.00	.00
	Capital Equipment Totals	$0.00	$48,696.00	$0.00	$0.00	$0.00	$0.00
General Operating							
6025	Furnishings	.00	.00	1,250.00	1,014.95	.00	.00
6200	Medical Fees And Supplies	480.00	500.00	1,000.00	124.00	1,000.00	561.18
6208	Special Supplies	4,800.00	5,000.00	8,600.00	3,083.26	8,600.00	8,065.73
6210	Small Tools and Equipment	960.00	1,000.00	2,000.00	1,823.25	1,400.00	209.96
6214	Clothing And Uniforms	2,017.00	2,101.00	1,101.00	1,063.00	2,000.00	1,731.58
6300	Repair & Maintenance	.00	.00	500.00	.00	.00	.00
6400_125	Utilities Telecommunications	.00	.00	600.00	237.22	600.00	258.47
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	.00	.00	1,000.00	.00
6530_100	Rentals Property	.00	.00	3,000.00	2,365.00	.00	.00
6625	Equipment Maintenance Repairs	1,200.00	1,250.00	1,892.00	.00	4,000.00	1,277.87
6700_105	Travel & Training Special Training	5,000.00	6,000.00	6,150.00	1,944.00	2,000.00	180.00
6700_110	Travel & Training Travel Expense	.00	.00	3,850.00	3,827.70	.00	.00
6800_140	Fees for Services Hospitality Expense	.00	.00	750.00	276.41	.00	.00
	General Operating Totals	$14,457.00	$15,851.00	$30,693.00	$15,758.79	$20,600.00	$12,284.79
	Program **254 - Community Service** Totals	$178,210.00	$224,468.00	$231,991.00	$160,848.15	$241,398.00	$174,384.65
Program	**257 - North Beach**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	96,516.00	91,143.00	86,900.00	85,220.86	83,355.00	82,820.40
5000_115	Salaries and Wages Seasonal/Temporary	213,222.00	253,222.00	269,147.00	210,150.30	245,412.00	239,690.21
5200_115	Other Personnel Services Other Compensation	206.00	206.00	200.00	100.00	200.00	100.00
5400_100	Employee Benefits FICA	23,711.00	26,360.00	27,253.00	22,205.12	26,664.00	25,376.84
5400_120	Employee Benefits Workers Compensation	.00	10,558.00	2,984.00	2,984.00	.00	.00
	Personnel Services Totals	$333,655.00	$381,489.00	$386,484.00	$320,660.28	$355,631.00	$347,987.45
General Operating							
6208	Special Supplies	11,200.00	12,500.00	10,000.00	7,004.01	6,800.00	5,805.81
6210	Small Tools and Equipment	3,000.00	2,800.00	3,000.00	2,108.32	3,000.00	2,491.20
6214	Clothing And Uniforms	6,000.00	6,700.00	6,000.00	5,482.21	6,000.00	5,614.50
6300_170	Repair & Maintenance Buildings	15,000.00	15,000.00	15,000.00	13,321.50	15,350.00	14,110.92

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**102 - Waterfront**						
Program	**257 - North Beach**						
General Operating							
6325	Items For Resale	25,000.00	25,000.00	20,000.00	17,584.00	16,000.00	11,905.00
6400_100	Utilities Electricity	45,508.00	43,757.00	41,673.00	44,261.00	39,500.00	39,243.82
6400_105	Utilities Gas	6,825.00	6,500.00	6,500.00	3,645.47	7,100.00	4,074.61
6400_115	Utilities Water/Wastewater	29,095.00	25,300.00	26,029.00	1,595.96	19,939.00	19,661.62
6400_125	Utilities Telecommunications	900.00	1,100.00	1,100.00	619.43	1,400.00	638.09
6500_103	Professional and Consultant Svs Security Contracts	47,000.00	45,000.00	60,442.00	55,419.77	57,000.00	58,748.39
6500_118	Professional and Consultant Svs Contractual Services	15,000.00	15,000.00	11,000.00	9,916.90	3,000.00	3,067.26
7000	Bad Debt Expense	.00	.00	.00	71.40	.00	.00
7200_115	Capital Leases Equipment	478.00	478.00	860.00	477.36	860.00	743.60
7303	Regulatory and Bank Fees	.00	.00	.00	.00	15,000.00	1,970.20
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	55,000.00	47,000.00	47,958.00	54,393.03	.00	46,642.37
	General Operating Totals	$260,006.00	$246,135.00	$249,562.00	$215,900.36	$190,949.00	$214,717.39
	Program **257 - North Beach** Totals	$593,661.00	$627,624.00	$636,046.00	$536,560.64	$546,580.00	$562,704.84
Program	**258 - Waterfront Operations**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	90,137.00	81,853.00	78,798.00	77,269.61	75,851.00	75,848.61
5000_115	Salaries and Wages Seasonal/Temporary	170,000.00	170,000.00	165,000.00	125,378.93	150,000.00	132,909.58
5200_115	Other Personnel Services Other Compensation	245.00	245.00	238.00	200.00	175.00	400.00
5400_100	Employee Benefits FICA	19,919.00	19,285.00	18,669.00	14,921.03	17,291.00	16,165.62
5400_120	Employee Benefits Workers Compensation	.00	7,722.00	2,663.00	2,663.00	.00	.00
	Personnel Services Totals	$280,301.00	$279,105.00	$265,368.00	$220,432.57	$243,317.00	$225,323.81
Capital Equipment							
9500	Capital Outlay	12,000.00	16,000.00	16,000.00	.00	.00	.00
	Capital Equipment Totals	$12,000.00	$16,000.00	$16,000.00	$0.00	$0.00	$0.00
General Operating							
6200	Medical Fees And Supplies	.00	400.00	400.00	391.86	.00	.00
6202	Printing/Copying/Paper Mgt	2,000.00	2,500.00	1,000.00	562.50	2,000.00	1,833.45
6203	Dues/Subscriptions	.00	.00	.00	.00	25.00	25.00
6208	Special Supplies	2,900.00	3,000.00	8,000.00	8,070.40	2,935.00	2,995.77
6210	Small Tools and Equipment	1,000.00	1,000.00	2,114.00	2,113.95	1,430.00	1,189.20
6212	Fuel	1,776.00	1,870.00	1,870.00	1,650.27	1,700.00	1,659.29
6214	Clothing And Uniforms	6,300.00	6,800.00	6,300.00	6,300.00	6,065.00	6,064.77
6300	Repair & Maintenance	13,000.00	14,700.00	12,386.00	11,870.04	10,275.00	9,809.09
6400_100	Utilities Electricity	28,875.00	28,875.00	27,500.00	25,359.67	26,300.00	23,846.02

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**102 - Waterfront**						
Program	**258 - Waterfront Operations**						
General Operating							
6400_105	Utilities Gas	10,500.00	10,000.00	13,500.00	11,669.16	16,150.00	8,801.48
6400_115	Utilities Water/Wastewater	20,125.00	17,500.00	17,400.00	16,445.68	14,500.00	14,722.16
6400_125	Utilities Telecommunications	3,780.00	3,600.00	1,600.00	1,114.80	1,600.00	1,177.05
6500_103	Professional and Consultant Svs Security Contracts	57,000.00	55,000.00	60,000.00	54,150.99	53,905.00	53,372.81
6500_118	Professional and Consultant Svs Contractual Services	23,750.00	25,000.00	13,250.00	12,107.50	29,545.00	29,077.42
6625	Equipment Maintenance Repairs	12,500.00	15,000.00	12,000.00	11,846.84	11,975.00	11,468.51
6700_110	Travel & Training Travel Expense	.00	.00	.00	.00	25.00	24.20
7000	Bad Debt Expense	.00	.00	.00	1,400.00	.00	.00
7200_115	Capital Leases Equipment	477.00	477.00	529.00	477.36	545.00	455.94
7303	Regulatory and Bank Fees	13,065.00	13,065.00	13,065.00	13,928.03	18,000.00	53,649.70
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	.00	175.00	15,706.00	17,952.25
7312	Real Estate Taxes	55,565.00	55,565.00	55,566.00	55,564.60	.00	.00
	General Operating Totals	$252,613.00	$254,352.00	$246,480.00	$235,198.65	$212,681.00	$238,124.11
Program	**258 - Waterfront Operations** Totals	$544,914.00	$549,457.00	$527,848.00	$455,631.22	$455,998.00	$463,447.92
Division	**102 - Waterfront** Totals	$1,532,338.00	$1,618,983.00	$1,701,554.00	$1,442,594.85	$1,455,531.00	$1,412,007.67
Division	**103 - Rec Facilities**						
Program	**249 - O.N.E. Center**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	60,744.00	59,488.01	58,824.00	60,090.82
5000_110	Salaries and Wages Regular Part Time	.00	.00	.00	383.79	.00	1,672.31
5000_115	Salaries and Wages Seasonal/Temporary	20,908.00	20,908.00	8,500.00	2,562.86	11,000.00	7,535.86
5100	Overtime	1,674.00	1,625.00	4,500.00	6,635.07	2,000.00	5,497.36
5200_106	Other Personnel Services Staffing	.00	.00	.00	47.83	.00	71.59
5200_115	Other Personnel Services Other Compensation	400.00	400.00	400.00	803.42	400.00	378.97
5200_116	Other Personnel Services Longevity Pay	.00	.00	500.00	500.00	500.00	500.00
5200_120	Other Personnel Services Shift Differential	50.00	50.00	150.00	58.10	100.00	117.49
5200_130	Other Personnel Services Allowance Taxable	500.00	500.00	500.00	425.00	500.00	500.00
5400_100	Employee Benefits FICA	1,800.00	1,796.00	5,760.00	5,145.55	5,915.00	5,176.54
5400_120	Employee Benefits Workers Compensation	.00	61.00	2,051.00	2,051.00	.00	.00
	Personnel Services Totals	$25,332.00	$25,340.00	$83,105.00	$78,100.63	$79,239.00	$81,540.94
General Operating							
6200	Medical Fees And Supplies	.00	75.00	500.00	.00	500.00	280.96
6208	Special Supplies	.00	1,100.00	1,500.00	.00	1,500.00	1,291.79
6300_170	Repair & Maintenance Buildings	.00	175.00	1,000.00	34.83	700.00	494.89

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**103 - Rec Facilities**						
Program	**249 - O.N.E. Center**						
General Operating							
6400_125	Utilities Telecommunications	.00	175.00	500.00	287.29	500.00	258.95
6500_118	Professional and Consultant Svs Contractual Services	.00	62,400.00	80,000.00	75,472.50	75,000.00	72,954.61
6530_100	Rentals Property	.00	36,645.00	173,313.00	172,710.00	138,168.00	102,392.00
	General Operating Totals	$0.00	$100,570.00	$256,813.00	$248,504.62	$216,368.00	$177,673.20
Program	**249 - O.N.E. Center** Totals	$25,332.00	$125,910.00	$339,918.00	$326,605.25	$295,607.00	$259,214.14
Program	**255 - Leddy Arena**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	381,385.00	385,230.00	478,253.00	455,063.52	457,896.00	458,002.22
5000_115	Salaries and Wages Seasonal/Temporary	85,000.00	85,000.00	80,000.00	67,019.07	83,000.00	79,850.23
5100	Overtime	17,510.00	17,000.00	20,000.00	29,908.96	15,500.00	15,868.08
5200_115	Other Personnel Services Other Compensation	11,000.00	11,000.00	12,000.00	8,365.87	12,000.00	10,652.15
5200_116	Other Personnel Services Longevity Pay	548.00	500.00	500.00	500.00	500.00	500.00
5200_120	Other Personnel Services Shift Differential	5,700.00	5,700.00	5,500.00	5,103.11	5,500.00	5,581.38
5200_130	Other Personnel Services Allowance Taxable	4,125.00	4,125.00	4,125.00	4,026.84	4,125.00	4,050.00
5400_100	Employee Benefits FICA	38,653.00	38,904.00	45,929.00	41,216.80	43,147.00	41,665.93
5400_120	Employee Benefits Workers Compensation	.00	14,417.00	14,033.00	14,033.00	.00	.00
5400_150	Employee Benefits Recognition	.00	.00	650.00	640.58	.00	.00
	Personnel Services Totals	$543,921.00	$561,876.00	$660,990.00	$625,877.75	$621,668.00	$616,169.99
General Operating							
6200	Medical Fees And Supplies	400.00	400.00	800.00	450.86	700.00	224.82
6203	Dues/Subscriptions	450.00	500.00	500.00	440.00	350.00	345.00
6206	Custodian Supplies	650.00	1,000.00	1,200.00	634.60	1,200.00	622.64
6208	Special Supplies	3,000.00	2,600.00	4,350.00	2,869.39	8,900.00	5,821.80
6212_115	Fuel Propane	750.00	700.00	800.00	736.36	400.00	68.80
6214	Clothing And Uniforms	500.00	2,400.00	300.00	.00	300.00	.00
6216	Oil & Grease & Antifreeze	1,500.00	2,000.00	1,800.00	.00	2,000.00	2,000.00
6300_170	Repair & Maintenance Buildings	10,000.00	12,000.00	15,000.00	9,616.34	12,000.00	10,430.94
6325	Items For Resale	1,000.00	1,000.00	1,000.00	1,204.14	848.00	1,297.64
6400_100	Utilities Electricity	128,960.00	124,000.00	122,000.00	125,255.52	108,000.00	112,948.62
6400_105	Utilities Gas	42,500.00	38,000.00	40,000.00	42,282.10	37,000.00	36,033.01
6400_115	Utilities Water/Wastewater	23,000.00	20,000.00	20,425.00	20,944.71	19,000.00	10,114.84
6400_125	Utilities Telecommunications	1,260.00	1,200.00	1,700.00	1,208.21	1,800.00	1,100.43

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**103 - Rec Facilities**						
Program	**255 - Leddy Arena**						
General Operating							
6500_118	Professional and Consultant Svs Contractual Services	10,000.00	16,000.00	13,000.00	9,170.80	10,200.00	10,200.00
6600	Maintenance Contracts	25,000.00	25,000.00	25,000.00	16,248.75	.00	.00
6625	Equipment Maintenance Repairs	18,000.00	20,000.00	19,500.00	17,612.93	27,375.00	21,783.65
6700_105	Travel & Training Special Training	.00	.00	.00	.00	725.00	725.00
6700_115	Travel & Training Mileage	.00	200.00	300.00	157.41	300.00	118.93
6800_140	Fees for Services Hospitality Expense	.00	.00	.00	.00	100.00	51.62
7200_115	Capital Leases Equipment	462.00	462.00	2,526.00	461.88	2,526.00	539.47
	General Operating Totals	$267,432.00	$267,462.00	$270,201.00	$249,294.00	$233,724.00	$214,427.21
	Program **255 - Leddy Arena** Totals	$811,353.00	$829,338.00	$931,191.00	$875,171.75	$855,392.00	$830,597.20
Program	**259 - Miller Center**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	.00	3,551.06	.00	3,918.00
5000_110	Salaries and Wages Regular Part Time	.00	23,873.00	27,099.00	27,969.68	25,871.00	23,703.32
5000_115	Salaries and Wages Seasonal/Temporary	17,000.00	27,000.00	17,000.00	8,776.86	20,000.00	17,657.39
5100	Overtime	309.00	300.00	300.00	491.08	300.00	236.22
5200_106	Other Personnel Services Staffing	1,500.00	1,500.00	1,500.00	1,465.17	1,500.00	467.17
5200_115	Other Personnel Services Other Compensation	1,500.00	1,500.00	1,000.00	983.09	1,000.00	1,410.90
5200_120	Other Personnel Services Shift Differential	1,200.00	1,200.00	1,000.00	1,314.80	1,000.00	1,136.24
5200_125	Other Personnel Services Taxable Reimbursements	.00	.00	.00	.00	200.00	.00
5200_130	Other Personnel Services Allowance Taxable	213.00	213.00	213.00	212.50	225.00	212.50
5400_100	Employee Benefits FICA	1,662.00	4,252.00	3,681.00	2,585.48	3,832.00	3,000.21
5400_120	Employee Benefits Workers Compensation	.00	1,560.00	908.00	908.00	.00	.00
	Personnel Services Totals	$23,384.00	$61,398.00	$52,701.00	$48,257.72	$53,928.00	$51,741.95
General Operating							
6200	Medical Fees And Supplies	400.00	400.00	600.00	110.97	500.00	336.27
6206	Custodian Supplies	700.00	800.00	1,000.00	320.76	1,500.00	775.19
6208	Special Supplies	1,000.00	2,000.00	2,000.00	954.23	1,750.00	1,833.60
6300_170	Repair & Maintenance Buildings	4,000.00	4,000.00	5,000.00	2,263.19	6,300.00	4,011.38
6400_100	Utilities Electricity	17,000.00	17,000.00	17,000.00	13,604.89	17,000.00	16,166.17
6400_105	Utilities Gas	11,770.00	11,000.00	12,000.00	11,209.61	10,500.00	10,052.96
6400_115	Utilities Water/Wastewater	4,255.00	3,400.00	3,225.00	3,700.26	3,000.00	2,823.97
6400_125	Utilities Telecommunications	315.00	300.00	300.00	288.64	400.00	260.86
6500_118	Professional and Consultant Svs Contractual Services	5,000.00	7,000.00	6,300.00	4,704.20	8,300.00	6,783.13
6625	Equipment Maintenance Repairs	1,000.00	2,000.00	3,000.00	987.19	1,500.00	1,503.60

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**23 - Parks and Recreation**						
Division	**103 - Rec Facilities**						
Program	**259 - Miller Center**						
General Operating							
6700_115	Travel & Training Mileage	.00	300.00	200.00	153.52	250.00	163.35
	General Operating Totals	$45,440.00	$48,200.00	$50,625.00	$38,297.46	$51,000.00	$44,710.48
	Program **259 - Miller Center** Totals	$68,824.00	$109,598.00	$103,326.00	$86,555.18	$104,928.00	$96,452.43
	Division **103 - Rec Facilities** Totals	$905,509.00	$1,064,846.00	$1,374,435.00	$1,288,332.18	$1,255,927.00	$1,186,263.77
	Department **23 - Parks and Recreation** Totals	$10,746,908.00	$10,632,753.00	$10,984,227.00	$10,697,891.36	$10,030,300.00	$9,734,670.20
Department	**27 - Burlington City Arts**						
Division	**000 - Admin**						
Program	**000 - Administration**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	554,806.00	629,675.00	580,146.00	484,195.64	552,132.00	496,998.59
5000_110	Salaries and Wages Regular Part Time	.00	.00	.00	3,074.08	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	25,000.00	30,000.00	12,000.00	22,663.77	26,000.00	8,837.63
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	.00	(59,000.00)	.00
5100	Overtime	750.00	1,545.00	1,500.00	1,400.69	1,000.00	2,607.19
5200_115	Other Personnel Services Other Compensation	2,800.00	2,884.00	2,800.00	436.30	2,800.00	2,050.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	1.87	.00	.00
5200_130	Other Personnel Services Allowance Taxable	1,500.00	2,843.00	2,760.00	951.49	1,000.00	1,373.05
5400_100	Employee Benefits FICA	44,741.00	50,256.00	44,921.00	34,227.31	42,605.00	37,157.59
5400_115	Employee Benefits Retirement B	149,384.00	129,318.00	139,122.00	139,122.00	110,533.00	110,533.00
5400_120	Employee Benefits Workers Compensation	51,651.00	18,871.00	19,463.00	19,463.00	38,529.00	38,083.56
5400_125	Employee Benefits Health Insurance	348,021.00	303,277.00	274,272.00	274,272.00	239,380.00	239,380.00
5400_130	Employee Benefits Dental Insurance	15,414.00	13,364.00	16,760.00	16,760.00	14,201.00	14,201.00
5400_135	Employee Benefits Life Insurance	3,142.00	2,753.00	3,211.00	3,211.00	3,268.00	3,268.00
5400_145	Employee Benefits Employee Parking	3,320.00	3,080.00	.00	5,041.00	2,580.00	3,080.00
5400_150	Employee Benefits Recognition	2,546.00	2,546.00	.00	.00	1,000.00	766.00
	Personnel Services Totals	$1,203,075.00	$1,190,412.00	$1,096,955.00	$1,004,820.15	$976,028.00	$958,335.61
General Operating							
6000	Office Supplies	5,150.00	5,000.00	4,851.00	3,460.91	5,000.00	4,224.51
6005	Postage	5,000.00	4,000.00	4,000.00	3,961.22	4,000.00	3,897.39
6010	Computer Equipment	300.00	300.00	300.00	20.32	300.00	1,226.25
6017	Computer Licensing and Maint.	.00	.00	.00	.00	.00	37.44
6025	Furnishings	.00	.00	.00	.00	1,500.00	1,501.69
6200	Medical Fees And Supplies	515.00	500.00	1,000.00	910.68	1,000.00	274.11

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**27 - Burlington City Arts**						
Division	**000 - Admin**						
Program	**000 - Administration**						
General Operating							
6202	Printing/Copying/Paper Mgt	29,700.00	25,248.00	26,000.00	25,699.90	73,025.00	68,694.18
6203	Dues/Subscriptions	1,500.00	1,500.00	1,500.00	59.84	1,100.00	1,333.47
6208	Special Supplies	5,150.00	5,000.00	5,000.00	3,669.52	5,000.00	4,633.36
6327	Customer Credits & Refunds	500.00	500.00	500.00	439.00	1,000.00	.00
6350	Legal Notice & Advertising	96,500.00	103,949.00	103,000.00	99,861.97	124,355.00	123,458.89
6400_100	Utilities Electricity	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	11,000.00
6400_125	Utilities Telecommunications	6,000.00	6,000.00	6,800.00	6,336.22	6,800.00	5,983.87
6400_127	Utilities Cellular Communications	4,320.00	3,300.00	2,404.00	2,614.88	1,920.00	2,904.90
6500_118	Professional and Consultant Svs Contractual Services	12,000.00	15,000.00	15,860.00	14,661.01	20,000.00	18,212.28
6700_100	Travel & Training Education	1,030.00	1,000.00	.00	.00	500.00	125.36
6700_105	Travel & Training Special Training	.00	.00	.00	.00	200.00	200.00
6700_110	Travel & Training Travel Expense	1,030.00	1,000.00	.00	.00	1,270.00	769.22
6800_140	Fees for Services Hospitality Expense	500.00	500.00	500.00	.00	500.00	140.94
7000	Bad Debt Expense	.00	.00	.00	763.66	.00	480.00
7200_115	Capital Leases Equipment	978.00	978.00	2,200.00	978.24	2,200.00	1,271.12
7303	Regulatory and Bank Fees	.00	.00	.00	.00	.00	2.50
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	.00	.00	.00	72.05	.00	.00
9999_100	Expenditure Control General Fund	(97,122.00)	(59,040.00)	.00	.00	.00	.00
	General Operating Totals	$85,051.00	$126,735.00	$185,915.00	$175,509.42	$261,670.00	$250,371.48
	Program **000 - Administration** Totals	$1,288,126.00	$1,317,147.00	$1,282,870.00	$1,180,329.57	$1,237,698.00	$1,208,707.09
Program	**050 - Marketing**						
General Operating							
6202	Printing/Copying/Paper Mgt	.00	.00	.00	318.59	.00	.00
	General Operating Totals	$0.00	$0.00	$0.00	$318.59	$0.00	$0.00
	Program **050 - Marketing** Totals	$0.00	$0.00	$0.00	$318.59	$0.00	$0.00
	Division **000 - Admin** Totals	$1,288,126.00	$1,317,147.00	$1,282,870.00	$1,180,648.16	$1,237,698.00	$1,208,707.09
Division	**175 - BCA Center**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	140,330.00	219,030.00	274,258.00	227,228.94	257,879.00	263,011.21
5000_110	Salaries and Wages Regular Part Time	.00	.00	.00	496.27	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	35,000.00	50,000.00	63,205.00	53,820.43	90,650.00	93,081.19
5100	Overtime	3,000.00	4,120.00	4,000.00	2,286.35	4,000.00	2,653.44
5200_106	Other Personnel Services Staffing	.00	.00	.00	.00	.00	142.45
5200_115	Other Personnel Services Other Compensation	1,200.00	1,648.00	1,600.00	800.00	1,600.00	800.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**27 - Burlington City Arts**						
Division	**175 - BCA Center**						
Personnel Services							
5200_116	Other Personnel Services Longevity Pay	614.00	500.00	500.00	.00	.00	250.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	.00	.00	11.27
5200_130	Other Personnel Services Allowance Taxable	1,700.00	2,938.00	2,852.00	1,343.26	1,000.00	2,236.50
5400_100	Employee Benefits FICA	13,911.00	21,285.00	28,161.00	21,444.98	26,211.00	26,747.13
5400_120	Employee Benefits Workers Compensation	.00	9,629.00	8,979.00	8,979.00	.00	.00
	Personnel Services Totals	$195,755.00	$309,150.00	$383,555.00	$316,399.23	$381,340.00	$388,933.19
General Operating							
6005	Postage	.00	.00	.00	9.29	.00	.00
6007	Shipping and Moving	6,000.00	12,000.00	12,700.00	11,996.45	18,700.00	17,689.30
6010	Computer Equipment	500.00	500.00	500.00	308.84	100.00	94.99
6203	Dues/Subscriptions	1,545.00	1,500.00	1,500.00	828.92	1,200.00	1,059.99
6208	Special Supplies	11,500.00	11,500.00	11,500.00	8,389.76	19,800.00	17,443.91
6212	Fuel	600.00	650.00	650.00	439.04	.00	.00
6500_103	Professional and Consultant Svs Security Contracts	.00	.00	1,000.00	.00	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	45,000.00	15,000.00	30,450.00	30,491.42	15,050.00	15,896.93
6510_100	Artist Services non-salaried compensation	40,000.00	42,000.00	45,000.00	43,266.50	48,000.00	42,800.00
6510_110	Artist Services commissions	15,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
6510_120	Artist Services consignments	36,000.00	36,000.00	90,907.00	90,673.87	30,000.00	28,119.89
6510_130	Artist Services reimbursements	2,500.00	2,500.00	2,900.00	2,552.20	2,100.00	1,837.85
6530_125	Rentals Vehicle	515.00	500.00	500.00	.00	500.00	.00
6700_110	Travel & Training Travel Expense	4,000.00	6,500.00	3,500.00	2,484.74	4,800.00	3,632.99
6800_140	Fees for Services Hospitality Expense	.00	7,500.00	7,500.00	7,727.39	5,500.00	3,647.37
7303_100	Regulatory and Bank Fees Gateway/Third Party Processing	515.00	500.00	1,000.00	37.63	.00	516.97
	General Operating Totals	$163,675.00	$154,650.00	$227,607.00	$217,206.05	$163,750.00	$150,740.19
Regional Programs							
7730	Scholarships	10,000.00	10,500.00	12,500.00	10,328.00	7,500.00	6,475.00
	Regional Programs Totals	$10,000.00	$10,500.00	$12,500.00	$10,328.00	$7,500.00	$6,475.00
	Division **175 - BCA Center** Totals	$369,430.00	$474,300.00	$623,662.00	$543,933.28	$552,590.00	$546,148.38
Division	**176 - Arts Education**						
Program	**058 - Visual Arts**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	171,148.00	161,563.00	144,838.00	244,701.77	139,549.00	272,645.22
5000_110	Salaries and Wages Regular Part Time	150,865.00	140,034.00	135,638.00	35,071.25	130,151.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	192,385.00	184,885.00	179,500.00	155,358.02	182,000.00	179,340.54

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**27 - Burlington City Arts**						
Division	**176 - Arts Education**						
Program	**058 - Visual Arts**						
Personnel Services							
5100	Overtime	.00	.00	.00	273.77	.00	188.80
5200_106	Other Personnel Services Staffing	.00	3,090.00	3,000.00	5,261.62	.00	4,438.39
5200_115	Other Personnel Services Other Compensation	1,800.00	2,575.00	2,500.00	1,713.51	.00	1,794.39
5200_116	Other Personnel Services Longevity Pay	313.00	114.00	178.00	.00	.00	.00
5200_130	Other Personnel Services Allowance Taxable	2,000.00	4,120.00	4,000.00	2,767.65	.00	3,031.16
5400_100	Employee Benefits FICA	39,666.00	37,973.00	35,929.00	32,985.23	34,555.00	34,194.66
5400_120	Employee Benefits Workers Compensation	.00	14,091.00	9,448.00	9,448.00	.00	.00
	Personnel Services Totals	$558,177.00	$548,445.00	$515,031.00	$487,580.82	$486,255.00	$495,633.16
General Operating							
6203	Dues/Subscriptions	2,575.00	2,500.00	2,500.00	2,316.30	2,500.00	2,387.98
6208	Special Supplies	57,680.00	56,000.00	56,000.00	55,369.96	52,500.00	52,408.99
6300	Repair & Maintenance	.00	.00	.00	.00	226.00	226.00
6500_118	Professional and Consultant Svs Contractual Services	5,000.00	5,000.00	4,000.00	2,938.23	5,274.00	5,691.07
7000	Bad Debt Expense	.00	.00	.00	287.04	.00	.00
7303	Regulatory and Bank Fees	9,500.00	8,500.00	7,500.00	8,862.06	12,500.00	8,519.52
	General Operating Totals	$74,755.00	$72,000.00	$70,000.00	$69,773.59	$73,000.00	$69,233.56
Regional Programs							
7730	Scholarships	75,000.00	75,000.00	75,000.00	66,471.00	67,500.00	67,500.00
	Regional Programs Totals	$75,000.00	$75,000.00	$75,000.00	$66,471.00	$67,500.00	$67,500.00
	Program **058 - Visual Arts** Totals	$707,932.00	$695,445.00	$660,031.00	$623,825.41	$626,755.00	$632,366.72
	Division **176 - Arts Education** Totals	$707,932.00	$695,445.00	$660,031.00	$623,825.41	$626,755.00	$632,366.72
Division	**177 - Festivals/Events**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	165,898.00	156,188.00	217,204.00	202,007.85	202,599.00	208,825.48
5000_115	Salaries and Wages Seasonal/Temporary	43,500.00	43,500.00	43,500.00	39,337.71	73,341.00	55,806.56
5100	Overtime	6,000.00	8,240.00	8,000.00	7,739.06	10,000.00	12,766.71
5200_110	Other Personnel Services On-Call	927.00	927.00	900.00	360.00	600.00	672.00
5200_115	Other Personnel Services Other Compensation	800.00	1,339.00	1,300.00	950.00	.00	600.00
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	38.20	.00	.00
5200_130	Other Personnel Services Allowance Taxable	2,200.00	2,938.00	2,852.00	1,631.69	1,500.00	1,849.96
5400_100	Employee Benefits FICA	16,778.00	16,305.00	20,942.00	18,956.89	19,817.00	20,423.55
5400_120	Employee Benefits Workers Compensation	.00	5,436.00	7,147.00	7,147.00	.00	.00
5400_150	Employee Benefits Recognition	.00	.00	.00	25.00	.00	.00
	Personnel Services Totals	$236,103.00	$234,873.00	$301,845.00	$278,193.40	$307,857.00	$300,944.26

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**27 - Burlington City Arts**						
Division	**177 - Festivals/Events**						
Capital Equipment							
6211	Specialized Equipment	7,000.00	11,200.00	6,253.00	6,251.38	24,000.00	22,405.35
	Capital Equipment Totals	$7,000.00	$11,200.00	$6,253.00	$6,251.38	$24,000.00	$22,405.35
General Operating							
6007	Shipping and Moving	.00	.00	.00	136.43	.00	.00
6203	Dues/Subscriptions	.00	1,050.00	2,415.00	2,411.21	538.00	560.06
6208	Special Supplies	8,500.00	10,000.00	13,000.00	12,481.28	72,962.00	72,648.72
6212	Fuel	206.00	200.00	200.00	14.97	100.00	114.96
6500_103	Professional and Consultant Svs Security Contracts	14,420.00	26,000.00	40,000.00	38,640.66	18,130.00	18,231.68
6500_118	Professional and Consultant Svs Contractual Services	56,252.00	104,556.00	178,035.00	177,015.67	313,345.00	285,610.28
6510_100	Artist Services non-salaried compensation	91,475.00	140,200.00	158,030.00	156,802.00	203,350.00	194,625.00
6510_130	Artist Services reimbursements	3,000.00	.00	2,000.00	2,000.00	3,000.00	2,927.26
6530_125	Rentals Vehicle	2,000.00	2,000.00	1,345.00	1,263.99	2,000.00	1,599.27
6800_140	Fees for Services Hospitality Expense	5,650.00	7,200.00	19,550.00	19,460.27	23,000.00	20,143.21
8400	Special Events/Projects	.00	40,997.00	.00	.00	.00	.00
	General Operating Totals	$181,503.00	$332,203.00	$414,575.00	$410,226.48	$636,425.00	$596,460.44
	Division **177 - Festivals/Events** Totals	$424,606.00	$578,276.00	$722,673.00	$694,671.26	$968,282.00	$919,810.05
Division	**178 - Public Art**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	80,534.00	76,032.00	72,475.00	71,069.92	69,061.00	59,641.29
5400_100	Employee Benefits FICA	6,161.00	5,816.00	5,544.00	5,104.67	5,666.00	4,229.01
5400_120	Employee Benefits Workers Compensation	.00	2,202.00	2,429.00	2,429.00	.00	.00
	Personnel Services Totals	$86,695.00	$84,050.00	$80,448.00	$78,603.59	$74,727.00	$63,870.30
General Operating							
6208	Special Supplies	5,629.00	3,749.00	12,000.00	7,660.83	1,600.00	894.84
6212	Fuel	.00	.00	.00	.00	.00	7.50
6300	Repair & Maintenance	5,000.00	3,000.00	5,000.00	3,660.47	.00	.00
6500_118	Professional and Consultant Svs Contractual Services	13,200.00	17,741.00	10,500.00	6,840.00	27,100.00	26,050.00
6510_100	Artist Services non-salaried compensation	20,000.00	10,500.00	5,000.00	5,000.00	.00	.00
6800_140	Fees for Services Hospitality Expense	2,910.00	.00	.00	.00	500.00	.00
	General Operating Totals	$46,739.00	$34,990.00	$32,500.00	$23,161.30	$29,200.00	$26,952.34
	Division **178 - Public Art** Totals	$133,434.00	$119,040.00	$112,948.00	$101,764.89	$103,927.00	$90,822.64

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**27 - Burlington City Arts**						
Division	**179 - BCA Grant**						
General Operating							
6510_100	Artist Services non-salaried compensation	60,000.00	.00	55,000.00	54,328.00	21,300.00	21,086.09
	General Operating Totals	$60,000.00	$0.00	$55,000.00	$54,328.00	$21,300.00	$21,086.09
	Division **179 - BCA Grant** Totals	$60,000.00	$0.00	$55,000.00	$54,328.00	$21,300.00	$21,086.09
	Department **27 - Burlington City Arts** Totals	$2,983,528.00	$3,184,208.00	$3,457,184.00	$3,199,171.00	$3,510,552.00	$3,418,940.97
Department	**38 - CEDO General Fund**						
Division	**000 - Admin**						
Personnel Services							
5400_100	Employee Benefits FICA	.00	.00	.00	2.64	.00	.00
	Personnel Services Totals	$0.00	$0.00	$0.00	$2.64	$0.00	$0.00
Program	**000 - Administration**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	610,153.00	600,025.78	587,925.00	596,264.38
5000_105	Salaries and Wages Limited Service	.00	.00	.00	.00	3,081.00	.00
5000_110	Salaries and Wages Regular Part Time	.00	.00	4,840.00	6,604.39	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	18,646.00	18,509.25	.00	.00
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	.00	.00	(75,000.00)	.00
5100	Overtime	.00	.00	557.00	8,341.83	2,000.00	2,756.30
5200_110	Other Personnel Services On-Call	.00	.00	.00	360.00	.00	.00
5200_115	Other Personnel Services Other Compensation	.00	.00	3,020.00	3,567.52	2,836.00	1,213.64
5200_116	Other Personnel Services Longevity Pay	.00	.00	217.00	(250.00)	175.00	432.57
5200_120	Other Personnel Services Shift Differential	.00	.00	.00	4.27	.00	.00
5200_130	Other Personnel Services Allowance Taxable	.00	.00	1,755.00	3,198.78	3,436.00	4,690.75
5400_100	Employee Benefits FICA	.00	.00	48,894.00	46,646.41	45,858.00	44,076.07
5400_115	Employee Benefits Retirement B	.00	.00	60,182.00	18,387.24	48,387.00	62,607.03
5400_120	Employee Benefits Workers Compensation	.00	.00	8,876.00	8,910.21	6,382.00	6,382.00
5400_125	Employee Benefits Health Insurance	.00	.00	120,434.00	113,293.28	81,648.00	97,717.25
5400_130	Employee Benefits Dental Insurance	.00	.00	6,342.00	5,789.51	4,833.00	5,713.08
5400_135	Employee Benefits Life Insurance	.00	.00	1,251.00	1,290.88	1,314.00	1,296.35
5400_145	Employee Benefits Employee Parking	.00	.00	350.00	1,229.80	3,154.00	1,442.29
5400_150	Employee Benefits Recognition	.00	.00	1,000.00	903.94	3,615.00	1,624.26
	Personnel Services Totals	$0.00	$0.00	$886,517.00	$836,813.09	$719,644.00	$826,215.97
General Operating							
6000	Office Supplies	.00	.00	2,060.00	1,244.43	3,000.00	2,029.24
6005	Postage	.00	.00	250.00	11.30	250.00	69.98
6010	Computer Equipment	.00	.00	215.00	214.63	50.00	31.84

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**38 - CEDO General Fund**						
Division	**000 - Admin**						
Program	**000 - Administration**						
General Operating							
6025	Furnishings	.00	.00	700.00	.00	213.00	.00
6200_105	Medical Fees And Supplies Medical Exams	.00	.00	300.00	.00	772.00	354.00
6202	Printing/Copying/Paper Mgt	.00	.00	1,500.00	18.95	2,350.00	10.79
6203	Dues/Subscriptions	.00	.00	2,967.00	1,166.54	3,400.00	1,447.32
6208	Special Supplies	.00	.00	2,305.00	.00	872.00	421.40
6246	Outreach	.00	.00	609.00	109.44	.00	111.96
6350	Legal Notice & Advertising	.00	.00	600.00	345.00	100.00	.00
6400_115	Utilities Water/Wastewater	.00	.00	820.00	1,164.36	820.00	1,060.37
6400_125	Utilities Telecommunications	.00	.00	2,090.00	1,043.34	2,140.00	816.14
6400_127	Utilities Cellular Communications	.00	.00	3,150.00	2,974.00	2,600.00	2,184.64
6500_112	Professional and Consultant Svs Audits - Melanson	.00	.00	5,000.00	7,000.00	5,000.00	4,500.00
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	26,000.00	17,981.47	52,808.00	3,786.03
6500_126	Professional and Consultant Svs Jobs & People Study	.00	.00	.00	.00	100,000.00	.00
6700_100	Travel & Training Education	.00	.00	500.00	.00	4,800.00	190.00
6700_105	Travel & Training Special Training	.00	.00	700.00	.00	2,250.00	.00
6700_110	Travel & Training Travel Expense	.00	.00	3,052.00	1,958.29	3,052.00	37.45
6700_115	Travel & Training Mileage	.00	.00	200.00	39.20	200.00	.00
6700_140	Travel & Training Airfare	.00	.00	1,000.00	450.45	.00	.00
6800_140	Fees for Services Hospitality Expense	.00	.00	395.00	389.19	178.00	177.60
7002	Interest Expense	.00	.00	642.00	152.39	.00	.00
7200_115	Capital Leases Equipment	.00	.00	1,972.00	614.11	1,600.00	1,142.91
7702	Program Delivery - Other	.00	.00	.00	.00	.00	5.14
	General Operating Totals	$0.00	$0.00	$57,027.00	$36,877.09	$186,455.00	$18,376.81
Interfund							
7900_136	Interfund Transfer To CJC	.00	.00	121,542.00	121,541.00	121,542.00	121,542.00
	Interfund Totals	$0.00	$0.00	$121,542.00	$121,541.00	$121,542.00	$121,542.00
	Program **000 - Administration** Totals	$0.00	$0.00	$1,065,086.00	$995,231.18	$1,027,641.00	$966,134.78
Program	**301 - Neighborhood Projects**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	8,018.00	8,942.33	86,360.00	68,428.48
5000_110	Salaries and Wages Regular Part Time	.00	.00	36,795.00	17,570.06	.00	.00
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	3,885.00	3,885.00	21,840.00	15,828.72
5000_900	Salaries and Wages Attrition/reorganization	.00	.00	(45,088.00)	.00	.00	.00
5100	Overtime	.00	.00	.00	844.58	.00	.00
5200_115	Other Personnel Services Other Compensation	.00	.00	420.00	.90	824.00	500.00

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund	**101 - General Fund**						
EXPENSE							
Department	**38 - CEDO General Fund**						
Division	**000 - Admin**						
Program	**301 - Neighborhood Projects**						
Personnel Services							
5200_130	Other Personnel Services Allowance Taxable	.00	.00	.00	147.12	.00	.00
5400_100	Employee Benefits FICA	.00	.00	3,758.00	2,232.61	8,340.00	6,348.54
5400_115	Employee Benefits Retirement B	.00	.00	490.00	989.16	7,064.00	7,064.00
5400_120	Employee Benefits Workers Compensation	.00	.00	1,288.00	1,287.96	872.00	872.00
5400_125	Employee Benefits Health Insurance	.00	.00	512.00	4,642.76	26,433.00	19,545.37
5400_130	Employee Benefits Dental Insurance	.00	.00	23.00	204.99	1,216.00	902.29
5400_135	Employee Benefits Life Insurance	.00	.00	8.00	69.24	173.00	135.18
5400_145	Employee Benefits Employee Parking	.00	.00	.00	.00	989.00	193.68
	Personnel Services Totals	$0.00	$0.00	$10,109.00	$40,816.71	$154,111.00	$119,818.26
General Operating							
6000	Office Supplies	.00	.00	60.00	.00	60.00	.00
6005	Postage	.00	.00	50.00	.00	50.00	.00
6202	Printing/Copying/Paper Mgt	.00	.00	550.00	.00	550.00	.00
6203	Dues/Subscriptions	.00	.00	2,000.00	.00	2,000.00	.00
6244	NPA Support	.00	.00	24,000.00	17,836.91	24,000.00	19,399.26
6246	Outreach	.00	.00	17,100.00	7,756.88	25,000.00	11,737.08
6400_127	Utilities Cellular Communications	.00	.00	1,000.00	.00	1,000.00	298.56
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	5,000.00	4,920.51	.00	.00
6500_148	Professional and Consultant Svs Interpreter Services	.00	.00	1,000.00	.00	1,000.00	.00
6800_140	Fees for Services Hospitality Expense	.00	.00	400.00	299.60	.00	.00
7702	Program Delivery - Other	.00	.00	2,500.00	.00	.00	.00
	General Operating Totals	$0.00	$0.00	$53,660.00	$30,813.90	$53,660.00	$31,434.90
Program	**301 - Neighborhood Projects** Totals	$0.00	$0.00	$63,769.00	$71,630.61	$207,771.00	$151,253.16
Program	**380 - Business Support**						
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	315.30	.00	.00
5400_100	Employee Benefits FICA	.00	.00	.00	24.11	.00	.00
	Personnel Services Totals	$0.00	$0.00	$0.00	$339.41	$0.00	$0.00
Program	**380 - Business Support** Totals	$0.00	$0.00	$0.00	$339.41	$0.00	$0.00
Program	**385 - RRC**						
Personnel Services							
5000_100	Salaries and Wages Regular, Full Time	.00	.00	.00	165.00	.00	353.51

Budget Worksheet Report

Budget Year 2027

Account	Account Description	2027 Department Requested	2026 Amended Budget	2025 Amended Budget	2025 Actual Amount	2024 Amended Budget	2024 Actual Amount
Fund **101 - General Fund**							
EXPENSE							
Department **38 - CEDO General Fund**							
Division **000 - Admin**							
Program **385 - RRC**							
Personnel Services							
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	87,360.00	75,442.50	76,440.00	69,833.40
5400_100	Employee Benefits FICA	.00	.00	6,683.00	5,783.99	5,848.00	5,218.59
5400_120	Employee Benefits Workers Compensation	.00	.00	.00	.00	742.00	742.00
5400_135	Employee Benefits Life Insurance	.00	.00	.00	.00	.00	(9.08)
5400_145	Employee Benefits Employee Parking	.00	.00	.00	.00	576.00	9.08
	Personnel Services Totals	$0.00	$0.00	$94,043.00	$81,391.49	$83,606.00	$76,147.50
General Operating							
6000	Office Supplies	.00	.00	800.00	.00	100.00	.00
6010	Computer Equipment	.00	.00	.00	.00	.00	276.06
6015	Computer Software	.00	.00	1,000.00	.00	200.00	.00
6203	Dues/Subscriptions	.00	.00	348.00	.00	348.00	.00
6208	Special Supplies	.00	.00	.00	.00	1,200.00	263.05
6246	Outreach	.00	.00	2,500.00	521.72	3,000.00	3,072.96
6400_125	Utilities Telecommunications	.00	.00	.00	219.01	2,150.00	2,352.99
6400_127	Utilities Cellular Communications	.00	.00	.00	141.55	450.00	630.17
6500_118	Professional and Consultant Svs Contractual Services	.00	.00	.00	.00	9,500.00	.00
6500_148	Professional and Consultant Svs Interpreter Services	.00	.00	43,807.00	34,207.48	88,850.00	38,614.04
6800_140	Fees for Services Hospitality Expense	.00	.00	.00	.00	1,000.00	67.25
7702	Program Delivery - Other	.00	.00	.00	375.00	55,922.00	3,100.82
	General Operating Totals	$0.00	$0.00	$48,455.00	$35,464.76	$162,720.00	$48,377.34
	Program **385 - RRC** Totals	$0.00	$0.00	$142,498.00	$116,856.25	$246,326.00	$124,524.84
	Division **000 - Admin** Totals	$0.00	$0.00	$1,271,353.00	$1,184,060.09	$1,481,738.00	$1,241,912.78
	Department **38 - CEDO General Fund** Totals	$0.00	$0.00	$1,271,353.00	$1,184,060.09	$1,481,738.00	$1,241,912.78
	EXPENSE TOTALS	$112,570,289.00	$111,170,481.00	$108,519,916.00	$103,318,978.94	$101,041,564.73	$98,043,004.40
	Fund **101 - General Fund** Totals						
	REVENUE TOTALS	$112,570,289.00	$110,733,636.00	$108,698,614.00	$106,650,834.13	$101,034,303.94	$95,921,153.97
	EXPENSE TOTALS	$112,570,289.00	$111,170,481.00	$108,519,916.00	$103,318,978.94	$101,041,564.73	$98,043,004.40
	Fund **101 - General Fund** Totals	$0.00	($436,845.00)	$178,698.00	$3,331,855.19	($7,260.79)	($2,121,850.43)
	Net Grand Totals						
	REVENUE GRAND TOTALS	$112,570,289.00	$110,733,636.00	$108,698,614.00	$106,650,834.13	$101,034,303.94	$95,921,153.97
	EXPENSE GRAND TOTALS	$112,570,289.00	$111,170,481.00	$108,519,916.00	$103,318,978.94	$101,041,564.73	$98,043,004.40
	Net Grand Totals	$0.00	($436,845.00)	$178,698.00	$3,331,855.19	($7,260.79)	($2,121,850.43)