



Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

5:00 pm, Bushor Conference Room, 1st Floor City Hall OR Remotely via ZOOM:

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

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	motion to amend/adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum
Department	Council and Board
Type	Information

3. Consent Agenda

Subject	3.1. Draft Minutes for May 15, 2023 Special Board of Finance Meeting
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Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Communication
Information
Minutes

Recommended Action approve the minutes

Subject 3.2. Draft Minutes for May 30, 2023 Board of Finance Meeting

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Communication
Information
Minutes

Recommended Action approve the minutes

Subject 3.3. Budget Neutral Amendment - Human Resources (Board of Finance Approval Only)

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. Consent Agenda

Department Human Resources

Type Action (Consent)

Recommended Action to approve and authorize the Chief Administrative Officer to effectuate a budget neutral amendment, moving \$28,728.37 from Professional and Contractual Services 101-08-000.6355 to Recruitment 101-08-000.6500_118 within the FY23 budget for the Human Resources Department

Subject 3.4. Authorization to Accept Grant Award from T-Mobile Hometown Grant for Champlain Street Park - BPRW (Board of Finance Approval Only)

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 3. Consent Agenda

Department Parks, Recreation, & Waterfront

Type	Action (Consent)
Recommended Action	"To approve and authorize the Director of BPRW to accept the grant award of \$50,000 from T-Mobile and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney's Office." "To approve and authorize the Director of BPRW to accept the grant award of \$25,000 from King Street Neighborhood Revitalization Corporation and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney's Office." "To approve and authorize the Director of BPRW to accept the grant award of \$7,249 from CVOEO and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney's Office."
Subject	3.5. Request for Authorization of a Budget Neutral Amendment to the FY2023 Patrick Leahy Burlington International Airport AIP-125 Project Budget in the Amount of \$1,050,000 - Airport
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to authorize and recommend that the City Council authorize a budget neutral amendment to the FY23 Patrick Leahy Burlington International Airport budget to increase Federal Grant Revenue by \$923,965 and Interfund Transfer Proceeds by \$126,035, and to increase Capital Expenditures by \$1,050,000, for a total increase of overall expenditures by \$1,050,000

4. For Approval and Recommendation to the City Council

Subject	4.1. Authorization To Apply To Downtown Sales Tax Reallocation Program Re The Howard Plant Project - 176 South Winooski Avenue - CEDO
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Community & Economic Development Office (CEDO)
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.2. Authorization To Apply To Downtown Sales Tax Reallocation Program Re CityPlace Project - 75 Cherry Street - CEDO
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Community & Economic Development Office (CEDO)

Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.3. Fire Leadership Pay Scale (FLPS) - Fire
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Fire Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the wage scale adjustments to the Fire Leadership Pay Scale for Burlington Fire Department Command staff, comprised of the positions of Battalion Chief and Deputy Chief, as further detailed in the above proposed tables; and allow future wage adjustments be consistent with BFFA annual COLA increases; and, further authorize back wages to be paid according to such revised Pay Scale, effective retroactively to January 1, 2023
Subject	4.4. CY22 Street Reconstruction Program Contract Amendment for Paving Work on Flynn Avenue - DPW
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the Calendar Year 2022 Street Reconstruction Program contract with S.D. Ireland Brothers to effect a maximum limiting amount increase of \$93,990.97 to the previously authorized contract expenditure limit with S.D. Ireland of \$2,979,535.11, for a total authorized maximum contract expenditure of \$3,073,526.08, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer
Subject	4.5. City Place Public Improvements Construction Costs - DPW
Meeting	June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council accept and approve the construction costs of the Public Improvements by S.D. Ireland Brothers, Inc.; and, authorize payment for

such
construction costs in an amount not greater than \$11,600,624, with an additional
authorized
contingency of \$1,903,299, for a total authorized expenditure for such construction costs
not
to exceed \$13,503,923, subject to necessary review and approval by the Chief
Administrative
Officer and in accordance with ARDA 2.0.

Subject

4.6. FY24 Vehicle Purchase Recommendation - DPW

Meeting

June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor
Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category

4. For Approval and Recommendation to the City Council

Department

Public Works Department

Type

Action

Recommended Action

1. To approve and recommend the City Council approve the proposed FY'24 Fleet
Purchasing List as detailed in Attachment F, and authorize purchase of the vehicles listed
therein, for a total authorized expenditure in the amount of \$517,000.00; and,
2. To approve and recommend that the City Council authorize the Department of Public
Works, to auction the FY'24 replaced vehicles/equipment through various online public
auctions; or, to
trade-in such vehicles/equipment to the vendor where replacement(s) are purchased; or, if
such auction and/or trade-in is unsuccessful or not financially feasible, to arrange for such
vehicles/equipment to be hauled away for scrap at the current market price.

Subject

4.7. 195-201 Flynn Avenue 2019 Second MOU Extension - DPW

Meeting

June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor
Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category

4. For Approval and Recommendation to the City Council

Department

Public Works Department

Type

Action

Recommended Action

move to approve, and recommend the City Council approve a three-month, term-only, no
cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington
Memorandum of Understanding through September 30, 2023, and authorize the Mayor to
execute said agreement subject to the review and approval of the City Attorney's Office

Subject

4.8. FY24 Traffic Markings Contract Award Request - DPW

Meeting

June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor
Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category

4. For Approval and Recommendation to the City Council

Department

Public Works Department

Type

Action

Recommended Action to approve and recommend that City Council authorize the Director of Public Works to execute a contract with L&D Safety Markings for a maximum limiting amount of \$154,804.43 for pavement marking, subject to review and approval by the City Attorney's Office

5. Presentation

Subject **5.1. FY23 Grant Summary in Preparation for FY24 Budget - C/T**

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 5. Presentation

Department Clerk/Treasurer's Office

Type Information
Presentation

6. Presentation of CAO's FY24 Budget

Subject **6.1. <https://www.burlingtonvt.gov/CT/Budgets/Fiscal-Year-2024-Budget>**

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 6. Presentation of CAO's FY24 Budget

Department Clerk/Treasurer's Office

Type Information

Recommended Action

Subject **6.2. FY24 GF Budget 061223**

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 6. Presentation of CAO's FY24 Budget

Department Clerk/Treasurer's Office

Type

Recommended Action

7. Adjournment

Subject **7.1. Motion to adjourn**

Meeting June 12, 2023 - Board of Finance Meeting - Monday, June 12, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 7. Adjournment

Department Council and Board

Type	Action Procedural
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Recommended Action	motion to adjourn
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**BURLINGTON BOARD OF FINANCE (SPECIAL)
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
May 15, 2023**

MEMBERS PRESENT:

Karen Paul
Ali Dieng
Joe Magee
Mark Barlow
Katherine Schad

OTHERS PRESENT:

Jordan Redell
Jon Murad
Sarah Carpenter
Molly Gray
Christy Swanson
Brenda Hannon
Lise Veronneau
Gene Bergman

1.0 CALL TO ORDER and AGENDA

Chief Administration Officer Schad called the Board of Finance meeting to order at 5:01 PM.

MOTION by Councilor Magee, SECOND by City Council President Paul, to adopt the agenda.

VOTING: unanimous; motion carries (Councilor Dieng absent for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments
None.

3.0 CONSENT AGENDA

3.01 motion to adopt the consent agenda and take the actions indicated
3.02 May 8, 2023 Board of Finance Meeting Minutes, Draft – approve the minutes.

MOTION by City Council President Paul, SECOND by Councilor Magee, to adopt the consent agenda and take the actions indicated for items 3.01-3.02.

VOTING: unanimous; motion carries (Councilor Dieng absent for vote).

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Use of Council Initiative Funds for the Voices of St. Joseph Orphanage Memorial and Healing Garden - Councilors Carpenter and Barlow
Councilor Carpenter said that this is part of an initiative conducted by former residents of the Orphanage to reconcile with the past and heal.

Former Lieutenant Governor Molly Gray provided background, noting that there was a State-licensed orphanage on North Avenue that was in operation for 125 years until 1975-6 and housed more than 113,000 Vermont children. She noted that there were allegations that could not be prosecuted related to physical, mental, and sexual abuse as well as homicide during that time, and that concurrently to

the investigation that occurred ran a restorative inquiry, which is serving to document the allegations and bring to light more information about the events that occurred at the orphanage during its operation. She noted that this inquiry is being led by the former residents of the orphanage. She noted that one of the pieces of this inquiry is the construction of a memorial garden at the site of the orphanage.

Brenda Hannon, a former resident of the orphanage and survivor, spoke about how important it will be for the survivors of these events to have this memorial garden and site available to them in the community.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the designation and expenditure of \$10,000 dollars in budgeted City Council Initiative Funds to support the creation of the Children of St. Joseph's Orphanage Memorial and Healing Garden.

VOTING: unanimous; motion carries (Councilor Dieng absent for vote).

4.02 Authorization For Reimbursement From Public Improvement Bonds For Construction Of New High School And Technical Center – BSD

Chief Administration Officer Schad said that this is the standard authorization for capital bonding, allowing the City (or the School District, in this case) to reimburse itself from public improvement funds for the bonding related to construction of a new high school.

MOTION by City Council President Paul, SECOND by Councilor Barlow, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries (Councilor Dieng absent for vote).

4.03 Authorization For Bond Anticipation Notes For School District Capital Improvements – BSD
Chief Administration Officer Schad said that this would be for a \$40 million bond anticipation note that would get the City and School District through the fall as they go back out to the bond market as a form of short-term borrowing.

MOTION by City Council President Paul, SECOND by Councilor Barlow, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries (Councilor Dieng absent for vote).

5.0 FY24 BUDGET

5.01 Initial Presentation - Police Department

Acting Chief Murad began by speaking about the number of sworn officers at the Burlington Police Department, noting that there are 64 of them and 27 of them on patrol. He spoke about public safety roles that are unique to BPD, including Community Service Officers (CSOs), Community Support Liaisons (CSLs), and a Community Support Manager (CSM). He spoke about retention and recruitment patterns since 2010, noting that retention rate averaged at 40%. He noted that the BPD can achieve 85 sworn officers by FY 2026 (after having a cap of 87 officers authorized by the City Council in 2022). He spoke about a three-part strategy for rebuilding and improving the police department, including in the areas of retention, recruitment, and strengthening crisis, advocacy, and intervention programs. He provided details on the FY24 budget and stabilized projection. He said that it is level-funded with the exception of increases in the personnel line.

Councilor Dieng asked about the distinction between Airport Services and Uniform Airport Services and how much the contract is for. Business Administrator Veronneau said that there is an agreement between the Police Department and the Airport to provide 6 police officers to the Airport. Chief Administration Officer Schad noted that the two groups provide the same services but are separated out and provided further clarification. Councilor Dieng asked how much personnel cost is going to non-sworn versus sworn staff. Business Administrator Veronneau replied that administrative and sworn officer staff have been separated within the budget.

Councilor Bergman asked for information on budget-to-actuals for current and previous fiscal years, as well as a narrative description to accompany those figures. He said it would also be helpful to receive an explanation of the decreases and increases from the FY23 to FY24 budget.

6. ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:59 PM.

RScty: AACoonradt

**BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
May 30, 2023**

MEMBERS PRESENT:

Karen Paul
Ali Dieng (via Zoom)
Joe Magee
Mark Barlow
Miro Weinberger

OTHERS PRESENT:

Katherine Schad
Jordan Redell
Brian Pine
Chapin Spencer
Jared Pellerin
Megan Moir
Darren Springer
Emily Stebbins-Wheelock
Munir Kasti
Samantha Dunn
Erin Moreau
Laura Wheelock
Nic Longo

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 6:11 PM.

MOTION by Councilor Magee, SECOND by City Council President Paul, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke about the need for a work session on the budget with the City Council. She also urged the City not to exercise the authority to increase municipal taxes without consulting the voters.

3.0 CONSENT AGENDA

3.01 motion to adopt the consent agenda and take the actions indicated

3.02 Authorization to accept ARPA grant funds and Execute the Associated MOU for a Public-Private Partnership Stormwater Water Quality Project - DPW - Water Resources - 1. To approve and recommend to the City Council that the Director of the Department of Public Works be authorized to execute a grant agreement with Vermont DEC for up to \$705,504.00 for final design and construction of the P3 project involving the "South Meadow Apartments" and the "Shelburne Road Shopping Plaza" property, subject to final review and approval by the City Attorney's Office; and 2. To authorize the execution of a MOU between the City and the P3 private parties: Antonio B. Pomerleau, LLC and Champlain Housing Trust, establishing the roles and responsibilities of administering said grant funds, subject to final review and approval by the City Attorney's Office.

3.03 Request for Acceptance of American Rescue Plan Act (ARPA) 2022 Pretreatment Grant Funds for Businesses and Municipalities - DPW - Water Resources - approve and recommend that the City Council authorize the Director of Public Works to execute a grant agreement for \$183,188 with the Vermont Department of Conservation for ARPA Pretreatment Grant funds to be used for the further development of the City's Industrial Pollution Prevention Program, subject to the prior review and approval of the City Attorney's Office.

3.04 Engineering Services for Harbor Dredging Contract (Board of Finance Approval Only) - BPRW - approve and authorize the execution of a contract with Geosyntec for a price not to exceed \$77,388 for the Waterfront Harbor Dredging project, plus a project contingency of \$7,739, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

3.05 Roosevelt Park Comprehensive Plan Contract (Board of Finance Approval Only) - BPRW - approve and authorize the execution of a contract with VIEWSHED for a price not to exceed \$52,630 for the Roosevelt Park Comprehensive Plan project, a project contingency of \$7,895, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

3.06 Authorization To Submit 2023 Burlington One-Year Action Plan - CEDO - recommend that the City Council approve the attached resolution.

3.07 Substantial Change Request to VEPC - Downtown Tax Increment Financing District - CEDO - approve the City's substantial change request to VEPC (Vermont Economic Progress Council) for its Downtown TIF District and authorize City Council President Karen Paul and Chief Administrative Officer Katherine Schad to execute the attached formal request letter.

3.08 Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation Program - CT - recommend that the City Council approve the attached resolution.

3.09 Request to Adjust Contract with Motorola Solutions and Execute a Contract with Burlington Communications for installation of our Public Safety Communication System - Fire - authorize and recommend that the City Council authorize the reduction of the Motorola Solutions contract limiting amount to \$3,623,631.00 and to further authorize the Fire Chief to execute a contract with Burlington Communications for public safety communication system installation, with a maximum limiting amount of up to \$208,659.00, which is the contract cost and a ten percent (10%) contingency, subject to the review and approval of the City Attorney's Office.

3.10 Request to Execute a Contract for Bituminous Paving of Airport Circle with SD Ireland Construction and a budget neutral amendment - Airport - 1. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with SD Ireland Construction in the amount of \$126,800.00 with a 15% contingency totaling up to \$145,820.00 for the paving of a portion of Airport Circle, subject to review and approval of the City Attorney's Office;" and 2. To approve and recommend that the City Council approve a budget neutral amendment in the amount of \$127,000 to the Fiscal Year 2023 Airport budget by increasing the accounts as described in the affiliated memorandum."

3.11 Request for Approval of a \$513,015 Budget Neutral Amendment to the FY2023 Burlington International Airport Budget - Airport - approve and recommend that the City Council approve a budget neutral amendment in the amount of \$513,015 to the Fiscal Year 2023 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to adopt the consent agenda and take the actions indicated for items 3.01-3.11.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Authorization to Execute Contract with Chittenden Solid Waste District for 2024-2028 Wastewater Biosolids disposal - DPW - Water Resources

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve the participation agreement and authorize Chapin Spencer, DPW Director, to execute a contract with CSWD for sludge disposal with the amounts and fee schedule described in the Contract between CSWD and Casella Organics, subject to the prior review and approval of the City Attorney's office.

VOTING: unanimous; motion carries.

4.02 BED FY24 Rate Change – BED

General Manager Springer said that they are seeking to advance a 5.5% rate increase to the Public Utilities Commission (PUC) for FY24. He said that BED has tried to run as leanly as possible and to hold down controllable costs as much as possible, and that this rate would help to maintain the department's credit rating and give extra days cash on hand. He emphasized that BED's residential rates would still be the lowest in Vermont and New England.

Councilor Magee asked about outreach to customers to make them aware of the assistance program and how many customers have signed up for and are being assisted by the program so far. General Manager Springer replied that around 135 customers have been approved for assistance so far and that they are engaging stakeholders and partners (such as the Champlain Valley Office of Economic Opportunity) to help with more outreach to customers to spread the word. He said that they hope to eventually reach 800-1,500 residential customers based on enrollment of eligible customers for similar assistance programs.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to recommend the City Council authorize the General Manager of the Burlington Electric Department or their designee to file tariff amendments and supporting documents with the Vermont Public Utility Commission requesting an increase in Burlington Electric Department rates of 5.5 percent on bills rendered starting September 1, 2023 as proposed.

DISCUSSION:

- **Councilor Dieng asked what the percentage of rate increases across the last three years has been. General Manager Springer replied that they asked for a 7.5% rate increase coming out of the pandemic, a 3.9% increase last year, and this 5.5% increase. He noted that these increases are still below the rate of inflation over this multi-year period. Councilor Dieng emphasized the importance of keeping sustainability in mind and being conservative with rate increases.**

VOTING: unanimous; motion carries.

4.03 Organizational Chart Update - BED/HR

General Manager Springer said that this request is coming on the heels of a challenging time in recruitment and retention, as well as significant periods of time with vacancies for positions. He walked through proposed changes in the following areas: Engineering/Grid Services, Generation, and Finance/Informational Services. He noted that these changes account for a number of retirements that will be coming in the next several years.

Councilor Barlow asked about BED's ability to attract and hire individuals for positions and whether that is due to a lack of candidates or that the salary or benefits aren't competitive. General Manager Springer replied that he believes the salaries at BED are competitive but that the pool of potentially qualified applicants is more limited than it had been in the past and that they are also losing candidates to outside consulting firms.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to approve and recommend approval to the City Council for the:

- **Modification, retitle, and reclassification of Director of Grid Services to Director of System Operations, a Regular, Full-time, Exempt, Non-union, Grade M29 (\$94,216.00-\$140,902.00) position.**
- **Addition of a new Supervisory Control and Data Acquisition (SCADA) Engineer tiered position reporting to the Director of Engineering, a Regular, Full-time, Exempt, Non-Union: Senior SCADA Engineer Grade MF3 (\$97,961.34-\$160,936.46), SCADA Engineer Grade M21 (\$83,686.93-\$128,748.67), and Associate SCADA Engineer Grade M20 (\$67,996.03-\$104,608.19).**
- **Modification of the job description for Director of Engineering position to oversee the SCADA Engineer and SCADA system.**
- **Addition of a 5th Shift Supervisor, a Regular, Full-time, Exempt, Non-Union, Grade H15 (\$66,925.04-\$109,711.89) position.**
- **Conversion of the General Plant Worker position to an Engineering Production Technician I, a Regular, Full-time, Non-Exempt, Union, Grade 11 (\$50,625.12-\$82,992.00) position.**
- **Conversion of the existing Senior Generation Engineer position to Director of Generation Engineering & Maintenance, reporting to COO/Manager of Utility Services and Engineering, a Regular, Full-time, Exempt, Non-Union, Grade M30 (\$112,029.00-\$173,744.00) position.**
- **Conversion of the Director of Generation position, a Regular, Full-time, Exempt, Non-Union, Grade M19 (\$137,232.58-\$190,893.25) to a Generation Engineer reporting to Director of Generation Engineering & Maintenance, a Regular, Full-time, Exempt, Non-Union, tiered position: Senior Generation Engineer Grade MF3 (\$97,961.34 - \$160,936.46), Generation Engineer Grade M21 (\$83,686.93 - \$128,748.67), and Associate Generation Engineer Grade M20 (\$67,996.03-\$104,608.19).**
- **Updating the job description for Supervisor of Generation to Director of Generation Operations, reporting to COO/Manager of Utility Services and Engineering, a Regular, Full-time, Exempt, Non-Union, Grade M30 (\$112,029.00-\$173,744.00) position.**
- **Changing the reporting structure for Supervisor of Plant Maintenance from Supervisor of Generation to Director of Generation Engineering & Maintenance.**
- **Changing the reporting structure for Chief Forester from Director of Generation to COO/Manager of Utility Services and Engineering.**
- **Changing the reporting structure for Business Coordinator Generation from Director of Generation to COO/Manager of Utility Services and Engineering.**
- **Adding a second Accounting Administrator II position, a Regular, Full-time, Non-Exempt, Union, Grade 8 (\$47,283.18-\$77,513.49).**
- **Adding a Project Manager/Business Analyst-CIS position, a Regular, Full-time, Exempt, Union, Grade A04 (\$62,704.72-**

\$102,794.64), reporting to Director of Information Technology.

- **Updating the job description for Director of Information Technology to increase the number of direct reports.**

VOTING: unanimous; motion carries.

4.04 Request to Execute a Contract with Michael Van Valkenburgh Associates for Phase 2 Conceptual Design and Scoping at Moran Frame – CEDO

Assistant Director Dunn said that this is a request to execute a design contract for the Phase 2 design work for the Moran Frame project.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to enter into a contract with Michael Van Valkenburgh Associates for the purposes of phase two conceptual design and scoping work at the Moran Frame, with a maximum limiting amount of 279,500, subject to final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.05 Waterfront Overnight Security Contract – BPRW

Superintendent Moreau said that they are seeking a contract for waterfront overnight security and will fund it through seasonal staff funding. They noted that the overnight security would be provided from 10:00 PM to 6:00 AM.

MOTION by City Council President Paul, SECOND by Councilor Barlow, to recommend that the City Council approve the contract with Green Mountain Concert Services to provide waterfront overnight security services for an amount not to exceed \$130,000, and to authorize Cindi Wight, BPRW Director to execute the contract and any related documents, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.06 Great Streets Main Street Resident Engineering and Outreach Consultant Authorization to Award and Design Contract Amendment #7 with Vanasse Hangen Brustlin, Inc. – DPW

Senior Engineer Wheelock said that the first request is for a contract for resident engineering and public outreach consultant services to conduct quality control assurances for staff, site safety, and traffic control plans. She said that this project would take a similar approach to the Champlain Parkway and Shelburne Street Roundabout projects. She noted that this bidder's proposal was reasonable and response. She noted that this second action is for an amendment to an existing design consultant contract.

MOTION by City Council President Paul, SECOND by Councilor Magee, to 1. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract, subject to City Attorney review and approval, with EIV Technical Services, LLC. (EIV) in the amount of \$1,636,876.00, and authorize the use of an additional \$163,124.000 (10%) in contingency funds to be available to use toward any necessary future contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$1,800,000.00 for the development of the design of the Great Streets Main Street project; 2. To approve and recommend that the City Council authorize the Director of Public Works to execute Amendment #7 to the design contract, subject to City Attorney review and approval, with Vanasse Hangen Brustlin, Inc. (VHB) in the amount of \$278,108.00, bringing the total

contract value up to \$2,545,677.00, and authorize the use of an additional \$100,000 in contingency funds to be available to use toward any necessary future contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$2,645,677.00 for the development of the design of the Great Streets Main Street project.

VOTING: unanimous; motion carries.

4.07 Rubber Removal for Runway 15/33 at Patrick Leahy Burlington International Airport – Airport

Aviation Director Longo said that this is for a contract to implement rubber removal on one of the airport's runways, to improve the breaking action of planes as well as reduce the markings left by rubber (which obscure the painted markings on the runway).

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to approve and recommend to the City Council that the Director of Aviation be authorized to execute a two-year contract with Hi-Lite Airfield Services, LLC, for \$102,000.00, with a 20% contingency, with a maximum limiting amount of \$ 122,400.00 to supply and implement rubber removal on Runway 15/33 to improve aircraft braking action and reduce marking obscuration at the Patrick Leahy Burlington International Airport, subject to the final review and approval by the Office of the City Attorney.

DISCUSSION:

- **Councilor Magee asked if the FAA is assisting with funding for this project, and Aviation Director Longo replied that no, this isn't a project that the FAA would fund.**

VOTING: unanimous; motion carries.

4.08 Authorization to Execute a Contract for the Supply and Installation of Airfield Pavement Marking at the Patrick Leahy International Airport – Airport

Aviation Director Longo said that this is a request for a contract for airfield pavement markings. He noted that the majority of pavement marking work is conducted internally by Airport staff, but that the markings specific to this project are very technical and detailed, and require specialized equipment. He noted that this work must be completed by July 14, 2023 in order to prepare for the FAA's annual safety standards inspection.

Councilor Dieng asked about the timing for this contract, and Aviation Director Longo replied that they were not able to conduct this work too early in the year (given potential for harsh weather and cold temperatures), but that it must be conducted prior to the middle of July.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend to the City Council that the Director of Aviation be authorized to execute a contract with Hi-Lite Airfield Services, LLC, for \$123,555.96 with a 30% contingency with a maximum limiting amount of \$160,622.75 for the supply and installation of taxiway and ramp markings on requested taxiways, runways, and ramps at the Patrick Leahy Burlington International Airport, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

5.0 OTHER BUSINESS

5.01 BCDC Annual Meeting to be held on June 12th to elect officers (and that due to Covid the BCDC board missed annual meetings in FY21 and FY22)

Director Pine spoke about the Burlington Community Development Corporation (BCDC), which allows the community to play a more active role in building and sustaining a strong local economy by making strategic investments to promote community and economic development. He noted that the bylaws stipulate that the board for the corporation is the Board of Finance and that the legal services for the BCDC are provided by outside counsel. He noted that the CEDO Director and staff typically work on BCDC matters. He noted that the corporation's annual meetings have not been held since COVID, but they will be holding a 2023 annual meeting on June 12. He provided an overview of the properties owned by BCDC in the City.

City Council President Paul said it would be valuable to spend some time educating the Council and others on what BCDC is, as it has not met in several years and some people may not be as aware of it and its purpose.

6.0 FY2024 GENERAL FUND BUDGET UPDATE

6.01 FY 2024 General Fund Budget Update – CAO

Chief Administration Officer Schad provided a follow-up presentation to the Board's May 8th presentation on the FY24 General Fund budget. She began by providing context for the budget, noting a \$5 million gap in the budget due to various reasons and also noting that the Board of Finance met over the course of May to review each aspect of the budget and provide feedback. She said that based on this, staff have answered questions and incorporated feedback into the budget, as well as work to address the \$5 million gap utilizing the City's budget principles. She said that this has resulted in a revised General Fund budget proposal of \$100.6 million. She briefly noted late-breaking changes that were a result of material errors in the health and liability insurance budgets, which are being corrected by the use of an additional \$500,000 from the Assigned Fund Balance for Insurance and \$400,000 from the Unassigned Fund Balance.

Chief Administration Officer Schad spoke about each of the budget gap challenges (\$1 million in fleet costs, \$1.3 million in increased BPD personnel costs, \$950,000 of increased BFD personnel costs, and \$1.7 million in COLA increases as well as general inflationary pressures) and how the administration proposes to address each challenge. She noted that for fleet needs, they will hire a consultant to work with the Fleet Committee to make recommendations to the City Council for comprehensive fleet management plan and more stable funding. She noted that for the increased police costs, they will use \$500,000 in one-time public safety investments and \$800,000 reallocated from the ARPA Revenue Replacement Reserve. She noted that for the increased personnel costs in the Fire Department, they will reallocate \$200,000 from the ARPA Revenue Replacement Reserve and \$750,000 from the Assigned Fund Balance for potential initiatives that are no longer needed. She noted that for COLA increases, the administration is proposing to use the adjustment to the Parks appropriation, as well as make other adjustments and cuts in other departments. She noted remaining issues for the budget including continuing to review several personnel cost assumptions, ensuring adequate budgets for all proposed revenue studies, and finalizing capital and non-General Fund budgets.

Chief Administration Officer Schad provided a summary of the proposed municipal tax rate for FY24, which would increase by 5.8%. She noted that this increase includes an additional \$0.005 to the dedicated street capital and greenbelt tax to allow for additional patching, and includes raising exemption for the Business Personal Property Tax from \$45,000 to \$75,000. Director Spencer noted that this capital/greenbelt tax revenue could also translate into an additional half-mile of paving, which is more durable than patching.

Chief Administration Officer Schad spoke about the next steps for passing the FY24 budget. These include a final budget discussion with the Board of Finance on June 12, the submission of the budget to the City Council by the Mayor on June 15, a discussion by the City Council at its June 20 meeting, and an additional meeting with the Council on June 26, if needed.

Chief Administration Officer Schad spoke about looking ahead to FY25 and beyond, recognizing that the use of one-time funding to shore up budget gaps is not a sustainable strategy. She noted that many of the budget challenges are likely to intensify in future years, and that the Administration will be proactive in implementing numerous revenue and operational studies in the first half of FY24, as well as developing a capital plan to meet the City's needs before additional bond capacity is available, increasing sources of non-property tax revenue, developing a sustainability plan to fund expanded public safety, and reporting on expenses and revenues to the Board of Finance on a quarterly basis.

Councilor Magee said that given other tax increases that Burlingtonians would be facing, he is not supportive of increasing the dedicated street capital and greenbelt tax.

Councilor Barlow asked for more detail on how much of a tax bill increase the parks-specific portion of the tax increase would end up being. Chief Administration Officer Schad replied that staff will produce this information for the Council's consideration. Councilor Barlow asked how much patching could be done with the increased funding from the capital/greenbelt tax increase. Director Spencer replied that it depends on the dimensions of the patches, but that the final work plans have not yet been submitted (since this is a new proposal). He said that the intent is to add this increased tax revenue to base funding year-over-year. Councilor Barlow asked more generally if the City is studying potential efficiencies in its structures, as well as whether additional funding from the State level could free up money or debt capacity that could be used elsewhere. Chief Administration Officer Schad noted that her department and DPW are working to increase efficiencies and how this can be rolled out to each department.

Councilor Dieng expressed concern that the Unassigned Fund Balance is not healthy and that there are issues with rate increases in enterprise funds. He expressed concern about any tax increases for the City. Mayor Weinberger replied that this proposed budget would have an Unassigned Fund Balance of over 9% as well as additional reserves of \$1 million, and would counter that the City's reserves are healthy.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 8:05 PM.

RScty: AACoonradt



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401
Fax (802) 864-1777

Voice (802) 865-7145

Vermont Relay: 7-1-1 or 800-253-0191

To: Board of Finance
From: Kerin Durfee, Director of Human Resources
Date: June 8, 2023
RE: Budget Neutral Amendment

This year, HR upgraded its recruitment technology for both FY23 and FY24. Due to the billing cycle for the vendor, NeoGov, both invoices came due on 5/26/2023. Therefore, we are requesting to move funds in a budget neutral amendment to cover these costs. Specifically, we will move to the budget line Recruitment expenses: 101-08-000.6500_118 in the amount of \$17,500 from the budget line Professional and Contractual Services: 101-08-000.6355 to pay the invoice enclosed.

The Professional and Contractual Services: 101-08-000.6355 balance as of 5/22/2023 is \$28,728.37 and will support this transfer of funds.

Most of the City's technology expenses are included in the Information Technology Budget, however, recruitment expenses should remain in the HR budget so that we can track and assess our expenditures in this area.

Thank you,

Kerin Durfee

Board of Finance Motion: To approve and authorize the Chief Administrative Officer to effectuate a budget neutral amendment, moving \$28,728.37 from Professional and Contractual Services 101-08-000.6355 to Recruitment 101-08-000.6500_118 within the FY23 budget for the Human Resources Department.

MEMO

TO: City of Burlington, Board of Finance

FROM: Sophie Sauvé, Parks Comprehensive Planner
Cindi Wight, BPRW Director

CC: Nicole Losch, Grants Director

DATE: June 12, 2023

SUBJECT: Authorization to Accept Grant Award from T-Mobile Hometown Grant for Champlain Street Park

REQUEST

The Burlington Parks, Recreation & Waterfront (BPRW) seeks Board of Finance authorization to accept the grant award of \$50,000 from T-Mobile, a non-governmental grantor, and for the Director of BPRW or their successor to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer.

BPRW also seeks Board of Finance authorization to accept a donation of \$25,000 from the King Street Neighborhood Revitalization Corporation, a non-governmental grantor, and for the Director of BPRW or their successor to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer.

BPRW also seeks board of Finance authorization to accept a donation of \$7,249 from the Champlain Valley Office of Economic Opportunity (CVOEO), a non-governmental grantor, and for the Director of BPRW or their successor to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer.

EXECUTIVE SUMMARY

Background:

BPRW has been working with the public for several years on updating Champlain Street Park, a neighborhood park in Burlington's Downtown area. The updates to the small urban park will include an inclusive playground with new equipment, new benches, an accessible path to the playground and seating and new lighting.



Project Funding:

FY21	Penny for Parks	\$73,000
FY21	Park Impact Fees	\$3,700
FY24	Bond Funds – Safety Surfacing	\$35,000
FY23	T-Mobile Hometown Grant	\$50,000
FY23	King Street Neighborhood Revitalization Corporation	\$25,000
FY23	CVOEO	\$7,249
	Total Project Budget	\$193,949

Department Contact:

If you have any questions, please contact Sophie Sauvé at ssauve@burlingtonvt.gov or (802) 865-7248.

ATTACHMENT

- A. T-Mobile Hometown Grant Program Marketing Agreement
- B. Letter from King Street Neighborhood Revitalization Corporation
- C. Letter from CVOEO

MOTION

The Parks, Recreation & Waterfront Department respectfully requests the Board of Finance approve the following motions:

“To approve and authorize the Director of BPRW to accept the grant award of \$50,000 from T-Mobile and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney’s Office.”

“To approve and authorize the Director of BPRW to accept the grant award of \$25,000 from King Street Neighborhood Revitalization Corporation and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney’s Office.”

“To approve and authorize the Director of BPRW to accept the grant award of \$7,249 from CVOEO and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney’s Office.”

Thank you for your continued support.



Attachment A: T-Mobile Hometown Grant Program Marketing Agreement



T-MOBILE HOMETOWN GRANT PROGRAM **MARKETING AGREEMENT**

This Hometown Grant Program Marketing Agreement, along with the Standard Terms and Conditions attached as Exhibit A (collectively, “**Agreement**”), effective as of the date of full execution (“**Effective Date**”), sets forth the terms and conditions between City of Burlington (“**Hometown**”) and T-Mobile USA, Inc. (“**T-Mobile**”), regarding Hometown’s status as a recipient in T-Mobile’s Hometown Grant Program (“**Program**”) and the parties’ mutual rights and duties in connection with the Program.

1. **Program Duration:** 6/27/2023 (“**Start Date**”) through 6/30/2024 (“**End Date**”)
2. **Project:** Champlain Street Park- Update a small urban park in a growing neighborhood in downtown Burlington, with new inclusive playground equipment, new benches, a new accessible path to the playground and benches, and new lighting. Upon completion, Hometown will supply a mutually agreed upon attribution element marking the T-Mobile contribution to the Project.
3. **Hometown website and social media accounts (“Hometown Digital Channels”):**
@btvparks (Twitter, Facebook, Instagram)
- 4 **Program Details:**
 - a. T-Mobile will prepare a national news release regarding Hometown’s status as a recipient in the Program, and Hometown will repost to the Hometown Digital Channels.
 - b. T-Mobile will post social media content about the Program during the Program’s duration, and Hometown will repost that content on the Hometown Digital Channels using assets and agreed upon language provided by T-Mobile Public Relations team.
 - c. T-Mobile will supply an oversized check for publicity photos, which photos Hometown shall share on the Hometown Digital Channels. T-Mobile and Hometown will agree upon a date and location for hosting this ceremony. Food and beverages will be supplied by Hometown using funds below.
 - d. T-Mobile will supply window clings regarding the Program for display in city and business entities in Hometown during the Program.
 - e. Hometown will use the Sponsorship Fee to pursue the community project described above (“**Project**”) and, at the mid-way point and end of the Program, Hometown leadership will provide T-Mobile with Project updates in response to a Survey issued by T-Mobile, including photos and publicity quotes, for T-Mobile’s use on T-Mobile’s website, PR channels, and social channels and further reposting on the Hometown Digital Channels.
 - f. For any in-person events in connection with Hometown’s involvement in the Program, Hometown will follow, and ensure all Hometown staff and attendees of such event follow, all currently applicable CDC, State, and local guidelines as they pertain to COVID-19 and all safety guidelines.
- 5 **Sponsorship Fee:** T-Mobile will pay \$50,300 to Hometown for the above outlined Rights/Benefits within 30 days following full execution of this Agreement. Included in this payment, T-Mobile will provide \$300 for town to purchase food and beverage for agreed upon check presentation.



Accepted and Agreed to by:

T-Mobile USA, Inc.

City of Burlington

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Notice Addresses:

If to T-Mobile:

T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Tel: 501-517-1470
Email: michele.shaw@t-mobile.com
Attn: Michele Shaw

With a copy of legal notices:

Attn: General Counsel

If to Hometown:

City of Burlington
149 Church St.
Burlington, VT 05401
Tel: 802-495-1919
Email: cwight@burlingtonvt.gov
Attn: Cindi Wight, Director of Burlington Parks,
Recreation, & Waterfront



EXHIBIT A

In addition to the foregoing, the parties agree to the following Standard Terms and Conditions:

1. **Representations and Warranties**: The parties have the full right and legal authority to enter into and fully perform this Agreement in accordance with its terms. Hometown is solely responsible for the operation of the Project, including the safety and security of any visitors to or participants in the Project. Hometown represents and warrants that the Project, including the operation thereof, complies with all applicable laws and regulations. Hometown further represents and warrants that it is responsible for securing any required license or permits to conduct the Project, and that any materials and/or content it creates pursuant to this Agreement will not infringe on any third-party rights.
2. **Use of Trademarks**: T-Mobile grants to Hometown a limited, personal, non-exclusive, non-assignable, revocable, non-sublicensable, royalty-free license or sublicense (as applicable) to use and reproduce the T-Mobile trademarks and logos provided by T-Mobile (the “**T-Mobile Marks**”) solely in connection with Hometown’s performance of its obligations hereunder during the term of the Program and such use is subject to T-Mobile’s Marks Rules available at <https://www.t-mobile.com/responsibility/legal/trademarks>. Hometown hereby grants T-Mobile the right to use Hometown’s trademarks, logos, and trade names (as provided by Hometown) as necessary for T-Mobile to exercise its rights as set forth herein. Each party retains complete ownership of, all trademarks, logos, designs, copyrights, trade names, and all other intellectual property rights which it owns or has rights to and which are used in any way in materials in connection with this Agreement.
3. **Media**: Any and all media advertising or publicity content produced by Hometown that refers to T-Mobile or includes any T-Mobile Marks or mentions T-Mobile (“**Media**”) and is intended to run on any public platform or be shown at any event (including, but not limited to, tv, radio, print, out of home, web, or social media, whether paid or unpaid), shall require the prior written approval of the content by T-Mobile. If T-Mobile provides Media to Hometown, Media shall not to be altered by Hometown, or any other third-party, without the express, prior written consent of T-Mobile.
4. **Indemnification**: Each party agrees to defend, indemnify, and hold the other party, its affiliates, subsidiaries, parent and related companies, officers, directors, agents, and employees (collectively, the “**Indemnified Parties**”) harmless from and against any and all third party claims, settlements, judgments, liabilities, damages, losses, suits and expenses of any nature whatsoever, including reasonable outside attorneys’ fees (and fees incurred in enforcing this provision), arising out of, based upon, or in connection with any material breach by any party of its obligations or responsibilities under this Agreement, including any of its representations and warranties hereunder. The indemnity obligations set forth herein shall survive termination or expiration of this Agreement. Each party agrees to maintain applicable insurance policies and/or funds in place to cover its indemnification obligations.
5. **Termination**: Either party may terminate this Agreement in the event of a material breach by the other party. In addition, T-Mobile may terminate this Agreement for any reason with five days’ notice. On any termination due to Hometown’s breach, Hometown will refund the pro rata portion of any unearned prepaid Fees or T-Mobile will owe the pro rata portion of any Fees earned prior to termination.
6. **Force Majeure**: If because of an act of God, inevitable accident, fire, lockout, strike or other labor dispute, riot or civil commotion, act of terrorism or war, act of government or government instrumentality, or other cause beyond the reasonable control of a party (“**Force Majeure Event**”), either party is unable to perform any or all of its obligations hereunder, then such nonperformance will not be a breach of this Agreement. If due to a Force Majeure Event, T-Mobile does not receive all the benefits included in this Agreement, Hometown will provide T-Mobile with a reasonably equivalent make good or a pro-rata refund of the Fee paid, to be chosen at T-Mobile’s sole discretion.
7. **Miscellaneous**: This Agreement constitutes the whole and entire Agreement between the parties with respect to the subject matter of this Agreement and it shall not be modified or amended in any respect, except by a written instrument executed by both parties. This Agreement shall be governed by the laws of the State of Washington, without regard to conflicts of law provisions, and the parties consent to the exclusive jurisdiction and venue of the state courts located in King County, Washington or the federal courts in the Western District of Washington. The parties agree that the terms of this Agreement are confidential and shall not be disclosed, except to the respective parties’ advisors or as may be required by legal order or government authorities. All notices required or permitted hereunder shall be in writing and may be emailed, personally delivered, sent by reputable overnight courier or certified mail, return receipt requested, and in each case addressed to the parties using the contact information at the beginning of this Agreement.



Attachment B: Letter from King Street Neighborhood Revitalization Corporation



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

March 29, 2023

Dear Hometown Grant Selection Committee:

I am writing in my dual role as CEDO Director and as President of the King Street Neighborhood Revitalization Corporation (KSNRC) to express my support for the Champlain Street Park Revitalization project. This park is in the heart of the KSNRC target area. It is clear from the extensive public outreach that our community values this public space within our City's growing downtown.

In addition, as president of the King Street Neighborhood Revitalization Corporation, I am sharing the news that the KSNRC Board voted unanimously to commit \$25,000 towards the success of the project. We support the Burlington Parks, Recreation & Waterfront Department commitment to providing an accessible playground and public space in our dense and increasingly diverse neighborhood.

The support of the Hometown Grant would help ensure the vibrancy, accessibility, and quality of the Park, ensuring that this pocket park can continue to serve as a play and gathering space in neighborhood well into the future. Thank you for your consideration.

Sincerely,

Brian Pine
CEDO Director

Attachment C: Letter from CVOEO

June 8, 2023



Dear Max,

As members of our beloved community, we fully support the Champlain Street Park Revitalization project. It is clear from the extensive public outreach that our community values this public space within our City's growing downtown.

One of the few remaining public green spaces in Burlington's King Street neighborhood, Champlain St. Park offers space for our community to participate in gardening, enjoying the outdoors with friends and neighbors, and space for their children to play.

Access to green spaces, spending time in parks, and participating in community garden activities is directly linked to increased physical activity, reduced use of some prescription medications, increased connection to nature, and increased opportunities for community engagement. In addition, there is a large body of research that shows the health and community benefits connected to the time we spend in nature and urban green spaces. We know that people are healthier and happier when they have access to a green space and we also know that Burlington ranks high on the list of US cities with risk factors that contribute to urban heat islands. Ensuring the health and beauty of this park is a win for people and our environment.

CVOEO has 250 employees and we are the largest anti-poverty organization in Vermont. We cherish this small garden space just down from our main office and will work to support the garden into the future.

We hope our financial support outlined below will help ensure the vibrancy, accessibility, and quality of the Park, ensuring that this pocket park can continue to serve our City long into the future. Thank you for the partnership of Burlington Parks and Recreation.

CVOEO Funding and Budget Provided to Burlington Parks and Recreation.

Expense	Description	Total	VCF Funding	CVOEO Funding
Edible Landscaping	2 - sweet cherry trees; 6- blueberry bushes	\$ 540		\$ 540
		\$		\$
	Delivery and Installation	334		334

Raised Bed/Planters	8 - 4' x 6' cedar wood boxes for pollinator and community gardens	\$ 2,400		\$ 2,400
Park Benches	3 - 4' Metal Steel Slat Benches (black)	\$ 3,000	\$ 3,000	
Picnic Table	1 - 8' wooden top table with metal frame	\$ 975		\$ 975
Total		\$ 7,249	\$ 3,000	\$ 4,249

Sincerely,



Paul Dragon
Executive Director
Champlain Valley Office of Economic
Opportunity (CVOEO)
255 South Champlain Street, Burlington,
Vermont 05402
802.585.9188
pdragon@cvoeo.org

Board of Finance and City Council Submission Checklist

Department: Parks, Recreation and Waterfront Submitter: Sophie Sauvé

Title/Subject: Champlain Street Park Rehabilitation – Acceptance of Grants

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☐	City Council	Click or tap to enter a date.
☐	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/5/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	6/6/2023	Click or tap here to enter text.
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	6/6/2023	Kyle Clauss
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	6/6/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



BURLINGTON INTERNATIONAL AIRPORT

TO: City of Burlington, Board of Finance
City of Burlington, City Council

FROM: Marie J. Friedman, CPA, Director of Finance

DATE: June 1, 2023

SUBJECT: Request for Authorization of a Budget Neutral Amendment to the FY2023 Patrick Leahy Burlington International Airport AIP-125 Project Budget in the Amount of \$1,050,000

Request:

The Patrick Leahy Burlington International Airport (Airport or BTV) seeks approval and authorization for a budget neutral amendment to the Fiscal Year 2023 BTV Airport Improvement Project Fund (AIP-125) to increase revenues and capital expenditures by \$1,050,000, respectively.

Summary:

The Airport received and executed AIP-125 FAA grant on February 5, 2021 for the Terminal Integration project. The Airport received authorization from the Airport Commission, Board of Finance and City Council in January of 2021. This authorization included accepting the grant and authorization to proceed with construction related contracts. This is the largest grant ever received from the FAA for BTV due to the size of the project and resultantly, construction was planned for over multiple budget years.

The project construction team mobilized in the spring of 2021 and the new Terminal opened in October 2022. This new consolidated TSA screening has greatly improved the customer experience at the Airport. Because this grant construction was over three years, the timing of the project costs shifted more into FY 2023 and the budget needs to be amended.

Budget Summary:

A detailed summary by budget line item of the budget neutral amendment is as follows:

Org Set	GL Account	Account Name	Increase
Expenses			
425-35-700	9500_110	Capital Expenditures	\$ 1,050,000
Total Expenses			\$ 1,050,000
Revenues			
425-35-700	4875_125	Federal Grant Revenue	\$ 923,965
425-35-700	4990_400	Interfund Transfer Proceeds (local share)	\$ 126,035
Total Revenues			\$ 1,050,000

Motions:

We respectfully request the Board of Finance and City Council approve the following motions:

Board of Finance:

1. “To authorize and recommend that the City Council authorize a budget neutral amendment to the FY23 Patrick Leahy Burlington International Airport budget to increase Federal Grant Revenue by \$923,965 and Interfund Transfer Proceeds by \$126,035, and to increase Capital Expenditures by \$1,050,000, for a total increase of overall expenditures by \$1,050,000.”

City Council:

1. “To authorize a budget neutral amendment to the FY23 Patrick Leahy Burlington International Airport budget to increase Federal Grant Revenue by \$923,965 and Interfund Transfer Proceeds by \$126,035, and to increase Capital Expenditures by \$1,050,000, for a total increase of overall expenditures by \$1,050,000.”

Thank you for your time and consideration.

Department: Airport Submitter: H. Dusablon

Title/Subject: Request for Authorization of a Budget Neutral Amendment to AIP-125

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/1/2023	N. Longo
Mayor's Office informed and approved memo	Yes	6/8/2023	J. Redell
Board/Commission, if required	Yes	6/7/2023	
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	5/25/2023	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/6/2023	K. Clauss
CAO has reviewed budget, financing, and memo	Yes	5/25/2023	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

Resolution Relating to

AUTHORIZATION TO APPLY TO DOWNTOWN SALES
TAX REALLOCATION PROGRAM RE THE HOWARD
PLANT PROJECT – 176 SOUTH WINOOSKI AVENUE

RESOLUTION_____

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

CITY OF BURLINGTON

In the year Two Thousand Twenty-Three

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

That WHEREAS, the Downtown Development Act (24 V.S.A. Chap. 76A) provides various benefits for communities whose downtowns receive designation as Designated Downtown Districts, including income tax credits for rehabilitation of older or historic buildings, reallocation of sales tax receipts for building materials and financial assistance from various programs specifically for Designated Downtown Districts; and

WHEREAS, the City desires to improve the public infrastructure within the designated downtown district; and

WHEREAS, the City desires to secure resources to make improvements to the public infrastructure; and

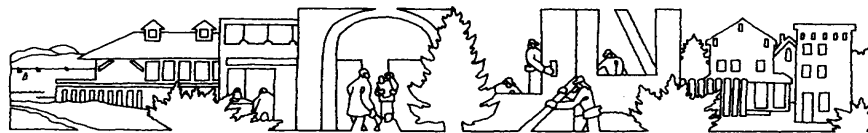
WHEREAS, the Howard Plant Project is a proposed construction project for 38 units of housing, along with ground level commercial space which combined will total 49,000 square feet of mixed use space within Burlington's Downtown District, the construction of which will generate sales tax revenue to the State; and

WHEREAS, in accordance with 32 V.S.A. section 9819, the City can request reallocation of a portion of that sales tax to public infrastructure adjacent to and in support of the subject development project; and

WHEREAS, the municipal project may include infrastructure improvements such as sidewalks, curbs, new street trees, utility system upgrades, stormwater system upgrades, and lighting installations, and these infrastructure improvements are eligible to use the reallocated sales tax funds; and

WHEREAS, these projects are appropriate and in keeping with the revitalization goals of Burlington's Downtown District and all other municipal plans, and these additional benefits for Burlington's Downtown District should be sought;

NOW, THEREFORE, BE IT RESOLVED that the Community and Economic Development Office is authorized to apply to the Downtown Program for reallocation of sales tax receipts for building materials used in the Howard Plant Project at 176 South Winooski Avenue to make improvements to the adjacent public infrastructure in Burlington's Downtown District.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

ROOM 32 ▪ CITY HALL ▪ BURLINGTON, VERMONT 05401
(802) 865-7144 ▪ (802) 865-7142 (TTY) ▪ (802) 865-7024 (FAX)

To: Board of Finance and City Council

From: Brian Pine, CEDO Director
Samantha Dunn, Asst. Director for Community Works, CEDO

Date: June 12, 2023

Re: Applications to Vermont Downtown Program – Sales Tax Reallocation Program

This memo is intended to provide background information on the application to the VT Downtown Program's Sales Tax Reallocation Program. The Downtown Program provides various benefits for communities whose downtowns receive status as Designated Downtown Districts, including income tax credits for rehabilitation of older or historic buildings, reallocation of sales tax receipts for building materials and financial assistance from various programs specifically for such districts.

The Downtown Program's Sales Tax Reallocation program allows municipalities and the developer of a qualified project to jointly apply to the Downtown Board for a reallocation of sales taxes on construction materials. Qualified projects must be located within a designated downtown district to be eligible for a reallocation of sales taxes on construction materials. Reallocated taxes must be used by the municipality to cover public improvements related to the qualified project. This program, which requires approval from the local governing body, enables the City to essentially re-purpose state sales tax revenue to fund adjacent public infrastructure that supports both the project and the City's Designated Downtown.

CEDO currently developing two applications to the Sales Tax Reallocation Program:

1. Howard Plant Project (old VFW), including 38 critically needed new permanently affordable housing units and two nonprofit commercial spaces: a condo for the VFW Post's future home – a place of gathering, and veteran services programming; and a leased space where the City's Community Justice Center will tentatively relocate. Eight apartments will be set aside for households exiting homelessness and will be supported with services – five of these units will have a special preference for homeless veterans.

The municipal component of the project will include upgrades to the pedestrian and greenbelt zone in front of the parcel at 176 South Winooski and continuing north to connect these improvements to Main Street.

2. City Place Project, including more than 400 housing units and 700,000 square feet within Burlington's Downtown District. The municipal project component of this request includes a portion of the streetscape amenities such as lighting, hardscape amenities, bike racks, and plantings along St. Paul, Pine and Bank Streets.

Both projects will generate sales tax revenue to the State and City, expand the City's property tax base, increase the housing supply and generate construction jobs.

We anticipate a request of approximately \$460,000 for the CHT Howard Plant application, and we will be asking for the balance of the maximum allowed for one municipality in a given year (\$1.45MM this year) for the public improvements connected with CityPlace Burlington. Obviously, the total cost of the related streetscape improvements will far exceed the allowed amount. Please find attached two resolutions seeking the respective City Council authorizations for CEDO to submit applications to the Sales Tax Reallocation Program for these two projects.

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Samantha Dunn

Title/Subject: Sales Tax Reallocation Applications

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/7/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	No	Click or tap to enter a date.	Informed, no response received.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	6/7/2023	Jared Pellerin
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/7/2023	Jared Pellerin
CAO has reviewed budget, financing, and memo	Yes	6/7/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	No	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

Resolution Relating to

AUTHORIZATION TO APPLY TO DOWNTOWN SALES
TAX REALLOCATION PROGRAM RE CITYPLACE
PROJECT – 75 CHERRY STREET

RESOLUTION_____

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

CITY OF BURLINGTON

In the year Two Thousand Twenty-Three

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

That WHEREAS, the Downtown Development Act (24 V.S.A. Chap. 76A) provides various benefits for communities whose downtowns receive designation as Designated Downtown Districts, including income tax credits for rehabilitation of older or historic buildings, reallocation of sales tax receipts for building materials and financial assistance from various programs specifically for Designated Downtown Districts; and

WHEREAS, the City desires to improve the public infrastructure within the designated downtown district; and

WHEREAS, the City desires to secure resources to make improvements to the public infrastructure; and

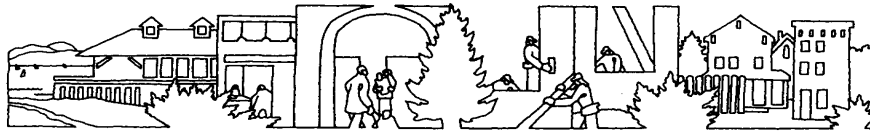
WHEREAS, the CityPlace Project is a proposed construction project for 400 units of housing, along with commercial/retail space which in total will combine to achieve approximately 700,000 square feet of new mixed-use space, within Burlington's Downtown District, the construction of which will generate sales tax revenue to the State; and

WHEREAS, in accordance with 32 V.S.A. section 9819, the City can request reallocation of a portion of that sales tax to public infrastructure adjacent to and in support of the subject development project; and

WHEREAS, the municipal project may include infrastructure improvements such as sidewalks, curbs, new street trees, utility system upgrades, stormwater system upgrades, and lighting installations, and these infrastructure improvements are eligible to use the reallocated sales tax funds; and

WHEREAS, these projects are appropriate and in keeping with the revitalization goals of Burlington's Downtown District and all other municipal plans, and these additional benefits for Burlington's Downtown District should be sought;

NOW, THEREFORE, BE IT RESOLVED that the Community and Economic Development Office is authorized to apply to the Downtown Program for reallocation of sales tax receipts for building materials used in the CityPlace Project at 75 Cherry Street to make improvements to the adjacent public infrastructure in Burlington's Downtown District.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

ROOM 32 ▪ CITY HALL ▪ BURLINGTON, VERMONT 05401
(802) 865-7144 ▪ (802) 865-7142 (TTY) ▪ (802) 865-7024 (FAX)

To: Board of Finance and City Council

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Date: June 12, 2023

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Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Samantha Dunn

Title/Subject: Sales Tax Reallocation Applications

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	Click or tap to enter a date.

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Signoffs Received

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Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	6/7/2023	Jared Pellerin
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/7/2023	Jared Pellerin
CAO has reviewed budget, financing, and memo	Yes	6/7/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	No	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

To: Board of Finance; City Council
From: Michael LaChance, Fire Chief
Kerin Durfee, HR Director
Date: BoF: June 12, 2023; City Council: June 20, 2023
Re: Fire Leadership Pay Scale (FLPS)

This memo outlines a proposal to permanently address compression issues within the Fire Leadership pay scales and to restructure the pay scales similar to the Police Unified Pay Scale (PUPS).

Background

Non-union employees of the Fire Department receive annual cost of living increases (COLAs) consistent with other non-union employees across the organization. In recent years, these annual COLAs have been lower than the increases negotiated by the Burlington Firefighters Association (BFFA). This has resulted in compensation compression between the highest paid union employee (Captain) and lowest paid non-union employee (Battalion Chief), limiting our ability to attract candidates for these roles.

Proposed Tables

The proposed table is built using the same methodology as the PUPS tables:

- Step 1 of Battalion Chief is established at 6% over the highest step of Captain
- Step 1 of Deputy Chief is established at 8% over step 4 of Battalion Chief
- 1.5% increase between each step

Battalion Chief	Current	Proposed 6% over Captain	For comparison, Police Lieutenant
1	\$ 106,639	\$ 109,781	\$ 109,524
2	\$ 108,026	\$ 111,428	\$ 111,166
3	\$ 109,413	\$ 113,099	\$ 112,834
4	\$ 110,798	\$ 114,796	\$ 114,526
5	\$ 112,185	\$ 116,518	
6	\$ 113,571	\$ 118,265	
7	\$ 114,956		
8	\$ 116,343		

Deputy Chief	Current	Proposed 8% over Battalion Chief	For comparison to Police Deputy Chief
1	\$ 117,303	\$ 123,979	\$ 123,689
2	\$ 118,828	\$ 125,839	\$ 125,544
3	\$ 120,353	\$ 127,727	\$ 127,427
4	\$ 121,878	\$ 129,642	\$ 129,338
5	\$ 123,402		
6	\$ 124,928		
7	\$ 126,452		
8	\$ 127,978		

BFFA members have negotiated various bonuses as part of their collective bargaining agreement, including:

- 4% incentive for Advanced EMT Certification
- 6% incentive for Paramedic Certification
- \$400 - \$1200 annual education bonus
- \$300 annual uniform cleaning allowance
- \$1000 annual retention bonus

When a firefighter is promoted out of the union into a leadership position, they stop receiving these additional bonuses, eroding the value of the 6% increase from Captain to Battalion Chief. Therefore, in the new FLPS, Captain and Battalion Chiefs will be eligible for the following base pay incentives under the FLPS plan:

- 4% incentive for Advanced EMT Certification
- 3% incentive for Paramedic Certification

In order to eliminate future pay compression issues, annual COLAs for non-union fire department staff will be consistent with BFFA COLAs as outlined in the BFFA agreement.

Consistent with the terms of the BFFA contract, this 4% incentive will not count toward final compensation for retirement.

Finally, the work on these tables has been ongoing for several months, thus we are proposing that this updated compensation be retroactive to January 1, 2023.

Finances

Please note that we built the FY24 Fire department budget with the proposed increases included. For FY23 it would cost \$15,310.57 to cover the proposed increases for the retroactive period – this can be covered within the Fire department's salary line item.

Concerns and Next Steps

The proposed tables create some compression between step 4 of the Battalion Chief and step 1 of the Fire Chief, and this proposed scale does not incorporate the Fire Chief in the FLPS scale. However, it's worth noting that the same issue exists in the Police Department between the Deputy Chief and Police Chief (see table below). This compression may be addressed as part of

the Department Head salary review as part of the FY 24 budget.

Fire Chief		Police Chief	
1	\$ 134,779	1	\$ 128,052
2	\$ 135,460	2	\$ 130,358
3	\$ 136,140	3	\$ 132,704
4	\$ 136,820	4	\$ 128,368
5	\$ 137,501	5	\$ 137,524
6	\$ 139,980	6	\$ 140,000
7	\$ 142,494	7	\$ 142,519
8	\$ 143,786	8	\$ 143,660
9	\$ 145,078	9	\$ 144,809
10	\$ 146,370	10	\$ 145,968
11	\$ 147,662	11	\$ 123,595
12	\$ 148,953	12	\$ 148,312
13	\$ 150,246	13	\$ 149,499
14	\$ 151,538	14	\$ 150,695
15	\$ 152,830	15	\$ 152,826

Recommend Motions:

Board of Finance:

To approve and recommend that the City Council approve and authorize the wage scale adjustments to the Fire Leadership Pay Scale for Burlington Fire Department Command staff, comprised of the positions of Battalion Chief and Deputy Chief, as further detailed in the above proposed tables; and allow future wage adjustments be consistent with BFFA annual COLA increases; and, further authorize back wages to be paid according to such revised Pay Scale, effective retroactively to January 1, 2023.

City Council:

To approve and authorize the wage scale adjustments to the Fire Leadership Pay Scale for Burlington Fire Department Command staff, comprised of the positions of Battalion Chief and Deputy Chief, as further detailed in the above proposed tables; and allow future wage adjustments be consistent with BFFA annual COLA increases; and, further authorize back wages to be paid according to such revised Pay Scale, effective retroactively to January 1, 2023



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

Employee	Work Date	Week Day	Hours Code	Hours	Gross New Rate	Difference
1674 LaChance, Michael D 1/3 to DC Step 2	01/02/2023	Monday	Holiday	8.0000	451.17 59.6053	25.6723
	01/03/2023	Tuesday	Sick Used	8.0000	457.03 60.4995	26.9662
	01/04/2023	Wednesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/05/2023	Thursday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/06/2023	Friday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/09/2023	Monday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/10/2023	Tuesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/11/2023	Wednesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/12/2023	Thursday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/13/2023	Friday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/16/2023	Monday	Holiday	8.0000	457.03 60.4995	26.9662
	01/17/2023	Tuesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/18/2023	Wednesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/19/2023	Thursday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/20/2023	Friday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/23/2023	Monday	Regular Hourly	3.0000	171.39 60.4995	10.1086
	01/23/2023	Monday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/24/2023	Tuesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/25/2023	Wednesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/26/2023	Thursday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/27/2023	Friday	Sick Used	4.0000	228.52 60.4995	13.4781
	01/27/2023	Friday	Regular Hourly	4.0000	228.52 60.4995	13.4781
	01/30/2023	Monday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	01/31/2023	Tuesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/01/2023	Wednesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/02/2023	Thursday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/03/2023	Friday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/06/2023	Monday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/07/2023	Tuesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/08/2023	Wednesday	Regular Hourly	8.0000	457.03 60.4995	26.9662
	02/09/2023	Thursday	Regular Hourly	8.0000	457.03 60.4995	26.9662



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

02/10/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/13/2023	Monday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/14/2023	Tuesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/15/2023	Wednesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/16/2023	Thursday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/17/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/20/2023	Monday	Holiday	8.0000	457.03	60.4995	26.9662
02/21/2023	Tuesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/22/2023	Wednesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/23/2023	Thursday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/24/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/27/2023	Monday	Regular Hourly	8.0000	457.03	60.4995	26.9662
02/28/2023	Tuesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/01/2023	Wednesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/02/2023	Thursday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/03/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/06/2023	Monday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/07/2023	Tuesday	Holiday	8.0000	457.03	60.4995	26.9662
03/08/2023	Wednesday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/09/2023	Thursday	Regular Hourly	8.0000	457.03	60.4995	26.9662
03/10/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.9662
						1357.11

1631 Libby, Derek R
Fire Chief S4

01/02/2023	Monday	Holiday	8.0000	526.23	65.7788	0.0008
01/03/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/04/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/05/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/06/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/09/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/10/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/11/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/12/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

01/13/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/16/2023	Monday	Holiday	8.0000	526.23	65.7788	0.0008
01/17/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/18/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/19/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/20/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/23/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/24/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/25/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/26/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/27/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
01/30/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008
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02/06/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/07/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/08/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/09/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/10/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/13/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/14/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/15/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/16/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/17/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/20/2023	Monday	Holiday	8.0000	526.23	65.7788	0.0008
02/21/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/22/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/23/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/24/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
02/27/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

DC of Ops Step 2

02/28/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
03/01/2023	Wednesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
03/02/2023	Thursday	Regular Hourly	8.0000	526.23	65.7788	0.0008
03/03/2023	Friday	Regular Hourly	8.0000	526.23	65.7788	0.0008
03/06/2023	Monday	Regular Hourly	8.0000	526.23	65.7788	0.0008
03/07/2023	Tuesday	Regular Hourly	8.0000	526.23	65.7788	0.0008
03/08/2023	Wednesday	Sick Used	8.0000	526.23	65.7788	0.0008
03/09/2023	Thursday	Sick Used	8.0000	526.23	65.7788	0.0008
03/10/2023	Friday	Sick Used	8.0000	526.23	65.7788	0.0008
03/13/2023	Monday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/14/2023	Tuesday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/15/2023	Wednesday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/16/2023	Thursday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/17/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/20/2023	Monday	Extra Holiday Used	8.0000	457.03	60.4995	26.96615385
03/21/2023	Tuesday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/22/2023	Wednesday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/23/2023	Thursday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/24/2023	Friday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/27/2023	Monday	Regular Hourly	8.0000	457.03	60.4995	26.96615385
03/28/2023	Tuesday	Regular Hourly	8.0000	457.03	60.4995	26.96615385

DC of Ops Step 3

03/29/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
03/30/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
03/31/2023	Friday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/03/2023	Monday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/04/2023	Tuesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/05/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/06/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/07/2023	Friday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/10/2023	Monday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/11/2023	Tuesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/12/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

04/13/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/14/2023	Friday	Sick Used	8.0000	462.90	61.4072	28.35769231
04/17/2023	Monday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/18/2023	Tuesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/19/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/20/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/21/2023	Friday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/24/2023	Monday	Regular Hourly	8.0000	462.90	61.4072	
04/25/2023	Tuesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/26/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/27/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
04/28/2023	Friday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/01/2023	Monday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/02/2023	Tuesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/03/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/04/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/05/2023	Friday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/08/2023	Monday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/09/2023	Tuesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/10/2023	Wednesday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/11/2023	Thursday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/12/2023	Friday	Regular Hourly	8.0000	462.90	61.4072	28.35769231
05/15/2023	Monday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/16/2023	Tuesday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/17/2023	Wednesday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/18/2023	Thursday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/19/2023	Friday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/22/2023	Monday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/23/2023	Tuesday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/24/2023	Wednesday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/25/2023	Thursday	Vacation Used	8.0000	462.90	61.4072	28.35769231
05/26/2023	Friday	Vacation Used	8.0000	462.90	61.4072	28.35769231



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

1514.655385

Difference Owed
on Base

Base BC S5

1719 Ruggles, Troy D

01/02/2023	Monday	Holiday	8.0000	431.47	56.0183	16.68
01/03/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/04/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/05/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/06/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/09/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/10/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/11/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/12/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/13/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/16/2023	Monday	Holiday	8.0000	431.47	56.0183	16.68
01/17/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/18/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/19/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/20/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/23/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/24/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/25/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/26/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/27/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/30/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
01/31/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/01/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/02/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/03/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/06/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/07/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/08/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/09/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

02/10/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/13/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/14/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/15/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/16/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/17/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/20/2023	Monday	Holiday	8.0000	431.47	56.0183	16.68
02/21/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/22/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/23/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/24/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/27/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
02/28/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/01/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/02/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/03/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/06/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/07/2023	Tuesday	Holiday	8.0000	431.47	56.0183	16.68
03/08/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/09/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/10/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/13/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/14/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/15/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/16/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/17/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/20/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/21/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/22/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/23/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/24/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/27/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

03/28/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/29/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/30/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
03/31/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/03/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/04/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/05/2023	Wednesday	Vacation Used	8.0000	431.47	56.0183	16.68
04/06/2023	Thursday	Vacation Used	8.0000	431.47	56.0183	16.68
04/07/2023	Friday	Vacation Used	8.0000	431.47	56.0183	16.68
04/10/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/11/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/12/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/13/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/14/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/17/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/18/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/19/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/20/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/21/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/24/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/25/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/26/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/27/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
04/28/2023	Friday	Sick Used	8.0000	431.47	56.0183	16.68
05/01/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/02/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/03/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/04/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/05/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/08/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/09/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/10/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

05/11/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/12/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/15/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/16/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/17/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/18/2023	Thursday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/19/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/22/2023	Monday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/23/2023	Tuesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/24/2023	Wednesday	Regular Hourly	8.0000	431.47	56.0183	16.68
05/25/2023	Thursday	Floating Holiday	8.0000	431.47	56.0183	16.68
05/26/2023	Friday	Regular Hourly	8.0000	431.47	56.0183	16.68
						1751.00

Difference Owed

22 Stone, Matthew C

				New Rate S2		Base
01/02/2023	Monday	Holiday	8.0000	415.48	53.5712	13.09
01/03/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/04/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/05/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/06/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/09/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/10/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/11/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/12/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/13/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/16/2023	Monday	Holiday	8.0000	415.48	53.5712	13.09
01/17/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/18/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/19/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/20/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/23/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/24/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

01/25/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/26/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/27/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/30/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
01/31/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/01/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/02/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/03/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/06/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/07/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/08/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/09/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/10/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/13/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/14/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/15/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/16/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/17/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/20/2023	Monday	Holiday	8.0000	415.48	53.5712	13.09
02/21/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/22/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/23/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/24/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/27/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
02/28/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/01/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/02/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/03/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/06/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/07/2023	Tuesday	Holiday	8.0000	415.48	53.5712	13.09
03/08/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/09/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

03/10/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/13/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/14/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/15/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/16/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/17/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/20/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/21/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/22/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/23/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/24/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/27/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/28/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/29/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/30/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
03/31/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/03/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/04/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/05/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/06/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/07/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/10/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/11/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/12/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/13/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/14/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/17/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/18/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/19/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/20/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/21/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/24/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

04/25/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/26/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/27/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
04/28/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/01/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/02/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/03/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/04/2023	Thursday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/05/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/08/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/09/2023	Tuesday	Vacation Used	8.0000	415.48	53.5712	13.09
05/10/2023	Wednesday	Vacation Used	8.0000	415.48	53.5712	13.09
05/11/2023	Thursday	Vacation Used	8.0000	415.48	53.5712	13.09
05/12/2023	Friday	Vacation Used	8.0000	415.48	53.5712	13.09
05/15/2023	Monday	Vacation Used	8.0000	415.48	53.5712	13.09
05/16/2023	Tuesday	Vacation Used	8.0000	415.48	53.5712	13.09
05/17/2023	Wednesday	Vacation Used	8.0000	415.48	53.5712	13.09
05/18/2023	Thursday	Vacation Used	8.0000	415.48	53.5712	13.09
05/19/2023	Friday	Vacation Used	8.0000	415.48	53.5712	13.09
05/22/2023	Monday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/23/2023	Tuesday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/24/2023	Wednesday	Regular Hourly	8.0000	415.48	53.5712	13.09
05/25/2023	Thursday	Floating Holiday	8.0000	415.48	53.5712	13.09
05/26/2023	Friday	Regular Hourly	8.0000	415.48	53.5712	13.09
						1374.37

New Rate for BC S1 Difference Owed:

1656 Curtin, Michael E	01/02/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
	01/09/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
	01/16/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
	01/23/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
	01/25/2023	Wednesday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
	01/30/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

02/06/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
02/09/2023	Thursday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
02/13/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
02/20/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
02/27/2023	Monday	Regular Hourly	(16.0000)	(585.93)	37.6995	-17.26
02/27/2023	Monday	Vacation Used	24.0000	878.90	37.6995	25.89
03/02/2023	Thursday	Vacation Used	24.0000	878.90	37.6995	25.89
03/05/2023	Sunday	Vacation Used	24.0000	878.90	37.6995	25.89
03/06/2023	Monday	Regular Hourly	53.0000	1,940.90	37.6995	57.17
03/11/2023	Saturday	Personal Used	3.0000	109.86	37.6995	3.24
03/13/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
03/20/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
03/23/2023	Thursday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
03/27/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
04/03/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
04/10/2023	Monday	Regular Hourly	8.0000	292.97	37.6995	8.63
04/13/2023	Thursday	Sick Used	24.0000	878.90	37.6995	25.89
04/16/2023	Sunday	Vacation Used	24.0000	878.90	37.6995	25.89
04/17/2023	Monday	Regular Hourly	29.0000	1,062.00	37.6995	31.29
04/19/2023	Wednesday	Personal Used	3.0000	109.86	37.6995	3.24
04/22/2023	Saturday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
04/24/2023	Monday	Regular Hourly	5.0000	183.10	37.6995	5.40
04/25/2023	Tuesday	Vacation Used	24.0000	878.90	37.6995	25.89
04/28/2023	Friday	Vacation Used	24.0000	878.90	37.6995	25.89
04/29/2023	Saturday	Personal Used	3.0000	109.86	37.6995	3.24
04/29/2023	Saturday	Staffing @ 1.0 FKA Manning	3.0000	109.86	37.6995	3.24
05/01/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
05/08/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
05/15/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
05/20/2023	Saturday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
05/22/2023	Monday	Regular Hourly	8.0000	292.97	37.6995	8.63
05/25/2023	Thursday	Extra Holiday Used	24.0000	878.90	37.6995	25.89



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

2116 Valyou, Jamie L

BC Step 1

05/26/2023	Friday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
						1271.88
						New Rate for BC S1
01/02/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
01/02/2023	Monday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
01/09/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
01/16/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
01/23/2023	Monday	Regular Hourly	52.2500	1,913.43	37.6995	56.37
01/23/2023	Monday	Personal Used	3.7500	137.33	37.6995	4.04
01/30/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
02/04/2023	Saturday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
02/06/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
02/13/2023	Monday	Regular Hourly	53.5000	1,959.21	37.6995	57.71
02/19/2023	Sunday	Personal Used	2.5000	91.55	37.6995	2.70
02/20/2023	Monday	Regular Hourly	51.7500	1,895.12	37.6995	55.83
02/22/2023	Wednesday	Regular Hourly	3.2500	119.02	37.6995	3.50
02/22/2023	Wednesday	Personal Used	1.0000	36.62	37.6995	1.08
02/27/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
03/06/2023	Monday	Regular Hourly	8.0000	292.97	37.6995	8.63
03/09/2023	Thursday	Regular Hourly	24.0000	878.90	37.6995	25.89
03/12/2023	Sunday	Regular Hourly	24.0000	878.90	37.6995	25.89
03/13/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
03/15/2023	Wednesday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
03/20/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
03/27/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
04/03/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
04/10/2023	Monday	Regular Hourly	48.0000	1,757.79	37.6995	51.79
04/11/2023	Tuesday	Regular Hourly	8.0000	292.97	37.6995	8.63
04/17/2023	Monday	Regular Hourly	56.0000	2,050.76	37.6995	60.41
04/24/2023	Monday	Regular Hourly	32.0000	1,171.86	37.6995	34.52
04/29/2023	Saturday	Extra Holiday Used	24.0000	878.90	37.6995	25.89
05/01/2023	Monday	Regular Hourly	53.0000	1,940.90	37.6995	57.17



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

05/04/2023	Thursday	Personal Used	3.0000	109.86	37.6995	3.24
05/08/2023	Monday	Regular Hourly	53.0000	1,940.90	37.6995	57.17
05/10/2023	Wednesday	Personal Used	3.0000	109.86	37.6995	3.24
05/15/2023	Monday	Sick Used	1.0000	36.62	37.6995	1.08
05/15/2023	Monday	Regular Hourly	53.0000	1,940.90	37.6995	57.17
05/15/2023	Monday	Personal Used	2.0000	73.24	37.6995	2.16
05/22/2023	Monday	Regular Hourly	53.0000	1,940.90	37.6995	57.17
05/23/2023	Tuesday	Personal Used	3.0000	109.86	37.6995	3.24

1268.66

New Rate for BC Difference Owed

2120 Webster, Edwin W

BC Step 2

01/02/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
01/09/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
01/16/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
01/23/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
01/30/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
02/06/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
02/13/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
02/20/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
02/27/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
03/06/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
03/13/2023	Monday	Regular Hourly	46.5000	1,725.00	38.2651	54.3276
03/16/2023	Thursday	Regular Hourly	9.5000	352.42	38.2651	11.0985
03/20/2023	Monday	Regular Hourly	56.0000	2,077.42	38.2651	65.4262
03/27/2023	Monday	Regular Hourly	(8.0000)	(296.77)	38.2651	-9.3509
03/28/2023	Tuesday	Extra Holiday Used	24.0000	890.32	38.2651	28.0426

BC Step 3

03/29/2023	Wednesday	Regular Hourly	16.0000	601.17	38.8389	20.2531
03/31/2023	Friday	Extra Holiday Used	24.0000	901.75	38.8389	30.3846
04/03/2023	Monday	Regular Hourly	8.0000	300.58	38.8389	10.1315
04/03/2023	Monday	Extra Holiday Used	24.0000	901.75	38.8389	30.3846
04/06/2023	Thursday	Extra Holiday Used	24.0000	901.75	38.8389	30.3846
04/10/2023	Monday	Regular Hourly	56.0000	2,104.09	38.8389	70.8908
04/17/2023	Monday	Regular Hourly	56.0000	2,104.09	38.8389	70.8908



Hours Analysis Report

Work Date 01/01/23 - 05/28/23

Sort by Benefit Group - Employee

Report Type Detail - Employee - Hours Code

04/24/2023	Monday	Regular Hourly	8.0000	300.58	38.8389	10.1315
04/27/2023	Thursday	Sick Used	24.0000	901.75	38.8389	30.3846
04/30/2023	Sunday	Sick Used	24.0000	901.75	38.8389	30.3846
05/01/2023	Monday	Regular Hourly	56.0000	2,104.09	38.8389	70.8908
05/08/2023	Monday	Regular Hourly	56.0000	2,104.09	38.8389	70.8908
05/15/2023	Monday	Regular Hourly	56.0000	2,104.09	38.8389	70.8908
05/22/2023	Monday	Regular Hourly	8.0000	300.58	38.8389	10.1315
05/23/2023	Tuesday	Sick Used	24.0000	901.75	38.8389	30.3846
05/24/2023	Wednesday	Sick Used	24.0000	901.75	38.8389	30.3846

\$1,421.60

Base Retro Owed	\$9,959.28
AEMT Retro	\$5,351.29
	\$15,310.57

AEMT

- 17.14277
- 17.14277
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[illegible]

[illegible]

AEMT 4%	Total Retro & AEMT
84.45	144.8600
84.45	144.8600
84.45	144.8600
48.26	82.7800
36.19	62.0800
84.45	144.8600

48.26	82.7800
36.19	62.0800
84.45	144.8600
84.45	144.8600
-24.13	-41.3900
36.19	62.0800
36.19	62.0800
36.19	62.0800
79.92	137.0975
4.52	7.7625
84.45	144.8600
48.26	82.7800
36.19	62.0800
84.45	144.8600
84.45	144.8600
12.06	20.6900
36.19	62.0800
36.19	62.0800
43.73	75.0175
4.52	7.7625
36.19	62.0800
7.54	12.9375
36.19	62.0800
36.19	62.0800
4.52	7.7625
4.52	7.7625
84.45	144.8600
84.45	144.8600
48.26	82.7800
36.19	62.0800
12.06	20.6900
36.19	62.0800

36.19	62.0800
1777.91	3049.7925
AEMT 4%	Total Retro &AEMT
48.26	82.7800
36.19	62.0800
84.45	144.8600
84.45	144.8600
78.79	135.1619
5.65	9.6981
48.26	82.7800
36.19	62.0800
84.45	144.8600
80.68	138.3913
3.77	6.4688
78.04	133.8681
4.90	8.4044
1.51	2.5875
84.45	144.8600
12.06	20.6900
36.19	62.0800
36.19	62.0800
48.26	82.7800
36.19	62.0800
84.45	144.8600
84.45	144.8600
84.45	144.8600
72.38	124.1700
12.06	20.6900
84.45	144.8600
48.26	82.7800
36.19	62.0800
79.92	137.0975

4.52	7.7625
79.92	137.0975
4.52	7.7625
1.51	2.5875
79.92	137.0975
3.02	5.1750
79.92	137.0975
4.52	7.7625
1773.39	3042.0500

Board of Finance and City Council Submission Checklist

Department: Fire/HR Submitter: Chief LaChance/Director Durfee

Title/Subject: Fire Compression

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	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	5/31/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	6/7/2023	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	6/7/2023	J. Pellerin
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/7/2023	J. Pellerin
CAO has reviewed budget, financing, and memo	Yes	6/1/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Yes	6/5/2023	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	Pay tables and retro payout
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



**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

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance/City Council

FROM: Phillip Peterson, PE, Public Works Engineer
Corey Mims, PE, Senior Public Works Engineer
Dora Bean, Associate Public Works Engineer

DATE: June 12, 2023

CC: Chapin Spencer, Director of Public Works
Norman Baldwin, PE, Assistant Director of Public Works/City Engineer
Laura Wheelock, PE, Senior Public Works Engineer

RE: CY22 Street Reconstruction Program Contract Amendment for Paving Work on Flynn Avenue

Request

The Department of Public Works ("DPW") seeks approval and authorization from the Board of Finance and City Council to execute a contract amendment with S.D. Ireland Brothers Corporation for the Calendar Year 2022 Street Reconstruction Program in the amount of \$77,682.87 with an additional \$16,308.10 (~10% of Flynn Avenue paving overall cost) in contingency funds, totaling \$93,990.97; which results in a new contract totaling \$3,073,526.08. This is separate from the contracted and ongoing CY23 paving contract which the Council approved earlier this year.

Background

Previous Contract Authorizations

<u>Date</u>	<u>BOF/CC Action</u>	<u>Contract</u>
4/11/2022	Contract Approval	\$2,730,527.25
9/19/2022	Contract Amendment Approval	\$2,911,355.98
3/20/2023	Contract Amendment Approval	\$2,979,535.11

Reason for Current Authorization Increase Request:

In preparing initial estimate for Birchcliff Parkway, the second to last CY22 street to be paved, it was understood that the existing roadway surface was the standard 3 inches of asphalt surface thickness for a residential street. Upon initiating work on the street, it was identified that the

roadway had only 1 ½" base course, not 3 inches as originally assumed. As a result, the City needed to assume a significant unanticipated expense to properly redevelop the street road surface.

This adjustment to the Birchcliff Parkway scope led to a need to:

- Identify additional funding to assume the unanticipated expense
- Seek additional expense authorization from the Board of Finance/City Council for the Director of Public Works to execute the change orders necessary to assume this additional expense and complete the full scope of work contemplated under the CY22 Paving Contract

The correction to the asphalt thickness necessitated the adjustment of 11 resident's driveway aprons to ensure proper drainage on the street and that these residents had driveways which worked properly. The necessary design changes added \$110,380.25 of additional cost onto the project.

Due to this additional cost, the CY22 Paving contract has a shortage of funding to complete the remaining resurfacing work on Flynn Avenue (the final street in the CY22 paving contract). DPW Staff have identified available funds to backfill this shortage and complete this work. To address this issue and ensure the successful completion of the project, we are requesting authorization to access this funding.

Additional Funding for Project

DPW Staff have identified \$124,057 in Street Capital contingency funding previously authorized for paving associated with the CY20 Paving Contract. We are proposing to use this funding to fill the additional need of \$93,990.97 in order to complete this project, see Attachment-1.

Questions

Thank you for your consideration of these requests. If you have any questions, please feel free to contact: Phillip Peterson: ppeterson@burlingtonvt.gov, (802) 598-8356.

Attachments

1. CY22 Paving Project Budget Amendment 6.12.23

Motions

Board of Finance:

1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the Calendar Year 2022 Street Reconstruction Program contract with S.D. Ireland Brothers to effect a maximum limiting amount increase of \$93,990.97 to the previously authorized contract expenditure limit with S.D. Ireland of \$2,979,535.11, for a total authorized maximum contract expenditure of \$3,073,526.08, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.

An Equal Opportunity Employer

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City Council:

1. To approve and authorize the Director of Public Works to execute an amendment to the Calendar Year 2022 Street Reconstruction Program contract with S.D. Ireland Brothers to effect a maximum limiting amount increase of \$93,990.97 to the previously authorized contract expenditure limit with S.D. Ireland of \$2,979,535.11, for a total authorized maximum contract expenditure of \$3,073,526.08, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.

Department: DPW Requested by: Phillip Peterson Date: 6/12/2023

Briefly explain the reason for the amendment:

The CY22 Paving contract has a shortage of funding to complete the remaining resurfacing work on Flynn Avenue, DPW Staff propose Street Capital Funds previously authorized for Queen City Park Road paving to backfill this shortage and complete this work.

Mayor Date (25K - 50K)

[illegible]

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Phillip Peterson

Title/Subject: CY22 Street Reconstruction Program Contract Amendment for Paving Work on Flynn Avenue

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/6/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	6/7/2023	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/6/2023	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/6/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
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www.burlingtonvt.gov/dpw

MEMO

TO: Board of Finance/City Council

FROM: Laura K. Wheelock P.E., Senior Public Works Engineer
Julia Ursaki P.E., Public Works Transportation Engineer

RE: City Place Public Improvements Construction Costs

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., Asst. Director Public Works, City Engineer

DATE: June 12, 2023 (BOF) & June 20, 2023 (CC)

As City Place Partners (CPP) advances work on the private building improvements, they are also looking to advance the Public Improvements on the new sections of Pine Street and St. Paul Street between Bank Street and Cherry Street, as well as the north side of Bank Street and south side of Cherry Street, as defined under the Second Amended and Restated Development Agreement as Amended (ARDA 2.0). Public Improvement elements include:

- Construction of the new street to Great Streets Design Standards;
- Amenities such as decorative lighting, benches, and bike racks;
- Durable materials with granite curbs, paver amenity belts, and new concrete sidewalks;
- Street ecology supported with new trees/plantings with soils cells to support growth;
- Stormwater collection with rain gardens and infiltration within the tree belt through pervious pavers and curb inlets into these practices;

CPP anticipates the start of construction of the Public Improvements during the summer of 2023. As such, they have submitted to the City a schedule of values for the Public Improvements to be completed using their own forces (ARDA 2.0 provision 3.h.ii.F). The work is proposed to be completed by S.D Ireland Brothers, Inc. (SDI). In anticipation of CPP electing to use SDI as their contractor, the City has commissioned Stantec Consulting Services, Inc. (Stantec) to complete a third-party review as allowed under ARDA 2.0. The review analyzes the schedule of values and determines accuracy of the proposed estimate, cost reasonableness of the bid items, and completeness of the schedule of values.

An Equal Opportunity Employer

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The Department of Public Works (DPW) has worked to review the schedule of values along with Stantec and finds that:

- The pricing is competitive with current market pricing for the industry;
- The quantities are an accurate reflection of the work to be completed; and,
- The schedule of values is a thorough representation of the work needed to complete the Public Improvements.

Staff are recommending confirmation of the schedule of values for completion of the Public Improvements under ARDA 2.0 in conformance with the Final Budget for the TIF Waterfall.

Final Budget

In January of 2023, city staff and CPP worked to finalize the budget for the Public Improvements under the TIF Waterfall. This budget is represented below with the schedule of values (SOV) for the Public Improvements being broken out into values listed as 2A and 2B, which relate to conditions within the ARDA for the Public Improvements, and as such, they are tracked separately for purposes of the SOV.

TIF WATERFALL	TIF ELIGIBLE COST
TIER 1 - City's TIF Expenses	
Soft Costs, Property Acquisitions (except 100 Bank)	\$750,000
Property Acquisition of 100 Bank	\$436,632 (est.)
Tier 1 Total	\$1,186,632
TIER 2 – CPP TIF Expenses after September 5, 2020	
Soft Costs (Design, Construction Inspection)	\$1,088,035
2A Construction Costs	\$7,927,579
Contingency (15%) (2A & Soft Costs)	\$1,352,342
2B Construction Costs	\$3,673,045
Contingency (15%) (2B)	\$550,957
Tier 2 Total	\$14,591,958
TIER 3 – Macy's Easement Costs	
CPP Property Acquisition Costs (as agreed 1/15/23)	\$0
Tier 3 Total	\$0
TIER 4 – Other Costs by City or CPP	
City TIF Expenses for Public Improvements or Additional Public Improvements (60% of any remaining TIF into this Tier)	\$1,224,564 (est.)
CPP TIF Expenses prior to Sept. 5, 2020 (Soft Costs, Demo) (40% of any remaining TIF into this Tier)	\$1,836,846 (est.)
Tier 4 Total	\$3,061,410
TIF WATERFALL - FINAL BUDGET	\$18,840,000

The Final Budget is currently based on the funding approved by the City Council at their May 1, 2023 meeting, and is subject to amendment prior to final borrowing as outlined in ARDA 2.0; and as presented to Council.

The total maximum budget for SDI under CPP for the scope of work for the Public Improvements estimated under Items 2A and 2B shall be \$11,600,624 with available allowable contingency to be used towards unanticipated changes in quantity of work, or types of work necessary to complete the construction of the Public Improvements shall not exceed \$1,903,299; for a total budget of \$13,503,923.

Request

Board of Finance

To approve and recommend that the City Council accept and approve the construction costs of the Public Improvements by S.D. Ireland Brothers, Inc.; and, authorize payment for such construction costs in an amount not greater than \$11,600,624, with an additional authorized contingency of \$1,903,299, for a total authorized expenditure for such construction costs not to exceed \$13,503,923, subject to necessary review and approval by the Chief Administrative Officer and in accordance with ARDA 2.0.

City Council

To accept and approve construction costs of the Public Improvements by S.D. Ireland Brothers, Inc.; and, authorize payment for such construction costs in an amount not greater than \$11,600,624, with an additional authorized contingency of \$1,903,299, for a total authorized expenditure for such construction costs not to exceed \$13,503,923, subject to necessary review and approval by the Chief Administrative Officer and in accordance with ARDA 2.0.

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Laura Wheelock and Julia Ursaki

Title/Subject: City Place Public Improvement Construction Costs

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/8/2023	Chapin Spencer
Mayor's Office informed and approved memo	Yes	6/7/2023	Jordan Redell
Board/Commission, if required	Yes	6/12/2023	BOF
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/6/2023	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/7/2023	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	No	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions in Memo
If for submission to Council, are sponsors identified?	Yes	BOF

FY23/24 Deferred Equipment					
Department	Equip. #	Description	Year	Vehicle	Cost To Replace
Fire	FB1	Shift Command	2018	Suburban	\$85,000.00
Fire	FA4	Ambulance	2016	F-450	\$339,000.00
Fire	FC3	Assistant Chief	2017	Explorer	\$51,360.00
Police	P135	Range Trailer	2001	Trailer	\$9,000.00
Police	P1507	Detective	2015	Taurus	\$41,200.00
Police	P1701	Line Cruiser	2017	Explorer	\$83,000.00
Police	P1702	Line Cruiser	2017	Explorer	\$83,000.00
Police	P1703	Line Cruiser	2017	Explorer	\$83,000.00
Police	P1704	Line Cruiser	2017	Explorer	\$83,000.00
Police	P1804	Line Cruiser	2018	Explorer	\$83,000.00
Police	P1805	Line Cruiser	2018	Explorer	\$83,000.00
Police	P1806	Line Cruiser	2018	Explorer	\$83,000.00
Police	P1807	Line Cruiser	2019	Explorer	\$83,000.00
Police	P1808	Line Cruiser	2019	Explorer	\$83,000.00
Parks	PR1450	Tractor	2000	John Deere 1450	\$40,000.00
Parks	PR670	Tractor	2000	John Deere 670	\$27,000.00
Parks	PRCHIP14	Chipper	2014	Brush Bandit	\$68,400.00
Parks	PR05	Chip Truck	2014	Ford	\$72,850.00
Parks	PR11	Dump Truck	2014	Ford	\$56,100.00
Parks	PR16	Staff	2014	Ford	\$42,156.00
Parks	PR20	Staff	2014	Ford	\$42,156.00
Parks	PR27	Staff	2014	Ford	\$42,156.00
Parks	PR31	Ice Resurfacer	2016	Zamboni	\$175,000.00
Parks	PR32	Mower	2014	Kubota	\$22,600.00
Parks	PR34	Mower	2014	Kubota	\$38,090.00
Parks	PR42	UTV	2014	Kubota	\$20,410.00
Parks	PR43	UTV	2014	Kubota	\$20,410.00
Parks	PR47	Mower	2016	Jacobsen	\$120,000.00
Parks	PR52	Trailer	2002	Mid-Atlantic	\$9,600.00
Parks	PRFMC03	Sprayer	2009	FMC	\$15,000.00
Parks	PRSANDPR	Turf Resurfacer	2004	Toro	\$22,800.00
Streets	S30	Dirt Screen	2009	SCM-40	\$50,000.00
Streets	S53	Utility Trailer	1997	Custom	\$9,600.00
Streets	S57	Utility Trailer	2008	Sure Trac	\$10,184.00
Streets	S70	Dump Truck	2002	International	\$81,000.00
Streets	S76	Plow Truck	2010	Frieghtliner	\$213,000.00
Streets	S49	Sidewalk Tractor	2011	Trackless	\$216,000.00
Traffic	T01	Pickup	2011	Ford F150	\$35,123.00
Traffic	T02	Dump Truck	2008	Ford F350	\$111,700.00
Traffic	T09	One Ton Dump	2010	Ford F450	\$90,000.00
Traffic	P1709	Sedan	2017	Ford Focus	\$34,900.00
Water	Z05	Excavator	2013	John Deer 75G	\$145,145.00
				TOTAL	\$3,103,940.00

Department	Division	Vehicle ID	Vehicle	Recommendation	Replacement Interval	Lease Duration Years	Funds From Solid Waste Generation Tax	Funds From Water Resources	Vehicle Units	Cost of Carbon		Total Cost				
										Fossil Fuel	Hybrid/CNG	Fossil Fuel Purchase Cost	Hybrid/CNG(after rebates)	Total Vehicle Purchase Price w/ Cost of Carbon	Electric	Rebate
DPW	Recycling	G03	Recycling Truck	Fossil Fuel	7	7	1		1	\$38,822	\$30,408	\$265,000	\$360,000	\$303,822	Not Available In Our Region	N/A
Water Resources	Water Distribution	Z01	Ford Transit Van	EV	10	7		1	1	\$1,163					\$60,000.00	N/A
Water Resources	Water Distribution	Z20	One Ton W/ Air Comp.	Fossil Fuel	10	7		1	1	\$8,723		\$68,000		\$76,723	Not Available For This Model	N/A
Water Resources	Water Distribution	Add	Gem Car	EV	10	7		1	1	\$1,033					\$30,000.00	Pending
Water Resources	Water Distribution	Add	Ford Maverick Pick Up	Hybrid	10	7		1	1	\$573			\$30,000.00	\$30,573		N/A
Water Resources	Water Resources	Add	Chevy Bolt	EV	10	7		1	1	\$969					\$34,000.00	\$2,300.00
Water Resources	Storm Water	SW02	Ford Maverick Pick Up	Hybrid	10	7		1	1	\$573			\$30,000.00	\$30,573		N/A
Total							1	6	7	\$51,856	\$30,408	\$333,000	\$420,000	\$441,691	\$124,000	\$2,300
Total For Vehicles Leased Annually @ ~5.75%				Value	Number of Leases											
Water Resources	\$38,070.00	7 year		\$252,000	6											
Recycling	\$40,033.93	7 year		\$265,000	1											
Total	\$78,104			\$517,000	7											



City of Burlington
Department of Public Works
645 Pine Street
Burlington, VT 05402
802.863.9094 P
802.863.0466 F

Date: June 12, 2023
To: Board of Finance/City Council
From: Chapin Spencer, Director Public Works
Lee Perry, Division Director – Maintenance Division
Ashley Parker, Capital Program Director
Subject: FY24 Vehicle Purchase Recommendation

REQUEST:

The Fleet Committee requests that the Board of Finance approve and recommend the City Council approve the proposed FY'24 vehicle purchase recommendations and provide the Department of Public Works, Fleet Maintenance Division the approval to sell at auction the vehicles being replaced.

BACKGROUND:

Annually, the City's interdepartmental Fleet Committee, staffed by the Department of Public Works (DPW) Fleet Manager Dave Hammond, coordinates fleet purchases for the General Fund (GF) and several enterprise/special revenue funds in order to realize cost savings and provide management oversight. As per the City of Burlington Fleet Policy, the Fleet Manager and the Maintenance Division Director meet with each Department Head, or their designee, to review their annual recommended Fleet replacements and receive input on upcoming vehicle/equipment needs. With that information, the Fleet Manager researches electric and hybrid options for each item, calculates the carbon pricing on fossil fuel options, and make his recommendations to the Fleet Committee. The Committee reviews the Fleet Manager's list of needs and provides purchase list recommendation for review and approval by the TEUC, Board of Finance, and City Council.

The Fleet Committee has identified and is recommending (7) vehicles/equipment to be replaced in FY24. Six vehicles/equipment to be replaced are for enterprise/special revenue departments and one for the City's Recycling program (funded by the Solid Waste Generation Tax). Due to limited funding being available for the General Fund fleet, the Fleet Committee significantly reduced the amount of vehicles/equipment to be replaced in FY24, and will limit purchases to only enterprise/special revenue departments (see Attachment A for Fleet Funding History). There will be no General

Fund (GF) vehicle/equipment purchases in FY24 unless other funding is secured. GF Departments that are able to acquire grants or have other identified funding sources will be allowed to make requests to purchase vehicles/equipment with Chief Administrative Officer (CAO) approval in FY24. The FY24 General Fund Fleet budget is focused on supporting all FY24 General Fund Fleet lease payments for vehicles that have already been purchased in prior years.

The recommended purchase list has been reviewed by BED, who provided additional recommendations and shared available incentives which further refined the purchase list through the lens of the City's 2030 NetZero goals. The Fleet Committee has worked hard to balance two key policy goals – the City's 2030 Net Zero energy goal and the City's operations and safety goal to replace as much of the fleet that is at end of life as possible – while also managing the identified financial constraints. The Fleet Committee recently gained the support of the Transportation, Energy, and Utilities Committee (TEUC), at their May 23, 2023 meeting, where they approved advancing the FY24 vehicle purchase recommendations to the Board of Finance and City Council for approval (see Attachment F for Fleet purchase list).

GENERAL FUND FLEET FUNDING:

In FY22 and FY23, it became apparent there were no funds available to support future GF Fleet needs, as previous funding strategies had been depleted. In FY23 the Fleet Team requested \$715K from the GF unassigned fund balance to purchase GF fleet vehicles/equipment in urgent need of replacement. At the same time, the Fleet Team also communicated that FY24 and FY25 were going to require the same amount of GF support.

As the Team began planning for FY24, many difficult decisions needed to be made. There are \$1M in lease payments that need to be covered and \$2M in annual Fleet replacement with no funding to support these needs. In September 2022, the Fleet Committee formed a subcommittee to identify any possible sources of funding that could be used to cover the FY24 lease payments, as well as to discuss strategies for funding a sustainable fleet replacement plan for future fiscal years. The subcommittee met several times over the past 6 months to develop a strategy for funding FY24 lease payments, as well as exploring opportunities to create a sustainable fleet replacement plan for future GF purchases. Recommendations for funding FY24 lease payments and long-term financing strategies were made and brought back to the full Fleet Committee for approval.

The Fleet Committee supports and recommends the following financial strategy in order to establish a more resilient funding plan for Fleet, which would kick off with the FY24 budget season, and includes the following:

- No General Fund fleet purchases in FY24 without special CAO approval (see below).
- Secure funding for FY24 existing lease payments.

- FY24 General Fund vehicle/equipment replacement requests (i.e.: no additions) need to include a funding proposal utilizing only non-fleet funding sources that have received the approval of the CAO.

FY24 Fleet Budget Overview:

- General Fund purchases of Fleet vehicles and equipment have been put on hold.
 - Exceptions have been considered for departments that have an identified source of funding an identified vehicle or equipment (i.e.: grant, dedicated tax revenue, etc.)
 - Current average Fleet need is ~\$2M/year.
- Focus for FY24 budgeting has been on ensuring we have appropriate revenues to cover our FY24 lease payments.
 - FY24 Lease Payments = \$1,037,678.33
 - FY25 & FY26 Payments = ~\$1M/year

FY'24 GF Fleet Lease Payments			
Department (GF)	Principal	Interest	Total
Fire	\$137,913.63	\$5,619.18	\$143,532.81
Library	\$7,782.06	\$295.78	\$8,077.84
Parks	\$151,435.94	\$6,375.96	\$157,811.90
Parks/Admin	\$0.00	\$0.00	\$0.00
DPW Streets	\$387,333.74	\$17,277.68	\$404,611.42
DPW Streets/Admin	\$29,180.61	\$466.13	\$29,646.74
DPW/EQM	\$6,148.59	\$338.89	\$6,487.48
Police	\$249,562.31	\$8,171.17	\$257,733.48
Cemetery	\$14,033.30	\$623.73	\$14,657.03
Annual Total:	\$1,020,822.47		

- The Fleet Committee recommends applying all leftover FY23 Gains on Assets, the remaining Fleet Reserve, a portion of the FY24 Gains on Assets, and some Police and Fire impact fees as revenues for the FY24 General Fund lease payments. This reduces the amount we owe by more than half.
- Prior to the TEUC meeting, the Fleet Committee requested that the General Fund provide funding support, similar to that in FY23, for FY24 lease payments in the amount of \$450,000. After being granted initially, the request has now been reduced to \$400K from the Unassigned Fund Balance in FY24.
- To accommodate the reduction in Unassigned Fund Balance, an additional \$50K will come from Gains received in FY24.

FY24 Revenues:	Totals:
Leftover FY23 Gains:	\$311,688.41
Leftover Fleet Reserve:	\$165,000.00
New Gains (FY24)	\$85,759.00
Police Impact Fees (portion)	\$40,000.00
Fire Impact Fees (portion)	\$18,376.00
Unassigned Fund Balance:	\$400,000.00
Total Revenues:	\$1,020,823.41
Remaining Balance:	\$.94

BUILDING A SUSTAINABLE FLEET RESERVE/FUNDING SOURCE

- The Fleet Committee is recommending that we create a central, sustainable General Fund Fleet Budget that may eventually include a Fleet Reserve, with an identifiable source of funding that replenishes annually.
- Regardless of which funding strategies are selected, there will need to be an update to the Fleet Committee Policy to make sure Departments know what their role is in the future budgeting and maintenance of Fleet.
- The Fleet Team has developed additional funding strategies that may help build this reserve over time.
 - Annual Department Contributions to Fleet: Set an expected percentage or dollar amount annually for budget purposes.
 - Evaluate returning to a strategy of cash purchases for Fleet versus leasing in FY'24.
 - Evaluate and track Fleet sales to pair vehicles and departments with available gains on assets. This money could be applied to lease payments or cash purchases.
 - Pursue the New Carbon Fee Collection Opportunity: With Burlington Electric, track the revenues from this new funding source to determine funding availability for future purchase or lease of electric vehicles.
 - Implement cost sharing for the purchase of larger Fleet or other shared equipment.
 - Implement surcharges when departments fuel up to recoup the full cost of the maintenance and operation of the fuel depot. Remind departments to appropriately budget for any increases to annual fuel costs or changes in the cost of labor.
 - Pursue possibility of utilizing franchise fees.
 - Explore credit card rebates: Utilize credit cards to pay vendors and put the rebate money towards Fleet.

Other Cost Saving Opportunities:

- Continue Fleet reduction efforts.
- Coordinate with HR on a strategy to evaluate additional resource needs when considering the creation of new personnel. This would allow Fleet to weigh in on the planning and budgeting for any new vehicles or equipment that are needed.
- Departments should identify a central location for all vehicles and equipment to ensure an accurate inventory and easier access.

At some point, we will need to consider whether future bonding can assist in the purchase of vehicles. This will be dependent on the lifespan of the vehicles in question, which could limit the impact of this solution, but it should be explored as an option for Fleet financing. See updated deferred purchase list attached (through FY24).

City's NetZero by 2030 Goal – Fleet Update:

DPW Fleet has worked to advance the electrification of the fleet where applicable. This is based on the Departments needs of the vehicle being purchased, whether the EV technology can support those needs, as well as provide a safe and efficient service to the City's residents. The Fleet Manager has also reached out to various vendors inquiring about the technology available for some of our larger fleet equipment, such as CR Woods, the Volvo heavy equipment dealer to see what EV equipment is available for a possible replacement of some of our construction equipment.

This past fall DPW demoed one of the first fully electric small bucket loaders in the United States. We tested the machine and its capabilities over 2 days. While we are not due for a replacement for some time, the demonstration proved useful in regards to the continuous run time the machine had, and how it would or would not suit our overall needs for the department. We found that with moderate daily use the battery life was acceptable, but in a scenario of continuous snow fighting operations, the 4-hour battery life would not be optimal. When the time comes for the Department to replace the existing bucket loader, we will discuss their needs and expectations, and see if the electric version will be acceptable.

The progression of the electrification of our fleet can be seen in Attachment B. It is important to note, that there are no funds allotted for General Fund vehicle replacement in the coming fiscal years, and there will be no General Fund fleet purchases until a strategy for funding these purchases is implemented. Our priority is funding the remaining General Fund fleet leases.

In Summary:

The Fleet team is looking to gain support from the Board of Finance and City Council to develop a long- term fleet purchasing strategy that ensures the sustainability of all existing vehicles/equipment in Fleet, as well as one that brings the City closer to reaching its NetZero 2030 goals. We have reached a pivotal moment in the long-term planning of the City's fleet, where decisions on how the City funds future fleet purchases will shape its ability to continue providing the level of service required by its residents. It will also provide a more solid road map for how Fleet can meet its portion of the City's overall NetZero 2030 goals. The Fleet Committee has reached out to the Transportation, Energy, and Utilities Committee to schedule meetings to discuss fleet funding strategies. These meetings are tentatively scheduled to start in July 2023 at their regularly scheduled times. We will also hire and work with a consultant to develop a comprehensive fleet management strategy, including recommending a sustainable funding source.

Suggested Motion:

1. To approve and recommend the City Council approve the proposed FY'24 Fleet Purchasing List as detailed in Attachment F, and authorize purchase of the vehicles listed therein, for a total authorized expenditure in the amount of \$517,000.00; and,
2. To approve and recommend that the City Council authorize the Department of Public Works, to auction the FY'24 replaced vehicles/equipment through various online public auctions; or, to

trade-in such vehicles/equipment to the vendor where replacement(s) are purchased; or, if such auction and/or trade-in is unsuccessful or not financially feasible, to arrange for such vehicles/equipment to be hauled away for scrap at the current market price.

ATTACHMENT A:

History of Burlington's Fleet Purchasing Strategy:

Below is a brief timeline of how the purchasing strategies for the City's fleet have changed over time. It provides the framework for understanding how the past has shaped the present and may provide guidance for helping us determine a new strategy focused on long-term sustainability.

- FY12 – FY15: There was a moratorium on the purchase of new vehicles due to the City's financial challenges.
- FY16: The City began to purchase new vehicles again – this time utilizing a master lease. At this time, an informal fleet team started creating a list of vehicles needed each year to help the City forecast needs over time.
- FY17: A Sustainable Infrastructure bond replaced three fire trucks for \$3.3 million.
- FY17 – FY18: The fleet team began creating a spreadsheet to track sustainable investment in fleet. The strategy of using master leases was working, but projections were showing financial challenges for fleet funding in out years due to increased debt payments.
- FY18: The City contracted with a fleet consultant to review how fleet was structured and recommend improvements. This resulted in a new Fleet Policy, the Fleet Committee, and a spreadsheet of needs from the consultant.
- October 24, 2019: The Fleet Policy was approved by the City Council.
- FY20: The Fleet team estimated that the sustainable fleet replacement need was approximately \$2,700,000/year. Up to this point, fleet funding had been by department. As part of the Fleet Committee and Fleet Policy development, all fleet related resources were pooled across departments into one location in order to create efficiencies in purchasing and revenues.
- FY20-22: It appears due to staff transitions and focus on the pandemic that during this time, staff lost track of the strategic focus on need for General Fund money for lease payments.
- FY23: The Fleet Team requested the use of \$715,000 of General Fund monies to support lease payments in FY23, as we were reaching the end of the Fleet reserve funds. At that time, the Fleet Team communicated that lease payments in FY24, & FY25 were going to require the same significant General Fund support.
- FY24: Freeze on the purchase of new vehicles for General Fund Departments and a focus on the funding of FY24 General Fund lease payments.

Over the last several fiscal years, through effective coordination and purchasing vehicles through master leases, the City was able to make significant reinvestments in its municipal fleet. Now the City is entering a very challenging multi-year fiscal year period for multiple reasons:

- As discussed above, vehicle replacement funding was pooled from Police, Public Works and Parks starting in FY20. However, not all revenues from pooling vehicle replacement funding from Police, Fire, Public Works and Parks were able to be kept each fiscal year for fleet needs due to shortfalls in General Fund operating budgets.
- Several recent revenue ballot items were not successful at the ballot box (FY'23 proposed Municipal tax increase and the fall 2021 \$40M capital bond proposal).
- After multiple years of financing to purchase new vehicles, the City is now carrying significant debt service payments for vehicles previously received.
- The Fleet Team is also continuing to manage constraints within the vehicle industry related to ordering and purchasing of vehicles and equipment. This includes delays in vehicle manufacture and delivery for both internal combustion and electric vehicles.
- With funding limited to Gains, remaining Fleet Reserve, and some Impact Fees; alternative sources of funding will need to be identified to support that \$1M/year in lease payments through FY25. There will continue to be a \$2M/year need to replace Fleet, though this number will likely be higher as the deferred list has increased over the last two years.

ATTACHMENT B: - PROGRESSION OF FLEET ELECTRIFICATION

Vehicle/Equipment Type	FY19	FY20	FY21	FY22	FY23	FY24	AVG	TOTAL
ELECTRIC	0	1	6	7	4	3	3.5	21
HYBRID	5	3	4	6	1	2	3.5	21
TOTAL FLEET PURCHASE	13	16	28	24	18	7	17.67	106
% OF EV	0%	6%	21%	29%	22%	43%	20%	20%
TOTAL COST OF EV	\$0	\$23,400	\$140,627	\$504,000	\$100,000	\$124,000	\$148,671	\$892,027

ATTACHMENT C: DEFERRED VEHICLE LIST

Please see attachment provided in packet.

ATTACHMENT D: VEHICLE REPLACEMENT LIST

Department	Equip.#	Year	Make	Model	Purchase Cost	Replacement Interval	Replacement Date
Recycling	G03	2017	International	7400	\$208,803	7 Years	2024
Stormwater	SW02	2014	Nissan	NV200	\$21,000	10 Years	2024
Water Distribution	Z20	2013	Dodge	3500	\$37,000	10 Years	2023
Water Distribution	Z19	2014	Ford	F250	\$46,375	10 Years	2024

ATTACHMENT E: VENDOR LIST

Vehicle	Vendors
EV Vehicles	Key Chevrolet, Freedom Nissan, Berlin City
Ford Maverick & E-Transit Van	Heritage Ford, McGee Ford, Barrette Ford
Gem Car	Country Club Enterprises
One Ton Truck	Heritage Ford, McGee Ford, Barrette Ford, Goss Dodge, Key Chevrolet
Recycling Truck	Allegiance Trucks, New England Kenworth, Lucky's Peterbuilt, R.R. Charlebois

ATTACHMENT F: FLEET PURCHASE LIST & COST CHART

Please see attachment provided in packet.

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Lee Perry

Title/Subject: FY24 Fleet Purchases

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/6/2023	Approved by Chapin
Mayor's Office informed and approved memo	Yes	6-7/2023	Approved by Jordan Redell
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note			Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/6/2023	Approved by Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/6/2023	Approved by Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Approved by the TEUC Committee at their May 23, 2023 meeting



MEMORANDUM:

TO: Board of Finance / City Council

FR: Chapin Spencer, DPW Director
Lee Perry, DPW Division Director – Maintenance Division

CC: Sarah Reeves, CSWD Executive Director

RE: **195-201 Flynn Avenue 2019 Second MOU Extension**

Date: June 12, 2023

Request:

In order to improve solid waste drop off center services for Burlington residents and businesses as well as insure the City has a place to manage soils properly, the Department of Public Works (DPW) is recommending the City Council approve a three-month, no-cost extension (through 9/30/2023) of the 2019 Chittenden Solid Waste District (CSWD) / City of Burlington Second Memorandum of Understanding (expiring 6/30/2023) to provide the City and CSWD time to negotiate a Purchase and Sale Agreement for 195-201 Flynn Avenue. Although the City has been working diligently to meet this June 30, 2023 deadline, CSWD at the request of their Board of Commissioners has asked for more time resulting in a need to extend the current Memorandum of Understanding.

Purpose:

The action above will provide CSWD and the City additional time to undertake additional due diligence in advance of finalizing the terms of the Purchase and Sale Agreement. These include:

- Property appraisal
- Archeological assessment
- Deed research
- Wetlands survey
- Phase I and likely Phase II environmental assessment

Building Inspection

Background:

For over two decades, the City of Burlington's DPW and CSWD have been attempting to resolve a protracted effort to construct a modern, safe, full-service drop off center (DOC) in the City. CSWD has operated a space-constrained and service-constrained DOC at 339 Pine Street for many years as a stop

gap measure. In 2001, CSWD purchased 195-201 Flynn Avenue (two adjoining parcels) for the purpose of developing a modern, full-service DOC at that location. Due to uncertainty with the Champlain Parkway and other issues, the DOC development did not advance.

CSWD's policy is to have the host municipality own the DOC property and have the municipality lease the site to CSWD for DOC development and operations. As such, Burlington DPW and CSWD Management have worked hard over the last few years to find a feasible, pragmatic path to transfer the 195-201 Flynn Avenue parcels to the City and provide options for the long-term full service drop off center in the City of Burlington. Below is a brief history.

History:

- CSWD purchased 195-201 Flynn Avenue for ~\$510,000 with the intent of setting up an expanded DOC. CSWD's expectation was, and continues to be, that the City purchase the property and lease a portion back to CSWD for the DOC.
- 2015: CSWD told City they were planning to sell the parcels on the open market given the lack of progress on a DOC.
- 2016: City and CSWD agreed on a 3-year Memorandum of Understanding offering the City an option to purchase 195-201 Flynn Avenue with an annual \$16,667 option payment counted towards the ultimate purchase price.
- 2019: City and CSWD agreed on a 2 year extension of the 2016 MOU.
- 2020: CSWD closed the Burlington DOC during the pandemic, and reopened just for organics due to the limited space and significant safety concerns
- 2021-2022: City and CSWD negotiated 2 MOU extensions to allow for negotiations for a lease purchase agreement (the current one expiring June 30, 2023). The City has currently made \$100,001.32 in option payments that will count toward the purchase price.
- 2023: DPW and CSWD have continued productive discussions regarding the development of an expanded service DOC in the City of Burlington, as well as a site for City soils relocation for 339 Pine St., and the Intervale

Summary:

Completing the purchase and sale agreement and acquiring 195-201 Flynn Avenue will fill needs DPW and CSWD both currently have. These are listed below:

1. Provide a space for a permanent, well-designed location for City soil management
2. Enable CSWD to expand their DOC operations at 339 Pine Street in the short term by removing City soil management from 339 Pine Street. This will give CSWD the ability to add trash, recycling, metal, and leaf and yard waste to their DOC services
3. Free up space to better accommodate the future Railyard Enterprise Project at 339 Pine Street. One of the options shows a path going through a portion of what currently houses the Street Maintenance Divisions construction materials, and soil storage area. These materials will be displaced by the project, and need an area to relocate.

4. Give the City and CSWD the option, long-term, to locate an expanded service, modern DOC at 339 Pine Street or Flynn Avenue. If the current 339 Pine Street location is no longer viable for CSWD to operate a DOC from, then the back parcel on 195-201 Flynn Avenue, or another suitable location within the City could be used as an alternate location
5. Secure additional “enterprise” land for current and future municipal operational needs. Other than soil management, other construction materials, and equipment could be stored on site. Recent growth at our 645 Pine Street location has decrease parking as a result. Some equipment is stored off site out in the elements during winter months.
6. Accommodate interests in the Intervale to repurpose Water Distributions’ existing soils management area by relocating to 195-201 Flynn Avenue. The current location is not optimal considering it is in a flood plain.

Risks of Not Acting:

1. City will lose \$100,001.32 in option payments
2. The current Burlington Drop Off Center services may not expand beyond organics
3. City will continue to struggle with adequately managing urban soils at suboptimal facilities
4. City will continue to store various municipal equipment outdoors in the elements
5. City will be more constrained in accommodating the Railyard Enterprise Project at 339 Pine Street
6. Without additional municipal property, the City will not be able to consider future expansion of Municipal services such as consolidated collection as 645 Pine Street is fully utilized.

Funding:

The City has budgeted limited funds for the acquisition in FY’24. The funds would cover debt service payments in the fiscal year. The City is actively working on funding approaches to continue funding debt service payments throughout the repayment period. We aim to have a funding plan in place by the time we return seeking approval to execute the Purchase & Sale Agreement.

Next Steps:

If the City Council and the CSWD Board approve this recommended additional three (3) month extension of the Second MOU to September 30, 2023 to give both parties time to undertake additional due diligence, as well as negotiate the terms of the 195-201 Flynn Avenue purchase and sale agreement, we would expect to take the following next steps:

- Late Summer / Early Fall – Bring Purchase and Sale Agreement to BOF
- Late Summer / Early Fall – Bring Purchase and Sale Agreement to CC
- Fall 2023 – Execute Purchase and Sale Agreement
- Winter 2023-2024 – Complete property acquisition

- Spring 2024 – Undertake site work improvements at 195-201 Flynn Avenue and 339 Pine Street
- Spring 2024 – Open expanded DOC for public service at 339 Pine Street and City soil management activities begin at 195-201 Flynn Avenue

Board of Finance Motion:

Move to approve, and recommend the City Council approve a three-month, term-only, no cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through September 30, 2023, and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney’s Office.

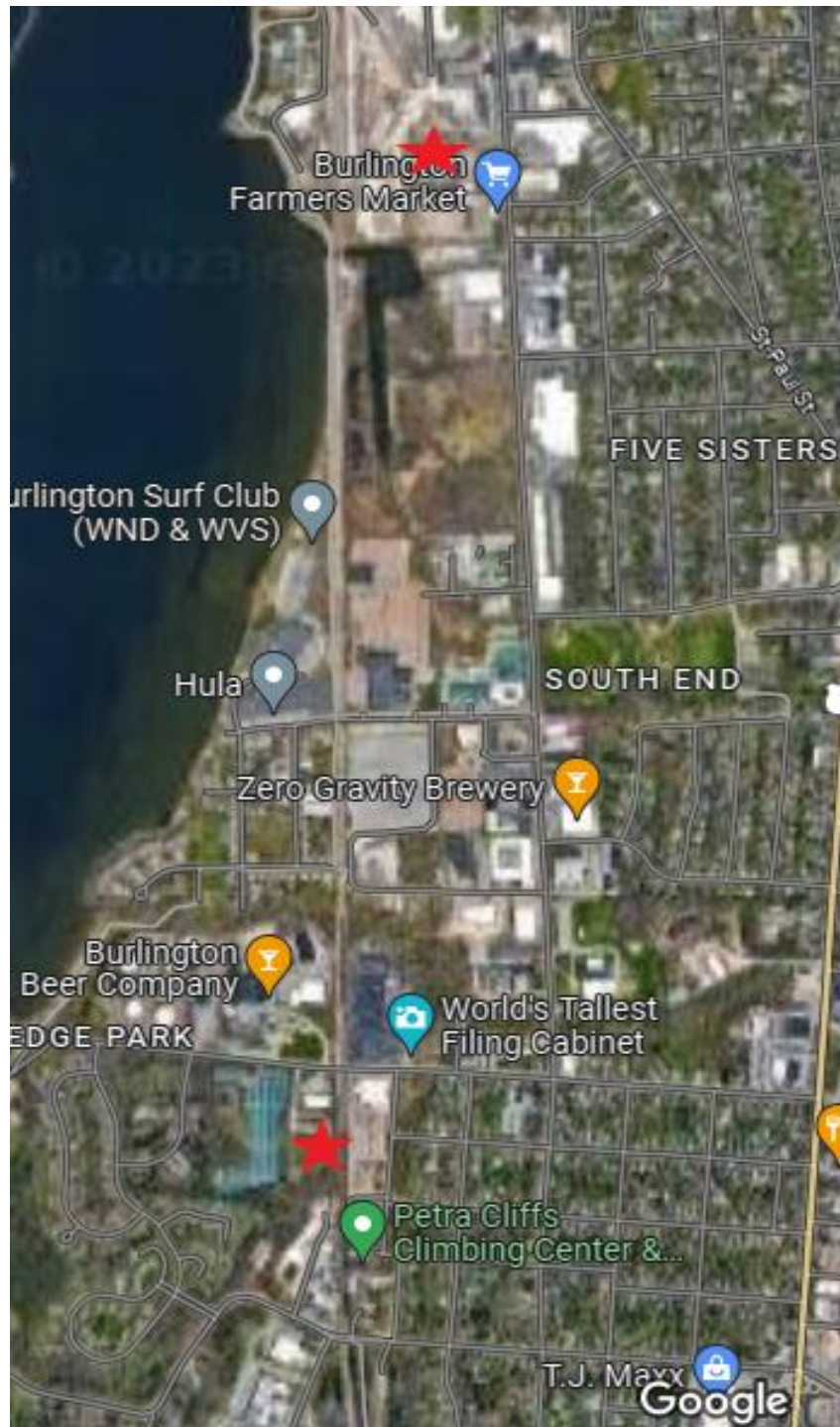
City Council Motion:

Move to approve a three-month, term-only, no cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through September 30, 2023, and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney’s Office.

Attachments: See maps below, and previous MOU provided in packet.

South End Map – 339 Pine Street Red Star To The North

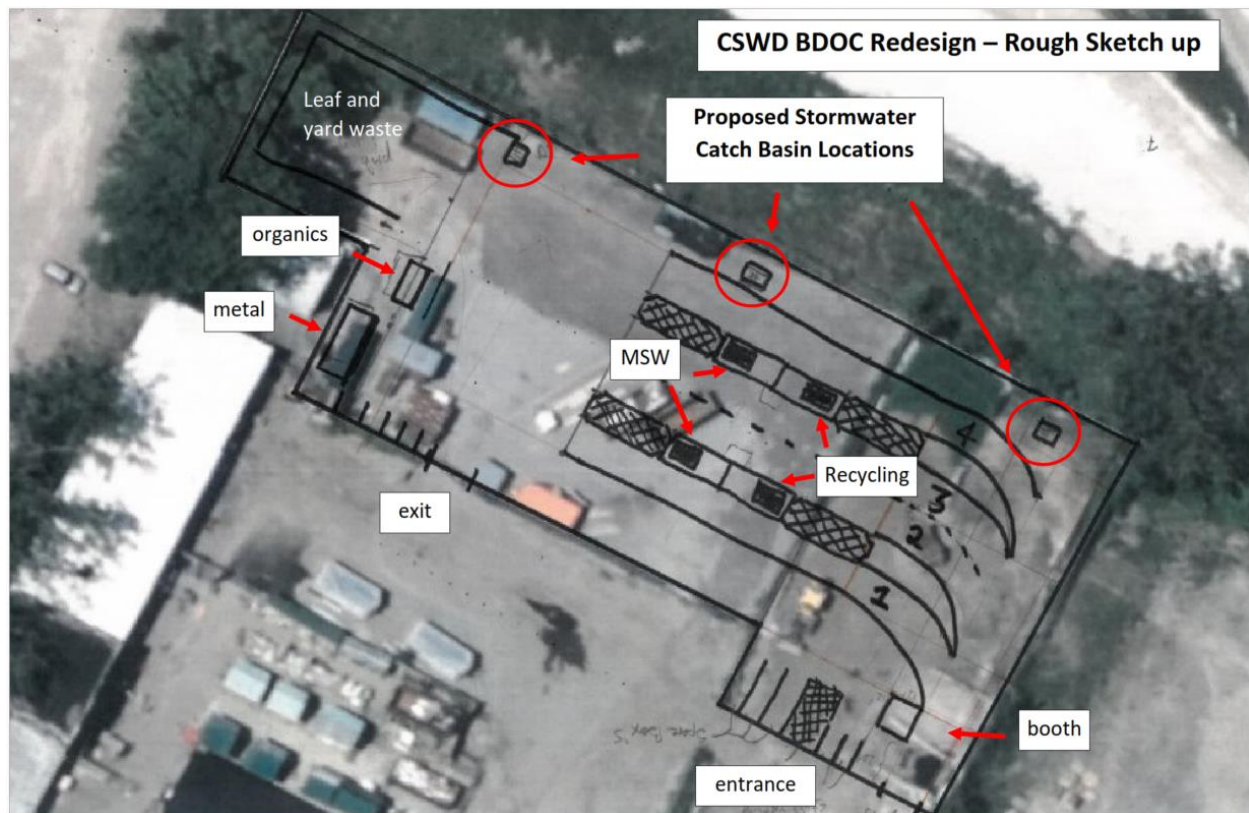
195-201 Flynn Avenue Red Star To The South



339 Pine Street Proposed DOC Expansion & REP Proposed Path



339 Pine Street DOC Conceptual Design – Will start services with single lane, and possibly expand depending on throughput. Open Tuesday through Saturday.



195-201 Flynn Avenue



Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Lee Perry
 Chittenden Solid Waste District 195-201 Flynn Ave., Additional 3 Month MOU
 Title/Subject: Extension

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☐	City Council	Click or tap to enter a date.
☐	Concurrent	

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/6/2023	Approved by Chapin Spencer
Mayor's Office informed and approved memo	N/A	6/7/2023	Approved by Jordan Redell
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/7/2023	Approved by Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/7/2023	Approved by Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Jeff Padgett

Title/Subject: Traffic Markings Contract - FY24

	Approval:	Meeting Date:
☒	Board of Finance	6/12/2023
☒	City Council	6/20/2023
☐	Concurrent	

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/6/23	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	6/7/23	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/6/23	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/6/23	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: May 12, 2023
May 20, 2023

To: Board of Finance
City Council

From: Jeff Padgett, Division Director
Parking and Traffic

C.C.: Chapin Spencer, DPW Director
Alan Mashtare, Traffic Manager

Subject: FY24 Traffic Markings
Contract Award Request

BACKGROUND:

Every year the Department of Public Works (DPW) Traffic Group contracts with a vendor to repaint traffic markings on City streets. These include the white lines at the sides of the roadway and the yellow center lines, as well as the green bicycle markings and related stencils. The City has increased the amount of lines and markings over the last 7 or so years in efforts to improve the safety of our roadways and better accommodate a broad range of users. The majority of this work is done in the late spring as weather allows (temperature, rain and snow) and then finished/touched up during the summer.

Historically, this contract was issued on a calendar year basis (awarded in March for April-October painting). However, recognizing that the short timeline between bidding and working created logistics and scheduling challenges for the contractor that resulted in a delayed spring startup, the contract was shifted to be on a fiscal year basis (bid in April for July-July painting). This change has allowed the contractor to better schedule spring work

(because it was already under contract) and has resulted in one of the fastest starts to painting in the Spring of 2023 (CleanSweep ended on a Friday, and painting started on Monday). This was noticed and appreciated by members of the cycling public.

BID SUMMARY:

DPW issued a Request for Proposals on March 23, 2023 and received two (2) bids based on an estimated scope of work.

L&D Safety Markings	\$154,804.43
K5 Corporation	\$151,516.54

Although K5 provided a lower bid on the estimated scope of work, the margin of price difference is not significant for a project of this scale and would likely cost substantively the same as L&D when the actual work is performed. Additionally, being new to the area, K5 would require significant City staff resources, which are constrained due to lack of seasonal workers, to guide them through the project. Staff believes that L&D is more advantageous to the City because they have a competitive price, have performed this work previously, and will require minimal staff supervision because they have a solid understanding of the scope and the City's expectations. Therefore, staff recommends awarding the contract to L&D.

However, staff is aggressively exploring alternatives to paint that may provide longer lasting and more sustainable approach to pavement markings. It may be that next year's contract (FY25) will be structured differently and potentially be bid in smaller pieces with different material (tapes, thermoplast, paint, etc.) allowing for award to multiple contractors.

FUNDING:

The FY24 Traffic Budget (Fund 264) has allocated funding for this work. This is a recurring annual maintenance expense and the funds for this work are generated by meter revenues.

MOTION:

Board of Finance:

1. To approve and recommend that City Council authorize the Director of Public Works to execute a contract with L&D Safety Markings for a maximum limiting amount of \$154,804.43 for pavement marking, subject to review and approval by the City Attorney's Office.

City Council:

1. To authorize the Director of Public Works to execute a contract with L&D for a maximum limiting amount of \$154,804.43 for pavement marking, subject to review and approval by the City Attorney's Office.



OFFICE OF THE CLERK/TREASURER

City of Burlington

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

Voice (802) 865-7000

Fax (802) 865-7014

Deaf/Hard of Hearing 711

TO: Board of Finance

FROM: Nicole Losch, Grant Director

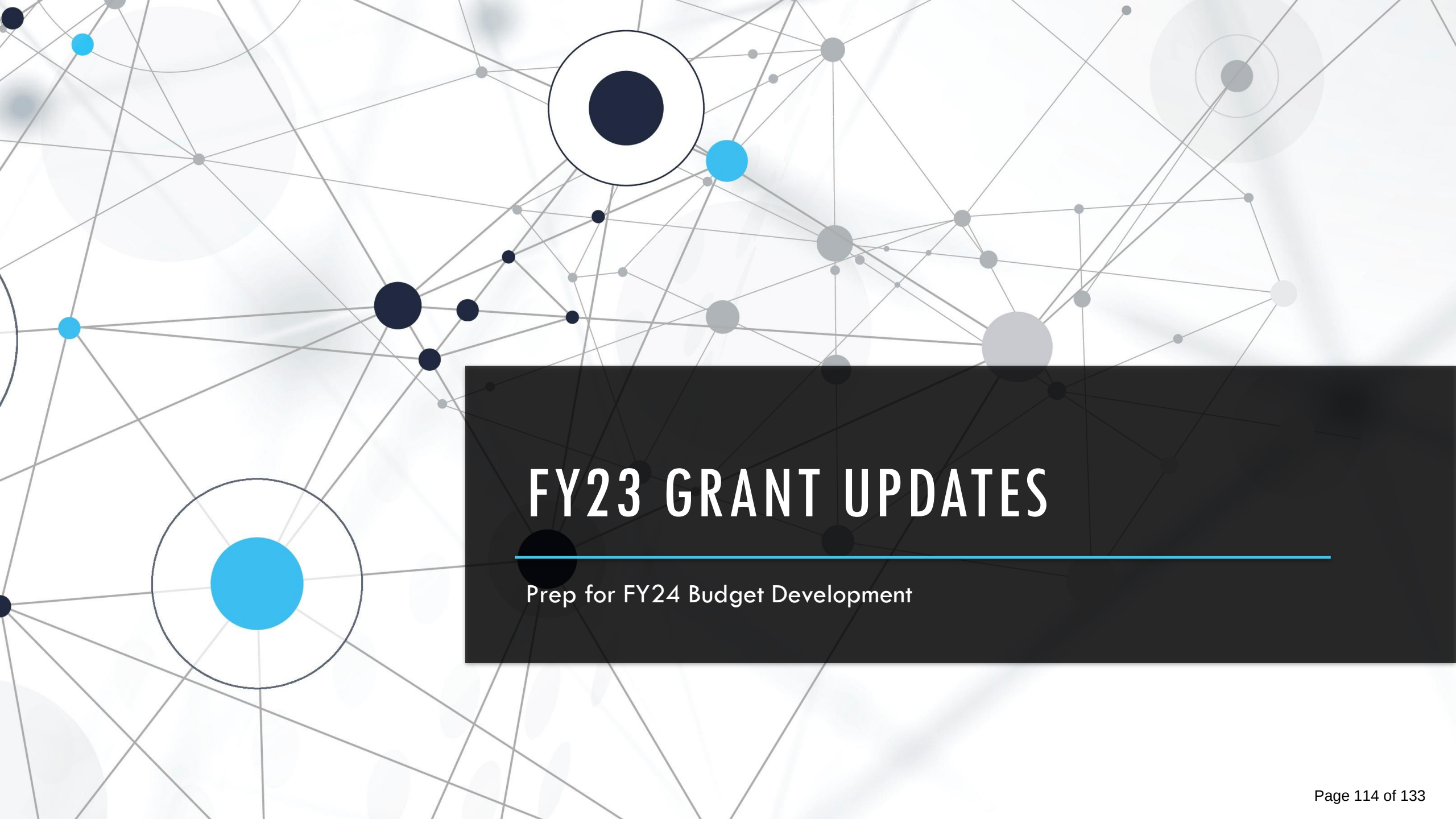
DATE: June 5, 2023

RE: FY23 Grant Summary in Preparation for FY24 Budget

The city created two new positions in 2022, the Grant Director and Grant Associate, to support all city departments in their collective efforts to compete for new and ongoing state and federal funding opportunities. At their June 12, 2023 meeting, C/T staff will present a summary of interdepartmental efforts in FY23, highlight anticipated opportunities in FY24, and discuss the challenges and opportunities that come with this new work.

Thank you for your consideration and do not hesitate to reach out if you have any questions or concerns in advance of the meeting: nlosch@burlingtonvt.gov | 802-391-6809.

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.



FY23 GRANT UPDATES

Prep for FY24 Budget Development

HIGH-LEVEL FOCUS AREAS



REDUCE FINANCIAL BURDENS
ON THE GENERAL FUND



INFRASTRUCTURE, PUBLIC
HEALTH, FACILITIES



SUPPORT UNDERFUNDED
PROJECTS OR PROGRAMS

INTERDEPARTMENTAL EFFORTS

Clerk & Treasurer: surface infrastructure, public health, equity and belonging, workforce development, facilities, and support to other departments when capacity is limited

BED: charging & fueling infrastructure, energy systems

Airport: FAA programs

BCA: public art and event programming

CEDO: community justice, health hazards, housing

DPW: water, stormwater, wastewater

Planning: code and policy

FY23 SUMMARY

C/T Office

\$1.5m awarded

\$26.5m pending
announcements

Collectively:

\$67.9m+ requested

58% transportation-
related: DPW &
BPRW bridges, paths,
streets, sidewalks, &
signals

Birchcliff Parkway
crosswalks

Queen City Park Road
shared use path

Fletcher Free Library

Calahan Park path

Leddy Park outfall

More announcements
later in June

AEDs, ambulance, & fire
safety education

Reconnecting Bank &
Cherry

Workforce development

North Beach Bridge &
Access Road

CDS Earmarks: BFD
Station 1 + City Hall
Windows, FFL
Bookmobile

FY23 alone:

- leveraging \$212k for \$2m+ in non-federally funded projects
- \$107m+ Federal awards

CDS:

- \$34m+ requested, \$1m+ pending

ANTICIPATED OPPORTUNITIES FOR C/T FOCUS

TRANSPORTATION (~\$60m): QCPR bridge, REP, transportation safety, traffic signals, Bank / Cherry / Pine / St Paul, to and within Parks

EQUITY & COMMUNITY (~\$7m): Neighborhood Equity Index, workforce development (entry-level kitchen, sewing, trades, Net Zero, youth, childcare), gardens & forestry, sub-surface infrastructure for housing growth, public art, municipal planning, public health & safety

FACILITIES (~\$3m): energy efficiency, public/private partnership planning

CHALLENGES & OPPORTUNITIES

Limited local match sources

Staff capacity constraints

Limited opportunities that match specific needs (e.g. fleet)

Pre-application work is still underway

Fleet: advocate at State level to expand fleet opportunities

Facilities: establish data to quantify energy use and potential savings (underway)

Infrastructure: complete planning & design work for future grant applications (underway)

Workforce: new staff!

Collaboration: C/T available to make connections to unlock non-traditional funding

SUGGESTED NEXT STEPS

More preparation for Congressionally Directed Spending requests

More communication between departments to holistically present grant updates

Develop and continually update a public-facing grant award database to illustrate how much the city leverages in grant funding and saves taxpayers

Improve and streamline announcements of funding opportunities to avoid missed opportunities

Continue to identify non-cash match strategies

Questions?

Nicole Losch, Grant Director | nlosch@burlingtonvt.gov | 802-391-6809

Elizabeth Ross, Grant Associate | eross@burlingtonvt.gov | 802-391-6808

Board of Finance and City Council Submission Checklist

Department: Clerk & Treasurer Submitter: Nicole Losch, Grants Director

Title/Subject: FY23 Grant Summary & Prep for FY24 Budget

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

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	6/5/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	6/7/2023	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/6/2023	Asst. City Attorney Jared Pellerin
CAO has reviewed budget, financing, and memo	Yes	6/5/2023	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



FY24 CAO's Budget

June 12, 2023



Context

FY24 is a particularly challenging budget year because of:

- increased public safety personnel costs,
- vehicle fleet costs, and
- COLA increases to non-public safety staff and general inflationary pressures.

Over five Marvelous Nights in May City Councilors reviewed, in detail, each aspect of the budget and provided feedback.



General Fund Overview

Category	FY23 Amended Budget	FY24 Proposed Budget	Y over Y \$ Increase	Y over Y % Increase
Revenues	\$98.0M	\$101.1M	\$3.1M	3%
Expenses	\$97.4M	\$101.1M	\$3.7M	4%



FY24 Municipal Tax Rate

FY24 Mayor's Recommended Budget General Fund Tax Rate Revenue

Grand List / \$100	FY23		FY24	
	\$56,324,734		\$57,068,220	
	Budget Tax Rate	Projected Taxes	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:				
General City	0.1952	\$ 10,994,588	0.1952	\$ 11,139,717
Police/Fire	0.0785	4,421,492	0.0785	4,479,855
RATES CAPPED BY VOTERS:				
Parks	0.0250	1,408,118	0.0450	2,568,070
Penny for Parks	0.0100	563,247	0.0100	570,682
Highway	0.0312	1,757,332	0.0312	1,780,528
Street Capital and Greenbelt	0.0500	2,816,237	0.0550	3,138,752
Library Tax	0.0050	281,624	0.0050	285,341
Housing Trust	0.0100	563,247	0.0100	570,682
Open Space - Conservation Legacy	0.0100	563,247	0.0100	570,682
BUDGET DRIVEN RATES:				
GMT (formerly CCTA)	0.0295	1,660,893	0.0325	1,852,861
County Tax	0.0041	230,931	0.0042	237,859
Retirement	0.1534	8,640,214	0.1564	8,925,470
Debt Service	0.1063	5,989,270	0.1166	6,654,154
	=====	=====	=====	=====
TOTAL	0.7082	\$ 39,890,441	0.7495	\$ 42,774,654

- FY23 \$.7082
- FY24 \$.7523 (6.2% increase)
- Includes \$.005 addition to dedicated street capital and greenbelt tax to allow for additional patching program
- Includes raising exemption for Business Personal Property Tax from \$45K to \$75K



Impact of FY24 Municipal Tax Rate

- Increasing BPRW appropriation from \$.025 to \$.045 represents a \$6.16/month increase for homeowners at median of \$370,000
- Increasing street tax from \$.05 to \$.055 represents a \$1.54/month increase for those homeowners
- Total municipal tax increase represents \$13.60/month increase for homeowners at median



Changes to the GF Budget since June 1

- In addition to cuts and adjustments from May 30:
- Increased CA budget for legislative representation by \$25K
- \$116,699 budget restored to VNA (accidentally left off)
- Turning Point increased to \$17,950 from \$4,500
- BTV CARES budget increased from \$300K to \$365K and moved from non-departmental into BPD budget
- Increased contingency to \$175K from \$100K – must receive CC approval to spend



Updates to Additional Increase

- Informed BOF on May 30 about \$900K of additional increase due to unforeseen retirement and health issues
- \$500K in “carry-forward savings initiatives” historically used to reduce medical portion of health insurance costs, no documentation on why or how to apply correctly
- Additional retirement expenses – including BFFA employees capped at contributing 14% of income per contract, true cost 15.5%
- After reducing expenses as much as possible, able to reduce amount needed from one-time sources to \$690K



Proposed FY24 Revenues

FY24 Revenues		
Non-dept	\$ 69,700,000	69%
CT	\$ 4,800,000	5%
Fire	\$ 3,800,000	4%
Police	\$ 2,500,000	2%
DPW	\$ 6,200,000	6%
P&I	\$ 3,800,000	4%
BPRW	\$ 5,600,000	6%
BCA	\$ 1,600,000	2%
Other	\$ 3,055,000	3%
TOTAL	\$ 101,055,000	100%



Proposed FY24 Expenses

FY24 Expenses		
Non-dept	\$ 20,600,000	20%
Regional	\$ 3,000,000	3%
Mayor	\$ 548,000	1%
CC	\$ 158,000	0%
CT	\$ 3,500,000	3%
CA	\$ 1,500,000	1%
Planning	\$ 807,000	1%
Assessor	\$ 542,000	1%
HR	\$ 1,500,000	1%
REIB	\$ 1,700,000	2%
IT	\$ 2,000,000	2%
BWD/ELI	\$ 1,600,000	2%

Fire	\$ 15,600,000	15%
Police	\$ 18,700,000	19%
DPW	\$ 9,500,000	9%
P&I	\$ 2,300,000	2%
FFL	\$ 2,700,000	3%
BPRW	\$ 10,100,000	10%
BCA	\$ 3,200,000	3%
CEDO GF	\$ 1,500,000	1%
	\$ 101,055,000	100%



Next Steps to Pass FY24 Budget

- Thursday, June 15 – Mayor submits budget to City Council
- Tuesday, June 20 – City Council Meeting
- Monday, June 26 - City Council Meeting



Looking Ahead to FY25 and Beyond

- Many of the FY24 budget challenges are likely to intensify in future years.
- FY24's reliance on cuts and one-time funds is not sustainable moving forward.
- Administration will complete and implement numerous revenue and operational studies in first half of FY24 including: fleet management, revenue & equity analysis, fire staffing, impact fee study, and CEDO financial sustainability
- Develop Capital Plan to meet City's needs before additional bond capacity available
- Increase franchise fees, PILOT and other non-property tax sources of revenue
- Develop multi-year sustainability plan to pay for expanded public safety
- Budget is tight and will require tight monitoring of personnel expenses throughout the year to ensure balanced budget – will report quarterly to BOF on revenues and expenses



Questions and Discussion